



Victor Valley College **AGREEMENT**

between
Victor Valley Community College District

and
**Victor Valley College
California School Employees Association
and its Chapter 584**

July 1, 2024 - June 30, 2027

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ARTICLE 1 AGREEMENT

- 1.1 This Agreement is made and entered into this 31st day of March, 2025, by and between Victor Valley Community College District, hereinafter referred to as the “District,” and California School Employees Association (CSEA) and its respective Chapter #584, hereinafter referred to as the “Association.”
- 1.2 The term of this Agreement will be from July 1, 2024, through June 30, 2027.

ARTICLE 2 RECOGNITION

- 2.1 The District confirms its recognition of CSEA and its respective Chapter #584 as the exclusive bargaining representative for those members of the classified service holding positions described as all full-time and part-time permanent and probationary classified employees including in Appendix A (permit and associate permit teachers).
- 2.2 All newly created positions of the classified service, as defined in Education Code 88003, which have not been identified by the District as supervisory, confidential or management, shall be added to the unit described in Appendix A.
- 2.3 Classified specials with appropriate titles will be added to Appendix D.

ARTICLE 3
NO DISCRIMINATION

- 3.1 No bargaining unit member shall be discriminated against by the District or the Association because of his or her political affiliations, or because of race, color, national origin, religion, disability, marital status, sex, gender, identity, gender expression, sexual orientation, or any other legally protected class.
- 3.2 Neither the District nor the Association shall unlawfully discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under Article 16 of this Agreement.

ARTICLE 4 DISTRICT RIGHTS

- 4.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to those duties and powers are the right to: determine its organization; direct the work of its employees; determine the time and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish policies, goals and objectives; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; contract out work not normally and customarily provided by the bargaining unit; and take action on any matter in the event of an emergency. In addition, the Board of Trustees, hereinafter referred to as the “Board,” retains the right to hire, classify, assign, evaluate, promote, transfer, layoff, reduce hours, terminate and discipline employees. The exercise of the foregoing powers, rights, authority, duties and responsibilities, by the District shall be limited only by the specific and express terms of this Agreement and any rights not addressed herein are left to the exclusive determination of the District.
- 4.2 The District retains its right to rescind policies and practices referred to in this Agreement in cases of emergency. The determination of whether or not an emergency exists is solely within the discretion of the Superintendent/President, with notification to the Board of Trustees.
- 4.3 Definition of Emergency: An unforeseen combination of circumstances, or the resulting state that calls for immediate action on a temporary basis, or an urgent need for assistance or relief, such as an event or situation which threatens serious damage to human welfare or property.

ARTICLE 5 HOURS AND OVERTIME

5.1 WORKWEEK

The standard work week shall be forty (40) hours.

5.2 WORKDAY

The District has the right to set the initial hours upon creation of a new position or for a vacant position. Any changes to an existing employee's shift hours, length of workday or days worked per year shall be negotiated prior to implementation. The District may employ persons in bargaining unit positions who have a regular, minimum assignment of less than eight (8) hours per day and/or forty (40) hours per week. Such positions shall be deemed regular "part-time" positions.

5.3 LUNCH/BREAKS

5.3.1 All bargaining unit members who work an assigned workday of six (6) hours or more shall be entitled to two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon. All bargaining unit members who worked an assigned workday of six (6) hours or more shall also be entitled to a lunch break of one-half hour unless lengthened under 5.3.2 below.

5.3.2 Bargaining unit members may combine the morning and afternoon breaks with their lunch in order to have a one (1) hour lunch break, thirty (30) minutes of which will be duty free. Lunch breaks shall be scheduled by mutual agreement between the supervisor and employee based upon the needs of the Department. Neither the District nor the employee may schedule a lunch hour and/or break at the beginning or end of the workday. Approval of any requested change in lunch breaks shall not be unreasonably withheld and shall be justified in writing to the employee.

5.4 ORDER OF SENIORITY

For purposes of overtime in this article only, order of seniority shall mean seniority in the same classification (job title) at that work location in the department. A current classified seniority list is attached as Appendix C. An updated seniority list shall be maintained by the District and available to CSEA during the term of this contract upon request.

5.5 OVERTIME AND COMPENSATORY TIME

5.5.1 OVERTIME: All overtime hours shall be compensated at the rate of one and one-half (1 ½) the regular rate of pay. Overtime is defined as any time required to be worked in excess of eight (8) hours in any one day and/or in excess of forty (40) hours in any one calendar week. Classified employees whose average workday is less than eight (8) hours per day shall be paid straight time up to eight (8) hours per day for five days and will be compensated at time and one-half for work on the sixth and seventh consecutive day. Overtime hours do not affect fringe benefits;

nor do overtime hours count toward vacation, longevity, completion of probation, or step advances. Any classified employee required to work overtime specified in Article 10 shall be paid compensation, or granted compensatory time off, at the rate of time and one-half (1½) in addition to the regular pay as set forth in Article 5.6. Overtime must be pre-approved by the supervisor and area Vice President prior to commencement of any work.

5.5.2 COMPENSATORY TIME

5.5.2.1 A classified employee shall have the option to request compensatory time in lieu of cash compensation for overtime work. However, based upon District needs, the District may designate in advance that overtime assignments are being offered on compensatory time-only basis. Compensatory time (except that accrued on holidays) shall be accrued at a rate of one and one-half (1½) times the hours worked.

5.5.2.2 Compensatory time worked on established holidays shall be accrued at straight time plus one and one-half (1 ½) times the holiday rate, for a total of two and one-half (2½) times the hours worked.

5.5.3 The option of taking compensatory time must be requested from the classified employee's supervisor and must be scheduled and taken within the fiscal year it is earned. In the event the compensatory time is not used within the fiscal year it is earned, it will be paid to classified employee in the first paycheck for the new fiscal year at the rate in which it was originally earned.

5.5.4 When a classified employee chooses to attend a conference/workshop, etc., which lasts beyond the normal workday or workweek, no overtime or compensatory time shall accrue for such hours.

When the District requires attendance at a conference/workshop, etc., which exceeds the normal workday or workweek, the employee may choose overtime or compensatory time only for those hours of scheduled conference activities.

5.6 OVERTIME DISTRIBUTION

5.6.1 Overtime work first shall be distributed within the appropriate classification (job title) within the department by seniority rotation (see example), then among qualified classified employees in the same department at each work location by seniority rotation, taking into consideration the nature of the work to be performed and the needs of the District. Each employee offered overtime shall have twenty-four (24) hours to respond in non-emergency situations. Failure to respond within twenty-four (24) hours will be considered a declination, and the offer will move to the next person in the rotation.

5.6.2 In the event that not enough classified employees in the Department accept the overtime, the supervisor shall offer the overtime to all qualified classified employees on a first come first serve basis.

5.6.3 A qualified employee is a classified employee that has sufficient training and experience to demonstrate the Knowledge and Abilities for the position, based on the duties to be performed.

5.6.4 Rotation [See also Overtime Distribution Chart, Appendix E.]

5.6.4.1 A notice of overtime opportunities for employees outside of the department shall be emailed to the classified group active directory list.

5.6.4.1.1 The email notice shall include a description of the event or services needed, the date and time for the services to be performed, an estimate of the amount of time anticipated, the qualifications required to perform the project.

5.6.4.1.2 The email notice shall be posted at least five days in advance, or as soon as possible after the District becomes aware of the need for overtime, whichever is less. Employees shall be given at least twenty-four hours to indicate interest in the overtime.

5.6.4.2 Order of Distribution:

1. Overtime opportunities are first offered to qualified Employee(s) in the appropriate classification (Job Title) within the department;
2. Then to qualified Employee(s) in that department; and
3. Then to all qualified classified employees.

Article 5.7.2 shall apply in the event that insufficient number of qualified classified employees accept the overtime.

5.6.5 Employees who have specifically requested to be scheduled off on a holiday, personal day, or vacation shall not be eligible for recall for overtime.

5.6.6 In emergency situations as defined by this section, the provisions of Section 5.6 may be suspended, and employees may be called for overtime out of order. An emergency consists of an unforeseen combination of circumstances, or the resulting state that calls for immediate action on a temporary basis, or an urgent need for assistance or relief, such as an event or situation which threatens serious damage to human welfare or property. In such circumstances, the District shall notify the CSEA President of the emergency situation as soon as possible.

5.7 **CALL BACK TIME**

A classified employee shall be called back after hours by seniority. "Call back" time is when: 1) an employee is requested to come into work on a day when the employee is not regularly scheduled; 2) an employee is requested to come in on a day when the employee is scheduled, but prior to the employee's assigned start time; or 3) when an employee is requested to come back to work after the employee has already left work for the day.

- 5.7.1 If an employee is called-back or called-in prior to the start of their shift or after the end of their shift or on a weekend, the employee shall be compensated a minimum of two (2) hours at time and one-half (1 ½) times the hours worked, unless it is holiday time which shall be compensated at straight time plus one and a half (1 ½) times holiday pay, for a total of two and one-half time (2 ½) times the hours worked. If an employee is called back within the initial two (2) hours, there shall be no additional compensation. Anything after the initial two (2) hours shall be compensated at the time and one-half (1 ½) or two and one-half time (2 ½) times the hours worked, whichever applies.

Classified employees contacted for consultation or advice outside their normal work hours that does not require them to return to campus shall be compensated in 15 minute increments at the overtime rate or holiday rate as it applies.

- 5.7.2 In the event that an insufficient number of classified employees are available, the District shall have the right to do what is necessary to complete the work, so long as it is in compliance with applicable law.

5.8 RIGHT OF REFUSAL

A classified employee shall have the right to refuse an offer of, or request for overtime, call-back, or call-in time except in case of emergency. The declaration of emergency shall be the prerogative of the District. Where an emergency is declared to exist that threatens to halt, impede, or impair the operation of the college, the classified employees are bound to comply.

If no classified employee is available, Article 5.7.2 shall apply.

5.9 SHIFT DIFFERENTIAL COMPENSATION

A classified employee regularly assigned so that one-half or more of his/her daily work schedule is between 12 midnight and 6 a.m. shall receive a shift differential premium of five percent (5%) above the regular rate of pay.

5.10 FOUR-DAY AND OTHER ALTERNATE WORK WEEK SCHEDULES

5.10.1 Summer Four-day Workweek:

- 5.10.1.1 As an alternative to Article 5.5, during the term of this agreement for the period between the end of the spring semester and two weeks prior to the beginning of fall semester, the District will establish two four-consecutive-day workweeks to be Monday through Thursday and/or Tuesday through Friday. The workday will be ten hours and thirty minutes per day for full-time employees. Bargaining unit members may combine the morning and afternoon breaks with their lunch in order to have a one (1) hour lunch break in accordance with Article 5.3.2 above.

5.10.1.2 Examples of a typical, full-time regular summer workday would be:

7 a.m. to 5:30 p.m. with a duty-free lunch of thirty minutes.

8 a.m. to 6:30 p.m. with a duty-free lunch of thirty minutes.

5.10.1.3 The District shall notify employees of the schedule for the summer by May 1 of each year.

5.10.1.4 The following departments or portions of these departments may be required to continue to operate under the normal five-day work week during the summer:

Child Development Center

Maintenance & Operations

Biological Sciences

PAC

IT/MIS/IMS/Telecom

Campus Police

Bookstore Employees During Inventory Review (not to exceed 1 week)

Aviation

Agriculture and Natural Resources

5.10.1.5 If a 4/10 summer schedule is offered and it is determined that the above departments or portions of these departments will be required to operate under a normal five-day work week, the District shall notify the employees in the department by May 1.

5.10.1.6 Upon providing such notice, CSEA may request to meet with the District to discuss whether an alternative staggered four-day workweek in the department is feasible in order to meet the operational needs of the District and provide necessary coverage.

5.10.2 Notwithstanding the above, the District may establish positions, recruit for, and hire employees under an ongoing 4/10 or other alternative workweek schedule (e.g., 9/80). Any changes to an employee's alternate workweek schedule shall be subject to the provisions of Article 5.2 above.

5.10.3 Employees hired under an alternative schedule pursuant to this Article shall be entitled to overtime when assigned to work in excess of the alternate assigned workday or in excess of forty hours per week.

5.10.4 For employees on a four-consecutive-day or other alternative schedule, vacation and sick leave will accrue and be used on an hourly basis to avoid any changes in vacation earned or taken under the normal five-day, forty-hour week. (See Article 10.1.2, Holidays.)

5.11 TEMPORARY CHANGE IN HOURS

- 5.11.1 Notwithstanding Article 5.1, whenever in the best interest of the classified employee and the District, a classified employee and the classified employee's supervisor may mutually agree to a temporary change of up to three hours and up to a three (3) month period in the unit member's regular reporting time. Any change in a classified employee's start time will be memorialized in an email to the employee with a copy to the Association President on or before the effective start date.
- 5.11.2 Whenever a classified employee needs to change their start time in order to participate in District Hiring Committee meetings the change will be memorialized in an email to the employee with a copy to the Association President on or before the effective date.
- 5.11.3 Nothing herein is deemed to be a waiver of the classified employee's right to representation.

5.12 ALL COLLEGE DAY

- 5.12.1 On designated All College Days during the Fall and Spring semester, all bargaining unit members who are normally scheduled to work on days and during the times of All College Days shall be required to attend.

A classified employee not normally scheduled to work during the times designated for All College Day and the classified employee's supervisor may mutually agree to a temporary change of hours in order to attend All College Day. The change will be memorialized in an email to the employee with a copy to the Association President at least three (3) business days before the All College Day.

- 5.12.2 On designated All College Days, all employees normally scheduled to work on that day will be scheduled to work 8:30 a.m. – 5:00 p.m.
- 5.12.3 In accordance with article 5.11, the immediate supervisor for the swing shift custodians may allow for a change in hours the day prior to All College Day with up to a three hour earlier shift to allow for a longer rest period. The District will notify all employees affected by the change in hours, one week prior to All College Day.

ARTICLE 6
EXPENSES AND MATERIALS

- 6.1 The District shall provide tools and equipment it requires for use by unit members in the performance of their assigned duties including but not limited to uniforms and personal protective equipment.
- 6.2 Unit members shall be responsible for the loss and damage resulting from the negligence of the employee of all tools, equipment, keys, uniforms, etc. issued to them by the District.
- 6.3 All such District property shall be returned to the District upon termination of employment or as otherwise directed by the District.
- 6.4 Unit members shall reimburse the District for all items lost, damaged or stolen as a result of the unit member's failure to exercise reasonable care.

ARTICLE 7 UPWARD MOBILITY

- 7.1 The purpose of the Victor Valley College classified employee Upward Mobility Program is to assist and enable permanent classified employees to achieve their career goals at Victor Valley College. Time spent towards the Upward Mobility Program must be approved by the immediate supervisor. The time away from the job duties for coursework must be reported on the monthly absence report through vacation time. Cross-Training and Job Shadowing shall only be for a period of up to twelve (12) months with a start and end date.

7.2 REQUEST FOR APPROVAL

A bargaining unit member who wishes to have courses or activities approved for reimbursement will fill out the Upward Mobility Program forms and submit them via email, or in person, to the Upward Mobility Committee chairperson for committee review.

An Upward Mobility Committee shall consist of:

- The Vice President of Human Resources, and
- One (1) other administrative employee appointed by the Superintendent/President, and
- Two (2) classified employees appointed by the Association.
- The four (4) committee members shall then appoint a District employee as a fifth committee member, if needed.
- The Committee members shall serve on the Committee until an alternate member is appointed by the respective party, except for the Vice President of Human Resources.

The Upward Mobility Committee shall review all requests and materials submitted by the applicant and take action on the requests within thirty (30) calendar days upon receipt of a completed request. The employee and the employee's supervisor, shall be notified of the committee's decision.

- 7.3 The classified employee Upward Mobility Program at Victor Valley College will include:

7.3.1 Career Plan

The opportunity shall be offered to all permanent classified employees to identify their career goals at Victor Valley College. The employee, in cooperation with his/her supervisor, the Office of Human Resources representatives, and/or counselors, will formulate a plan for reaching his/her career goal at Victor Valley College. The plan is to specifically define course work, degrees, job shadowing opportunities, and mentoring opportunities, which will prepare the employee for his/her career goal. The career plan provides opportunities and prepares classified employees to the extent possible towards reaching their career goals. Completion of a career plan does not guarantee a promotion or new position at Victor Valley College, but the skills, training and education gained through the completion of the plan may provide classified employees an opportunity for advancement

When necessary, the plan is to be updated or revised to reflect career goal changes. The official career goal plan is to be retained in the Office of Human Resources. See Appendix B, Ba, Bb.

7.3.2 Evaluation of College/University Classes

Classified employees will be able to complete lower division courses taken at Victor Valley College and/or upper division course work taken at any accredited four-year college or university as outlined in the employee's career plan. The college or university must be accredited by an accrediting agency approved by the United States Department of Education.

All courses shall be submitted for approval prior to course enrollment. Courses submitted for approval after the course has begun will not be approved. See Appendix B1a.

Employees will be reimbursed for the cost of required books, required course materials, and registrations fees upon satisfactory class completion with a grade of "C" or better. Each classified employee is responsible for submission of verification of completion and all documents necessary to apply for the reimbursement. See Appendix B1, B1a, B1b.

7.3.3 Training Leave

After supervisor and area vice president approval, the Board of Trustees may grant to a classified employee a training leave after five years of continuous full- time service. Such leaves may be up to three months at the employee's regular pay or up to six months at 60 percent of the employee's regular pay. The period for qualifying for another leave will commence at the termination of the leave.

The employee must provide the Board of Trustees with a detailed plan which relates directly to achieving his/her Victor Valley College career goal. Failure to fulfill the plan may result in disciplinary action. The employee must agree to continue employment with the District for at least two years after returning to service or return the emolument (salary and/or allowance, etc.). Any employee who is granted training leave shall agree in writing to file a bond with the District, which shall enable the District to reclaim any remuneration granted the employee while on leave in the event the employee does not return to the District.

Training leaves shall not be deemed a break in service, nor shall employees earn vacation days, sick leave or holiday pay provided under this agreement. Depending upon District finances, up to two full-time equivalent training leaves may be granted each year by the Board of Trustees. See Appendix B2, B2a.

7.3.4 In-Service Training Time

Classified employees are encouraged to participate in workshops and seminars offered through the Victor Valley College Employee Professional Development Program which relate to their VVC career goals. They are also encouraged to

participate in other training opportunities provided through the VVC Employee Professional Development Program. Unit members must receive prior approval from their supervisor before participating in in-service training. See Appendix B3.

7.3.5 Career Counseling

Through the Victor Valley College Counseling Program and the Career/Transfer Center, career counseling will be provided without charge for employees to assist them in formulating career goals and training/education plans. See Appendix B4.

7.3.6 Mentoring

The District may establish a pool of mentors from which classified employees and the District will select an appropriate mentor for the employee to help guide and fortify his/her career development at Victor Valley College. See Appendix B5, B5a.

7.3.7 Job Shadowing

Classified employees may be provided job shadowing opportunities to learn the skills and responsibilities of another position related to their career goals. The specific schedule to perform these activities must be agreed upon by the supervisor and classified employee. No overtime shall be issued to accomplish the job shadowing assignment. See Appendix B6, B6a.

7.3.8 Cross Training

Classified employees may be provided cross training opportunities to learn the skills and responsibilities of another position related to their career plan. The specific schedule to perform these activities must be agreed upon by the supervisor and classified employee. No overtime shall be issued to accomplish the cross training assignment. See Appendix B7, B7a.

7.4 REIMBURSEMENT PROCESS

Upon receipt of the approved participant's necessary documentation by each semester's respective deadline, or by the last business day following the deadline if deadline is not a workday. The District will determine each approved participant's proportionate share of reimbursement based upon the total amount of qualified requests.

The District will process and reimburse all qualified requests for reimbursement for approved participants in the Upward Mobility Program within forty (40) working days after each term's respective deadline.

The District will distribute up to \$12,500 each semester and \$4,500 each winter and summer among all classified participants who qualify for reimbursement on a proportional basis. For example, if by February 15, the District receives total requests for qualified reimbursement in the amount of \$25,000, the total amount available for reimbursement is \$12,500. The District will provide each approved participant 50 percent of his or her request for reimbursement.

The Upward Mobility Committee shall meet as needed.

Reimbursement requests pertaining to course work fees may not exceed those currently in effect at Cal State University, San Bernardino, State of California resident rates or Victor Valley College's current tuition and fees if attending a California Community College at the time of enrollment.

Approved participants must submit verification of course completion and all documents necessary for reimbursement to the Human Resources Offices by the following dates immediately following the term completed:

TERM	DOCUMENT SUBMISSION DATE NO LATER THAN:
Fall	February 15
Winter	April 15
Spring	July 15
Summer	October 15

ARTICLE 8

SALARY

- 8.1 The salary schedule attached as Appendix D shall be updated to reflect the current salary schedule in effect. The parties agree that all classified bargaining unit members will be granted an on schedule, salary increase calculated as follows:
- 8.1.1 2024-2025:
- Effective July 1, 2024, the salary schedule shall be increased by 3%.
- 8.1.2 2025-2026:
- Effective July 1, 2025, the salary schedule shall be increased by 4%.
- 8.1.3 2026-2027: [Reopener for 2026-2027 per Art. 1.2.]
- 8.2 In the event either full-time faculty, or management is provided an on or off salary schedule increase that is greater than what has been negotiated with CSEA during the same time period, an equal percentage salary on or off schedule increase will be granted to classified employees.

ARTICLE 9

HEALTH AND WELFARE BENEFITS

9.1 Major medical health and accident insurance must be carried by all bargaining unit members. However, any bargaining unit member who is typically scheduled to work less than 20 hours per week shall not be subject to this requirement.

