

CONTRACTUAL AGREEMENT

between

WILLIAMS UNIFIED SCHOOL DISTRICT

and

CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

and its

WILLIAMS CHAPTER NO. 556

July 1, 2015 - June 30, 2018

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ARTICLE I AGREEMENT

Section 1. The articles and provisions herein constitute a binding agreement by and between the Governing Board of the Williams Unified School District ("District") and Williams Chapter #556 of the California School Employees Association ("CSEA" or "Association"), an employee organization.

The term of this agreement is for the 2014-15 through 2017-18 school years, and there shall be no reopeners in the 2015-16 school year.

ARTICLE II RECOGNITION

Section 1. The District recognizes the Association as the exclusive representative for all employees except those lawfully designated as certificated, confidential, management, substitute, limited term, and short-term employees.

Section 2. The District shall only meet and negotiate with representatives of CSEA in regard to matters within the scope of representation.

ARTICLE III EMPLOYEE/ASSOCIATION RIGHTS

Section 1. Activities

- (a) The District and Association recognize the rights of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative rights of employees to refuse to form, join, and participate in employee organization activities.

Section 2. Organizational Rights

CSEA shall have the following:

- (a) The right of access at reasonable times in areas in which employees work.
- (b) The right to reasonable use of institutional bulletin boards, mailboxes, and telephones.
- (c) The right to use institutional facilities at reasonable times and subject to application procedures.
- (d) The right to be supplied a roster which shall indicate each employee's present classification, primary job site, hired date, and an update of new employees and resignations as they occur.
- (e) The right to review upon request a copy of any public documents; the right to reproduce copies of such material at CSEA expense.
- (f) Within thirty (30) days after the execution of this Agreement, the District shall print or duplicate and provide without charge a copy of

this Agreement to every employee in the bargaining unit. Each employee in the bargaining unit shall be provided by the District, without charge, a copy of any written changes to this Agreement agreed to by the parties during the life of this Agreement.

- (g) Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided a copy of this Agreement by the District without charge at the time of employment.

ARTICLE IV EMPLOYEE EVALUATION PROCEDURES

Section 1. Purpose

The purpose of evaluations is to enable an employee to maintain satisfactory levels of performance and to assist in such matters as promotion and transfers. The evaluation becomes a part of the permanent record for the supervisor and District Office and is used in determining the quality of work performed by the employee, his/her attitude, and his/her value to the School District. It is the policy of the Williams School District to retain competent classified employees and assist them in becoming better qualified in their work. A capable classified employee is an asset to the educational program of the School District.

Section 2. Initial Meeting

For personnel being evaluated, the supervisor shall meet with the employee no later than October 31st of each year. The following shall be discussed:

- (a) Employee's job description;
- (b) Employee's specific job assignment and expected levels of performance;
- (c) Explanation of the evaluation procedure to be followed and the Classified Evaluation Form to be used.

Section 3. Evaluation Frequency

- (a) Permanent employees shall be evaluated yearly
- (b) Probationary employees shall be evaluated twice during the first six (6) months of employment.

Section 4. Substandard Overall Evaluation

For any permanent employee who receives an overall "needs improvement" or lower rating on his/her yearly evaluation, the District shall prepare a work plan to assist the employee in improving his/her performance.

Section 5. Supervisor Definitions

- (a) For purposes of evaluations only, the supervisor is defined as:
- (b) The Supervisor for custodians, bus drivers, groundskeepers and maintenance technicians is the Director of Maintenance Operations and Transportation.
- (c) The Supervisor for cafeteria workers is the Cafeteria Manager.
- (d) The supervisors for instructional aides are the teachers for whom they work and/or the Principal.
- (e) The supervisors for other aides (library) and secretaries are the Principal and/or Vice Principal.

ARTICLE V PERSONNEL FILES

Section 1. Maintenance of Personnel Files

The personnel files of each employee shall be maintained at the District Office.

Section 2. Placement of Material in Files

Employees shall be provided with copies of any derogatory written material before it is placed in the employee's personnel file. The employee shall be given an opportunity, during normal working hours and without loss of pay, to review, initial and date the material. The employee may prepare a written response to such material outside of the employee's hours. The written response shall be attached to the material.

Section 3. Inspection of Personnel Files and Content of Materials

Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing District. Such material is not to include ratings, reports, or records which:

- (a) Were obtained prior to the employment of the person involved;
- (b) Were prepared by unidentifiable examination committee members;
or

(c) Were obtained in connection with a promotion examination.

The employee may authorize in writing a representative to review the employee's file during District Office business hours.

Section 4. Confidentiality of Files and Log of Access

All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee. As part of the personnel file, a log shall be kept indicating the persons who have examined the personnel file as well as the date such examinations were made. The persons in the District Office who are in charge of maintaining personnel files and the Superintendent shall be exempt from the log requirements.

Section 5. Signing and Dating Material in File

Any person who places written materials or drafts written for placement in the employee's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

ARTICLE VI ORGANIZATIONAL SECURITY

Section 1. Any employee who is a member of Chapter #556 of the California School Employees Association or who has applied for membership, may sign and deliver to the District an assignment authorizing deduction of unified membership dues, initiation fees and general assessment in the Association.

Section 2. Maintenance of Membership

The District and California School Employees Association agree that any unit member who is a member of California School Employees Association upon the effective date of this Agreement or who becomes a California School Employees Association member or service fee payer during the term of this Agreement shall maintain membership or service fee status for the duration of the Agreement (consistent with the provisions of Government Code section 3540.1(i)).

Section 3. Agency Fee

Any employee who is not a member of the Association or who does not make application for membership at the effective date of this Agreement or within thirty (30) days from the date of commencement of duties, shall as a condition of continued employment, become a member of the Association or pay to the Association a fee in an amount equal to unified membership dues, initiation fees and general assessments payable to the Association;

however, the employee may authorize payroll deduction for such fee in the same manner as provided in Section 6.1 of this Article. In the event that an employee shall not pay such fee directly to the Association or authorize payment through payroll deductions, as provided in Section 6.1, the Association shall so inform the District, and the District shall immediately begin automatic payroll deductions as provided in Education Code section 45168 and in the same manner as set forth in Section 6.1 of this Article. There shall be no charge to the Association for such mandatory agency fee deduction.

Section 4. Religious Beliefs

(a) Any employee who is a member of a religious body whose traditional tenets or teaching include objections to joining or financially supporting employee organizations shall not be required to join or financially support the Association as a condition of employment; except that such employee shall pay, in lieu of a service fee, sums equal to such service fee to one (1) of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:

- * United Fund
- * American Heart Association
- * American Cancer Society
- * WUSD Scholarship Fund

Such payment shall be made on or before October 15 of each school year

(b) Proof of payment pursuant to Article VI, Section 4(a) above shall be made on an annual basis to the District as a condition of continued exemption from the provisions of Sections 1 and 2 of Article VI. Such proof shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to who payment in lieu of the service fee has been made. Such proof shall be presented on or before October 15 of each school year. The Association shall have the right of inspection in order to review said proof of payment.

(c) Any employee making payments as set forth in Sections 4(a) and 4(b) above, and who requests that the grievance or arbitration provisions of this Agreement be used in his or her behalf, shall be responsible for paying the reasonable costs of using said grievance or arbitration procedures.

Section 5. District Responsibilities

With respect to all sums deducted by the District pursuant to authorization of the employee, whether for membership dues or equivalent fees, the District agrees promptly to remit such monies to the Association together with an alphabetical list of unit members for whom such deductions have

been made, categorizing them as to membership or non-membership in the Association, and indicating any changes in personnel from the list previously furnished.

Section 6. Association Responsibilities

The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.

Section 7. Indemnification and Hold Harmless

(a) The Association agrees to pay to the District all reasonable legal fees and legal costs incurred by the District in defending against any court action and/or administrative action before the Public Employment Relations Board challenging the legality or constitutionality of the agency fee provisions of this Agreement or their implementation.

The Association agrees that payments under this provision shall be made on a semi-annual basis.

(b) The Association agrees to indemnify and hold the District harmless from any award or judgment which may result from a court action or administrative action referenced in Article VI, Section 7(a) above.

(c) The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to in Article VI, Section 7(a) or 7(b) shall or shall not be compromised, resisted, defended, tried or appealed.

Section 8. Current Employees

A unit member who was not a member of the Association on the effective date of this Article, shall continue to be exempt from its provisions unless he/she voluntarily joins the Association after the effective date of this Article.

ARTICLE VII HOURS OF EMPLOYMENT

Section 1. Workweek

The workweek shall be forty (40) hours rendered in daily units of eight (8) hours for five (5) consecutive workdays. The workweek for each classified employee of the bargaining unit shall be prescribed upon initial employment with the District and upon each change in classification thereafter. The prescribed workweek may only be changed by mutual agreement of the employee and the District.

Section 2. Workday

The workday and work year shall be established and fixed by the District as permitted by law.

Section 3. Lunch Periods

- (a) The District shall establish an unpaid, uninterrupted lunch period of not less than one-half (1/2) hour for each employee working five (5) or more consecutive hours per day. The duration of the lunch period and the time at which it is taken shall be arranged with the immediate supervisor.
- (b) Any employee working an eight (8) hour shift which ends after 8:00 p.m. shall be allowed a duty-free lunch period of thirty (30) minutes duration near the middle of his/her shift, such lunch period to be a part of his/her paid shift time (this paid lunch period is granted as a shift differential).

Section 4. Overtime

- (a) Overtime is defined to include any assigned time worked in excess of eight (8) hours in any one (1) day or eight (8) hours on any one (1) shift or in excess of forty (40) hours in any calendar week.
- (b) Any employee assigned a workday for four (4) hours or more per day shall be compensated for the overtime performed on the sixth (6th) or seventh (7th) day following commencement of his/her workweek.
- (c) Overtime compensation shall be equal to time and one-half the regular rate of pay of the employee designated and authorized to perform the overtime. The District may authorize the utilization of compensatory time off in lieu of cash compensation so long as the services of the District are not impaired. Where compensatory time off is authorized by the District, the employee and his/her supervisor shall agree in writing when the compensatory time shall be utilized by the employee.
- (d) Compensatory time shall be granted and must be taken within the fiscal year in which it is earned, unless there is a mutual agreement between the employee and the District to carry compensating time over into the next fiscal year.
- (e) Field Trips and Athletic Trips:
 - (1) District reserves the right to assign bus drivers to drive trips.

- (2) The District reserves the right to use non-District personnel on athletic trips not requiring a school-owned bus that take place on weekends (Saturdays and Sundays) or that involve an overnight stay.
- (3) A bus driver may decline a field trip or athletic trip that lasts beyond the end of the driver's regular work day.
- (4) Any employee of the bargaining unit assigned by the District to drive a field trip or athletic trip shall be compensated in accordance with his/her regular rate of pay and with the provision of Article VII, Section 4(c), "overtime," if applicable.

Section 5. Rest Breaks

- (a) The District shall provide each employee a paid ten (10) minute break for each three (3) hour consecutive period worked.
- (b) Rest breaks cannot be accumulated for credit.

Section 6. Minimum Call-In/Call-Back Time

Any employee called in to work on a day when the employee is not scheduled to work or called back to work after completion of his/her regular assignment, shall receive a minimum of two (2) hour's pay. If the work goes beyond two (2) hours, the employee will be paid for all time worked. The pay under this section will be at the appropriate rate of pay.

Section 7. Stand-By Time

- (a) Bus Drivers
 - (1) Bus Drivers who drive on trips will be paid from the time they leave campus until they return, unless it is an overnight trip.
 - (2) A bus driver who is assigned to drive on an overnight trip shall be compensated for all hours where the driver is assigned driving or other work-related duties. A bus driver shall not be compensated for any hours where he/she has not been assigned duty as indicated above.
- (b) Aides - Field Trips
 - (1) Participation in field trips that extend beyond the aide's normally assigned hours is voluntary. If the aide elects to go on such a trip, any time spent beyond the normal assignment will be considered volunteered time, unless the aide arranges

with the teacher prior to the field trip to take compensatory time off.

- (2) Aides who elect not to go will be assigned other work at school by their teacher.
- (3) If the Principal assigns an aide to attend a field trip, the aide will be paid for the full amount of time spent, or will receive compensatory time off, within the current school year.

Section 8. Right of Refusal

An employee who is requested to work overtime, call-in, or call-back time may refuse to work such time, unless it is an urgent situation as determined by the Superintendent.

ARTICLE VIII ASSIGNMENT AND TRANSFER

Section 1. Assignment/Reassignment

The Superintendent shall be responsible for the assignment and/or reassignment of all classified employees to positions that shall best serve the interest of the District. Necessary changes in assignments may be made at any time in accordance with law. No changes shall be made without prior consultation with the employee. An employee will be given notice at least three (3) working days prior to a proposed involuntary transfer. Any change in the starting time of a work shift of two (2) hours or more shall be done on a voluntary basis.

Section 2. Transfer

Transfer to another position within a class or assignment within a class shall be based upon a consideration of:

- (a) A change in the entire nature of the job.
- (b) Increased or reduced responsibility.
- (c) Quality of work performed.
- (d) Length of service.
- (e) Interest of the District.

Section 3. Prohibited Reassignment

A permanent classified employee of the bargaining unit shall not be reassigned to a position which would result in loss of pay or benefits, except

for a layoff caused by a lack of work or a lack of funds, or for a written stated cause in a disciplinary action.