9.2 During the term of this agreement:

A. The District shall pay an amount equal to 100% of the super composite rate for medical, mental health, dental and vision premiums, as well as mandatory life insurance premiums of the Blue Shield HMO plan or the Kaiser HMO plan, whichever is higher.

Eligible classified bargaining unit members will have a choice between two (2) HMOs (one must be Kaiser) and one PPO, POS, or Elect Plan. Bargaining unit members who elect to participate in a plan that exceeds the maximum contribution in Article 9.2.B shall be responsible for any health and welfare costs in excess of the District maximum annual contribution towards medical, dental, vision, and life insurance. Each unit member's contribution, if any, shall be deducted from the member's regular paycheck.

All current employees that have a Health Care plan that exceeds the Districts maximum contribution will be eligible to change their plan through an open enrollment in accordance with carrier requirements.

B. Any changes (i.e., office co-pays, prescription drug plans, and deductibles, etc.) or changes in carriers recommended by the Benefits Committee must be bargained and ratified by classified.

C. A Section 125 Flexible Benefit Plan will be offered to eligible classified members on a voluntary basis, consistent with the requirements of law. This plan allows eligible classified members to set aside, on a pre-tax basis, certain unreimbursed medical expenditures and dependent day care expenditures, in addition to certain out-of-pocket premium costs, subject to federal and state regulations.

D. Employees who are less than full-time and at least 50% (20 or more hours per week) will be eligible for full benefits as long as they were employed as of April 8, 2008.

E. Employees hired after April 8, 2008, who are less than full-time and at least 50% (20 or more hours per week) will pay the difference between the pro rated District contribution and the amount necessary to ensure full benefit coverage.

F. In the event faculty or management is provided a benefit package for the term of this agreement, greater than that provided in this agreement, an equal benefit package will be granted to classified employees.

- 9.3 A college-wide insurance committee will include three classified bargaining unit members recommended by the president of the association. The Association president and/or designees on the Insurance Committee shall recommend changes to the current health and welfare benefits. These changes may include, but are not limited to, plan design, benefit caps, services provided, service providers, brokers or trust. The District agrees to reopen Article 9 and commence negotiations regarding the recommendation at least 60 days before the recommended change.
- 9.4 The District will provide retirement benefits for unit members who are eligible for PERS/STRS retirement and who have a minimum of ten years of service at Victor Valley Community College District at the time of retirement. The date of hire will be the date of hire indicated in Appendix C. Said benefits will be the current health insurance benefits provided to the Classified as a whole and said benefits will be provided to both the eligible employee and said employee's eligible dependents until the employee reaches Medicare age. In order to be eligible for this benefit, the unit member must have been employed by the District on or after July 1, 1999. In the event that any or all of the medical providers under the District paid plans are not available to a retired unit member and said retirees' eligible dependents because of a change of residency or otherwise, the District shall be required to pay no more than the super composite rate for active employees.
- 9.5 **PART-TIME EMPLOYEES**
- a. Employees who are less than full-time and work at least 20-29 hours per week shall have the option to waive health benefits (medical) offered by the District.
 - b. Employees who are less than full-time and work 30 or more hours per week will pay the difference between the pro-rated District contribution and no more than the amount mandated by Affordable Care Act (ACA) to ensure full benefit coverage.
 - c. Employees who work less than 20 hours per week are not eligible for health benefits.

ARTICLE 10 HOLIDAYS

10.1 SCHEDULED HOLIDAYS

10.1.1 The following holidays shall be granted as holidays for all bargaining unit members:

- New Year's Day
- Martin Luther King Day
- Lincoln Day
- Third Monday in February known as Washington Day
- Spring Break Day (which will coincide with the Friday during Spring Break)
- Memorial Day
- Juneteenth, June 19
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24
- December 25
- Winter Break Holiday (in addition to any board-given holidays)
- In lieu of Admission's Day (during the winter break) December 31
- Any workday declared by the President of the United States or the Governor of California as day of mourning shall be granted as a holiday for all classified employees regularly scheduled to work. If this day is not a normal workday, no holiday will be given.
- One day to be selected on a floating basis with approval of the bargaining unit member's supervisor. The floating holiday shall be used by June 30 of each year and shall not be accrued from year to year.

10.1.2 In the event a holiday falls on a Saturday, the preceding Friday shall be considered a holiday. In the event a holiday falls on a Sunday, the succeeding Monday shall be considered a holiday. When a holiday falls on a day within the regularly scheduled workweek and the employee is not assigned on that day, the unit member shall receive a substitute holiday which shall be requested by the unit member and used with the approval of the unit member's supervisor within sixty (60) workdays. In the event a supervisor refuses to allow the unit member to take this substitute holiday due to the needs of the District, it will be paid to the unit member.

10.1.3 Unit members whose normal workweek is other than Monday through Friday, or if the unit member's workweek includes Saturday or Sunday, or both, and as a result the employee loses a holiday which he or she would otherwise be entitled, shall be entitled to a substitute holiday or shall be entitled to compensation in the amount to which the unit member would have been entitled had the holiday fallen within his or her normal work schedule. (Ed. Code 88206).

10.1.4 When unit members' schedules include any hours on a holiday, they shall receive straight time plus one and a half ($1 \frac{1}{2}$) time holiday pay, for a total of two and a half ($2 \frac{1}{2}$) times their regular rate of pay for all hours worked during the holiday.

ARTICLE 11 VACATION

- 11.1 All bargaining unit members who are regularly employed on a full-time basis shall be entitled to a vacation allowance for each calendar month based on years of service in which the employee is in paid status for one half (1/2) the working days or more as set forth in the following schedule. Time served during the probationary period shall count toward vacation time.

Years of Service	Monthly Accrual	Annual Accrual
1	1.00 day	12 days
2	1.083 day	13 days
3	1.167 days	14 days
4	1.250 days	15 days
5	1.333 days	16 days
6	1.417 days	17 days
7	1.500 days	18 days
8	1.583 days	19 days
9	1.667 days	20 days
10-15	1.750 days	21 days
16+	1.833 days	22 days

- 11.2 Bargaining unit members serving on less than a 12-month schedule shall accrue vacation leave on the same basis and at the same rate as those employed on a 12-month schedule, but vacation time so earned must be taken during the months in paid status and approved in advance by the supervisor.
- 11.3 So that coincident vacation times will not interfere with the orderly carrying out of the necessary business of the District, vacation schedules shall be staggered as required by the workload and shall be scheduled in advance. Bargaining unit members shall request vacation leaves at least 2 weeks in advance and must be approved by the bargaining unit member's supervisor. Once a request form is submitted the supervisor shall provide a response within ten (10) workdays.
- 11.4 Vacation leave shall not be permitted to accrue for the purpose of taking extended vacations, nor shall bargaining unit members be permitted to be at their work station during vacation periods or non-scheduled hours for any reason.

11.5 VACATION BALANCE

- 11.5.1 Vacation credit shall be calculated on the basis of the school fiscal year, beginning July 1st and ending June 30 of the year following and may be accumulated to a total not exceeding that which the bargaining unit member could earn in twenty-four (24) months.

Any unit member who accrues the maximum vacation balance in excess of that allowed under this section shall not be eligible to accrue additional vacation days until the unit member reduces their vacation balance to an amount below the maximum allowed under this section. As soon as the unit member reduces their

vacation balance to an amount below that allowed under this section, said unit member shall begin accruing additional vacation at the rate specified in this section, up to the maximum amount allowed under this section.

If an employee has twenty-four (24) months of vacation credit to carryover as of June 30, the employee will be paid at the end of the fiscal year for any vacation that was denied if the following conditions exist: (1) The employee provides written verification of a denied vacation request; (2) This denied request must reflect that vacation was requested for a time period that would not substantially interfere with the function of the department; and (3) If a request is denied the supervisor will state on the request form how the leave would substantially interfere with the function of the department. If an employee does not receive their maximum accrual as outlined in section 11.1 for the new year on July 1 because they carried over twenty-four (24) months of vacation credit, they shall receive the remaining vacation credit entitled as they use vacation and go below the amount allowed in section 11.5.1.

Example 1: Employee A has 10 years of service and accrues 21 days of vacation per year under Article 11.1. Employee A has 38 days of accrued vacation as of June 30, 2024. On July 1, 2024, Employee A will be credited with 4 additional days, bringing their total to 42 days (24 months). Thereafter, Employee A takes 6 additional vacation days during the year, and is credited with 6 days (of the remaining 17 possible for 2024-2025), bringing her total accrual back to the maximum of 42.

Example 2: Employee B has 10 years of service and accrues 21 days of vacation per year under Article 11.1. Employee B has 42 days of accrued vacation as of June 30, 2024. During the 2024-2025 fiscal year, the employee takes 23 days of vacation and is credited with all 21 days of vacation under Article 11.1. On June 30, 2025, Employee B has a balance of 40 vacation days that are carried over to 2025-2026.

Example 3: Employee C has 10 years of service and accrues 21 days of vacation per year under Article 11.1. The employee has 36 days of accrued vacation as of June 30, 2024. On July 1, 2024, Employee C is credited with 6 days of vacation, bringing their total accrual to 42 days. During the 2024-2025 fiscal year, the employee takes 15 days of vacation, and is credited with 5 days of the remaining 15 available days, keeping the accrued number of days at 42. In addition, Employee C requests in writing an additional 3 days of vacation during a period of time that would not substantially interfere with the function of the department, but the request is denied by the supervisor. Accordingly, at the end of the 2024-2025 fiscal year, Employee is also paid out for the additional 3 vacation days requested but denied, of the remaining available 10 days.

- 11.5.2 Full credit for vacation leave will be given for the first and last calendar month of service when the bargaining unit member is in paid status for one-half ($\frac{1}{2}$) or more the working days of that month. No credit for vacation time will be given when the bargaining unit member is in paid status for less than one-half ($\frac{1}{2}$) the working days of that month.

- 11.5.3 Full annual credit for vacation leave will be advanced on July 1 of each fiscal year. However, if a unit member leaves employment before vacation is earned, adjustments will be made in accordance with Education Code Section 88197.
- 11.6 Part-time bargaining unit members shall be entitled to vacation leave on a pro-rata basis.
- 11.7 Vacation may be taken in units of not less than 15 minutes.
- 11.8 When any bargaining unit member leaves the employ of the District for any reason, including a layoff, he or she shall be entitled to all vacation pay earned and accumulated up to and including the last day of employment.
- 11.9 If a bargaining unit member is terminated and had been granted vacation which was not yet earned at the time of termination the District shall deduct from the bargaining unit member's severance check the full amount of salary paid for such unearned days of vacation time.
- 11.10 A bargaining unit member may request approval from his or her supervisor to interrupt or terminate his or her vacation in order to begin another type of paid leave. Approval will be granted only if the bargaining unit member supplies relevant supporting information regarding the basis for the interruption or termination.

ARTICLE 12 LEAVES

12.1 BEREAVEMENT LEAVE

12.1.1 Definition

Bereavement is the loss by death of a member of the immediate family of the bargaining unit member or his/her spouse.

Immediate family shall include spouse, mother, father, grandmother, grandfather, son, daughter, son-in-law, daughter-in-law, grandchildren, brother, sister, step-parents, step-children, foster parents, foster children, children's father or mother or any relative living in the immediate household of the employee.

Additionally, unit members may designate one person per twelve (12) month period who is not listed above as an immediate family member upon the need to take a leave.

Immediate household shall be the primary residence of the bargaining unit member.

12.1.2 Length of Leave

Bargaining unit members shall be granted bereavement leave not to exceed four (4) days. Effective January 1, 2023, bargaining unit members may take an unpaid day or use vacation, sick leave, or other accrued paid leaves to extend the bereavement leave to five (5) days. The leave will be extended to six (6) days when out of state travel or travel beyond a three hundred (300) mile radius is necessary.

12.1.3 Compensation

No deduction shall be made from the salary of the bargaining unit member nor shall such leave be deducted from leave granted by other sections of this article or other leaves provided for by the District.

12.1.4 Notification/Request

The bargaining unit member shall notify the appropriate supervisor of bereavement leave for those persons specifically mentioned in section 12.1.1.

12.1.5 Verification of Bereavement Leave

An employee, if requested by the District, within 30 days of the first day of the leave, shall provide documentation of the death of the family member. "Documentation" includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

12.1.6 Reproductive Loss Leave

The leave described in this Section 12.1 shall be available to classified unit members that experience a reproductive loss (as defined in Govt. Code § 12945.6, including but not limited to miscarriage, stillbirth or a failed adoption by the unit member or partner). The District shall maintain the confidentiality of the request and purpose of the leave, except as necessary to effect the purpose of the leave.

12.2 JURY DUTY

12.2.1 An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The District shall pay the employee the difference, if any, between the amount received for jury duty and the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided to the employee for jury duty shall not be considered in the amount received for jury duty.

12.2.2 Any day during which any employee in the Bargaining Unit whose regular assigned shift commences at 4 p.m. or after, and who is required to serve six (6) or more hours on jury duty shall be relieved from work with pay. The employee shall submit a written request for an approved absence prior to the beginning date of the jury duty. The employee shall provide the Payroll and Benefits Office with an official verification of the dates and times of jury duty. Any employee whose regular assigned duty is a non-traditional workweek and is required to perform jury duty during that workweek shall have his/her workweek adjusted so that the employee does not work and serve on jury duty more than five (5) combined days during that workweek.

Employees who work the graveyard shift shall have the option of taking off the shift the night before or the shift the night of jury duty.

12.2.3 Length of Leave

Leave shall be granted for attendance in court as certified by the clerk or other authorized officer of such jury or court. Proof of attendance shall be by presentation of a certificate signed by such clerk or officer.

A bargaining unit member who serves on a jury panel will not be required to work for the District on that day if 75% of the workday has been exhausted or will have been exhausted by the inclusion of reasonable travel time. If a bargaining unit member is released prior to the 75%, as previously described, they must return to work.

12.2.4 Compensation

Pay for any day of absence taken under this section shall be the bargaining unit member's regular salary. Bargaining unit members shall complete the fee waiver form provided by the court. Any payment offered from the court shall be waived. Excluded is court-awarded allowance for meals, mileage and/or parking.

12.3 WITNESS LEAVE

12.3.1 Definition

A witness leave is a leave granted to allow a bargaining unit member to appear in a matter involving the District as other than a litigant in the case in response to an official order from a governmental jurisdiction.

12.3.2 Length of Leave

Leave shall be granted for attendance in court as certified by the clerk or other authorized officer of such jury or court. Proof of attendance shall be by presentation of a certificate signed by such clerk or officer. The hours that a bargaining unit member is required to perform service for the District shall be reduced by the number of hours actually spent participating as a witness and reasonable travel time from place of court to place of employment.

12.3.3 Compensation

Pay for any day of absence taken under this section shall be the bargaining unit member's regular salary less any amount received as witness fees, excluding court-awarded allowance for meals, mileage and/or parking.

12.3.4 Notification and Certification

Notification and certification shall be by presentation of the official order to the appropriate supervisor of the bargaining unit member.

12.4 PERSONAL ILLNESS AND INJURY LEAVE

12.4.1 Definition

An illness leave is granted to a bargaining unit member who is unable to work due to personal illness, injury or medical quarantine.

12.4.2 Length of Leave

Members of the bargaining unit employed forty (40) hours per week who are employed for less than a full fiscal year are entitled to a prorated portion (one day per month) of accrued sick leave for illness, injury, or medical quarantine as the number of months they are employed. Members of the bargaining unit employed less than forty (40) hours per week shall be entitled to a pro-rated portion of accrued sick leave for illness, injury, or medical quarantine based upon the number of days or hours they are employed per week.

12.4.3 Compensation

Bargaining unit members on illness leave shall receive their regular salaries providing sick leave and/or vacation leave is available.

12.4.4 Credit for Sick Leave

Upon employment and at the beginning of each fiscal year the full amount of sick leave granted under this section shall be credited to each bargaining unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, new bargaining unit members of the District shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible until the first day of the calendar month after completion of the six (6) months of active service with the District. Sick leave credit shall be calculated on the basis of the school fiscal year, beginning July 1 and ending June 30 of the year following and may be accumulated. Part-time unit members shall be entitled to sick leave on a pro-rata basis.

12.4.5 Transfer of Illness Leave

New bargaining unit members coming from other school districts shall be notified by Human Resources that they are permitted to transfer accumulated sick leave from the District of previous employment and must request the transfer within 30 days after beginning employment.

12.4.6 Medical or Dental Appointments

Bargaining unit members who take time off during the workday for medical or dental appointments shall utilize sick leave, vacation time, compensatory time previously accrued, or with the permission of the supervisor be allowed the alternative of making up the time, at the discretion of the appropriate supervisor.

12.4.7 Administrative Leave

Members of the bargaining unit may be placed on paid administrative leave and required to submit to fitness for duty examinations, at the District's expense, at the discretion of the District in cases where the unit member's behavior and/or performance on the job may indicate a lack of physical or mental capacity to adequately perform required duties.

12.4.8 Extended Illness Leave

Pursuant to Education Code Section 88196, when a bargaining unit member has exhausted all earned sick leave as provided for in this article and continues to be absent on account of illness or accident, the bargaining unit member shall be granted non-accumulated leave not to exceed 100 working days annually of at least fifty percent (50%) of the bargaining unit member's regular salary.

The 100 working days shall commence with the first day of illness or injury.

The bargaining unit member shall be required to submit an attending physician's verification of illness in order to receive extended illness or injury leave benefits as provided by law and may be required to see a health care provider of the District's choice at the District's expense.

Nothing in this section shall prevent a bargaining unit member from requesting to use other paid leaves, including vacation pursuant to Article 11. The District will comply with Education Code 88195 pertaining to additional leave for nonindustrial accident or illness; reemployment preference. No absence under leave provisions of this article shall be considered as a break in service. All benefits accruing under the provisions of this Agreement shall continue to accrue during such absence.

12.4.9 Notification/Verification

Prior to the beginning of their workday, bargaining unit members shall report (or have someone report) to their supervisor when they are unable to report to work due to personal illness, injury, or medical quarantine. Bargaining unit members shall provide as much advance notice as reasonably possible under the circumstances in order to allow the District an opportunity to obtain substitutes. The District may request illness verification after five (5) consecutive days' absence to return to work.

Unless the District has written illness verification prior to an employee returning to work, the employee (or designee in extenuating circumstances) is required to call the immediate supervisor each day.

Where the District has reason to question the physical or mental ability of a unit member to effectively perform all duties required in his/her job description, the District may require the unit member to be examined by a District-appointed physician at no expense to the employee. Once the District has requested the employee to see a District-appointed physician, the District shall put the employee on paid administrative leave or the employee shall remain at work in paid status until the results are determined. Upon the physician issuing a full medical/psychological release, the bargaining unit member shall immediately return to work.

In the event the District's appointed physician does not release the employee back to work, and the employee disagrees with the physician's decision, the District and CSEA shall negotiate, if applicable, each individual case in determining the next step.

12.4.10 Definition/Physician

For the purpose of this article, the term physician is a licensed medical doctor.

12.5 PERSONAL NECESSITY LEAVE

In accordance with the provisions of the California Education Code, any bargaining unit member may use not more than a total of nine (9) days of accumulated sick leave per year in the following cases of personal necessity:

12.5.1 Death of a member of his/her immediate family as defined in 12.1.1 above. This shall be in addition to bereavement leave established under 12.1 above.

- 12.5.2 An accident involving his/her person or property or the person or property of his/her immediate family as defined in 12.1.1 above.
- 12.5.3 Serious or critical illness of a member of his/her immediate family as defined in 12.1.1 above.
- 12.5.4 Pursuant to Education Code § 88207, unit members may use personal necessity leave for appearances unrelated to District business in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.
- 12.5.5 Other personal necessities as approved by the superintendent/president requests shall be made in writing to the appropriate director, dean, or vice-president explaining the nature of the personal necessity.

12.6 INDUSTRIAL ACCIDENT OR JOB-INCURRED ILLNESS LEAVE

- 12.6.1 The provisions pertaining to this leave shall become effective upon regular employment.
- 12.6.2 Bargaining unit members' allowable leave shall be limited to sixty (60) working days in any one fiscal year for the same accident.
- 12.6.3 All provisions of Education Code Section 88192, as it applies to classified employees, shall be the rules and regulations of the District in matters pertaining to industrial accident and industrial illness leave.
- 12.6.4 Establishment of eligibility for temporary disability under Division 4 or Division 4.5 of the Labor Code shall be deemed proof of the employee's entitlement to this leave procedure to be followed.
- 12.6.5 When a bargaining unit member incurs an industrial accident or illness he/she shall report to his/her supervisor before the close of the working day in which the accident or illness occurs. A Worker's Compensation form shall be filed with the Office of Human Resources within twenty-four (24) hours of the time such accident or illness occurs. A Worker's Compensation claim form will be provided to the injured/ill employee upon receipt of the incident report.
- 12.6.6 An industrial accident or illness leave shall commence on the first day of absence and shall be reduced by one day for each day of authorized absence. When such leave overlaps into the next fiscal year, the bargaining unit member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 12.6.7 A bargaining unit member absent from his/her duties because of industrial accident or illness shall be paid such portion of the salary due him/her for any month in which the absence occurs, as when added to his/her temporary disability indemnity will result in a payment to him/her of not more than his/her full salary.

During such paid leave of absence, the bargaining unit member shall endorse to the District the temporary disability indemnity checks received because of the industrial accident or illness. The District, in turn, shall issue the bargaining unit member appropriate salary warrants for payment of the bargaining unit member's salary and shall deduct normal retirement and other authorized contributions (Ed. Code 88192).

12.6.8 Upon termination of the industrial accident or illness leave, a bargaining unit member shall be entitled to the benefits provided in Section 88191 of the Education Code, and for the purpose of this section his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. Provided the bargaining unit member continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary. (Ed. Code 88192).

12.6.9 A bargaining unit member who has been placed on a re-employment list, and who has been medically released for return to duty, and who fails to accept an appropriate assignment, shall be dismissed (Ed. Code 88192).

12.6.10 Allowable industrial accident and illness leave shall not be accumulated from year to year (Ed. Code 88192).

12.7 MODIFIED WORK PROGRAM

12.7.1 The District and Association recognize the desirability of bringing bargaining unit members back to full service as quickly and efficiently as possible; accordingly, the parties recognize that there may arise instances where a partial return is an appropriate intermediate step. This obligation and the outlined steps below do not impose upon the District a duty to create or substantially redefine a position or its duties. The District shall provide all members access to the interactive process regardless of the member's restrictions.

12.7.2 When a bargaining unit member with an industrial accident, injury, illness, and/or non-industrial accident, injury or illness is determined by the responsible physician to be able to return to work with restrictions, the following shall occur:

- a) In accordance with ADA and FEHA, an interactive process meeting will be held to include the unit member, the unit member's supervisor and a representative of the Human Resources Office to determine if the unit member can return to their regular job within the restrictions and if not, what light duty assignments may be suitable. A CSEA representative may be present if requested by the unit member.
- b) After the interactive meeting and review of recommendations, employee will be notified of the District's decision.

- c) If it is determined, by the District, that the bargaining unit member cannot perform their regular assignment, consideration will be given to a modified position within the District, for which the bargaining unit member is qualified and within the restrictions, which the unit member could fill on a temporary basis.

12.8 BREAK IN SERVICE

No absence under any paid leave provisions of this article or approved unpaid leave shall exceed the number of days approved by the superintendent/president nor shall this be considered as a break in service for any bargaining unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.

12.9 ADDITIONAL LEAVE OF ABSENCE

12.9.1 The District may grant, in addition to the leaves set forth herein above, such additional leaves of absence for such purposes and periods of time as it deems advisable.

12.9.2 The District will comply with all applicable mandated portions under the Federal Family and Medical Leave Act of 1993 and the California Family Rights Act (Government Code Section 12945.2).

12.10 AUTHORIZED LEAVE VERIFICATION

The District may require a unit member to furnish a doctor's certificate, affidavit or other documentation, as verification of illness or other reason for authorized leave. Verification may be required when the District has reason to question the validity of any request for approved leave.

12.11 EMERGENCY CLOSING PROCEDURES

In the event that the college is forced to close down due to extreme weather or natural disaster, as determined by the superintendent/president or other legal agencies, the staff scheduled will be granted an undeclared holiday.

12.12 PARENTAL LEAVE

Unit members may use sick leave for the purposes of parental leave, defined as the birth, adoption, or foster care placement of a child with the unit member, for a period of up to twelve (12) workweeks in accordance with Education Code §88196.1. Once the unit member exhausts all available sick leave during the period of absence permitted under this section, the unit member shall receive 50% of their regular salary for the remaining portion of the twelve (12) workweek period.

ARTICLE 13 ASSIGNMENT

13.1 NOTICE OF ASSIGNMENT

Employment information will be given to the employee upon initial employment, upon each change in classification, and annually on or before July 31. This information shall include:

1. Employee's name
2. School year
3. Effective date
4. Immediate supervisor's name
5. Classification
6. Step
7. Salary (computed annually)
8. Anniversary/Longevity Date
9. Assignment
10. Duty Hours
11. Signature of employee and Vice President, Human Resources
12. Prescribed work week

All information will be given in two copies, one for the employee and one for the employee to sign, date and return for the employee's file.

A bargaining unit member hired between the first and fifteenth day of a month shall have an anniversary date of the first day of that month. A bargaining unit member hired between the sixteenth and the last day of a month shall have an anniversary date of the first day of the following month. Anniversary date shall mean the date used to compute full years of service.

13.2 WORKING OUT OF CLASSIFICATION

13.2.1 Pursuant to Education Code 88010, it is the intent of this section to permit community college districts to temporarily work employees outside of their normal duties, but in so doing to require that some additional compensation be provided the employee during such temporary assignments.

Assignments shall be made by formal written notice given at or before the time of assignment to the bargaining unit member. Unit members who meet minimum qualifications will be eligible to work out of classification. If a probationary employee is assigned to work out of classification their probationary period will not be extended and they will still keep their original probationary period.

13.2.2 When a bargaining unit member is assigned to perform the duties of an employee of the District in a higher classification for more than five (5) working days within a fifteen (15) calendar day period, his or her salary shall be adjusted upward for the entire period the duties were performed.

- 13.2.3 When assigned to duties normally performed by an employee of the District in a higher classification or a management position, the member shall receive the salary range assigned to the higher classification on the lowest step which will give an increase of at least 5% over the member's regular salary.
- 13.2.4 Service in an out-of-class assignment may be noted as prior experience for purposes of future application or promotional opportunities, but not as a current or former position for layoff or bumping purposes.
- 13.2.5 Vacant Positions - Assignments to fill vacant positions, while in recruitment, shall not exceed 960 hours unless mutually agreed upon between the District and CSEA in writing.

13.3 USE OF SUBSTITUTE EMPLOYEES IN VACANT POSITIONS

- 13.3.1 A substitute employee as used in this section, means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the District is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the District may fill the vacancy through employment, for not more than sixty (60) calendar days, with a substitute employee, unless mutually agreed upon between the District and CSEA in writing.

If the District is actively engaged in recruiting and hiring a permanent classified employee for the vacancy and a suitable candidate with appropriate qualifications cannot be found, or if a candidate requests a delayed start date, the District may utilize substitute personnel as defined in Article 13.3.1 for an additional thirty (30) day period during recruitment, unless otherwise extended by mutual agreement. In no case shall a substitute be employed for more than 195-days during an academic year.

- 13.3.2 The District and CSEA shall meet on the necessity to extend the assignment only by mutual agreement.

13.4 TEMPORARILY ASSIGNED A MANAGEMENT POSITION

When a bargaining unit member is temporarily assigned to a management position for which education and experience requirements or the equivalent are met the notice shall reflect the beginning and ending date. This shall not be construed as a “break in service”.

13.5 CLASSIFIED SPECIALS

- 13.5.1 Pursuant to Education codes 88035 and 88036, classified specials are entitled to holiday, vacation, sick and health & welfare benefits on a pro-rata basis.
- 13.5.2 Classified Specials are identified as on call employees who work more than 195 days per year and can be directed to work up to twenty (20) hours per week. They can work varied hours but if they work an eight (8) hour shift, Article 5.3 will apply.

Classified Specials are employees within the classified service that perform duties of classified bargaining unit classifications intermittently as described in this subsection.

- 13.5.3 Those Association members identified as Classified Specials shall be paid holidays in accordance with the Collective Bargaining agreement. Classified Specials will be eligible for holiday pay ONLY for those months in which they are in actual paid status on the days before or after the holiday.
- 13.5.4 The Classified Specials are members of the classified service and entitled to all Association benefits.
- 13.5.5 Classified Specials who decline all offered assignments for (6) months during their employment with the District will be terminated.
- 13.5.6 Employees who are less than full time and at least 19 - 29 hours per week shall have the option to waive health benefits (medical) offered by the District.

ARTICLE 14 EVALUATIONS

- 14.1 Evaluations are a process by which a unit member's performance and conduct on the job are measured in accordance with District standards and expectations. As part of this process, positive and open communications between the unit member and the immediate supervisor are encouraged. Evaluations should reflect a unit member's strengths and weaknesses with the general objective of maintaining or exceeding District standards and expectations. It is also the mutual obligation of the employee and supervisor to compare the job description with the duties during the evaluation process.

The evaluation of employees will include consideration of their understanding of diversity, equity, inclusion, and accessibility ("DEIA") principles through their commitment to support and foster a respectful, inclusive, equitable, and accessible work and learning environment for students and employees. Participation in District-offered training on DEIA will meet this requirement.

The purpose of this evaluation is to assess the employee's performance, and is intended as a tool for constructive feedback. Performance evaluations can be used as evidence in a disciplinary process.

- 14.2 All permanent unit members shall be evaluated annually during the first three years of employment by the immediate supervisor, provided the manager has supervised for at least one year. If less than one year, then evaluation shall be based on the length of time of the evaluator's supervision. The written evaluation and the conference in connection therewith between the unit member and the immediate supervisor shall occur within the month of the unit member's anniversary date in the position. If deemed necessary, additional evaluations may be scheduled by the immediate supervisor.

- 14.3 All newly hired unit members except for full-time peace officers shall serve a probationary period of six (6) months. All probationary unit members shall be evaluated at the end of the second (2nd) and fourth (4th) month of the probationary period. Failure to evaluate a probationary unit member as required by this article shall in no way affect a decision to terminate the unit member during the probationary period.

All newly hired full-time peace officers shall serve a probationary period of twelve (12) months. All probationary unit members shall be evaluated at the end of the fourth (4th) and tenth (10th) month of the probationary period. Failure to evaluate a probationary unit member as required by this article shall in no way affect a decision to terminate the unit member during the probationary period.

- 14.4 A probationary or permanent unit member who is reassigned into another classification and is serving a four (4) month trial service period in the new classification shall be evaluated at the end of the third (3rd) month of such four (4) month trial service period.
- 14.5 All evaluations shall be based upon job performance factors as outlined in the Performance Evaluation Form.

- 14.5.1 The immediate supervisor shall meet with each unit member within the timelines above and provide the unit member with a copy of his or her evaluation.
- 14.5.2 In the event a unit member is given a rating of “1” (Unsatisfactory) or “2” (Requires Improvement) on any performance factor, a separate meeting shall be scheduled to develop an improvement plan to address the unsatisfactory rating:
- 14.5.2.1 The immediate supervisor and employee shall discuss during the meeting:
- The reasons for the unsatisfactory rating
 - The immediate supervisor’s expectation of the goals and objectives for improvement in job performance to meet the standards for the employee’s present job; and
 - A clear and concise written plan as to how the employee can work towards accomplishing those goals and objectives and the supervisor’s expectations during the next evaluation period.
- 14.5.2.2 Both the performance objectives and the plan for achieving these objectives shall be put in writing based upon the discussion between the immediate supervisor and the employee.
- 14.5.2.3 Permanent employees shall be re-evaluated in thirty (30) to ninety (90) days.
- 14.5.2.4 At this performance improvement meeting, unit members shall be entitled to bring a CSEA representative.
- 14.5.3 The employee shall sign the evaluation acknowledging that he or she has discussed it with the immediate supervisor and indicate whether or not there is agreement with the ratings. The employee shall further be notified of the right to submit a written response, which is to be attached to evaluation and placed in his or her personnel file.
- 14.6 A sample of the evaluation form to be utilized in the evaluation process is contained in Appendix F.

ARTICLE 15 LAYOFF AND REEMPLOYMENT

15.1 REASON FOR LAYOFF

Bargaining unit members shall be subject to layoff for lack of work or lack of funds. A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. The District agrees to not unilaterally transfer bargaining unit work without first meeting and negotiating with CSEA. The District and CSEA shall bargain the effects of the layoff.

15.2 NOTICE OF LAYOFF

- (a) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work for the ensuing year, and the affected employees shall be given notice in writing of layoff not later than March 15th, and shall thereafter be subject to the procedures and timelines set forth in Education Code Section 88017.
- (b) Notwithstanding Article 15.2(a) above, when, as a result of the expiration of a specially funded program, a classified position/s must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing members of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. If the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

15.3 ORDER OF LAYOFF

Layoffs shall be in reverse order of seniority within a classification, to be determined by the length of service within the class.

- 15.3.1 Length of service means all days in paid status, whether during the school year, a holiday, recess or during any period that the college is in session or closed, but does not include any hours compensated solely on an overtime basis.
- 15.3.2 Pursuant to Education Code 88127, classified employees shall be subject to layoff for lack of work and/or funds. Whenever a classified employee is laid off, the order of layoff within the classification shall be determined by length of service. The employee who has been employed the shortest time in the classification, plus higher classifications, shall be laid off first. Reemployment shall be in the reverse order of layoff.
- 15.3.3 If two or more bargaining unit members subject to layoff have equal classification, seniority, plus seniority in higher classifications, the determination of layoff will be made on the basis of the greater hire date seniority including adjusted hire date as reflected in Appendix C, and if that be equal, then the determination shall be made

by lot, in the presence of the bargaining unit members in question and, upon request of the bargaining unit members, one representative of the exclusive representative.

- 15.3.4 Nothing contained in this section shall preclude the granting of length of service credit for time spent on military leave of absence, or unpaid illness leave, or unpaid industrial accident leave. Days in paid status shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the District.

15.4 BUMPING RIGHTS

- 15.4.1 A bargaining unit member notified of layoff from their present classification, may have the opportunity to bump into an equal classification or may bump into the next lower classification that they have previously held and have seniority based on section 15.3.2.

- 15.4.2 To be eligible to bump, a bargaining unit member must: 1) possess minimum qualifications, as listed in the job description for the classification and have the greater length of service time in that classification on the date the layoff is effective.

- 15.4.3 Alternatives to Layoff:

- a. Any bargaining unit member may elect to accept a service retirement in lieu of layoff.
- b. If offered by the District, a bargaining unit member may accept voluntary demotion, transfer, or reduction in assigned time in lieu of layoff or bumping privileges.

15.5 REEMPLOYMENT RIGHTS

15.5.1 Eligibility

Laid-off bargaining unit members are eligible for reemployment for a thirty-nine (39) month period and shall be placed on an eligibility list and be offered reemployment in the reverse order of layoff.

This eligibility will also apply to those bargaining unit members having chosen the alternative to bumping, Section 15.4.3. The bargaining unit member accepting a voluntary demotion or reductions in assigned time in lieu of layoff shall be considered for reemployment for an additional period of up to twenty- four (24) months for a total of sixty-three (63) months.

Bargaining unit members who accept a position lower than their highest former classification shall retain their original thirty-nine (39) month rights to the higher paid position.

15.5.2 Notification of Reemployment Opening

Any bargaining unit member who is laid off and is subsequently eligible for reemployment, shall be notified in writing by the District of an opening prior to the position being internally or externally recruited. Notification shall be made by certified service.

15.5.3 Employee Notification

Bargaining unit members shall notify the District of their intent to accept reemployment within ten (10) working days following receipt of the reemployment notice. Notification shall be made by either certified service or personal delivery to the Human Resources Office. If delivered in person, the District shall provide the employee a receipt of delivery.

If the bargaining unit member accepts reemployment, he/she must report to work on the date and time designated by the District. No benefits accrue during the break in service, but if the bargaining unit member accepts reemployment, the District shall reinstate to him/her all of his/her rights and benefits accrued prior to layoff.

Should a bargaining unit member elect not to accept the reemployment offer, they must notify the District within ten (10) working days following receipt of the reemployment notice by either certified service or personal delivery to the Human Resources Office. If delivered in person, the District shall provide the employee a receipt of delivery. Any bargaining unit member who declines an offer of reemployment equivalent or better than that when laid off is doing so with the understanding that his or her name will be removed from consideration for that opening.

15.6 EMPLOYEE ASSISTANCE

The District Human Resources Department shall provide assistance and information to impacted unit members on resume preparation and interviewing skills; career counseling and job search assistance; unemployment options, health benefits and retirement; information regarding reemployment to the District; referrals for individual counseling.

ARTICLE 16 GRIEVANCE PROCEDURES

16.1 DEFINITIONS

16.1.1 **Grievance:** An allegation by a bargaining unit member (grievant), or the Association, that there has been a violation, misinterpretation, or misapplication of the existing agreement (including all appendices) which has adversely affected the grievant. The Association shall have the right to file a grievance over an alleged violation, misinterpretation or misapplication of Article 22 and, if more than one (1) unit member has been adversely affected by an identical violation, misinterpretation or misapplication of this Agreement, the Association may process a grievance on behalf of all members of the group. When such a class grievance is declared, the resolution (relief sought) shall be applicable to all affected unit members. The Association may also file a grievance on behalf of a bargaining unit member as long as both the Association and the bargaining unit member's name is on the grievance and the affected unit member signs the grievance. The term "existing agreement" shall not include Memoranda of Understanding which are not specifically incorporated into this agreement, but shall include all attached appendices. The Association may file a grievance with or without the affected member's consent when it is alleged that there has been a violation, misinterpretation, or misapplication of the existing agreement.

16.1.2 **Day:** Any day in which the central administrative office of the District is open for business.

16.1.3 **Supervisor:** The lowest level supervisor having jurisdiction to resolve a grievance.

16.2 BARGAINING UNIT MEMBER RIGHTS

16.2.1 The bargaining unit member may present a grievance without the intervention of the Association. However, the Chief Union Steward shall be furnished a copy of the grievance, when filed, and a copy of the resolution, when resolved, at each formal level.

16.2.2 **Status of Parties Pending Outcome:** As to matters related to the procedures of this Section, the grievant will continue to follow the direction of their immediate supervisor until the grievance is resolved if it is compliant with applicable laws.

16.3 INFORMAL LEVEL

A grievant shall submit the grievance orally or in writing to the grievant's supervisor within ten (10) days of the date of occurrence of the alleged act giving rise to the grievance. If the grievance is not satisfactorily adjusted informally, within ten (10) days of the meeting or writing, the grievant may proceed to the formal level.

16.4 FORMAL LEVEL

- 16.4.1 **FORMAL LEVEL I** - Within ten (10) days after engaging in the informal process, the grievant must present the grievance in writing and in electronic format, to the supervisor and the Vice President of Human Resources, or the right to grieve the incident is forfeited.

This statement shall be presented on the proper grievance form, which includes a clear, concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, if any, and the specific remedy sought. See Appendix H.

The supervisor shall communicate their decision to the grievant and the Vice President of Human Resources 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.

- 16.4.2 **FORMAL LEVEL II** - In the event the grievant is not satisfied with the decision at Formal Level I, they may appeal the decision in writing to the Vice President of Human Resources, who will work in consultation with the area Vice President, within ten (10) days. This statement shall include a copy of the original grievance and appeal, the decisions rendered, and reasons for the appeal.

The Vice President of Human Resources shall communicate their decision to the grievant and the Superintendent/President, within ten (10) days after receiving the appeal. If the Vice President of Human Resources does not respond within the time limits, the grievant may appeal to the next level.

- 16.4.3 **FORMAL LEVEL III**- In the event the grievant is not satisfied with the decision at Formal Level II, they may appeal the decision in writing to the Superintendent/President within ten (10) days. This statement shall include a copy of the original grievance and appeal, the decisions rendered, and reasons for the appeal.

The Superintendent/President shall communicate their decision to the grievant within ten (10) days after receiving the appeal. If the Superintendent/President does not respond within the time limits, the grievant may appeal to the next level.

- 16.4.4 **FORMAL LEVEL IV** - If the grievant is not satisfied with the decision at Level III, or the superintendent/president fails to respond within the specified time, the grievant may, within ten (10) days from the date the Level III decision was or should have been made, request the matter go to arbitration by notifying the Association.

The Association within forty five (45) days from the receipt of the Level IV decision or lack thereof, at the request for the grievant, shall notify the Superintendent/President and/or the designee in writing of its intent to proceed with Arbitration of the grievance. If Arbitration is not requested within forty five (45) days after the receipt of the Formal Level III decision, the grievance will be closed.

16.6.4.1 SELECTION OF AN ARBITRATOR

The Association shall request the California State Mediation and Conciliation Service to supply a list of five (5) qualified arbitrators. The District and the Association may elect to submit a joint request for the aforementioned list of arbitrators. Upon receipt of the list, the parties shall alternatively strike a name until only one name remains. The remaining name shall be the person to arbitrate the grievance.

16.4.4.2 FEES OF THE ARBITRATOR AND COSTS OF THE HEARING

The fees and expenses of the arbitrator and the hearing shall be borne equally by the District and CSEA. Any expenses associated with arbitration which are billable to CSEA, must be authorized by CSEA prior to the start of the arbitration. If the expenses are not approved prior to the arbitration, the grievance will not proceed to arbitration. In addition, if there is a cancellation fee for the arbitrator as a result of CSEA's failure to approve expenses, it shall be borne by CSEA.

16.4.4.3 DECISION OF THE ARBITRATOR

After a hearing and after both parties have had an opportunity to make oral and/or written arguments, the arbitrator shall submit in writing to the parties, his/her findings of facts, conclusions and award. The arbitrator's award shall be final and binding on both parties.

16.5 NO RETALIATION

No bargaining unit member shall suffer any recrimination and/or reprisals as a result of acting as a grievant, party-in-interest, witness or because of participation in the grievance procedure.

ARTICLE 17 SAFETY

17.1 COMPLIANCE

The District and each bargaining unit member shall endeavor to maintain facilities according to current requirements imposed by the County, State and Federal laws, including but not limited to the County ordinances policed by County Safety Inspectors through the Central Services Department, the Occupational Safety and Health Act of 1973 (29 U.S.C. Sections 651 et seq.) administered by the OSHA Review Commission and the California Occupational Safety and Health Act (California Labor Code Sections 6300 et seq.) administered by the Division of Industrial Safety.

17.2 REPORTING

It shall be the duty and responsibility of both the District and the bargaining unit members to report any condition believed to be a violation of Section 17.1 of this Agreement. Bargaining unit members shall report in writing to the vice president for Administrative Services as soon as possible after observance.

17.2.1 The District shall investigate the allegation and take action it deems to be appropriate within the time constraints specified in the law and code section. Within thirty (30) days of the taking of corrective action, the District shall inform the bargaining unit member of the action taken.