Section 4. Out of Class Competition

- (a) A regular employee temporarily reassigned to a position in a higher salary classification shall receive compensation for such after working more than five (5) days within a fifteen (15) calendar day period in the higher salary classification position.
- (b) As compensation for such higher salary classification position work, the employee shall be paid an additional two and one-half percent (2 ½ %) increment over his/her present pay or shall be paid at Step 1 of the higher salary classification position, whichever is greater, for the entire period the employee is required to work out of classification.
- (c) For purposes of this section, a regular employee shall be deemed to be temporarily reassigned to a position in a higher salary classification upon written verification of said temporary assignment by the District Superintendent or his/her designee.

Section 5. Vacancies

- (a) Notice of all job vacancies (including summer school) shall be posted on bulletin boards in prominent locations at each District job site. The job vacancy notice shall remain posted for a period of five (5) full working days, during which time the employees may file for the vacancy.
- (b) The job vacancy notice shall include: the job title; a brief description of the position and duties; the minimum qualifications required for the position; the anticipated job site; the number of hours per day; regular assigned work shift times; days per week and months per year assigned to the position; the salary range; and the deadline for filing to fill the vacancy.

Section 6. Filing for Vacancies

Any employee in the bargaining unit may file for the vacancy by submitting written notice to the District Office within the filing period. Any employee on leave or vacation may authorize in writing his/her representative to file for the transfer on his/her behalf.

Section 7. Equal Qualifications

When a new position is created or an existing position becomes vacant, it shall be offered to a current employee, providing the employee is otherwise qualified and is at least equal in qualifications to any non-District employee who is interviewed for the vacancy.

Section 8. Alternative Work

The District may give alternate work when such is available to an employee who has become medically unable to satisfactorily perform his/her regular job class duties.

ARTICLE IX FRINGE BENEFITS

The District will provide employee fringe benefits as indicated in Appendix A.

ARTICLE X SALARIES

Section 1. The classified employee salary schedule for the 2014-15 through 2017-18 school years shall be as set forth in Appendix B-1. The District will provide a one-time eight percent (8%) off the salary schedule increase for the 2014-15 school year, to be in effect as of July 1, 2014 (retroactive). The District will provide a one-time eight percent (8%) off the salary schedule increase, for the 2015-16 school year.

Twelve (12) month employees will have their compensation based on a factor of 261 days. The classified employee salary for the remainder of this Agreement is as set forth in Appendix B-2.

Section 2. Employment Anniversary Date

- (a) Any employee hired prior to March 1, 1992 shall have his/her employment date adjusted to July 1 of the school year in which he/she was hired.
- (b) For all employees hired on or after March 1, 1992:
 - (1) Any employee hired during the months of July through December, shall have his/her employment date adjusted to July 1 of the school year in which he/she was hired.
 - (2) Any employee hired during the months of January through June shall have his/her employment date adjusted to July 1 of the succeeding school year to the school year in which he/she was hired.
- (c) This provision shall govern any other provisions of this Agreement which utilize periods of employment, i.e., months or years, as a reference point for the granting of a benefit, e.g., salary step, longevity, earned vacation.

Section 3. Longevity

There shall be seven (7) longevity steps which shall be computed as follows: upon completion of the seventh (7th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point zero

five (1.05); upon completion of the tenth (10th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point one zero (1.10); upon completion of the thirteenth (13th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point one five (1.15); upon completion of the sixteenth (16th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point two zero (1.20); upon completion of the nineteenth (19th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point two five (1.25); upon completion of the twenty-second (22nd) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point three zero (1.30); upon completion of the twenty-sixth (26th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point three five (1.35); upon completion of the thirtieth (30th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point four zero (1.40); upon completion of the thirty-fourth (34th) year of service, the fifth (5th) step of the appropriate classification shall be multiplied by one point four five (1.45).

Section 4. Ten Month Employees

Ten-month employees may, if they so desire, have the option of receiving their monthly pay warrants over a period of twelve (12) months instead of a ten (10) month pay period.

Section 5. Salary Schedule Placement Upon Being Promoted

A "promotion" is defined as the movement by an employee from one salary schedule column to another salary schedule column where Step 1 of the new salary schedule column is at least two and one-half percent (2 1/2,%) greater than Step 1 of the employee's former salary schedule column. In accordance with this definition, any employee receiving a promotion shall be placed on the salary step of the new column that provides at least a five percent (5.0%) salary increase.

ARTICLE XI HOLIDAYS

Section 1. The District agrees to grant the following paid holidays to all employees who are in a paid status on the working day immediately before or after the holiday period:

- Independence Day
- Labor Day
- Veterans Day*
- Thanksgiving Day
- Friday after Thanksgiving
- Day before Christmas (in lieu of Admission Day)
- Christmas Day
- Day before New Year's Day
- New Year's Day

Martin Luther King, Jr. Day
 Lincoln's Birthday*
 Washington's Birthday*
 Good Friday
 Memorial Day
 * Means after consultation with the Association.

Section 2. Proclamations

Any day proclaimed by the President or the Governor of the State as a general holiday shall be a paid holiday for classified employees.

Section 3. The parties agree to negotiate the calendar for the following year in the spring of the preceding year.

Section 4. During the 2014-15 school year, employees shall use a floating holiday to compensate for their agreement to work on February 9, 2015. The floating holiday must be used within the current school year, 2014-15. This change will only apply for the 2014-15 school year.

ARTICLE XII VACATIONS

Section 1. Eligibility

All members of the classified bargaining unit shall earn paid vacation under this Article. Vacation benefits are earned on a fiscal year basis, July 1 through June 30.

Section 2. Vacation may, with the approval of the District, be taken at any time during the school year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for the use in the next year or to be paid for in cash at the option of the Governing Board. An employee may request to carry over a maximum of ten (10) days of earned vacation for future use. (Education Code § 45197(d).)

Section 3. Earned vacation shall not become a vested right until completion of the initial six (6) months of employment. (Education Code §45197(c).)

Section 4. Vacation time is earned as follows:

Months Service	Earned Vacation to 5 Yrs.	Earned Vacation- 6 or More Years Service									
		6	7	8	9	10	11	12	13	14	15
10	8.5	9.5	10.5	11.5	12.5	13.5	14.5	15.5	16.5	17.5	18.5
12	10	11	12	13	14	15	16	17	18	19	20

Section 5. Employees who work less than full time or less than a complete year's assignment (either 10-month or 12-month) shall earn vacation on a pro rata basis.

ARTICLE XIII LEAVE POLICIES

Section 1. General Provisions

- (a) In situations in which the employee knows in advance he/she will need to be absent on leave, the employee must submit a District leave request form to his/her site administrator (or immediate supervisor in the case of custodians and bus drivers) prior to such leave. The site administrator shall then submit the request to the Superintendent for approval, denial or Board action.

The leave will not be deemed granted until the finalized request form is returned to the employee. The leave request form should be submitted in a time frame sufficient to allow completion of the above steps.

- (b) In situations when the employee is unable to notify the District in advance of the leave, the employee must contact the person at the employee's site who is responsible for scheduling substitutes as soon as possible (e.g., prior to the start of school) to notify the District of the employee's absence and expected date of return. The person contacted will fill out the leave request form and submit it to the District Office on the first day of absence. Upon return to duties, the employee shall sign the leave request form in the District Office.
- (c) The employee's signature on the leave request form shall constitute the employee's verification that the leave was used for the reason stated on the form.

Section 2. Bereavement Leave

- (a) In the event of the death of a member of the immediate family, employees shall receive full pay for up to three (3) working days if two hundred (200) miles or less is required. If travel is required of between two hundred (200) and three hundred (300) miles, up to four (4) days' leave will be provided. If three hundred (300) miles or more, or travel out of state is required, up to five (5) days' leave will be provided.
- (b) "Immediate Family" shall consist of: parents, children, husband, wife; grandparents, grandchildren, brother, sister; step-children, foster children or foster parents of employees or spouse; son-in-law or daughter-in-law of employee; or any relative living in the household of the employee.

Section 3. Jury Duty

Leave for jury duty shall be granted with full pay if the following condition is met: the employee endorses over to the District all fees, except travel reimbursement, received by the employee for jury services.

Section 4. Military Leave

Employees shall be granted any military leave to which they are entitled under law as classified school employees. Employees shall be required to request military leaves in writing and, upon request, to supply the District with "orders" and status reports.

Section 5. Sick Leave

- (a) Twelve-month employees shall be granted twelve (12) days sick leave per year; ten-month employees, ten (10) days, etc.
- (b) An employee working less than eight (8) hours per day or five (5) full days per week will be entitled to a pro-rated day of sick leave on the same hourly basis as his/her work day.
- (c) Employees may be required to submit to medical examination at the discretion of the District.
- (d) Sick Leave Upon Retirement: Any sick leave that has accumulated during employment shall be paid to the employee upon retirement at the rate of one (1) day's pay for each five (5) days of accumulated sick leave. The remaining four (4) days of unpaid-for leave shall be credited to PERS as permitted by law.

Section 6. Industrial Accident Leave

- (a) Employees will be entitled to industrial accident leave for a personal injury which has been qualified for Workers' Compensation under the provision of the State Compensation Insurance Fund.
- (b) Such leave shall not exceed sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same industrial accident.
- (c) As a condition of receiving full salary while on industrial accident leave, the employee shall endorse to the District any wage loss benefit check from the State Compensation Insurance Fund which would make the total compensation from both sources exceed one hundred percent (100%) of the amount the employee would have received as salary had there been no industrial accident.

(d) Use of Sick Leave

Upon termination of industrial accident or illness leave, the employee may use sick leave. The absence shall be deemed to have commenced on the date of termination of industrial accident leave.

If the employee continues to receive temporary disability indemnity, accumulated sick leave may be used which, when added to the temporary indemnity, will result in a payment of not more than the regular full salary.

Section 7. Entitlement to Other Sick Leave

In accordance with Education Code section 45916, each employee shall be entitled to up to five (5) months of substitute differential pay starting with the date of illness/injury, which shall run concurrently with all of the employee's other paid leaves. There shall be no intermittent leave allowed under this provision. Once an employee's paid leaves have been exhausted, the employee shall be entitled to substitute differential pay for the remainder of the five (5) month period. Substitute differential pay means the salary paid the substitute shall be deducted from the employee's regular salary. The substitute's pay shall be in accordance with District policy.

Section 8. Personal Necessity Leave

- (a) The District shall, in accordance with the law and pursuant to the provisions of this policy, provide for an employee's absence for personal necessity while charging such absence to sick leave.
- (b) The total number of days used for personal necessity leave in any school year may not exceed seven (7).
- (c) For the purpose of this provision, personal necessity shall be limited to:
 - (1) death or serious illness of a member of the employee's immediate family; and
 - (2) an accident which is unforeseen involving the employee's person or property, or the person or the property of an employee's immediate family; or
 - (3) other personal circumstances which cannot reasonably be disregarded.
- (d) Up to three (3) days of this leave may be taken for reasons of compelling personal importance without having to state a reason ("no tell days"). This leave shall not be used for concerted labor activities of any kind.

Under no circumstance shall leave be available for purposes of outside employment, or personal convenience, or for the extension of a holiday, or a vacation period, or for matters which can be taken care of outside the work hours, or for recreational activities.

Section 9. Maternity Leave

- (a) Paid maternity leave will be treated the same as illness or disability under this Agreement, and subject to the same requirements and limitations.
- (b) An employee may request unpaid maternity/parenting leave for a period of up to one (1) year. The employee must indicate, in the leave request, the beginning and ending dates of the leave.

ARTICLE XIV GRIEVANCE PROCEDURE

Section 1. Definitions

- (a) A grievance is a formal written allegation by a grievant that said grievant has been adversely affected by a violation of the Agreement.
- (b) A grievant may be any bargaining unit member of the District.
- (c) A day is any day in which the central administrative office of the Williams Unified School District is open for business.

Section 2. Procedures

(a) Level I

Before filing a formal written grievance, the grievant should attempt to resolve it by an informal conference with his/her immediate supervisor.

(b) Level II

(1) Within twenty (20) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to his/her immediate supervisor as designated by the District.

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

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

(c) Level III

- (1) In the event the grievant is not satisfied with the decision at Level II, he/she may appeal the decision in writing to the Superintendent within ten (10) days.
- (2) This Statement should include a copy of the original grievance, and the decision rendered.
- (3) The Superintendent shall communicate his/her decision within twenty (20) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits. If the Superintendent does not respond within the time limits, the grievant may appeal to the next level.
- (4) The above time limits may be extended by mutual agreement of the parties.

(d) Level IV

- (1) In the event the employee is not satisfied with the decision at Level III, the grievant may appeal the decision in writing within ten (10) days to the Board of Trustees.
- (2) The decision of the Board shall be final.

Section 3. Presentation

An employee or his/her representative, or both, may present a grievance while on duty. The District agrees that employees shall not suffer loss of compensation for time spent processing a grievance as a grievant, representative, or witness at a hearing held pursuant to this procedure, except as limited by this section.

Section 4. Representation

The grievant may be represented at any step of this procedure by anyone of his/her own choosing, whether or not the representative is a District employee.