17.2.2 No bargaining unit member shall suffer any recrimination and/or reprisals as a result of reporting any condition believed to be a violation of Section 17.1 of this Agreement.

ARTICLE 18
SAVINGS PROVISION

- 18.1 If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction and/or legislative enactment, such provision shall be deemed invalid except to the extent permitted by law, but all other provisions will continue in full force and effect.
- 18.2 In the event of suspension or invalidation of any article or section of this Agreement either party may request negotiations. Upon request, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 19 CLASSIFICATION

19.1 CLASSIFICATION OF POSITIONS

19.1.1 All positions within the classified service shall be classified according to the designated title, regular number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, including the skills required and the responsibility carried by that position, and the regular monthly salary of the position.

19.1.2 Job descriptions for all positions shall be maintained in the Office of Human Resources. Changes to existing bargaining unit job descriptions are a mandatory subject of bargaining and must be negotiated.

19.2 ADVANCEMENT IN CLASS

19.2.1 Unit members shall ordinarily be hired in at Step 1 of the base salary schedule. However, the District may determine an initial salary placement in a higher step upon submission by the new employee of documentation demonstrating actual prior experience warranting higher placement. Unit members shall advance one step on the schedule on the anniversary of their hire date, except classified specials, who must accrue 120 days in a year before receiving a step advancement, no less than every 2 years.

19.2.2 Advancement to each succeeding step shall be made on the bargaining unit member's anniversary date, computed to the nearest full month of service.

19.2.3 The salary schedules shall be attached to this agreement as Appendix D

19.2.4 A unit member shall become eligible for longevity pay effective at the beginning of the 7th year of the bargaining unit member's anniversary date, computed to the nearest full month of service. The longevity scale shall be attached to this agreement as Appendix G.

19.2.5 A bargaining unit member who moves from one classification to another in the same range, by competing with either internal and/or external candidates, shall be placed on the same salary step that he/she served in the prior position. (For example, a bargaining unit member serving on Step 5 would be placed on Step 5.)

19.2.6 For the purpose of this Article, vacation, leaves, or any absence authorized by this Agreement shall not be deemed an interruption of employment for the Bargaining Unit members serving on less than a twelve (12) month basis.

ARTICLE 20 RESIGNATION

- 20.1 If a bargaining unit member wishes to resign from employment, a letter of resignation should be submitted to the immediate supervisor and the District Human Resources office at least two weeks prior to the effective date of resignation. The intended effective date of resignation should be specified in the letter. The resignation shall be effective on the date of acceptance by the Superintendent/President or authorized designee.
- 20.2 A terminating bargaining unit member shall have a separation interview in the District human resources office. This interview is necessary to complete personnel records and close the member's file. Appointments for the separation interview may be made during the bargaining unit member's last workweek.
- 20.3 All bargaining unit members shall be compensated for all earned vacation allowance up to their date of official resignation. The monetary value of earned vacation allowance may be paid in lieu of carrying the bargaining unit member on the payroll.
- 20.4 A bargaining unit member who terminates employment and has used more than his/her earned leave shall have his/her last salary payment reduced accordingly.

ARTICLE 21

TRANSFERS, REASSIGNMENTS, & PROMOTIONS

21.1 For the purpose of this Article, the following definitions shall apply:

21.1.1 A “transfer” is defined as any movement of a unit member from one job site to another job site but within the same classification (job title). (For example, moving from main campus to off-campus site or from one department/office to another department/office on the same campus).

21.1.2 A “reassignment” is defined as any movement of a bargaining unit member from one classification (job title) to an equal or lower classification (job title). (For example, movement from a specialist to a technician classification of equal or lower salary range).

21.1.3 A “promotion” is defined as any movement of a bargaining unit member from one classification (job title) to a higher classification (job title). (For example, an Office Assistant Range 11 to an Admissions and Records Assistant Range 17).

21.1.4 A vacancy is not created under Title 5 when:

- 1) There is a reorganization that does not result in a net increase in the number of employees;
- 2) One or more transfers are made and there is no net increase in the number of employees;
- 3) A position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual; and
- 4) The position is filled by a temporary, short-term, or substitute employee appointed pursuant to applicable Education Code sections.

21.2 IN-HOUSE INTERNAL RECRUITMENT:

When a new position is created, or an existing position becomes vacant, current unit members who have completed their probationary employment shall be given an opportunity to apply for a transfer or reassignment to the vacancy prior to the recruitment being opened up to all applicants (bargaining unit members and the public) hereinafter “open recruitment”.

Probationary employees shall not be eligible to apply for positions during the in-house application period.

21.2.1 Any District initiated transfer shall not affect the member’s salary. A letter with a written explanation shall be given to the member. Any impacts and effects to the unit member’s working conditions, which result from any transfer or reassignment, shall be negotiated prior to the start date.

- 21.2.2 The District shall notify bargaining unit members in writing when a position is open internally including the job site of the position. These job announcements will be sent via the District's "classified group" email.
- 21.2.3 Any bargaining unit member wishing to be considered for a transfer or reassignment shall submit a completed application within five (5) working days of the internal announcement.
- 21.2.4 Eligible bargaining unit members who apply for transfer or reassignment during the internal recruitment and meet the minimum qualifications as established by the job description shall be given an interview within one (1) week following the closing of the internal announcement. Transfer candidates shall be considered before reassignments.
- 21.2.5 Should no internal candidate be hired through this internal process, the District may begin an open recruitment.

No testing shall be required for bargaining unit members requesting to transfer.

21.3 **OPEN RECRUITMENT**

If the District begins an open recruitment, bargaining unit members who interviewed during the in-house internal recruitment will be automatically moved into the open recruitment application pool, but are not guaranteed an interview during the open recruitment process.

- 21.3.1 Transfers: Eligible bargaining unit members who interviewed during the in-house internal recruitment or apply for a transfer during the open recruitment, will not be required to test and their application will be automatically moved forward to paper screening, but they are not guaranteed an interview.
 - 21.3.2 Reassignments: Eligible bargaining unit members who interviewed during the in-house internal recruitment or apply for reassignment during open recruitment will need to complete all the recruitment steps, and they are not guaranteed an interview during this process.
 - 21.3.3 Promotions: Eligible bargaining unit members who apply for bargaining unit promotional vacancies during open recruitment, will need to complete all the recruitment steps, and they are not guaranteed an interview during this process.
 - 21.3.4 If District testing is required in a particular classification, test results may be valid for up to one (1) year from the original test date within the calendar year.
- 21.4 A bargaining unit member who promotes will be placed on the nearest step on the new range that will yield at least 7.5% increase, providing this range allows it to occur.
 - 21.5 A bargaining unit member selected for a reassignment or promotion shall serve a four-month probationary period in the new position. Serving a probationary period in a new classification does not affect a permanent unit member's permanent status in their former

classification. After serving four months in the new position, the bargaining unit member shall be deemed to possess permanent status in the new position. At any time during the four (4) months in which the unit member is serving in the new position, the District may reassign or the employee may choose to return to his/her previous classification (job title), by giving ten (10) working days advance written notice of reassignment. If the employee is reassigned to his/her previous classification (job title), it will be at the same rate of pay (step & range) and the employee will be assigned the same number of hours to which he/she had been assigned in that classification (job title) prior to the reassignment.

- 21.6 Upon abolishment of a position, the District may transfer a unit member whenever it appears such transfer is in the best interest of the District. In such involuntary transfer, the Superintendent/President or his/her designee will give written notice to CSEA Chapter 584 president and the Chief Union Steward ten (10) working days prior to the intended transfer or reassignment. The incumbent may exercise his/her rights as provided under Article 15.

ARTICLE 22 ASSOCIATION RIGHTS

22.1 ACCESS RIGHTS

22.1.1 The Association, through its appointed or elected representatives, shall have the following rights and the Association and its members shall have those obligations stated in the article and elsewhere in the Agreement.

22.1.2 The Association president and the chief job steward or appointed designee shall, upon request, be given a copy of public record financial materials. The District shall provide two (2) copies of any budget or public record financial information approved by the Board of Trustees.

22.1.3.1 The Association shall have the right to use District mailbox and bulletin board spaces subject to the following conditions: All postings shall contain the date of posting or distribution and the identification of the organization together with a designated authorization by the Association president or appointed designee.

22.1.3.2 A copy of such postings or distributions must be delivered to the superintendent/president and the Vice President of Human Resources or their designees at the same time as postings or distributions.

22.1.3.3 The Association agrees not to post or distribute material, which is derogatory or defamatory of the District or its personnel. Any bargaining unit member(s), including the Association president or appointed designee violating this article may be subject to discipline up to and including termination. The District retains the right to immediately remove from the bulletin board or mailboxes any material it alleges to be derogatory or defamatory. The District shall inform the Association president or appointed designee of its action. The Association may request to meet and review the material with the District. If it is found by the District that the Association has failed to comply with its responsibilities, the District may revoke the right to post or to distribute for five (5) months.

22.1.3.4 The Association may distribute its newsletter via District mailboxes or District email and agrees that no material contained in the newsletter will be defamatory of the District or its personnel.

22.2 RELEASE TIME

22.2.1 Release Time Requirements: The following shall apply to all release time requests under Section 22.2:

22.2.1.1 Every member utilizing release time must provide the information on the monthly absence report.

- 22.2.1.2 Unless immediate attendance is required by management with less notice [e.g. for disciplinary matter], each designated representative must provide at least one workday, or as soon as possible, notification to the immediate supervisor regarding the need for release time so that an adequate substitute may be attained.
- 22.2.2 District-Related Release Time. Designated bargaining unit members shall be given release time for participation in mutually agreed matters that are of mutual benefit to the District and CSEA, such as shared governance, College Council, Budget/Finance, Long-Term Planning Committee, Hiring Committees, Flex Day planning, ACCJC visits, and meetings with administrators/managers to discuss CSEA/District relations (not discipline, grievances, unfair practice, etc.)
- 22.2.3 Negotiations. The District agrees to give release time for four (4) bargaining unit member negotiators to participate in negotiations. Reasonable time will also be allowed for travel to and from the negotiation site. In addition, during negotiations for a successor contract, the Association team shall receive two (2) hours per week to work on proposals and/or counterproposals. For reopeners, the Association team shall receive one (1) hour per week to work on proposals and/or counterproposals.
- 22.2.4 Grievances and Discipline
- 22.2.4.1 “Investigation of grievances” shall be defined as those procedures related to the interview of witnesses who may have some knowledge of the facts relating to the potential grievance. It shall also include time necessary for phone calls or meetings with said witnesses.
- 22.2.4.2 When the Association has reason to believe that a potential grievance may exist, the Association president, chief job steward or their appointed designee shall identify any and all witnesses who need to be interviewed in order to find out whether an actual grievance exists. The Association president, chief job steward or an appointed designee shall then inform his or her immediate supervisor of the need to obtain release time to interview a witness regarding a potential grievance. The Association president, chief job steward or an appointed designee shall also inform the immediate supervisor of the employee sought to be interviewed regarding the need to obtain release time for said employee to be interviewed regarding the potential grievance. The supervisors shall grant reasonable release time for this purpose unless doing so would be disruptive to District operations. Release time for this purpose shall not be unreasonably denied. The Association president, chief job steward or their appointed designee shall also send an e-mail to the Vice President of Human Resources in order to notify the Vice President of the potential grievance.
- 22.2.4.3 The Association president, chief job steward or an appointed designee shall provide notice as provided in 22.2.1.2 above to his/her immediate supervisor regarding the need to obtain release time to investigate a potential grievance so that an adequate substitute may be attained.

- 22.2.4.4 Reasonable release time shall also be granted for the purpose of allowing the Association president, chief job steward or their appointed designee, time for representation of a unit member in a disciplinary or grievance related meeting with a management person. Release time shall not be used for preparing a presentation relating to the meeting.
- 22.2.4.5 All Association business, discussion and activities (other than the investigation of grievances as outlined above) will be conducted by unit members, or Association officials, outside established work hours and in places other than District property except when permission is obtained from the superintendent/president or designee. Use of the facilities shall not interfere with school operations.
- 22.2.5 Board Meetings. The Association President or his/her designated representative shall have the right to use release time to attend board meetings for the purpose of representing the bargaining unit members where board meetings are held during the chapter president's or his/her designated representative's normal working hours.
- 22.2.6 CSEA Conference. The District shall provide up to five (5) days of paid release time each for a maximum of two (2) CSEA unit members, to attend the annual CSEA conference. The Association agrees to provide the District with thirty (30) days notice regarding the exact dates of the conference as well as the names of the two unit members designated to attend the conference.
- 22.2.7 Union-Related Release Time. The Association, its Officers and designees shall be granted release time of 567 hours per fiscal year in order to conduct official CSEA business, as described below. Each year, CSEA may request a report of the hours used at the end of December.
- 22.2.7.1 Release time may not be carried over from one fiscal year to another. If the association exceeds the allocated release time, the Association President, Chief Union Steward, or designee shall be required to use personal leave to conduct official CSEA business.
- 22.2.7.2 The Association President shall have the right to use this release time to conduct union business in addition to other provisions of this article. A designated location shall be provided to the Association President for the purpose of meeting with bargaining unit members during their lunch, break, or before and after their workday.
- 22.2.7.3 Additional release time may be granted to unit members for local meetings in special circumstances with prior approval of the superintendent/president.
- 22.2.7.4 All other release time not specified above which is in excess of 567 hours shall be reimbursed by CSEA as provided for in Education Code 88210.

22.3 COLLECTION OF CSEA MEMBERSHIP FEES

22.3.1 Upon receiving written authorization from CSEA, the District shall deduct from the employee's pay, without charge, the dues for those employees who are members of the bargaining unit. CSEA will provide the District a list of new and withdrawing unit members and the amount to be withheld from each after they are processed by the Association.

22.3.2 CSEA shall indemnify and hold harmless the District against any and all liabilities, claims, or actions which may be brought against said District or the District Board of Trustees individually or collectively, its officers, employees and agents, for any claims made by the employee for deductions made in reliance on information provided by CSEA to the District to cancel or change membership dues authorization, including reimbursement for all costs, expenses, fees and judgments incurred by the proceedings arising out of and in connection with this Article.

22.4 EXCLUSIVE RIGHTS

During the term of this Agreement, the District agrees not to negotiate with any other organization on matters upon which CSEA is the exclusive representative and which is within the scope of representation. The District further agrees not to negotiate with individuals of the bargaining unit on any matter within CSEA's scope of representation. CSEA agrees not to negotiate privately or individually with the Board of Trustees, or any person not officially designated by the District to act on its behalf and agrees neither CSEA, its officers, nor agents, will attempt to negotiate privately or individually with the Governing Board or any person not officially designated by the Governing Board as its representative.

22.5 OBLIGATIONS

22.5.1 Recognizing that it is the District's duty under the EERA to give written notice to the exclusive representative prior to taking any action to modify the bargaining unit, the exclusive representative recognizes its obligation to demand to bargain upon being given notice of a proposed change in the bargaining unit. The demand to bargain will be made timely and negotiations will commence within fifteen (15) days.

22.5.2 Exclusive representative refers to the CSEA Chapter 584 president, Labor Relations Representative and chief job steward or appointed designee. The board agenda will not be considered as written notice.

22.5.3 Recognizing that it is the District's responsibility to take the following steps prior to meeting with, and/or questioning a bargaining unit member on any matter that involves discipline, could lead to discipline, or that the unit member reasonably feels might lead to discipline, the District agrees that all supervisors and/or managers shall:

22.5.3.1 Inform the unit member of the reason for the meeting and/or questioning.
(i.e., work performance, tardiness, absenteeism, insubordination, etc.)

- 22.5.3.2 Inform the unit member that he/she has the right to be represented at the meeting by a designated CSEA representative, if he/she reasonably believes the meeting might lead to discipline.
- 22.5.3.3 Allow the unit member a reasonable amount of time to contact his/her designated CSEA representative and make arrangements to have the representative present before questioning.

ARTICLE 23 NEGOTIATIONS

23.1 SUCCESSOR AGREEMENT

Each party shall have the right to commence negotiations on the first working day in January of the year this agreement expires. Negotiations shall commence under this Section after fulfillment of the public notice requirements as provided by law. The terms and conditions of this Agreement will remain status quo during such negotiations as provided by law.

23.2 RATIFICATION OF ADDITIONS OR CHANGES

Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

23.3 AGREEMENT OF PARTIES

This Agreement contains the entire agreement between the parties as to all matters addressed in this Agreement. Nothing contained herein shall be interpreted as precluding the right of the Association and the District to mutually agree in writing to negotiate on matters which develop after entering into this Agreement.

ARTICLE 24 DISCIPLINE

24.1 DISCIPLINE PROCEDURES

Discipline shall be imposed upon bargaining unit members pursuant to this Article. Disciplinary action is deemed to be any action which deprives any bargaining unit member of any classification or incident of employment of classification in which the bargaining unit member has regular status and includes, but is not limited to, dismissal, demotion, reduction in hours or class, transfer, or reassignment without bargaining unit member's voluntary written consent for disciplinary purposes, or suspension.

24.2 EFFECTS OF ARTICLE

The discipline procedures herein shall prevail over any and all District policies and practices pursuant to disciplinary action imposed upon a bargaining unit member for those infractions or exceptions to behavior that would require the immediate removal of the bargaining unit member from the campus pending investigation. The only exception shall be that if any law, rule and/or regulation provides a bargaining unit member of the District subject to disciplinary action more rights and/or regulations provided herein, such law, rule, and/or regulation shall prevail and shall be considered to be a part of this Agreement. CSEA has the right to represent its unit members at all stages of the discipline process.

24.3 CAUSE

Discipline shall be imposed on bargaining unit member only for just cause as prescribed herein. Just cause shall be defined as including but not limited to the following:

24.3.1 Unsatisfactory attendance, such as:

- a. Repeated absence, without notification.
- b. Excessive absence.
- c. Repeated unexcused tardiness.
- d. Abuse of sick leave privilege.

24.3.2 Unsatisfactory personal conduct, such as:

- a. Conviction of a crime carrying felony punishment even though such punishment may not be imposed.
- b. Conviction of any crime involving moral turpitude.
- c. Discourteous, offensive or abusive conduct or language toward another employee, a student or a member of the public.
- d. Dishonesty.
- e. Reporting for work while intoxicated, possession of an open container of an alcoholic beverage on District property, or in a District-owned vehicle, or working while under the influence of alcohol.
- f. Use of narcotics or restricted substances while on the job, or reporting to work while under the influence of narcotics or restricted substances.

- g. Commission of any sex offense as defined in Education Code 87010 or under Penal Code 261.5.
- h. Commission of any narcotics offense as defined in Education Code 87011 under Health and Safety Code 11361.
- i. Unauthorized altering or falsification of records of the District.
- j. Repeated malingering during the course of a normal working day. (Malingering means avoiding or shirking duties or the appearance thereof.)
- k. Engaging in political activities during assigned hours of work. (This does not include meal breaks, coffee breaks, or before or after work hours.)
- l. Possession of a gun, knife or other weapon having similar deadly capabilities on District property with the exception of knives used as a tool.
- m. Sleeping on the job.

24.3.3 Unsatisfactory fulfillment of job responsibilities such as:

- a. Unsatisfactory performance of the duties of his/her position.
- b. Inability or inefficiency in the performance of the duties of the position.
- c. Insubordination (including, but not limited to, refusal or failure to do assigned work or carry out a lawful order).
- d. Carelessness or negligence in the performance of duty, or in the care and use of District property.
- e. Misuse or misappropriation of District property.
- f. Willful violation of the Education Code, Title 5, of the California Code of Regulations, any rules of the Governing Board or any term of this Agreement.
- g. Denial, suspension, revocation or non-renewal of a license, permit or any other document(s) required for the job.
- h. Falsifying any material information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records.
- i. Failure to report for duty without satisfactory explanation.
- j. Personal conduct unbecoming an employee of the District while on duty.
- k. Persistent or willful violations of, or refusal to obey, safety rules and regulations made applicable to public schools by the governing board or by a federal or state agency having authority to impose such rules and/or regulations.
- l. Offering anything of value or offering any service in exchange for special treatment in connection with the unit member's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or member of the public.
- m. Any willful conduct tending to injure the public service.
- n. Job abandonment (unexcused absence of three [3] or more days).

24.3.4 Other reasons, such as:

- a. Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- b. Interference with the operations of the District, including but not limited to, any work stoppage or slowdown. This does not include actions authorized by law.

24.3.5 The term "conviction" as used above shall mean conviction in trial court based upon a plea of guilty or nolo contendere or a finding of guilty after a court or jury trial.

24.4 **PROGRESSIVE DISCIPLINE**

Prior to imposing formal disciplinary action against a bargaining unit member, the District shall follow the principles of progressive discipline, except in cases where the safety of District employees, students, or the public might be in question, or in case of theft or intentional damage to District property or serious violations of the law or intentional violation of one of the causes for discipline listed in sections 24.3.1 through 24.3.5.

24.4.1 **Step One - Oral Warning:** Prior to any formal disciplinary action, his/her immediate supervisor shall orally notify the bargaining unit member that a deficiency in his/her job performance has been observed. The supervisor shall discuss the deficiency with the affected bargaining unit member at an informal meeting and suggest ways in which the bargaining unit member may improve his/her job performance. The supervisor shall then review the bargaining unit member's performance after a period of not less than twenty (20) working days from the date of the informal meeting at which time the supervisor may proceed to Step Two of this procedure if it is noted that the bargaining unit member has not improved.