ARTICLE XV DISCIPLINARY ACTION PROCEDURE

Section 1. Discipline shall be imposed upon permanent members of the classified service unit only for cause as defined by this Agreement and Board Policy, and pursuant to the procedures in this Article and pertinent law(s). No

disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing District. A permanent employee is one who has completed an initial probationary period of twelve (12) months of service beyond the initial date of employment by Williams Unified School District. (Education Code section 45113.)

Section 2. Dismissal

- (a) A permanent employee shall be subject to dismissal for cause only, as determined by the District Board.
- (b) Probationary, temporary, substitute, and short-term employees shall be subject to dismissal at the discretion of the District Superintendent upon approval by the District Board. The Superintendent will normally give notice to non-permanent employees of at least ten (10) work days in cases of dismissal. The procedures set forth in this Article are not applicable to non-permanent employees.

Section 3. Type of Disciplinary Action That May Be Taken

- (a) Suspension without pay.
- (b) Demotion to a lower salary step or classification.
- (c) Dismissal

Section 4. Counseling

Except in situations where the Superintendent, in his/her discretion, determines that counseling is inappropriate, disciplinary action will be taken only after the employee has been counseled by the supervisor and/or Superintendent regarding unsatisfactory actions or lack of action.

Section 5. Cause for Disciplinary Action

- (a) Incompetency or inefficiency in the performance of the duties of the position.
- (b) Insubordination, including, but not limited to, refusal to do assigned work.
- (c) Discourteous, offensive, or abusive conduct or language toward other employees, pupils or the public.

- (d) Dishonesty relating to any aspect of the person's employment.
- (e) Addiction to or being under the influence of narcotics on the job.
- (f) Absence without leave.
- (g) Willful disobedience.
- (h) Falsifying any information supplied to the School District, including information supplied on application forms, employment records or any other School District record.
- (i) Willful violation of state law or policies or regulations of the District.
- (j) Conviction of felony, conviction of any sex or narcotics offense made relevant by provisions of the Education Code, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of the position.
- (k) Failure to adequately care for or safeguard assigned District material, equipment and facilities.
- (l) Any other sufficient cause which relates to the person's District employment.

Section 6. Notification to Employee

- (a) When there is evidence of unsatisfactory performance of the duties and responsibilities assigned which involves any of the causes for disciplinary action, as specified in Section 5 of Article XV, the Superintendent will prepare and serve written notice of recommendation for disciplinary action upon the employee and the Board of Trustees. The notice shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The notice of recommendation for disciplinary action shall include:
 - (1) A statement of the specific disciplinary action.
 - (2) A statement of the causes for disciplinary action. If a cause alleges violation of state law or policies or regulations of the District, the wording of the specific law, policy or regulations shall be quoted or attached.
 - (3) A statement of the specific acts or omissions upon which the recommendation is based.

- (4) A statement of the employee's right to request a hearing if such request is submitted to the District Office within five (5) work days of receipt of the notice. The employee may request a hearing by signing and filing the card or paper included with the recommendation. Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute sufficient notice of appeal.

Failure to submit a request within five (5) work days will constitute a waiver of the employee's right to a hearing.

Section 7. The Employee Has the Following Rights

- (a) The right to request that the hearing be open or closed to the public.
- (b) The right to be represented at the hearing by representatives of his/her choice.
- (c) The right to examine and have copies of all District records relating to the recommended disciplinary action, prior to the hearing

Section 8. Status of Employee Pending a Hearing

Except as provided herein, any employee against whom a recommendation for disciplinary action has been issued shall remain on active duty status and be responsible for fulfilling the duties of the position pending a hearing. In cases where the Superintendent or his designee determines that continuation of the employee in active duty status would result in a risk or threat to students, staff, or property, the Superintendent (or designee in the Superintendent's absence) may order the employee immediately suspended without pay. Such suspension order shall be immediately followed by the written notification as set forth in Section 6, Article XV, and shall indicate the duration of the suspension.

Section 9. Hearing Procedure

When a permanent classified employee has requested a hearing to contest the recommendation for the disciplinary action in accordance with the provisions of this Article, the following procedures will be followed:

- (a) Within forty (40) days of the receipt of a request for a hearing, the District Governing Board shall commence a hearing on the recommended disciplinary action.
- (b) The employee shall be given at least ten (10) calendar days advance notice of the time, date, and place of the hearing.

- (c) A party to the hearing process may present witnesses on his/her behalf and shall have the right to examine and cross-examine witnesses.
- (d) A non-English speaking party to a hearing shall have the right to a translator provided by the District upon request.
- (e) The hearing will be held in closed session, unless the employee submits a written request to have the hearing held in open session at least five (5) days prior to the hearing.
- (f) The hearing shall either be tape-recorded or recorded by a court reporter or other professional reporter. The District shall arrange for this recording.

Section 10. A written decision shall be rendered by the Board of Trustees within forty-five (45) days after the hearing has been finally closed. It shall contain findings of fact and the order of the Board. It shall be the final decision of the District regarding the matter. A copy of the written decision of the Board shall be delivered to the employee and shall be placed in the employee's personnel file.

Section 11. Claim of Violation of Article

Any claim of violation of this Article shall be presented to and decided by the Board of Trustees during the hearing process. The provisions of this Article shall not be subject to the grievance procedure.

ARTICLE XVI SAFETY

Section 1. The District is checked periodically for health and safety conditions. This inspection includes, but is not limited to:

- (a) Fire Marshall
- (b) County Health Department
- (c) Safety and Sanitary Inspection
- (d) Liability Insurance Inspection
- (e) Occupational Safety Health Act Inspections
- (f) Bus Inspection

Section 2. Employees will report health and/or safety hazards to the appropriate administrator.

ARTICLE XVII PROFESSIONAL GROWTH

Section 1. Definitions

- (a) Professional growth is the continuous purposeful engagement study and related activities designed to achieve, retain, and extend high standards of the classified employees of the District.
- (b) Incentive for Professional Growth shall be that for each approved professional growth activity, as limited by this Article, the District will allow the employee to choose between two (2) incentive plans:
 - (1) A salary award, or
 - (2) District payment of cost.

Section 2. Eligibility

- (a) The Professional Incentive Growth Program shall be available to all permanent classified employees of the District.
- (b) The employee must be working and not on leave of absence during the time the professional growth activity is undertaken.
- (c) Coursework taken prior to or in progress at the time this Article is ratified by the Association and the Board of Trustees will not receive credit for the purpose of this program.

Section 3. Nature of Professional Growth Activities

- (a) The professional growth activity must be job related and a result from attendance at or participation in a college, community college, adult school, trade school, correspondence school, TV course, staff development program, or through educational experiences, such as attendance at institutes, lectures, workshops or seminars sponsored by educational or professional associations.
- (b) The professional growth activity must be related to the following skill areas:
 - (1) Communication Skills (speech, English, writing, bilingual ability, etc.)
 - (2) Interpersonal Relations/Personal Growth Skills (psychology, sociology, technical skills outside of the employee's direct job assignment, etc.)
 - (3) Job-Related Technical Skills (shorthand, typing, data processing, carpentry, computer technology, nutrition for food services employees, first aid/CPR, etc.)