24.4.2 **Step Two - Written Warning:** If it is noted that if after Step One herein above has been applied, the bargaining unit member has not improved in his/her job performance, the bargaining unit member's immediate supervisor, or designee, shall prepare a written letter and shall send such letter to the affected bargaining unit member. The warning letter shall outline those specific areas and/or incidents of the bargaining unit member's deficient performance and suggestions and/or directions for improvement. The warning letter shall not include incidents or deficiencies which were not discussed at the Step One level herein above. The warning letter shall not be placed into the affected bargaining unit member's personnel file.

24.4.3 **Step Three - Letter of Reprimand:** If it is noted that if after Step Two herein above has been applied, the bargaining unit member has not improved in his/her job performance, the bargaining unit member's immediate supervisor, or designee, shall prepare a written letter of reprimand and shall send such letter to the affected bargaining unit member. The letter of reprimand shall outline those specific areas and/or incidents of the bargaining unit member's deficient performance and suggested direction for improvement. The letter of reprimand shall not include any incidents or deficiencies which were not discussed at the Step One level herein above. The letter of reprimand shall not be placed into the affected bargaining unit member's personnel file until he/she has been given ten (10) working days to respond.

24.4.4 **Step Four - Suspension:** If it is noted that if after Step Three herein above has been applied, the bargaining unit member has not improved in his/her job performance, the bargaining unit member's immediate supervisor, or designee, may make a recommendation to the superintendent/president that the bargaining unit member's

deficient job performance warrants a suspension, with or without pay, for a period not to exceed five (5) days, as deemed appropriate. A copy of the recommendation shall be given to the bargaining unit member and a copy shall be given to the Association president and the chief job steward. A notice of suspension shall be prepared and shall be subject to the disciplinary notice procedures contained in this Article.

24.4.5 Step Five - Further Action: If it is noted that the bargaining unit member has not improved in his/her job performance, and being that all the above procedures have been followed, the superintendent/president may recommend to the Governing Board that further disciplinary action be taken against the bargaining unit member which may include any of the following: demotion, suspension, reduction in hours or class, transfer or reassignment without the bargaining unit member's voluntary consent, or termination, as deemed appropriate. A notice of disciplinary action, if any is to be taken, shall be prepared and shall be subject to the disciplinary notice procedure contained in this Article.

24.5 DUE PROCESS

When disciplinary action is being proposed against a bargaining unit member, the District must comply with procedural due process requirements. Due process requires that at a minimum, a bargaining unit member must be provided with the following pre-removal safeguards:

1. Notice of the proposed action;
2. Cause for the action;
3. A statement of charges signed by the superintendent/president or his designee setting forth in clear and understandable language, the specific act(s), error(s), or omission(s), giving rise to the charges;
4. A copy of all materials, including statements, upon which the District relied in preparing the notice of intent to discipline;
5. Copies of any sections of this contract, rules, regulations, or laws, which are alleged to have been violated;
6. Notice of the right to respond to the charges, either orally or in writing, prior to imposing discipline; and,
7. The right to representation at all phases of the disciplinary process.

24.5.1 DISCOVERY

The bargaining unit member shall have the right to inspect and receive copies of any documents or other materials in the possession of or under the control of the District which are relevant to and necessary to the defense of the disciplinary action to be imposed and not subject to privilege, at times and places reasonable for the unit member and for the District.

24.5.2 BURDEN OF PROOF

When disciplinary action is to be imposed on a bargaining unit member, the burden of proof shall rest with the District by a preponderance of the evidence.

24.5.3 SEX AND NARCOTICS OFFENSES

Any unit member charged by complaint, information or indictment filed in a court of competent jurisdiction with any sex offense as defined in Section 87010 of the Education Code, any narcotics offense as defined in Section 87011 of the Education Code, or any other offense enumerated in Section 88123 of the Education Code, may be placed on a compulsory leave of absence for such period of time, and subject to such conditions, as are set forth in Section 88123 of the Education Code. The unit member may receive compensation as provided for in Section 88123 of the Education Code, or the Board of Trustees may provide that the leave be with pay without the need to post a bond, or without need to repay the District in the event the unit member is convicted of such charges, or does not return to service at the expiration of the leave.

24.5.4 PAID ADMINISTRATIVE LEAVE

The superintendent/president or designee may upon written notice place a bargaining unit member on paid administrative leave when investigating allegations of misconduct, wrongdoing, illegal acts, or for the safety or protection of the college, community, or the individual. The bargaining unit member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered, and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid administrative leave shall mean that the employee shall not come to work, but shall receive all pay and benefits and will be accessible to be on campus if required during District business hours.

24.5.5 NOTICE OF INTENT TO DISCIPLINE

When disciplinary action is proposed, the District shall give the bargaining unit member a Notice of Intent to Discipline setting forth the cause of the action, the specific acts or omissions upon which the proposed discipline is being based, copies of all statements and/or documents upon which the District relied on in assessing the degree of the proposed discipline. The Notice of Intent to Discipline shall be in compliance with the provisions of section 88013 and 88016 of the California Education Code.

The employee shall have a Skelly conference which shall be scheduled no less than ten (10) working days from the date the employee is served the Notice of Intent to Discipline and shall afford the employee the right to respond to the charges. The employee is entitled to representation. The District shall provide the employee a written response to either continue/amend/reduce/or dismiss the discipline within ten (10) days following the Skelly conference.

24.5.6 NOTICE OF DISCIPLINE FOLLOWING SKELLY CONFERENCE

It is expected that the Skelly Officer will issue written recommendations within 10 working days of the Skelly Conference. The District shall provide the employee a written Notice of Discipline that will either continue/amend/reduce/or dismiss the

discipline within ten (10) working days following the receipt of the Skelly Officer's recommendation. The written Notice of Discipline shall advise the employee of the employee's right to request a disciplinary hearing.

24.5.7 DISCIPLINARY HEARING

24.5.7.1 Members Right to Hearing

The bargaining unit member shall have the right to request a disciplinary hearing within ten (10) working days from the date the written Notice of Discipline is served on the unit member following the Skelly conference.

24.5.7.2 Disciplinary Hearings

All disciplinary hearings shall be conducted by a neutral hearing officer. A request for a list of five (5) qualified hearing officers will be submitted to the State Mediation and Conciliation Service by the District. The hearing officer will be selected from the aforementioned list by alternate strike-off between the District and CSEA or the unit member/representative within ten (10) working days of receiving the list of qualified hearing officers. The first strike-off will be determined by chance, then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted at the earliest availability of the hearing officer. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the District and CSEA or the unit member/representative shall have the right to call witnesses, introduce evidence, cross-examine any witness and make motions or objections relating to the proceedings.

All hearings shall be closed to the public unless the affected bargaining unit member specifically requests that the hearing be open to the public.

Once an arbitrator and date have been agreed upon, the District shall provide the employee and CSEA written notice of the date, time and location of the hearing.

Within thirty (30) days following the completion of the hearing, the hearing officer shall render his/her findings of fact, conclusions of law, and recommended decision, which shall be served on the parties and shall be advisory to both parties.

24.5.7.2.1 Witnesses and Evidence

The hearing officer shall have the authority to compel the production of such witness and/or evidence as may be necessary to insure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be admitted to support direct evidence, but shall not be sufficient, standing alone, to support a finding.

24.5.7.2.2 Costs

The cost of the hearing officer will be borne by the District. All other costs will be borne by the party incurring them.

24.6 FINAL DECISION OF THE BOARD OF TRUSTEES

24.6.1 After the Board of Trustees receives the findings of facts, conclusions of law from the hearing officer, it shall decide whether to adopt, reject, or modify the findings and conclusions by decreasing the recommended discipline, or increasing the recommended discipline not to exceed the discipline initially sought by the District. The Board of Trustees shall base its decision solely on the written record.

24.6.2 The board shall inform the unit member of the decision in writing within thirty (30) working days after receiving the findings of facts, conclusions of law from the hearing officer.

ARTICLE 25 RECLASSIFICATION REVIEW

25.1 DEFINITIONS

Reclassification means the upgrading of the position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position (Education Code 88001). The purpose of this article is to address the aforementioned parameters of this section as defined in the California Education Code and is not to be intentionally used by either party solely for salary increases or promotions. Consideration will only be accepted for classifications as listed in Appendix A & C.

Only bargaining unit members who have completed a probationary period are eligible.

25.2 RECLASSIFICATION REQUESTS

Requests for reclassification shall be made on the appropriate forms obtained from the Office of Human Resources. Appendix I.

25.2.1 Requests for reclassification may be submitted either by the District or a unit member during June.

25.2.2 Upon completion of the appropriate forms, a unit member shall submit the reclassification request to the Office of Human Resources and shall include an effective date when new responsibilities were assumed. Incomplete documents will not be accepted and returned to the unit member for completion by the filing deadline (25.2.1).

25.2.3 The Office of Human Resources shall date stamp the request and give a copy to the employee prior to submitting the request to a unit member's immediate supervisor, while keeping a copy on file. Once an application has been date stamped and been accepted by the HR office, a member cannot terminate, remove or change the application.

25.2.4 A unit member's immediate supervisor must complete their portion of the request and return it to the Office of Human Resources within fifteen (15) working days.

25.2.5 A unit member shall have a personal interview with the Reclassification Committee, and the submission of the recommendations by the committee to the Superintendent/President shall be accomplished within four (4) months of the application submittal date.

25.2.6 The reclassification committee shall meet in July. The Reclassification Committee shall consist of:

- 1) The Vice President of Human Resources and two (2) District appointed management members.
- 2) The CSEA Labor Relations Representative or designee, and two (2) CSEA appointed bargaining unit members.

The Vice President of Human Resources / CSEA Labor Relations Representative or designees shall not vote.

25.2.7 The committee's unanimous decision shall be considered negotiated for EERA purposes, and shall not require ratification. Once a reclassification is unanimously approved, changes shall become effective on August 1 after the reclassification committee approval.

25.2.8 If the committee's decision is not unanimous, the Superintendent/President shall consider all documents, notes and information as well as individual position statements from each committee member to make the final decision. If the request is sent to the Superintendent/President and the request is approved, the change will become effective the month following their approval.

25.2.9 A unit member requesting reclassification must be notified in writing, by the Human Resources Office about the decision and must be given the rationale for its denial if such is the case.

25.2.10 If denied, an employee or the District may submit only one reclassification request for the same position in a two (2) year cycle if their duties have changed.

25.2.11 All recommended changes to classification job titles, requirements, and salary adjustments shall be negotiated and be subjected to both parties' ratification processes with an effective date of August 1 or the following month if Superintendent/President decision is needed.

25.3 INCUMBENT RIGHTS

When a position(s) is reclassified, the incumbent(s) in the position(s) shall be entitled to serve in the new classification(s).

25.4 SALARY OF POSITION RECLASSIFICATION

The salary of a unit member in a position that is reclassified shall be determined as follows:

25.4.1 When a permanent unit member(s) is reclassified to a higher classification, the salary increase changes shall be made in the following order:

25.4.2 The unit member will be compensated at the salary level assigned to the higher classification step which will give an increase of no less than 5% over the member's regular salary prior to the implementation of the reclassification.

25.4.3 If the position is reclassified to a classification having the same salary level (Reclassification- lateral), the salary and anniversary date of the unit member shall not change.

25.4.4 If the position is reclassified to a classification having a higher salary level (Reclassification- upward), the unit member shall be placed on the appropriate salary level as shown in Article 25.1. The anniversary date of the unit member shall not change.

25.5 CLASSIFICATION STUDY

The District and CSEA shall evaluate the need for a classification study every five years. If it is agreed that a classification study is needed, the District and CSEA shall mutually determine the method in which the study will be conducted and will solicit RFP's from classification consultants to conduct the study for classification review and salary recommendations.

If a classification study is conducted the District and CSEA will negotiate the implementation of the final recommendations of the consultant. Once the study is being implemented, no internal reclassifications may be submitted for two (2) years unless there is a major reorganizational change in a department. The District and CSEA shall reevaluate the need for a reclassification study every five years from implementation.

Submission of reclassification applications will be suspended during a Classification study.

ARTICLE 26
COMPLETION OF MEET AND NEGOTIATION

26.1 This is the final complete agreement between the parties which shall be incorporated into, supersede, and replace all previous contracts between the parties and reflects the changes above. Except as otherwise agreed to herein, neither the Association nor the District shall be bound by any side agreements or past practices, as defined by PERB and the EERA, prior to the date of this Agreement, unless such past practices or understandings are specifically stated or incorporated into this Agreement.

This article shall not preclude the consideration of the past conduct of the parties to aid the interpretation of this Agreement where such would be of assistance to the determination of the intent of the parties with respect to a particular provision of this Agreement.

26.2 After final approval and ratification by both parties, the District shall prepare and make available the full Agreement on the District's website.

ASSOCIATION DESIGNATE



Audrey Vaughn
CSEA Chapter 584 President



Michele Laveaux



Carlos Martinez



Jason Ter Keurst
CSEA Labor Relations Representative

BOARD DESIGNATE



Daniel Walden (Apr 16, 2025 16:15 PDT)

Dr. Daniel Walden
Superintendent/President



Monica Martinez
Vice President, Human Resources



Dr. Eric Vreeman
Vice President, Administrative Services



Arthur Lopez
Vice President, Student Services



Rex Randall Erickson, Esq.,
Labor Relations Rep.

APPENDIX A

CLASSIFIED POSITIONS

**APPENDIX A
CLASSIFIED POSITIONS**

ADMINISTRATIVE ASSISTANT	23	LIBRARY TECHNICIAN	20
ADMINISTRATIVE SPECIALIST	29	MAINTENANCE TECHNICIAN	25
ADMISSIONS AND RECORDS ASSISTANT	17	OFFICE ASSISTANT	11
ADMISSIONS AND RECORDS SPECIALIST	25	PAYROLL ASSISTANT	17
ATHLETICS ELIGIBILITY SPECIALIST	29	PAYROLL SPECIALIST	23
ATHLETIC EQUIPMENT TECHNICIAN	16	PERFORMING ARTS CENTER COORDINATOR	31
BOOKSTORE OPERATIONS ASSISTANT	18	PERFORMING ARTS CENTER TECHNICAL SPECIALIST	21
BOOKSTORE OPERATIONS COORDINATOR	24	PERMIT TEACHER, CDC- INFANT AND TODDLER	19
CAMPUS COMMUNITY SERVICES OFFICER	19	PRINCIPAL SOFTWARE ENGINEER	49
CAMPUS POLICE OFFICER	35	PRINTING SERVICES ASSISTANT	14
CAMPUS POLICE SENIOR OFFICER	41	PRINTING SERVICES TECHNICIAN	20
CAMPUS POLICE SPECIALIST	23	PURCHASING TECHNICIAN	17
COLLEGE RECRUITER	33	RESEARCH ANALYST	36
COURSE MANAGEMENT SYSTEM ADMINISTRATOR	34	SENIOR ADMISSIONS AND RECORDS SPECIALIST	29
CURRICULUM AND SCHEDULING COORDINATOR	31	SENIOR CUSTODIAN	16
CUSTODIAN	10	SENIOR FINANCIAL AID SPECIALIST	29
FINANCIAL AID SPECIALIST	25	SENIOR GROUNDSKEEPER	19
FISCAL ASSISTANT	17	SENIOR HVAC TECHNICIAN	32
FISCAL SPECIALIST	24	SENIOR INFORMATION SYSTEMS PROGRAMMER ANALYST	47
GROUNDSKEEPER	15	SENIOR MAINTENANCE TECHNICIAN	31
HUMAN RESOURCES ASSISTANT	17	SENIOR RESEARCH ANALYST	40
HUMAN RESOURCES TECHNICIAN	27	SENIOR STOREKEEPER	23
HVAC TECHNICIAN	25	SENIOR STUDENT SERVICES SPECIALIST	27
INFORMATION SYSTEMS ANALYST	43	SENIOR VETERANS SERVICES SPECIALIST	29
INFORMATION SYSTEMS SPECIALIST	34	SIGN LANGUAGE INTERPRETER	13
INFORMATION SYSTEMS TECHNICIAN	24	STOREKEEPER	19
INSTRUCTIONAL DESIGNER	34	STUDENT MATRICULATION SPECIALIST	23
INSTRUCTIONAL/LABORATORY ASSISTANT	18	STUDENT SERVICES ASSISTANT	16
INSTRUCTIONAL/LABORATORY TECHNICIAN	24	STUDENT SERVICES SPECIALIST	23
INSTRUCTIONAL PROGRAM SPECIALIST	29		

APPENDIX B

UPWARD MOBILITY PROGRAM

UPWARD MOBILITY PROGRAM

ARTICLE 7 Upward Mobility

- 7.1 The purpose of the Victor Valley College classified employee Upward Mobility Program is to assist and enable permanent classified employees to achieve their career goals at Victor Valley College. Time spent towards the Upward Mobility Program must be approved by the immediate supervisor. The time away from the job duties must be reported on the monthly absence report.

7.2 **Request for Approval**

A bargaining unit member who wishes to have courses or activities approved for reimbursement will fill out the Upward Mobility Program forms and submit them to the Upward Mobility Committee chairperson for committee review.

An Upward Mobility Committee shall consist of the Vice President of Human Resources and one (1) other administrative employee appointed by the Superintendent/President and two (2) classified employees appointed by the Association. The four (4) committee members shall then appoint a District employee as a fifth committee member.

The Upward Mobility Committee shall review all requests and materials submitted by the applicant and take action on the requests within thirty (30) days.

- 7.3 The classified employee Upward Mobility Program at Victor Valley College will include:
(See attached pages)

UPWARD MOBILITY PROGRAM

Career Plan

Article 7.3.1 Career Plan

The opportunity shall be offered to all permanent classified employees to identify their career goal at Victor Valley College. The employee, in cooperation with his/her supervisor, the Office of Human Resources representative, and/or counselors, will formulate a plan for reaching his/her career goal at Victor Valley College. The plan is to specifically define coursework, degrees, job shadowing opportunities and mentoring opportunities, which will prepare the employee for his/her career goal. The career plan provides opportunities and prepares classified employees to the extent possible toward reaching their career goals. Completion of a career plan does not guarantee a promotion or new position at Victor Valley College but the skills, training and education gained through the completion of the plan may provide classified employees an opportunity for advancement.

PROCEDURE

Each Career Plan must contain:

1. Personal/Career goal(s)
2. Education Plan
3. Approximate timelines for completion
4. How training leave fits into employee's overall career plan (only required when applying for Training Leave under Article 7.3.3)
5. Training Leave Request Form
6. How mentoring fits into employee's overall career plan (only required when applying for Mentoring under Article 7.3.6)
7. Mentoring Request Form
8. How job shadowing fits into employee's overall career plan (only required when applying for Job Shadowing under Article 7.3.7)
9. Job Shadowing Request form
10. How cross training fits into employee's overall career plan (only required when applying for Cross Training under Article 7.3.8)
11. Cross Training Request Form
12. Employee's signature

Appendix B

UPWARD MOBILITY PROGRAM

Career Plan Form

(Complete and return to Human Resources)

Name: _____
(Print or type name)

Date: _____

I am submitting the following documents to the Upward Mobility Committee for their review and approval: (Please check the documents listed below which you have attached to this form.)

- ☐ Personal/Career goal(s)
- ☐ Education Plan
- ☐ Approximate timelines for completion
- ☐ Statement as to how Training Leave fits into employee's overall career plan (only if applying for Training Leave)
- ☐ Training Leave Request Form (only if applying for Training Leave)
- ☐ Statement as to how Mentoring fits into employee's overall career plan (only if applying for Mentoring)
- ☐ Mentoring Request Form (only if applying for Mentoring)
- ☐ Statement as to how Job Shadowing fits into employee's overall career plan (only if applying for Job Shadowing)
- ☐ Job Shadowing Request Form (only if applying for Job Shadowing)
- ☐ Statement as to how Cross Training fits into employee's overall career plan (only if applying for Cross Training)
- ☐ Cross Training Request Form (only if applying for Cross Training)

Employee's Signature

Supervisor

Attachments

cc: Supervisor
Human Resources

Appendix Ba



UPWARD MOBILITY PROGRAM
CAREER PLAN
(Committee's Approval/Denial Form)

Employee's Name

Date

The Professional Growth/Upward Mobility Committee has reviewed your request for upward mobility.

Your request for _____ is ☐ APPROVED ☐ DENIED
Name of upward mobility program

Comments/Reasons for denial:

Committee Signatures:

VP of Human Resources Date

Appointed Administrative Member Date

CSEA Member Date

CSEA Member Date

CSEA Member Date

FINAL AUTHORIZATION: ☐ CONCUR ☐ DISAGREE

Superintendent/President Date

cc: CSEA President

Appendix Bb

UPWARD MOBILITY PROGRAM

College/University Classes

Article 7.3.2 Evaluation of College/University Classes

Classified employees will be able to complete lower division courses taken at Victor Valley College and/or upper division course work taken at any accredited four-year college or university as outlined in the employee's career plan. The college or university must be accredited by an accrediting agency approved by the United States Department of Education.

All courses shall be submitted for approval prior to course enrollment. Courses submitted for approval after the course has begun will not be approved.

Employees will be reimbursed for the cost of required books, required course materials, and registrations fees upon satisfactory class completion with a grade of "C" or better. Each classified employee is responsible for submission of verification of completion and all documents necessary to apply for the reimbursement. See Appendix B1, B1a, B1b.

Procedures for Reimbursement of Books, Registration, Material Fees Career Plan Submitted/Approved/Filed in Human Resources

WHAT IS REIMBURSABLE COURSEWORK:

- ✓ Coursework listed in the Career Plan which has been approved and is on file in H.R.
- ✓ Lower division coursework taken at VVC
- ✓ Upper division coursework taken at any accredited four-year college or university

HOW DO I RECEIVE REIMBURSEMENT:

Complete the Upward Mobility Requisition form which is available in H.R. (sample attached) and submit to Human Resources with the following documents attached:

1. Course description, syllabus or other official document indicating the materials and books that were required for the class(es) you have taken
2. Grade report for each class(es)
 - ✓ Grade of "C" or better in each class
 - ✓ Coursework must be taken at accredited institution
 - ✓ Coursework must have been listed in Career Plan
3. Receipt(s) for all materials and books **required** for the class
4. Receipt for registration fees/tuition
 - ✓ Reimbursement for upper division coursework may not exceed those fees currently in effect at Cal State University, San Bernardino, at the time of enrollment
 - ✓

Reimbursement of educational expenses is not subject to state and federal taxes at this time

Appendix B1

UPWARD MOBILITY PROGRAM
College/University Classes
(Complete and return to Human Resources)

*This form is to be used only when classes are taken during employee's scheduled work hours.
A new form must be completed each semester/quarter.*

Name: _____
Employee's Name

Date: _____

Semester/Quarter: _____

Scheduled Classes:

Name of Course	Day(s) and Time of Course
_____	_____
_____	_____
_____	_____

I am requesting to use vacation to take the coursework listed above, or I have agreed to the following rescheduling of my work hours, so that I may attend the classes indicated above.

Employee

Supervisor

Vice President

Appendix B1a

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
18422 Bear Valley Road
Victorville, CA 92395
(760) 245-4271 extension 2386

UPWARD MOBILITY PROGRAM REIMBURSEMENT FORM

PAYEE:
ADDRESS:
TELEPHONE:
SOCIAL SECURITY # (last 4 digits): XXX-XX-____ _ _

SEMESTER/QUARTER:	
TUITION/REGISTRATION FEES:	\$
REQUIRED BOOKS:	\$
COURSE MATERIALS FEES:	\$
TOTAL:	\$
<i>All receipts for fees/tuition, required materials and books must be attached along with registration, course description(s), syllabi and grade report (a grade of "C" or better is required for reimbursement).</i>	
REIMBURSEMENT CERTIFICATION	
I certify that the above items/fees are related to my approved upward mobility request. All requests are subject to availability of funds.	
PAYEE'S SIGNATURE: _____ DATE: _____	

FOR HR PROCESSING ONLY		
ACCOUNT NUMBER(S) REQUIRED	AMOUNT PAID	ACCOUNT BALANCE
	\$	\$
	\$	\$
	\$	\$
BUDGET ACCOUNT MANAGER'S SIGNATURE: _____ DATE: _____		
Vice President of Human Resources		

UPWARD MOBILITY PROGRAM

Training Leave

Article 7.3.3 Training Leave

After supervisor and area vice president approval, the Board of Trustees may grant to a classified employee a training leave after five years of continuous full-time service. Such leaves may be up to three months at the employee's regular pay or up to six months at 60 percent of the employee's regular pay. The period for qualifying for another leave will commence at the termination of the leave.

The employee must provide the Board of Trustees with a detailed plan which relates directly to achieving his/her Victor Valley College career goal. Failure to fulfill the plan may result in disciplinary action. The employee must agree to continue employment with the District for at least two years after returning to service or return the emolument. Any employee who is granted Training Leave shall agree in writing to file a bond with the District, which shall enable the District to reclaim any remuneration granted the employee while on leave in the event the employee does not return to the District.

Training leaves shall not be deemed a break in service, nor shall employees earn vacation days, sick leave or holiday pay provided under this agreement. Depending upon District finances, up to two full-time equivalent training leaves may be granted each year by the Board of Trustees.

PROCEDURE

Requests for Training Leaves must include the following documents:

1. Career Plan
2. Training Leave Request Form
3. Bond (after Board of Trustees grants leave)

UPWARD MOBILITY PROGRAM

Training Leave Request Form (Complete and return to Human Resources)

Name: _____
(Print or type name)

Date: _____

I am requesting training leave under Article 7.3.3: (Please check one)

☐ 3-month leave at employee's regular pay

☐ 6-month leave at 60% of employee's regular pay

I am requesting that my leave begin on _____
(Date)
and end on _____.
(Date)

If my request for training leave is approved, I agree to continue employment with Victor Valley College for at least two years after returning to service or return the compensation. I also agree to file a bond with the district, which shall enable the district to reclaim any remuneration granted me while on leave, in the event I do not return to work and continue my employment for two years.

Employee

Supervisor

Area Vice President

Attachment: Career Plan

Office Use: Board Approval Date _____

Appendix B2a

UPWARD MOBILITY PROGRAM

In-Service Training Time

Article 7.3.4 In-Service Training Time

Classified employees are encouraged to participate in workshops and seminars offered through the Victor Valley College Employee Professional Development Program which relate to their Victor Valley College career goals. They are also encouraged to participate in other training opportunities provided through the Victor Valley College Employee Professional Development Program. **Unit members must receive prior approval from their supervisors before participating in in-service training.**

PROCEDURE

Unit members seeking in-service training must complete all required forms which are available in Human Resources.

UPWARD MOBILITY PROGRAM

Career Counseling

Article 7.3.5 Career Counseling

Through the Victor Valley College Counseling Program and the Career/Transfer Center, career counseling will be provided without charge for employees to assist them in formulating career goals and training/education plans.

PROCEDURE

Unit members interested in taking college/university coursework must have career counseling and receive an Educational Plan completed by a counselor from an accredited institution. This Educational Plan will become part of the Career Plan.

UPWARD MOBILITY PROGRAM

Mentoring

Article 7.3.6 Mentoring

The District may establish a pool of mentors from which classified employees and the District will select an appropriate mentor for the employee to help guide and fortify his/her career development at Victor Valley College.

PROCEDURE

Unit members interested in selecting a mentor to help guide and fortify their career development at Victor Valley College must complete the attached form. Mentors must be selected at Victor Valley College or the employee may request training leave to participate in this program at another institution/corporation.

UPWARD MOBILITY PROGRAM

Mentor Request Form *(Complete and return to Human Resources)*

Name: _____
(Print or type name)

Date: _____

I am requesting the opportunity to be mentored under Article 7.3.6

Mentor's Name

Title

Frequency:

I plan to shadow this individual: (Specify # of hours per week below, not to exceed 8 hours per week)

☐ _____

Time Frame:

I am requesting that mentoring begin on _____
Date

and end on _____
Date

Employee

Mentor

Employee's Supervisor

Mentor's Supervisor

Attachment: Career Plan

Appendix B5a

Appendices July 1, 2024 – June 30, 2027

UPWARD MOBILITY PROGRAM

Job Shadowing

Article 7.3.7 Job Shadowing

Classified employees may be provided job shadowing opportunities to learn the skills and responsibilities of another position related to their career goals. The specific schedule to perform these activities must be agreed upon by the supervisor and classified employee.

PROCEDURES

Unit members interested in job shadowing must complete the attached form. Job shadowing is to be practiced at Victor Valley College. Employees who wish to shadow at another institution/corporation must request training leave.

UPWARD MOBILITY PROGRAM

Job Shadowing Request Form (Complete and return to Human Resources)

Name: _____
(Print or type name)

Date: _____

I am requesting the opportunity to Job Shadow under Article 7.3.7

I wish to shadow: _____
Name Title

Frequency:

I plan to shadow this individual: (Specify # of hours per week below, not to exceed 8 hours per week)

☐ _____

Time Frame:

I am requesting that my leave begin on _____
Date

and end on _____.
Date

Employee

Shadower

Employee's Supervisor

Shadower's Supervisor

Attachment: Career Plan

Appendix B6a

UPWARD MOBILITY PROGRAM

Cross Training

Article 7.3.8 Cross Training

Classified employees may be provided cross training opportunities to learn the skills and responsibilities of another position related to their career plan. The specific schedule to perform these activities must be agreed upon by the supervisor and classified employee.

PROCEDURES

Unit members interested in cross training to gain job-related experience at Victor Valley College must complete the attached form. Cross training is to be experienced at Victor Valley College. Employees who wish to cross train at another institution/corporation must request training leave.

UPWARD MOBILITY PROGRAM
Cross Training Request Form
(Complete and return to Human Resources)

Name: _____
(Print or type name)

Date: _____

I am requesting the opportunity to cross train in the following position/department under Article 7.3.8

Position

Department

Frequency:

I plan to shadow this individual: (Specify # of hours per week below, not to exceed 8 hours per week)

☐ _____

Time Frame:

I am requesting to cross train beginning on _____
Date

and ending on _____
Date

Employee

Department approval where
cross training will take place

Employee's Supervisor

Attachment: Career Plan

Appendix B7a

APPENDIX C

SENIORITY LIST

Seniority List

			POSITION SENIORITY	
NAME	NEW KOFF POSITION	HIRE DATE	DATE BY CLASS	DEPARTMENT
VAUGHN, AUDREY	ADMINISTRATIVE ASSISTANT	08/14/2006	08/14/2006	INSTITUTIONAL EFFECTIVENESS
HERNANDEZ, FABIOLA	ADMINISTRATIVE ASSISTANT	09/26/2011	09/26/2011	BLAR DIVISION
MARLATT-MARTINEZ, KORTNY	ADMINISTRATIVE ASSISTANT	12/01/2016	12/01/2016	CAMPUS POLICE
JOHNSON, GINA	ADMINISTRATIVE ASSISTANT	06/04/2018	06/04/2018	STUDENT EQUITY
CHAVEZ, FERNANDO	ADMINISTRATIVE ASSISTANT	10/03/2011	07/02/2018	JIE DIVISION
SOVITSKY, MARIE	ADMINISTRATIVE ASSISTANT	08/31/2018	08/31/2018	ACCESS
OLDFIELD, PANDORA	ADMINISTRATIVE ASSISTANT	07/01/2019	07/01/2019	HSPS
PERDOMO, ANGELA	ADMINISTRATIVE ASSISTANT	09/15/2008	01/31/2022	MARKETING & PUBLIC INFO
WALLER, EVA	ADMINISTRATIVE ASSISTANT	05/02/2022	05/02/2022	STUDENT SERVICES
TOMLINSON, KELLY	ADMINISTRATIVE ASSISTANT	06/06/2022	06/06/2022	PSIT
CERVANTES, MANDIE	ADMINISTRATIVE ASSISTANT	07/06/2022	07/06/2022	STUDENT EQUITY
KUYPER, MARK	ADMINISTRATIVE ASSISTANT	02/01/2017	04/10/2023	NURSING DEPT
WEATHERSTON, ALICIA	ADMINISTRATIVE ASSISTANT	07/03/2023	07/3/2023-1	PSIT
TRUJILLO, VALERIE	ADMINISTRATIVE ASSISTANT	07/03/2023	07/3/2023-2	HSPS
COOPER, BRITTANY	ADMINISTRATIVE ASSISTANT	03/25/2024	03/25/2024	UMOJA
RIZO, VIVIANA	ADMINISTRATIVE ASSISTANT	05/01/2024	05/01/2024	HASS DIVISION
NUNEZ, ISABELLE	ADMINISTRATIVE ASSISTANT	04/23/2018	06/10/2024	STUDENT SERVICES
MARIN, LEANDRA	ADMINISTRATIVE ASSISTANT	11/04/2024	11/04/2024	STEM
SHORES, JENNIFER	ADMINISTRATIVE ASSISTANT	03/01/2023	03/14/2025	MAINTENANCE & OPERATIONS
BAZURTO, THERESA	ADMINISTRATIVE SPECIALIST	05/21/1996*	08/29/2011	INFORMATION TECHNOLOGY
ESPINOZA, JAN	ADMINISTRATIVE SPECIALIST	03/19/2001*	01/16/2018	HSPS DIVISION
SCHRUM, STEPHANIE	ADMINISTRATIVE SPECIALIST	02/13/2023	02/13/2023	HSPS DIVISION
SALDANO, PABLO	ADMINISTRATIVE SPECIALIST	11/15/2021	03/01/2024	ADULT ED
MALDONADO, COURTNEY	ADMISSIONS & RECORDS ASSISTANT	09/18/2023	09/18/2023	ADMISSIONS & RECORDS
HOUSE, MATTHEW	ADMISSIONS & RECORDS ASSISTANT	09/03/2024	9/3/2024-1	ADMISSIONS & RECORDS
GALVAN, KELCHIE	ADMISSIONS & RECORDS ASSISTANT	09/03/2024	9/3/2024-2	ADMISSIONS & RECORDS
RILEY, NORMA	ADMISSIONS & RECORDS SPECIALIST	02/01/2016	02/01/2016	ADMISSIONS & RECORDS
VIGIL, DONNA	ADMISSIONS & RECORDS SPECIALIST	05/14/2007	12/01/2016	ADMISSIONS & RECORDS
AVILA, SILVIA	ADMISSIONS & RECORDS SPECIALIST	06/09/2004	09/24/2018	ADMISSIONS & RECORDS
JOHNSON, ANTHONY	ATHLETIC EQUIPMENT TECHNICIAN	04/10/2023	04/10/2023	STUDENT SERVICES
POUVARANUKOAH, CYNTHIA	ATHLETICS ELIGIBILITY SPECIALIST	01/04/2016	06/20/2022	STUDENT SERVICES
GAMBLIN, SARAH	BOOKSTORE OPERATIONS ASSISTANT	01/03/2022	01/03/2022	BOOKSTORE
ULLGER, KENDRA	BOOKSTORE OPERATIONS COORDINATOR	09/15/2004	10/11/2006	BOOKSTORE
GONZALES, SALENA	CAMPUS COMMUNITY SERVICES OFFICER	01/05/2004	01/05/2004	CAMPUS POLICE
CRISAFULLI, NANCY	CAMPUS COMMUNITY SERVICES OFFICER	02/10/2025	02/10/2025	CAMPUS POLICE
PASZKOWSKI, MICHAEL	CAMPUS COMMUNITY SERVICES OFFICER	03/03/2025	03/03/2025-1	CAMPUS POLICE
RODRIGUEZ, DANNY	CAMPUS COMMUNITY SERVICES OFFICER	03/03/2025	03/03/2025-2	CAMPUS POLICE

Seniority List

POSITION SENIORITY				
NAME	NEW KOFF POSITION	HIRE DATE	DATE BY CLASS	DEPARTMENT
FRANCO, JOSHUA	CAMPUS POLICE OFFICER	12/13/2017	12/13/2017	CAMPUS POLICE
ORDONEZ, CARLOS	CAMPUS POLICE OFFICER	01/23/2018	01/23/2018	CAMPUS POLICE
CASAS, JAVIER	CAMPUS POLICE OFFICER	01/24/2018	01/24/2018	CAMPUS POLICE
SEPE, WILLIAM	CAMPUS POLICE OFFICER	03/05/2018	03/05/2018	CAMPUS POLICE
AQUINO, JENNIFER	CAMPUS POLICE OFFICER	06/30/2022	03/01/2023	CAMPUS POLICE
RICHARDSON, RANDY	CAMPUS POLICE OFFICER- CLASSIFIED SPECIAL	03/05/2007	03/05/2007	CAMPUS POLICE
ICASIANO, JODY	CAMPUS POLICE OFFICER- CLASSIFIED SPECIAL	03/09/2015	03/09/2015	CAMPUS POLICE
LOPEZ, GABRIEL	CAMPUS POLICE OFFICER- CLASSIFIED SPECIAL	04/22/2021	04/22/2021	CAMPUS POLICE
JACQUEZ, NOREEN	CAMPUS POLICE SENIOR OFFICER	01/01/1999*	07/01/2018	MAIN CAMPUS
FRAYDEALFARO, DEYDALIA	CHILD SITE COORDINATOR	03/19/2015	03/19/2015	CHILD DEVELOPMENT CTR
AMARO, LORETTA	COLLEGE RECRUITER	05/31/2017	04/27/2023	INSTRUCTION
GONZALEZ, SAARON	COLLEGE RECRUITER	03/15/2024	03/15/2024	INSTRUCTION
LAVEAUX, MICHELE	COURSE MANAGEMENT SYSTEM ADMINISTRATOR	5/21/1996*	03/01/2017	INSTRUCTION
SHARP, ANNMARIE	CURRICULUM/SCHEDULING COORDINATOR	11/16/1999	01/07/2022	INSTRUCTION
SANTILLAN, JAZMIN	CURRICULUM/SCHEDULING COORDINATOR	09/27/2011	02/05/2024	INSTRUCTION
BARAJAS, ARMANDO	CURRICULUM/SCHEDULING COORDINATOR	11/19/2018	06/01/2024	INSTRUCTION
FLENNA, MICHAEL	CUSTODIAN	01/27/1997	01/27/1997-1	MAINTENANCE & OPERATIONS
FLENNA, PETER	CUSTODIAN	01/27/1997	01/27/1997-2	MAINTENANCE & OPERATIONS
HERNANDEZ, ABRAHAM	CUSTODIAN	07/16/2012	07/16/2012	MAINTENANCE & OPERATIONS
CONTRERAS JR., ROBERT	CUSTODIAN	05/01/2017	05/01/2017	MAINTENANCE & OPERATIONS
FITCH-FREEMAN, LORI	CUSTODIAN	05/02/2018	05/02/2018	MAINTENANCE & OPERATIONS
BREAUX, BARON	CUSTODIAN	11/15/2019	11/15/2019	MAINTENANCE & OPERATIONS
MONTES, ADRIANA	CUSTODIAN	07/01/2022	07/01/2022	MAINTENANCE & OPERATIONS
RENFROW, TRINA	CUSTODIAN	07/06/2022	07/06/2022	MAINTENANCE & OPERATIONS
WHITAKER, MAURICE	CUSTODIAN	09/03/2024	09/03/2024-1	MAINTENANCE & OPERATIONS
MARINES, KARLA	CUSTODIAN	09/03/2024	09/03/2024-2	MAINTENANCE & OPERATIONS
LOPEZ, FRANK	CUSTODIAN	09/03/2024	09/03/2024-3	MAINTENANCE & OPERATIONS
PATTON, SOLOMON	CUSTODIAN	01/21/2025	01/21/2025	MAINTENANCE & OPERATIONS
AVILA, JORDAN	CUSTODIAN	04/15/2025	04/15/2025-1	MAINTENANCE & OPERATIONS
ROGERS, TRAYVEON	CUSTODIAN	04/15/2025	04/15/2025-2	MAINTENANCE & OPERATIONS
MEDINA, JOANNA	CUSTODIAN	04/15/2025	04/15/2025-3	MAINTENANCE & OPERATIONS
ROLLAND, KEIRRA	FINANCIAL AID SPECIALIST	06/01/2017	06/01/2017	FINANCIAL AID
MILLER, KARISSA	FINANCIAL AID SPECIALIST	07/11/2022	07/11/2022	FINANCIAL AID
RUBIO, ROSARIO	FINANCIAL AID SPECIALIST	11/15/2021	08/07/2023	FINANCIAL AID
WILLIAMS, NAIM	FINANCIAL AID SPECIALIST	05/13/2024	05/13/2024	FINANCIAL AID
WHEELER, MARIA	FISCAL ASSISTANT	03/11/2024	01/13/2025	FISCAL SERVICES
ESPINOZA, AMY	FISCAL SPECIALIST	01/05/2015	04/03/2023	FISCAL SERVICES