- (c) The following limitations shall apply to each six (6) units of work: No more than three (3) units of the six (6) shall be in the area of Interpersonal Relations/Personal Growth Skills.
- (d) Classes may be taken at the end of the workday, provided that the employee's immediate supervisor approves a temporary change of schedule for the employee for this purpose.

Section 4. Approval and Verification Process

- (a) Advance approval of the professional growth activity must be obtained from the Superintendent before the work is begun. The employee shall submit in writing to or in conference with the Superintendent sufficient information for an approval decision to be made. This information shall include, but not be limited to, the course information or activity to be undertaken, the amount of time the employee will invest and the date of completion, the number of units to be earned, the relationship to the employee's job assignment, the institution or agency providing the course or experience, and the means by which verification of successful completion will be provided. The employee shall also indicate under which incentive plan, salary award or District payment of cost, the activity is being undertaken. If the activity is being undertaken under the District payment of cost plan, the application shall include an estimate of the cost.
- (b) Upon completion of the professional growth activity, written verification of successful completion shall be submitted to the Superintendent for approval. A grade of "C" or better is required in order to receive credit for formal courses. For other activities, certificate of successful participation is required. Where written verification may be difficult or impossible to obtain, the employee must, at the time initial application is made for the credit, work out a means for verification with the Superintendent.

Section 5. Salary Award Incentive

- (a) Permanent employees who received salary award incentives which were ongoing in nature prior to July 1, 2004, pursuant to the Agreement in effect during the 2003/04 school year, shall continue to receive such awards so long as they continue to be employed by the District. Commencing July 1, 2004, any new salary award incentives pursuant to this Section 5 shall be governed by the provisions set forth below.
- (b) In accordance with the requirements of this Article, a permanent employee shall be granted a one-time salary award of Three Hundred Dollars (\$300) per year upon the successful completion of

six (6) semester units, or the equivalent (fifteen [15] hours equal one [1] unit), of approved professional growth work which is not paid for by the District or completed on paid time. Employees working less than eight (8) hours per day, twelve (12) months per year shall receive the salary award on a proportionate basis, as the number of hours regularly worked per year relates to two thousand eighty (2080).

- (c) The employee will not be eligible for a salary award incentive if any portion of the cost of the professional growth activity was borne by the District. Credit will not be approved if attendance/participation occurs during the employee's normal working day and/or the employee is paid for service to the District at the same time.
- (d) All verifications of completion of professional growth activity must be submitted prior to June 30 of each year.
- (e) The salary award incentive will be issued by separate warrant.

Section 6. District Payment of Cost Incentive

- (a) At the employee's option, for the first six (6) units of work taken during each two-year period of approved professional growth activities, the District will reimburse the employee for the actual out-of-pocket costs upon receipt of verification of successful completion.
- (b) If the employee has chosen the District payment of cost option, the cost shall not exceed Three Hundred Dollars (\$300).
- (c) Written verification of the actual cost, including receipts, must be submitted before reimbursement will be made.

ARTICLE XVIII LAYOFF PROCEDURE

Section 1. Bargaining unit members shall be subject to layoff for lack of work and/or lack of funds.

- (a) A layoff for purposes of this Article shall be considered an involuntary separation of an employee because of lack of work and/or lack of funds
- (b) Reduction in hours voluntarily consented to during the course of the employee exercising their bumping rights shall be considered a layoff under the provisions of this Article. The decision to reduce hours shall be a subject of negotiations.

- Section 2. The District will notify CSEA in writing of pending layoffs. As soon as possible after the notice is sent to CSEA, the District and CSEA will meet to discuss the specifics of the layoff.
- (a) The District shall provide CSEA a seniority roster. CSEA will review the roster and notify the District of any errors in the seniority listing.
 - (b) The sole remedy for unit member improperly laid off and otherwise entitled to employment shall be immediate re-employment upon discovery of the error.
 - (c) Seniority, step placement, vacation accrual rate and sick leave hours shall be reinstated as if there were no interruption in service.
- Section 3. The District shall notify each affected employee in writing a minimum of sixty (60) calendar days prior to the effective date of any layoff.
- Section 4. When the bargaining unit members are laid off for lack of work or lack of funds, layoff shall be made in reverse order of seniority in the classification in which the layoff occurs.
- (a) The bargaining unit member who has the shortest length of service in the classifications, plus higher classifications shall be considered to have the least seniority and, therefore, shall be laid off first.
 - (b) Length of service is determined by date of hire.
- Section 5. Bargaining unit members who are to be laid off may exercise bumping rights in an equal or lower classification in which they have greater seniority and have had previous service.
- (a) Bargaining unit members shall have the right to bump a bargaining unit member with less seniority in the equal or lower classification.
 - (b) Bargaining unit members shall have the right to bump up to a higher classification in which they have had previous service, but can only use the seniority they acquired in the higher classification.
- Section 6. Bargaining unit members laid off are eligible for re-employment for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants and be eligible to participate in promotional placement processes.
- (a) Bargaining unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall retain eligibility for their original position classification or original hours without limitation in time provided that they shall be ranked on the re-employment list in accordance with their seniority.

- (b) Employees suffering layoff shall receive payment for all earned, unused vacation.
- (c) Unused sick leave benefits, accumulated prior to layoff, will be reinstated upon return to work.

Section 7.

A bargaining unit member who is laid off and is subsequently eligible for re-employment shall be notified by certified mail to the last address given the District in writing by the unit member. Failure to respond in writing within five (5) workdays following the delivery of the certified mailing shall be deemed a refusal.

- (a) After three (3) refusals for re-employment, a unit member shall be considered unavailable for re-employment and shall not be notified of future vacancies until the laid off unit member notifies the District Personnel Office in writing that he or she is available for re-employment.
- (b) Bargaining unit members shall be re-employed in the highest job classification available in accordance with their length of service in the classification from which they were laid off, plus higher classifications. Bargaining unit members who accept a position lower than their former classification shall retain their original sixty-three (63) month rights to the higher paid positions.
- (c) Should a bargaining unit member who had elected retirement in lieu of layoff subsequently accept, in writing, re-employment with the District, the District shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement.

Section 8.

The effects of the layoffs shall be negotiated

ARTICLE XIX

DISTRICT RIGHTS AND POWERS

Section 1.

It is understood and agreed that the District retains all its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive rights to:

- (a) Determine its organization.
- (b) Direct the work of its employees, determine the time and hours of operation, determine kinds and levels of services to be provided and the methods and means of providing these services.
- (c) Hire all employees, and, subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion, and to promote, assign, and discipline employees.

- (d) Determine the number and kinds of personnel required.
- (e) Build, move or modify facilities, establish budget procedure and determine methods of raising revenue; and take action on any matter in the event of an emergency.

Section 2. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms thereof, are in conformance with the Constitution and the laws of the State of California and the Constitution and laws of the United States.

ARTICLE XX SAVINGS PROVISION

Section 1. If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE XXI TERM OF AGREEMENT

Section 1. This Agreement shall be effective from July 1, 2015 up to and including June 30, 2018, and thereafter shall continue in effect school year by school year until a new agreement is reached.

Section 2. Except as indicated, there shall be no reopeners for the duration of this Agreement except as mutually agreed to between the parties.

Both parties hereby ratify the foregoing Agreement:

Date: January 15, 2015

Date: January 15, 2015

FOR THE WILLIAMS UNIFIED SCHOOL DISTRICT:

FOR THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its WILLIAMS CHAPTER NO. 556:

Jennifer Foglesong
By: Jennifer Foglesong, Superintendent

M. Salcedo
By: Maria Salcedo, CSEA President

APPENDIX "A"

WILLIAMS UNIFIED SCHOOL DISTRICT
ARTICLE IX: CLASSIFIED FRINGE BENEFITS

A. Plans Available

The following California Valued Trust Plans shall be available to bargaining unit employees:

1.	Health Insurance	Cost per employee per month
a.	Blue Cross Prudent Buyer Plan 1 (No deductibles, no coinsurance)	Plan 1 \$963.00 Rx A \$190.00
b.	Blue Cross Prudent Buyer Plan 4 (\$100 deductible, \$300 family Coinsurance, 90/10 to \$3,000) \$10 office visit co-pay	Plan 4 \$887.00 Rx B \$184.00
c.	Blue Cross Prudent Buyer Plan 6 (\$250 deductible, \$750 family Coinsurance, 30/20 to \$1,000) \$10 office visit co-pay	Plan 6 \$806.00 Rx B \$184.00
d.	Blue Cross Prudent Buyer Plan 8 (\$500 deductible, \$1,500 family Coinsurance, 30/20 to \$2,000) Office visit – Major Medical	Plan 8 \$705.00 Rx B \$184.00
e.	Blue Cross HDHP-2 Plan 12 (\$2,000 deductible, \$6,000 family Coinsurance, 80/20 \$3,250 + deductible)	Plan 12 \$692.00 Includes Rx benefits
	PRESCRIPTION DRUG PLAN A (\$5/\$22 co-pay) for health plan 1	Plan A \$190.00
	PRESCRIPTION DRUG PLAN B (\$7/\$15/\$30 co-pays) for Health plans 4, 6, 8	Plan B \$184.00
2.	<u>Dental Insurance</u>	
	Delta Dental Standard Incentive Plan Orthodonture for Children Only, 50/50 \$500 Lifetime Maximum	\$132.45
3.	<u>Vision Insurance</u>	
	Vision Service Plan B with \$15 Co-pay (Exam and	\$17.48

lenses every 12 months, frames every 24 months)

4. Life Insurance

Group Term Life Insurance \$1.50
(\$10,000 of coverage)

B. District Contributions to Health Benefits

For the 2009/2010 school year, the District shall contribute up to Seven Hundred Fourteen Dollars (\$714.00) per month per full-time union member towards the actual cost of health benefit premiums. This amount shall constitute the District's maximum monthly obligations ("CAP") until negotiated otherwise.

C. Payroll Deductions

In the event the monthly cost of a bargaining unit employee choice of benefit plans exceeds the District's monthly cap, the District is authorized to make whatever payroll deduction that may be necessary in order to maintain benefit coverage for such employee.

D. Eligibility

1. Employees Hired July 1, 2004 or Later

- a. Eligibility for full benefits for employees hired on or after this date requires six (6) hours or more of regularly assigned daily service.
- b. Any employee employed in a position with assigned hours of less than six (6) hours per day will have the option of participating in District employee insurance programs but only at the employee's expense.

2. Certain Part-Time Employees Hired on or After July 1, 1997, but Before July 1, 2004

Employees hired during this time working four (4) or more, but less than seven (7), hours of regularly assigned service who received District benefits as they were full-time employees shall continue to receive such benefits as if they are full-time employees so long as they continue to work four (4) or more hours per day.

3. Less than Four (4) Hour Employees Hired on or Before September 1, 1985

a. Four (4) or More Hours Per Day

Employees hired on or before this date who were working four (4) hours or more per day will be considered full time for purposes of benefit eligibility.

b. Less Than Four (4) Hours Per Day

Employees hired on or before this date, working less than four (4) hours per day, will have the option of taking medical, dental, and vision insurance coverage. The District will pay the portion of the cost of coverage that the hours worked by the employee per week bears to forty (40). Ten (10) month employees who work less than four (4) hours per day will have their summer premiums prorated through their work year.

- c. In the event a less than four (4) hour per day employee who is taking benefits in accordance with D.3.b above becomes a four (4) or more hour per day employee, he/she shall become eligible for benefits in accordance with D.3.a. above.

E. Retirement Benefits

Upon reaching their 60th birthday, employees with fifteen or more years of service in the District will be provided District-paid health, vision and dental insurance upon retirement and until their 65th birthday. The insurance shall be for the employee only, and a person must retire from the District in order to be eligible for these benefits.

F. Compliance

Participation shall be subject to the Rules and Regulations of the California Valued Trust.