Seniority List

POSITION SENIORITY				
NAME	NEW KOFF POSITION	HIRE DATE	DATE BY CLASS	DEPARTMENT
MCCOY, TONYA	FISCAL SPECIALIST	11/15/2006	06/01/2024	FISCAL SERVICES
BEDOLLA, JOSEPH	FISCAL SPECIALIST	11/04/2024	11/04/2024	FISCAL SERVICES
REYES, RENEE	FISCAL SPECIALIST	03/12/2003	11/13/2024-1	FISCAL SERVICES
HUSSING, CATHY	FISCAL SPECIALIST	03/22/2007	11/13/2024-2	FISCAL SERVICES
CARASA, JESSICA	FISCAL SPECIALIST	09/15/2023	11/13/2024-3	FISCAL SERVICES
CRISTOFANO, MICHAEL	FISCAL SPECIALIST	09/18/2023	11/13/2024-4	FISCAL SERVICES
BOWMAN, AMBER	FISCAL SPECIALIST	10/02/2023	11/13/2024-5	FISCAL SERVICES
MEDINA, HORACIO	GROUNDKEEPER	03/01/2023	03/01/2023	MAINTENANCE & OPERATIONS
ESPARZA, EFREN	GROUNDKEEPER	07/01/2022	07/01/2022-1	MAINTENANCE & OPERATIONS
ORTIZ, STEVEN	GROUNDKEEPER	07/01/2022	07/01/2022-2	MAINTENANCE & OPERATIONS
FORBES, TYLER	GROUNDKEEPER	07/01/2022	06/01/2024	MAINTENANCE & OPERATIONS
BOGDANOFF, DRAKE	GROUNDKEEPER	02/03/2025	02/03/2025	MAINTENANCE & OPERATIONS
JASSO, EVELYNE	HUMAN RESOURCES ASSISTANT	09/21/1998	05/05/2008	HUMAN RESOURCES
BRUINS, TIANA	HUMAN RESOURCES ASSISTANT	04/14/2025	04/14/2025	HUMAN RESOURCES
THREET, JANINE	HUMAN RESOURCES TECH/NON-CONFD	05/09/2022	05/09/2022	HUMAN RESOURCES
FLOYD, ELIZABETH	HUMAN RESOURCES TECH/NON-CONFD	08/15/2022	11/01/2024	HUMAN RESOURCES
CHEUNG, STEPHEN	INFORMATION SYSTEMS ANALYST	12/04/2015	12/04/2015	INFORMATION TECHNOLOGY
SHULMAN, ALEKSANDR	INFORMATION SYSTEMS ANALYST	02/01/2018	02/01/2018	MGMT INFO SYSTEMS
CHEUNG, PAULINE	INFORMATION SYSTEMS ANALYST	01/15/2020	01/15/2020	MGMT INFO SYSTEMS
BUCHANAN, FREDERICK	INFORMATION SYSTEMS ANALYST	01/10/2024	01/10/2024	MGMT INFO SYSTEMS
TARA, SURLEIGH	INFORMATION SYSTEMS ANALYST	01/16/2024	01/16/2024	MGMT INFO SYSTEMS
PTACNIK, BRANDON	INFORMATION SYSTEMS ANALYST	12/06/2022	02/15/2024	INFORMATION TECHNOLOGY
ISBELL, TIMOTHY	INFORMATION SYSTEMS SPECIALIST	06/18/2007	10/14/2013	INFORMATION TECHNOLOGY
PINTO, CRISTHAL	INFORMATION SYSTEMS SPECIALIST	07/27/2015	07/27/2015	INFORMATION TECHNOLOGY
PETERS, BRIAN	INFORMATION SYSTEMS SPECIALIST	12/14/2015	12/14/2015	INFORMATION TECHNOLOGY
VINEYARD, RYAN	INFORMATION SYSTEMS SPECIALIST	12/21/2015	12/21/2015	INFORMATION TECHNOLOGY
ARAGON, ESPERANZA	INFORMATION SYSTEMS SPECIALIST	04/03/2006	06/01/2024-1	INFORMATION TECHNOLOGY
MARTINEZ, CARLOS	INFORMATION SYSTEMS SPECIALIST	07/01/1997	06/01/2024-2	INFORMATION TECHNOLOGY
KRICK, KENYONA	INSTRUCTIONAL PROGRAM SPECIALIST	03/15/2006	09/17/2013	HASS DIVISION
HENRY, JENNIFER	INSTRUCTIONAL PROGRAM SPECIALIST	04/20/2016	09/01/2022	STUDENT SERVICES
MCELROY, LISA	INSTRUCTIONAL PROGRAM SPECIALIST	01/02/2019	01/02/2024	BLAR DIVISION
HUGGINS, STARLITT	INSTRUCTIONAL PROGRAM SPECIALIST	01/08/2025	01/08/2025	STEM DIVISION
NAVARRO, RAYMOND	INSTRUCTIONAL/LABORATORY ASSISTANT	05/21/1996*	05/21/1996	HASS DIVISION
MORALES, XOCHITL	INSTRUCTIONAL/LABORATORY ASSISTANT	07/03/2006	07/03/2006	HASS DIVISION
TEJAS, STEPHEN	INSTRUCTIONAL/LABORATORY ASSISTANT	10/11/2006	10/11/2006	HASS DIVISION
BECKER, VALERIE	INSTRUCTIONAL/LABORATORY ASSISTANT	03/15/2006	05/01/2017	HASS DIVISION
JIMENEZ, SUSANA	INSTRUCTIONAL/LABORATORY ASSISTANT	09/13/2006	09/01/2017	MAIN CAMPUS

Seniority List

NAME	NEW KOFF POSITION	HIRE DATE	POSITION SENIORITY	
			DATE BY CLASS	DEPARTMENT
ALVAREZ, DON	INSTRUCTIONAL/LABORATORY ASSISTANT	03/14/2022	03/14/2022	KINESIOLOGY
HOVHANNISYAN, ARMINE	INSTRUCTIONAL/LABORATORY ASSISTANT	05/17/2022	05/17/2022	TUTORING
ARMSEY, AUDREY	INSTRUCTIONAL/LABORATORY ASSISTANT	12/15/2023	12/15/2023	WRITING CENTER
GARCIA, KARINA	INSTRUCTIONAL/LABORATORY ASSISTANT	08/01/2024	08/01/2024	ACCESS
STEINBACK, DAVID	INSTRUCTIONAL/LABORATORY TECHNICIAN	09/11/1995	09/11/1995	HSPS DIVISION
KWAN, MICHAEL	INSTRUCTIONAL/LABORATORY TECHNICIAN	06/16/1997	06/16/1997	BLAR DIVISION
HERNANDEZ, YVONNE	INSTRUCTIONAL/LABORATORY TECHNICIAN	01/07/2002	07/01/2006	MAIN CAMPUS
STALIANS, JEFFREY	INSTRUCTIONAL/LABORATORY TECHNICIAN	01/02/2004	07/01/2006	STEM DIVISION
COOK, JONATHAN	INSTRUCTIONAL/LABORATORY TECHNICIAN	08/13/2003	09/01/2007	HSPS DIVISION
BECKER, ERIC	INSTRUCTIONAL/LABORATORY TECHNICIAN	11/01/2016	11/01/2016	MAIN CAMPUS
STOCKMAN, WILLIAM	INSTRUCTIONAL/LABORATORY TECHNICIAN	10/11/2006	10/01/2017	HSPS DIVISION
PINTO, SUSANNE	INSTRUCTIONAL/LABORATORY TECHNICIAN	05/16/2016	10/01/2017	HSPS DIVISION
GAULT, DOLORES	INSTRUCTIONAL/LABORATORY TECHNICIAN	08/27/2018	08/27/2018	AGRICULTURE
MALONE, GARDENIA	INSTRUCTIONAL/LABORATORY TECHNICIAN	04/01/2019	04/01/2019	STEM- PHYSICAL SCIENCE
GONZALEZ, MATTHEW	INSTRUCTIONAL/LABORATORY TECHNICIAN	09/16/2019	09/16/2019	NURSING DEPT
LANDEROS, ELSA	INSTRUCTIONAL/LABORATORY TECHNICIAN	03/02/2020	03/02/2020	STEM- BIOLOGY
MURILLO, JOSEPH	INSTRUCTIONAL/LABORATORY TECHNICIAN	02/01/2023	02/01/2023	HSPS DIVISION
DELGADILLO, SABRINA	INSTRUCTIONAL/LABORATORY TECHNICIAN	02/21/2024	02/21/2024	STEM- CHEMISTRY
GALEANA, KARINA	INSTRUCTIONAL/LABORATORY TECHNICIAN	04/16/2024	04/16/2024	STEM- BIOLOGY
BAUM, TIMOTHY	INSTRUCTIONAL/LABORATORY TECHNICIAN	06/03/2024	06/03/2024	ALLIED HEALTH/NURSING
TOY, GARY	INSTRUCTIONAL/LABORATORY TECHNICIAN	07/08/2024	07/08/2024	CONSTRUCTION
VON INS, JOY	LIBRARY TECHNICIAN	10/11/2006	10/11/2006	HASS DIVISION
OWENS, SHANNON	LIBRARY TECHNICIAN	10/11/2006	05/02/2016	LIBRARY
DEL REAL, MELONY	LIBRARY TECHNICIAN	04/04/2022	04/04/2022	HASS DIVISION
ESQUIVEL, GUADALUPE	LIBRARY TECHNICIAN	08/01/2024	08/01/2024	LIBRARY
HOWIE, BRIAN	MAINTENANCE TECHNICIAN	09/02/1997	09/02/1997	MAINTENANCE & OPERATIONS
BUSTILLOS, HECTOR	MAINTENANCE TECHNICIAN	01/02/2013	01/02/2013	MAINTENANCE & OPERATIONS
CALLENDER, MATTHEW	MAINTENANCE TECHNICIAN	09/19/2022	09/19/2022	MAINTENANCE & OPERATIONS
ESPINOZA, PABLO	MAINTENANCE TECHNICIAN	04/01/2025	04/01/2025	MAINTENANCE & OPERATIONS
LARES, SONIA	OFFICE ASSISTANT	04/01/1999*	09/26/2007	CAMPUS POLICE
CARDENAS, RACHEL	OFFICE ASSISTANT	07/11/2016	07/01/2019	HASS DIVISION
ORELLANA, STEPHANIE	OFFICE ASSISTANT	09/01/2022	09/01/2022	COUNSELING
SCOTT, ED	OFFICE ASSISTANT	01/04/2023	01/04/2023	NEXT UP
QUINTERO, MAYRA	OFFICE ASSISTANT	05/01/2023	05/01/2023	FISCAL SERVICES
COBO, NICOLE	OFFICE ASSISTANT	10/02/2023	10/02/2023	NURSING DEPT
VALLE-GRANDE, REBECA	OFFICE ASSISTANT	08/15/2022	11/01/2023	PSIT
PIGEE, KAREN	OFFICE ASSISTANT	12/15/2023	12/15/2023	INSTRUCTION

Seniority List

			POSITION SENIORITY	
NAME	NEW KOFF POSITION	HIRE DATE	DATE BY CLASS	DEPARTMENT
AGUIRRE, EMILY	OFFICE ASSISTANT (Part-Time)	03/25/2024	03/25/2024	STUDENT SERVICES- MCC
CONDE CARRANZA, YOLANDA	OFFICE ASSISTANT	05/06/2024	05/06/2024	WORKFORCE DEVELOPMENT
BARRERA, ODALYS	OFFICE ASSISTANT	07/01/2024	07/01/2024	COUNSELING
RAMOS, CAROL	OFFICE ASSISTANT	03/10/2025	03/10/2025	MAINTENANCE & OPERATIONS
GOODSON, ISAURA	PAYROLL ASSISTANT	10/14/2024	10/14/2024	PAYROLL
SHANNON, JASMYNE	PAYROLL ASSISTANT	01/13/2025	01/13/2025	PAYROLL
RIVERA, SYLVIA	PAYROLL SPECIALIST	06/07/2019	06/01/2024	PAYROLL
BAUMAN, MATTHEW	PERFORMING ARTS CENTER TECHNICAL SPEC.	10/09/2017	10/09/2017	HASS DIVISION
DAHL, ANDREW	PERFORMING ARTS CENTER TECHNICAL SPEC.	10/11/2017	10/11/2017	HASS DIVISION
MARSHALL, LATASHA	PERMIT TEACHER, CDC-INFANT & TODDLER	01/10/2023	01/10/2023	CHILD DEV CENTER
CANO, SAMANTHA	PERMIT TEACHER, CDC-INFANT & TODDLER	07/01/2024	7/1/2024-1	CHILD DEVELOPMENT CTR
MORGAN, BRITTANY	PERMIT TEACHER, CDC-INFANT & TODDLER	07/01/2024	7/1/2024-2	CHILD DEVELOPMENT CTR
QUINTERO, ADRIANA	PERMIT TEACHER, CDC-INFANT & TODDLER	07/01/2024	7/1/2024-3	CHILD DEVELOPMENT CTR
ESTRADA, BRENDA	PERMIT TEACHER, CDC-INFANT & TODDLER	02/03/2025	02/03/2025	CHILD DEVELOPMENT CTR
THOMS, RENNY	PRINCIPAL SOFTWARE ENGINEER	03/04/2013	09/11/2024	MGMT INFO SYSTEMS
MULLIGAN, BENNETT	PRINTING SERVICES TECHNICIAN	08/15/1997*	08/15/1997	BOOKSTORE
HARVEY, JOLYN	PURCHASING TECHNICIAN	09/16/2019	05/10/2023	FISCAL SERVICES
ANDRIESE, LAWRENCE	RESEARCH ANALYST	08/01/2019	08/01/2019	INSTITUTIONAL EFFECTIVENESS
HUGHES, MISTIE	SENIOR ADMISSIONS & RECORDS SPECIALIST	08/27/2018	05/02/2022	ADMISSIONS & RECORDS
DORADO, SUZANNA	SENIOR ADMISSIONS & RECORDS SPECIALIST	11/01/2019	11/07/2022	ADMISSIONS & RECORDS
ARNOLD, CRYSTAL	SENIOR ADMISSIONS & RECORDS SPECIALIST	06/01/2017	02/15/2024	ADMISSIONS & RECORDS
PRECIADO, DOLORES	SENIOR ADMISSIONS & RECORDS SPECIALIST	12/12/2024	12/12/2024	ADMISSIONS & RECORDS
ROBINSON, DONALD	SENIOR CUSTODIAN	06/16/2016	10/01/2017	MAINTENANCE & OPERATIONS
REYES, JOANNA	SENIOR CUSTODIAN	11/01/1998	06/01/2024	MAINTENANCE & OPERATIONS
RICHARDS, ROBBIE	SENIOR FINANCIAL AID SPECIALIST	09/01/1999*	08/11/2004	FINANCIAL AID
NAVARRETE, ELAINE	SENIOR FINANCIAL AID SPECIALIST	10/12/2005	01/10/2007	STUDENT SERVICES
MORALES, GISEL	SENIOR FINANCIAL AID SPECIALIST	05/07/2007	03/27/2015	STUDENT SERVICES
MANRIQUEZ, VERONICA	SENIOR FINANCIAL AID SPECIALIST	08/04/1997	10/01/2018	STUDENT SERVICES
RODRIGUEZ, MELINA	SENIOR FINANCIAL AID SPECIALIST	02/01/2002*	04/01/2024	FINANCIAL AID
OROZCO MARTINEZ, DANTE	SENIOR GROUNDSKEEPER	08/01/2019	06/01/2024	MAINTENANCE & OPERATIONS
ZHU, YONG	SENIOR INFO SYSTEMS PROGRAMMER ANALYST	11/09/2005	03/01/2018	MGMT INFO SYSTEMS
SHORES, DUSTIN	SENIOR MAINTENANCE TECHNICIAN	03/12/2018	06/01/2024	MAINTENANCE & OPERATIONS
LARRIVA, JENNIFER	SENIOR RESEARCH ANALYST	03/01/2007	02/01/2019	INSTITUTIONAL EFFECTIVENESS
DWIGGINS, STEVEN	SENIOR STOREKEEPER	07/09/2007	06/01/2024	MAINTENANCE & OPERATIONS
CARRILLO, KARLA	SENIOR VETERANS SERVICES SPECIALIST	12/01/2021	03/03/2025	FINANCIAL AID/VRC
ENRIQUEZ, ARELI	SIGN LANGUAGE INTERPRETER- CLASSIFIED SPECIAL	08/17/2015	08/17/2015	DSPS
LEONARDI, DYLAN	STOREKEEPER	01/15/2025	02/03/2025	MAINTENANCE & OPERATIONS

Seniority List

POSITION SENIORITY				
NAME	NEW KOFF POSITION	HIRE DATE	DATE BY CLASS	DEPARTMENT
DOWNING, TRACEY	STUDENT SERVICES ASSISTANT	07/11/2016	07/11/2016	CALWORKS
BUCK, PATRICIA	STUDENT SERVICES ASSISTANT	05/15/2006	12/01/2016	EOPS
WILLIAMS, ELLIOTT	STUDENT SERVICES ASSISTANT (50%)	06/25/2012	04/10/2024	DSPS
MONTOYA, LIZETH	STUDENT SERVICES ASSISTANT	02/09/2024	05/01/2024	ONE STOP
PORTER, DESTINY	STUDENT SERVICES ASSISTANT	05/13/2024	05/13/2024	ONE STOP
PEDROZA, AARON	STUDENT SERVICES ASSISTANT (50%)	07/01/2024	07/01/2024	EOPS
FLORES, IZELLAH	STUDENT SERVICES ASSISTANT	02/01/2024	04/01/2025	TRANSFER CENTER
SALINAS, MONIQUE	STUDENT SERVICES ASSISTANT	04/01/2025	04/01/2025	EOPS
KUHNS, MARIANNE	STUDENT SERVICES SPECIALIST	03/14/2014	03/01/2018	HSPS DIVISION
BROWN, CORYNNE	STUDENT SERVICES SPECIALIST	07/31/2017	04/01/2021	DSPS
SCOTT, JONATHAN	STUDENT SERVICES SPECIALIST	06/01/2021	06/01/2021	ACCESS
NEGRETE, CARMEN	STUDENT SERVICES SPECIALIST	11/15/2021	11/15/2021	CONNECT2SUCCESS
SANCHEZ, CHRISTALYNN	STUDENT SERVICES SPECIALIST	04/11/2022	04/11/2022	CONNECT2SUCCESS
SCOTT, TIFFANY	STUDENT SERVICES SPECIALIST	05/16/2022	05/16/2022	CALWORKS
MCDANIEL, ANGEL	STUDENT SERVICES SPECIALIST	01/02/2018	09/01/2022	CONNECT2SUCCESS
SUTHERLAND, AUTUMN	STUDENT SERVICES SPECIALIST	12/12/2022	12/12/2022	CONNECT2SUCCESS
GONZALEZ, JASMIN	STUDENT SERVICES SPECIALIST	03/11/2024	03/11/2024-3	CONNECT2SUCCESS
RUIZ, CASSANDRA	STUDENT SERVICES SPECIALIST	07/08/2024	07/08/2024	NEXT UP
LOPEZ, PAOLA	STUDENT SERVICES SPECIALIST (Part-Time)	03/12/2024	03/12/2024	CONNECT2SUCCESS
ALLEN, CANDACE	STUDENT SERVICES SPECIALIST (Part-Time)	03/11/2024	03/11/2024-1	CONNECT2SUCCESS
FRACTIOUS, MARY	STUDENT SERVICES SPECIALIST (Part-Time)	03/11/2024	03/11/2024-4	CONNECT2SUCCESS
FRAZIER, JASMINE	STUDENT SERVICES SPECIALIST (Part-Time)	03/11/2024	03/11/2024-5	CONNECT2SUCCESS
* Adjusted date per MSA 2/20/04				As of 4/15/2025

APPENDIX D

SALARY SCHEDULE
CLASSIFIED STAFF

Victor Valley Community College District
CLASSIFIED SALARY SCHEDULE 2024-25
EFFECTIVE 7/1/2024 + 3.0%

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
		Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	
CUSTODIAN	10 10	3,943 22.75	4,141 23.89	4,349 25.09	4,566 26.34	4,795 27.66	5,034 29.04	10 10
OFFICE ASSISTANT	11 11	4,043 23.32	4,245 24.49	4,457 25.71	4,678 26.99	4,913 28.35	5,159 29.76	11 11
	12 12	4,142 23.89	4,350 25.10	4,567 26.35	4,796 27.67	5,035 29.05	5,287 30.50	12 12
SIGN LANGUAGE INTERPRETER	13 13	4,247 24.50	4,459 25.73	4,682 27.01	4,916 28.36	5,161 29.78	5,420 31.27	13 13
PRINTING SERVICES ASSISTANT	14 14	4,352 25.11	4,569 26.36	4,798 27.68	5,038 29.06	5,291 30.53	5,555 32.05	14 14
GROUNDSCOOPER	15 15	4,461 25.74	4,685 27.03	4,918 28.37	5,165 29.80	5,423 31.29	5,694 32.85	15 15
ATHLETIC EQUIPMENT TECHNICIAN	16	4,572	4,801	5,043	5,294	5,558	5,837	16
SENIOR CUSTODIAN	16	26.38	27.70	29.10	30.55	32.07	33.67	16
STUDENT SERVICES ASSISTANT	16							16
STUDENT SERVICES ASSISTANT (Grandfathered)	16G						7,841	16G
	16G						45.24	16G
STUDENT SERVICES ASSISTANT (Grandfathered)	16G						5,979	16G
	16G						34.50	16G
ADMISSIONS AND RECORDS ASSISTANT	17	4,688	4,922	5,168	5,426	5,698	5,982	17
FISCAL ASSISTANT	17	27.05	28.40	29.81	31.30	32.87	34.51	17
HUMAN RESOURCES ASSISTANT	17							17
PAYROLL ASSISTANT	17							17
PURCHASING TECHNICIAN	17							17
FISCAL ASSISTANT (Grandfathered)	17G						7,841	17G
	17G						45.24	17G
BOOKSTORE OPERATIONS ASSISTANT	18	4,804	5,045	5,296	5,561	5,839	6,131	18
INSTRUCTIONAL/LABORATORY ASSISTANT	18	27.72	29.11	30.55	32.08	33.69	35.37	18
INSTRUCTIONAL/LABORATORY ASSISTANT (Grandfathered)	18G						6,764	18G
	18G						39.02	18G
CAMPUS COMMUNITY SERVICES OFFICER	19	4,924	5,170	5,429	5,700	5,985	6,285	19
PERMIT TEACHER, CDC-INFANT AND TODDLER	19	28.41	29.83	31.32	32.89	34.53	36.26	19
SENIOR GROUNDSCOOPER	19							19
STOREKEEPER	19							19
CAMPUS COMMUNITY SERVICES OFFICER (Grandfathered)	19G						6,764	19G
	19G						39.02	19G
LIBRARY TECHNICIAN	20	5,048	5,299	5,566	5,842	6,136	6,442	20
PRINTING SERVICES TECHNICIAN	20	29.12	30.57	32.11	33.71	35.40	37.16	20
PRINTING SERVICES TECHNICIAN (Grandfathered)	20G						6,764	20G
	20G						39.02	20G
PERFORMING ARTS CENTER TECH. SPECIALIST	21	5,175	5,431	5,704	5,989	6,288	6,603	21
	21	29.86	31.33	32.91	34.55	36.28	38.09	21

Victor Valley Community College District
CLASSIFIED SALARY SCHEDULE 2024-25
EFFECTIVE 7/1/2024 + 3.0%