**WILLIAMS UNIFIED SCHOOL DISTRICT
APPENDIX "B-1 CLASSIFIED
SALARY SCHEDULE
2012-2013 SCHOOL YEAR**

STEPS	A		B		C		D		E		F		G		H	
	Asst. Cook	Cook	Paraeudicator ²	Cook	Computer Coordinator	Custodian	Child Development Aide	Utility Technician	Utility/Maintenance Technician ¹	Maintenance Technician	Utility Technician	Utility/Maintenance Technician ¹	Maintenance Technician	Utility Technician	Utility/Maintenance Technician ¹	Maintenance Technician
1	12.29	2130.27	12.51	2168.40	12.88	2232.53	14.23	2466.53	14.41	2497.73	15.23	2639.87	15.75	2730.00	16.23	2813.20
2	12.88	2232.53	13.15	2279.33	13.57	2352.13	14.96	2593.07	15.12	2620.80	16.06	2783.73	16.60	2877.33	17.14	2970.93
3	13.57	2352.13	13.76	2385.07	14.22	2464.80	15.77	2733.47	15.88	2752.53	16.86	2922.40	17.40	3016.00	17.96	3113.07
4	14.22	2464.80	14.47	2508.13	14.96	2593.07	16.49	2858.27	16.66	2887.73	17.69	3066.27	18.26	3165.07	18.85	3267.33
5	14.96	2593.07	15.19	2632.93	15.68	2717.87	17.32	3002.13	17.52	3036.80	18.54	3213.60	19.15	3319.33	19.76	3425.07
6	14.96	2593.07	15.19	2632.93	15.68	2717.87	17.32	3002.13	17.52	3036.80	18.54	3213.60	19.15	3319.33	19.76	3425.07
7	14.96	2593.07	15.19	2632.93	15.68	2717.87	17.32	3002.13	17.52	3036.80	18.54	3213.60	19.15	3319.33	19.76	3425.07
8-10	15.72	2724.80	15.93	2761.20	16.44	2849.60	18.20	3154.67	18.41	3191.07	19.49	3378.27	20.14	3490.93	20.76	3598.40
11-13	16.44	2849.60	16.72	2898.13	17.23	2986.53	19.06	3303.73	19.25	3336.67	20.39	3534.27	21.06	3650.40	21.75	3770.00
14-16	17.20	2981.33	17.44	3022.93	18.00	3120.00	19.93	3454.53	20.16	3494.40	21.34	3698.93	22.05	3822.00	22.73	3939.87
17-19	17.96	3113.07	18.23	3159.87	18.82	3262.13	20.78	3601.87	21.02	3643.47	22.25	3856.67	23.00	3986.67	23.72	4111.47
20-22	18.68	3237.87	19.01	3295.07	19.58	3393.87	21.64	3750.93	21.89	3794.27	23.20	4021.33	23.98	4156.53	24.71	4283.07
23-26	19.45	3371.33	19.75	3423.33	20.37	3530.80	22.51	3901.73	22.76	3945.07	24.11	4179.07	24.91	4317.73	25.71	4456.40
27-30	20.19	3499.60	20.51	3555.07	21.15	3666.00	23.39	4054.27	23.67	4102.80	25.03	4338.53	25.86	4482.40	26.71	4629.73
31+	20.95	3631.33	21.25	3683.33	21.94	3802.93	24.25	4203.33	24.53	4251.87	25.98	4503.20	26.83	4650.53	27.69	4799.60

¹ Effective July 1, 2004, a new classification called "Utility/Maintenance Technician" was created. At that time, all current Utility/Technician employees were reclassified into the new classification. The new classification was placed on a new column "G." The new column "G" is an average of former columns "F" and "G." The old column "G" on the salary schedule was re-lettered as column "H" on the salary schedule. The classifications on old column "G" moved to new column "H" on the salary schedule.

² Effective January 1, 2005, the classification of "Paraeudicator" was moved from column "A" to column "B" on the salary schedule.

**WILLIAMS UNIFIED SCHOOL DISTRICT
APPENDIX "B-2 CLASSIFIED
SALARY SCHEDULE
2013-2014 SCHOOL YEAR**

STEPS	A Asst. Cook	B Cook Paraeducator ²	C Computer Coordinator Caf. Clerk Attend. Clerk Library Coordinator Clerk Aide Mid. Valley H.S. Clerk	D Custodian Groundskeeper Billing/Biliterate Clerk	E Child Development Aide Alt. Ed. Secretary Counseling Secretary	F Utility Technician	G Utility/Maintenance Technician ¹	H Maintenance Technician Bus Driver	I Site Secretary							
1	12.66	2194.40	13.27	2300.13	14.66	2541.07	14.84	2572.27	15.69	2719.60	16.22	2811.47	16.72	2898.13	17.47	3028.13
2	13.27	2300.13	13.98	2423.20	15.41	2671.07	15.57	2698.80	16.54	2866.93	17.10	2964.00	17.65	3059.33	18.44	3196.27
3	13.98	2423.20	14.17	2456.13	16.24	2814.93	16.36	2835.73	17.37	3010.80	17.92	3106.13	18.50	3206.67	19.33	3350.53
4	14.65	2539.33	14.90	2582.67	16.98	2943.20	17.16	2974.40	18.22	3158.13	18.81	3260.40	19.42	3366.13	20.29	3516.93
5	15.41	2671.07	15.65	2712.67	17.84	3092.27	18.05	3128.67	19.10	3310.67	19.72	3418.13	20.35	3527.33	21.27	3686.80
6	15.41	2671.07	15.65	2712.67	17.84	3092.27	18.05	3128.67	19.10	3310.67	19.72	3418.13	20.35	3527.33	21.27	3686.80
7	15.41	2671.07	15.65	2712.67	17.84	3092.27	18.05	3128.67	19.10	3310.67	19.72	3418.13	20.35	3527.33	21.27	3686.80
8-10	16.19	2806.27	16.41	2844.40	18.75	3250.00	18.96	3286.40	20.07	3478.80	20.74	3594.93	21.38	3705.87	22.34	3872.27
11-13	16.93	2934.53	17.22	2984.80	19.63	3402.53	19.83	3437.20	21.00	3640.00	21.69	3759.60	22.40	3882.67	23.41	4057.73
14-16	17.72	3071.47	17.96	3113.07	20.53	3558.53	20.76	3598.40	21.98	3809.87	22.71	3936.40	23.41	4057.73	24.46	4239.73
17-19	18.50	3206.67	18.78	3255.20	21.40	3709.33	21.65	3752.67	22.92	3972.80	23.69	4106.27	24.43	4234.53	25.53	4425.20
20-22	19.24	3334.93	19.58	3393.87	22.29	3863.60	22.55	3908.67	23.90	4142.67	24.70	4281.33	25.45	4411.33	26.60	4610.67
23-26	20.03	3471.87	20.34	3525.60	23.19	4019.60	23.44	4062.93	24.83	4303.87	25.66	4447.73	26.48	4589.87	27.67	4796.13
27-30	20.80	3605.33	21.13	3662.53	24.09	4175.60	24.38	4225.87	25.78	4468.53	26.64	4617.60	27.51	4768.40	28.75	4983.33
31-33	21.58	3740.53	21.89	3794.27	24.98	4329.87	25.27	4380.13	26.76	4638.40	27.63	4789.20	28.52	4943.47	29.80	5165.33
34+ ³																

¹ Effective July 1, 2004, a new classification called "Utility/Maintenance Technician" was created. At that time, all current Utility/Technician employees were reclassified into the new classification. The new classification was placed on a new column "G." The new column "G" is an average of former columns "F" and "G." The old column "G" on the salary schedule was re-lettered as column "H" on the salary schedule. The classifications on old column "G" moved to new column "H" on the salary schedule.

² Effective January 1, 2005, the classification of "Paraeducator" was moved from column "A" to column "B" on the salary schedule.

³ Effective July 1, 2013, longevity steps will be added at year 34 and every three years thereafter at the same increment rate of 3%.