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
		Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	
	22	5,303	5,569	5,846	6,139	6,446	6,768	22
	22	30.60	32.13	33.73	35.42	37.19	39.05	22
ADMINISTRATIVE ASSISTANT	23	5,436	5,708	5,994	6,292	6,607	6,939	23
CAMPUS POLICE SPECIALIST	23	31.36	32.93	34.58	36.30	38.12	40.03	23
PAYROLL SPECIALIST	23							23
SENIOR STOREKEEPER	23							23
STUDENT MATRICULATION SPECIALIST	23							23
STUDENT SERVICES SPECIALIST	23							23
BOOKSTORE OPERATIONS COORDINATOR	24	5,572	5,851	6,143	6,451	6,772	7,112	24
FISCAL SPECIALIST	24	32.15	33.76	35.44	37.22	39.07	41.03	24
INFORMATION SYSTEMS TECHNICIAN	24							24
INSTRUCTIONAL/LABORATORY TECHNICIAN	24							24
FISCAL SPECIALIST (Grandfathered)	24G						8,392	24G
	24G						48.42	24G
FISCAL SPECIALIST (Grandfathered)	24G						8,234	24G
	24G						47.50	24G
ADMISSIONS AND RECORDS SPECIALIST	25	5,711	5,997	6,297	6,612	6,943	7,289	25
CHILD SITE COORDINATOR	25	32.95	34.60	36.33	38.15	40.06	42.05	25
FINANCIAL AID SPECIALIST	25							25
HVAC TECHNICIAN	25							25
MAINTENANCE TECHNICIAN	25							25
CHILD SITE COORDINATOR (Grandfathered)	25G						7,842	25G
	25G						45.25	25G
	26	5,855	6,146	6,453	6,776	7,115	7,472	26
	26	33.78	35.46	37.23	39.09	41.05	43.11	26
HUMAN RESOURCES TECHNICIAN	27	6,001	6,301	6,616	6,946	7,293	7,660	27
SENIOR STUDENT SERVICES SPECIALIST	27	34.62	36.35	38.17	40.07	42.08	44.19	27
	28	6,149	6,458	6,780	7,119	7,476	7,848	28
	28	35.47	37.26	39.12	41.07	43.13	45.28	28
ADMINISTRATIVE SPECIALIST	29	6,303	6,619	6,948	7,297	7,662	8,044	29
ATHLETICS ELIGIBILITY SPECIALIST	29	36.36	38.19	40.09	42.10	44.20	46.41	29
INSTRUCTIONAL PROGRAM SPECIALIST	29							29
SENIOR ADMISSIONS AND RECORDS SPECIALIST	29							29
SENIOR FINANCIAL AID SPECIALIST	29							29
SENIOR VETERANS SERVICES SPECIALIST	29							29
	30	6,461	6,785	7,123	7,479	7,855	8,247	30
	30	37.28	39.14	41.10	43.15	45.32	47.58	30
CURRICULUM AND SCHEDULING COORDINATOR	31	6,623	6,954	7,302	7,666	8,050	8,452	31
PERFORMING ARTS CENTER COORDINATOR	31	38.21	40.12	42.13	44.23	46.44	48.76	31
SENIOR MAINTENANCE TECHNICIAN	31							31
SENIOR HVAC TECHNICIAN	32	6,789	7,128	7,485	7,859	8,252	8,664	32
	32	39.17	41.12	43.19	45.34	47.61	49.99	32
COLLEGE RECRUITER	33	6,960	7,307	7,672	8,057	8,457	8,882	33
	33	40.15	42.16	44.26	46.48	48.79	51.24	33

Victor Valley Community College District
CLASSIFIED SALARY SCHEDULE 2024-25
EFFECTIVE 7/1/2024 + 3.0%

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
		Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	
COURSE MGMT SYSTEM ADMINISTRATOR	34	7,133	7,489	7,863	8,256	8,670	9,104	34
INFORMATION SYSTEMS SPECIALIST	34	41.15	43.21	45.37	47.63	50.02	52.53	34
INSTRUCTIONAL DESIGNER	34							34
CAMPUS POLICE OFFICER	35	7,310	7,675	8,060	8,464	8,885	9,330	35
	35	42.17	44.28	46.50	48.83	51.26	53.83	35
RESEARCH ANALYST	36	7,494	7,869	8,262	8,676	9,109	9,564	36
	36	43.24	45.40	47.67	50.05	52.55	55.18	36
	37	7,681	8,063	8,468	8,891	9,335	9,801	37
	37	44.31	46.52	48.85	51.29	53.86	56.55	37
	38	7,872	8,267	8,680	9,113	9,570	10,047	38
	38	45.42	47.69	50.08	52.58	55.21	57.96	38
	39	8,071	8,473	8,897	9,342	9,809	10,299	39
	39	46.56	48.88	51.33	53.90	56.59	59.42	39
SENIOR RESEARCH ANALYST	40	8,271	8,685	9,119	9,575	10,055	10,558	40
	40	47.72	50.10	52.61	55.24	58.01	60.91	40
CAMPUS POLICE SENIOR OFFICER	41	8,478	8,902	9,347	9,815	10,306	10,820	41
	41	48.91	51.36	53.93	56.63	59.46	62.43	41
	42	8,690	9,126	9,582	10,061	10,564	11,091	42
	42	50.14	52.65	55.28	58.05	60.95	63.99	42
INFORMATION SYSTEMS ANALYST	43	8,908	9,352	9,822	10,311	10,827	11,369	43
	43	51.39	53.96	56.67	59.49	62.46	65.59	43
	44	9,130	9,586	10,065	10,568	11,098	11,652	44
	44	52.67	55.31	58.07	60.97	64.03	67.22	44
	45	9,359	9,826	10,318	10,833	11,374	11,944	45
	45	54.00	56.69	59.53	62.50	65.62	68.91	45
	46	9,591	10,071	10,576	11,103	11,658	12,243	46
	46	55.33	58.10	61.02	64.06	67.26	70.63	46
SR. INFORMATION SYSTEMS PROGRAMMER ANALYST	47	9,831	10,325	10,842	11,384	11,952	12,548	47
	47	56.72	59.57	62.55	65.68	68.96	72.39	47
	48	10,079	10,581	11,112	11,666	12,250	12,863	48
	48	58.15	61.05	64.11	67.31	70.67	74.21	48
PRINCIPAL SOFTWARE ENGINEER	49	10,329	10,847	11,388	11,958	12,556	13,184	49
	49	59.59	62.58	65.70	68.99	72.44	76.06	49

Victor Valley Community College District
CLASSIFIED SALARY SCHEDULE 2025-26
EFFECTIVE 7/1/2025 + 4.0%

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
		Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	
CUSTODIAN	10 10	4,101 23.66	4,307 24.85	4,523 26.09	4,749 27.40	4,987 28.77	5,235 30.20	10 10
OFFICE ASSISTANT	11 11	4,205 24.26	4,415 25.47	4,635 26.74	4,865 28.07	5,110 29.48	5,365 30.95	11 11
	12 12	4,308 24.85	4,524 26.10	4,750 27.40	4,988 28.78	5,236 30.21	5,498 31.72	12 12
SIGN LANGUAGE INTERPRETER	13 13	4,417 25.48	4,637 26.76	4,869 28.09	5,113 29.50	5,367 30.97	5,637 32.52	13 13
PRINTING SERVICES ASSISTANT	14 14	4,526 26.11	4,752 27.42	4,990 28.79	5,240 30.23	5,503 31.75	5,777 33.33	14 14
GROUNDSCOOPER	15 15	4,639 26.77	4,872 28.11	5,115 29.51	5,372 30.99	5,640 32.54	5,922 34.16	15 15
ATHLETIC EQUIPMENT TECHNICIAN	16	4,755	4,993	5,245	5,506	5,780	6,070	16
SENIOR CUSTODIAN	16	27.43	28.81	30.26	31.77	33.35	35.02	16
STUDENT SERVICES ASSISTANT	16							16
STUDENT SERVICES ASSISTANT (Grandfathered)	16G						8,155	16G
	16G						47.05	16G
STUDENT SERVICES ASSISTANT (Grandfathered)	16G						6,218	16G
	16G						35.88	16G
ADMISSIONS AND RECORDS ASSISTANT	17	4,876	5,119	5,375	5,643	5,926	6,221	17
FISCAL ASSISTANT	17	28.13	29.53	31.01	32.55	34.19	35.89	17
HUMAN RESOURCES ASSISTANT	17							17
PAYROLL ASSISTANT	17							17
PURCHASING TECHNICIAN	17							17
BOOKSTORE OPERATIONS ASSISTANT	18	4,996	5,247	5,508	5,783	6,073	6,376	18
INSTRUCTIONAL/LABORATORY ASSISTANT	18	28.82	30.27	31.78	33.37	35.03	36.79	18
INSTRUCTIONAL/LABORATORY ASSISTANT (Grandfathered)	18G						7,035	18G
	18G						40.58	18G
CAMPUS COMMUNITY SERVICES OFFICER	19	5,121	5,377	5,646	5,928	6,224	6,536	19
PERMIT TEACHER, CDC-INFANT AND TODDLER	19	29.55	31.02	32.57	34.20	35.91	37.71	19
SENIOR GROUNDSCOOPER	19							19
STOREKEEPER	19							19
CAMPUS COMMUNITY SERVICES OFFICER (Grandfathered)	19G						7,035	19G
	19G						40.58	19G
LIBRARY TECHNICIAN	20	5,250	5,511	5,789	6,076	6,381	6,700	20
PRINTING SERVICES TECHNICIAN	20	30.29	31.79	33.40	35.05	36.82	38.65	20
PERFORMING ARTS CENTER TECH. SPECIALIST	21	5,382	5,648	5,932	6,229	6,540	6,867	21
	21	31.05	32.59	34.22	35.93	37.73	39.62	21
	22	5,515	5,792	6,080	6,385	6,704	7,039	22
	22	31.82	33.41	35.08	36.83	38.68	40.61	22

Victor Valley Community College District
CLASSIFIED SALARY SCHEDULE 2025-26
EFFECTIVE 7/1/2025 + 4.0%

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
		Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	
ADMINISTRATIVE ASSISTANT	23	5,653	5,936	6,234	6,544	6,871	7,217	23
CAMPUS POLICE SPECIALIST	23	32.62	34.25	35.96	37.75	39.64	41.63	23
PAYROLL SPECIALIST	23							23
SENIOR STOREKEEPER	23							23
STUDENT MATRICULATION SPECIALIST	23							23
STUDENT SERVICES SPECIALIST	23							23
BOOKSTORE OPERATIONS COORDINATOR	24	5,795	6,085	6,389	6,709	7,043	7,396	24
FISCAL SPECIALIST	24	33.43	35.11	36.86	38.70	40.64	42.67	24
INFORMATION SYSTEMS TECHNICIAN	24							24
INSTRUCTIONAL/LABORATORY TECHNICIAN	24							24
FISCAL SPECIALIST (Grandfathered)	24G						8,728	24G
	24G						50.36	24G
FISCAL SPECIALIST (Grandfathered)	24G						8,563	24G
	24G						49.40	24G
ADMISSIONS AND RECORDS SPECIALIST	25	5,939	6,237	6,549	6,876	7,221	7,581	25
FINANCIAL AID SPECIALIST	25	34.27	35.98	37.79	39.67	41.66	43.74	25
HVAC TECHNICIAN	25							25
MAINTENANCE TECHNICIAN	25							25
	26	6,089	6,392	6,711	7,047	7,400	7,771	26
	26	35.13	36.88	38.72	40.66	42.69	44.83	26
HUMAN RESOURCES TECHNICIAN	27	6,241	6,553	6,881	7,224	7,585	7,966	27
SENIOR STUDENT SERVICES SPECIALIST	27	36.01	37.80	39.70	41.68	43.76	45.96	27
	28	6,395	6,716	7,051	7,404	7,775	8,162	28
	28	36.89	38.75	40.68	42.71	44.85	47.09	28
ADMINISTRATIVE SPECIALIST	29	6,555	6,884	7,226	7,589	7,968	8,366	29
ATHLETICS ELIGIBILITY SPECIALIST	29	37.82	39.72	41.69	43.78	45.97	48.27	29
INSTRUCTIONAL PROGRAM SPECIALIST	29							29
SENIOR ADMISSIONS AND RECORDS SPECIALIST	29							29
SENIOR FINANCIAL AID SPECIALIST	29							29
SENIOR VETERANS SERVICES SPECIALIST	29							29
	30	6,719	7,056	7,408	7,778	8,169	8,577	30
	30	38.77	40.71	42.74	44.87	47.13	49.48	30
CURRICULUM AND SCHEDULING COORDINATOR	31	6,888	7,232	7,594	7,973	8,372	8,790	31
PERFORMING ARTS CENTER COORDINATOR	31	39.74	41.72	43.81	46.00	48.30	50.71	31
SENIOR MAINTENANCE TECHNICIAN	31							31
SENIOR HVAC TECHNICIAN	32	7,061	7,413	7,784	8,173	8,582	9,011	32
	32	40.73	42.77	44.91	47.16	49.51	51.98	32
COLLEGE RECRUITER	33	7,238	7,599	7,979	8,379	8,795	9,237	33
	33	41.76	43.84	46.03	48.34	50.74	53.29	33
COURSE MGMT SYSTEM ADMINISTRATOR	34	7,418	7,789	8,178	8,586	9,017	9,468	34
INFORMATION SYSTEMS SPECIALIST	34	42.80	44.93	47.18	49.54	52.02	54.63	34
INSTRUCTIONAL DESIGNER	34							34

Victor Valley Community College District
CLASSIFIED SALARY SCHEDULE 2025-26
EFFECTIVE 7/1/2025 + 4.0%

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE
		Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	Monthly Hourly	
CAMPUS POLICE OFFICER	35 35	7,602 43.86	7,982 46.05	8,382 48.36	8,803 50.78	9,240 53.31	9,703 55.98	35 35
RESEARCH ANALYST	36 36	7,794 44.97	8,184 47.21	8,592 49.57	9,023 52.06	9,473 54.65	9,947 57.39	36 36
	37 37	7,988 46.08	8,386 48.38	8,807 50.81	9,247 53.35	9,708 56.01	10,193 58.81	37 37
	38 38	8,187 47.23	8,598 49.60	9,027 52.08	9,478 54.68	9,953 57.42	10,449 60.28	38 38
	39 39	8,394 48.43	8,812 50.84	9,253 53.38	9,716 56.05	10,201 58.85	10,711 61.80	39 39
SENIOR RESEARCH ANALYST	40 40	8,602 49.63	9,032 52.11	9,484 54.71	9,958 57.45	10,457 60.33	10,980 63.35	40 40
CAMPUS POLICE SENIOR OFFICER	41 41	8,818 50.87	9,258 53.41	9,721 56.08	10,208 58.89	10,718 61.84	11,253 64.92	41 41
	42 42	9,038 52.14	9,491 54.76	9,965 57.49	10,463 60.37	10,987 63.39	11,535 66.55	42 42
INFORMATION SYSTEMS ANALYST	43 43	9,264 53.45	9,726 56.11	10,215 58.93	10,723 61.87	11,260 64.96	11,824 68.22	43 43
	44 44	9,495 54.78	9,969 57.52	10,468 60.39	10,991 63.41	11,542 66.59	12,118 69.91	44 44
	45 45	9,733 56.16	10,219 58.96	10,731 61.91	11,266 65.00	11,829 68.25	12,422 71.67	45 45
	46 46	9,975 57.55	10,474 60.43	10,999 63.46	11,547 66.62	12,124 69.95	12,733 73.46	46 46
SR. INFORMATION SYSTEMS PROGRAMMER ANALYST	47 47	10,224 58.99	10,738 61.95	11,276 65.05	11,839 68.30	12,430 71.72	13,050 75.29	47 47
	48 48	10,482 60.48	11,004 63.49	11,556 66.67	12,133 70.00	12,740 73.50	13,378 77.18	48 48
PRINCIPAL SOFTWARE ENGINEER	49 49	10,742 61.98	11,281 65.08	11,844 68.33	12,436 71.75	13,058 75.34	13,711 79.11	49 49

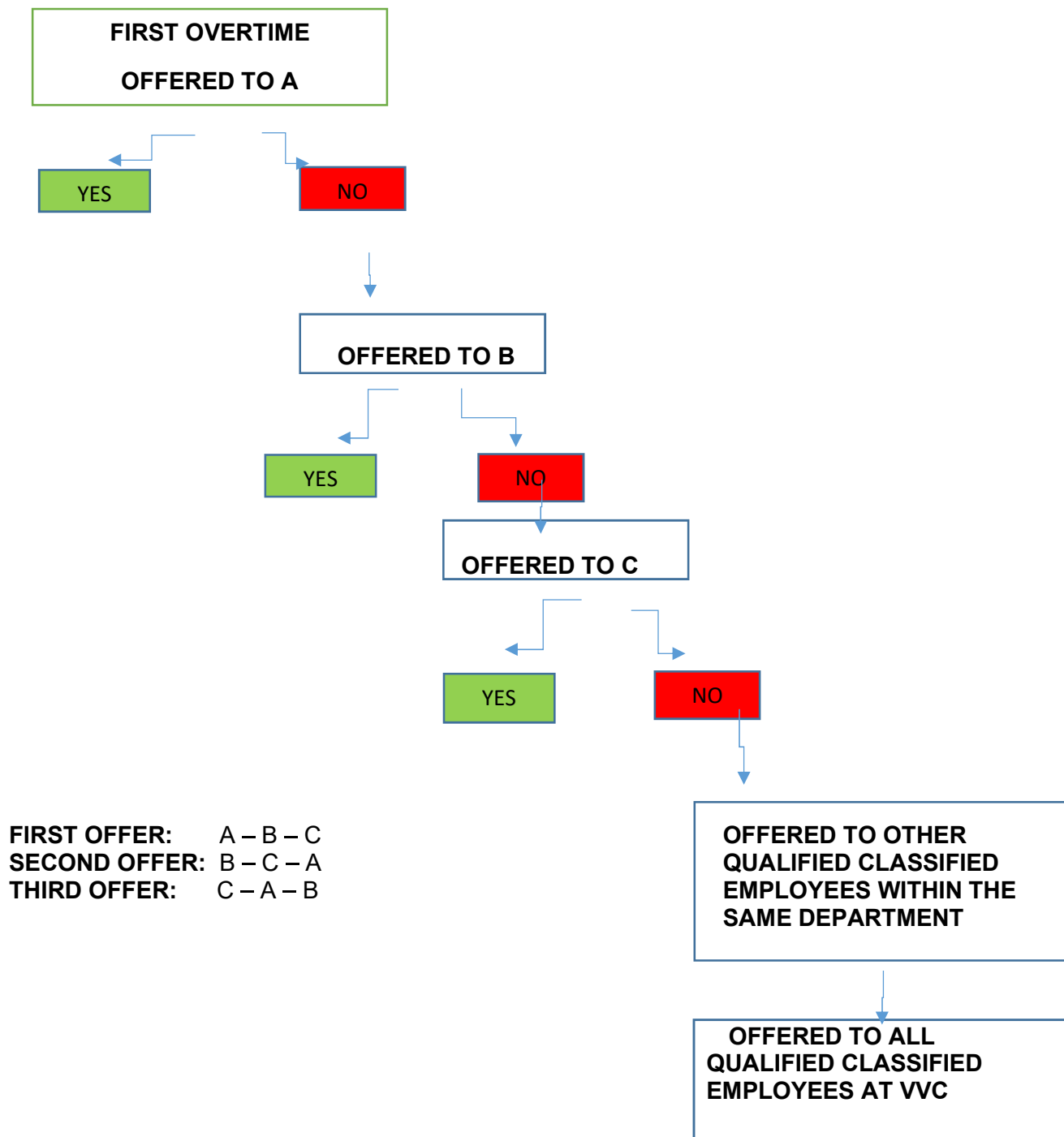
APPENDIX E

OVERTIME DISTRIBUTION CHART

Appendix E

NEED FOR OVERTIME (OT)

Three Employees: A- Most Senior, B- Next Most Senior, C- Least Senior within the same Classification (Job Title) and same Department



ROTATION

Whether or not A accepts or declines, A moves to the bottom of the list and so forth and B becomes the most senior for next overtime opportunity, and so on.

A notice of overtime opportunities for employees outside of the department shall be emailed to the classified group active directory list.

- The email notice shall include a description of the event or services needed, the date and time for the services to be performed, an estimate of the amount of time anticipated, the qualifications required to perform the project.
- The email notice shall be posted at least five days in advance, or as soon as possible after the District becomes aware of the need for overtime, whichever is less. Employees shall be given at least twenty-four hours to indicate interest in the overtime.

Summary of Overtime Distribution:

1. Overtime opportunities are first offered to qualified Employee(s) in the appropriate classification (Job Title) within the department;
2. Then to qualified Employee(s) in that department; and
3. Then to all qualified classified employees.

Article 5.7.2 shall apply in the event that an insufficient number of qualified classified employees accept the overtime

APPENDIX F

CLASSIFIED EVALUATION FORM

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
CLASSIFIED EVALUATION FORM**

APPENDIX F

Employee Name:

Date Due:

Period to be reviewed: _____ to _____

Position Title:	Location/Department:
Supervisor:	Annual [] Probationary [] Other _____ []

PERFORMANCE RATING SCALE

1. Unsatisfactory (Improvement Plan must be attached)
 2. Requires improvement (Improvement Plan must be attached)
 3. Meets Expected standards
 4. Exceeds Expected standards
- N/A = Non-Applicable

A rating of 1 or 2 must have comments and be addressed in an "Improvement Plan". If an employee receives evaluation rating of 1 or 2, a separate meeting shall be scheduled to discuss the improvement plan and the employee is to be reevaluated in 30 to 90 calendar days.

Employee's comments are to be completed prior to the evaluation meeting with the supervisor.

PERFORMANCE FACTORS

RATINGS

Quality of Work – Work is accurate, organized, neat and thorough.	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

Quantity of Work – Regularly produces expected volume of work; meets deadlines, job requirements, and guidelines; uses time effectively.	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
CLASSIFIED EVALUATION FORM**

APPENDIX F

Employee Name: _____

Date Due: _____

Period to be reviewed: _____ to _____

Knowledge of Job – Understand all aspects of work, possesses technical skill, is well informed and knowledgeable in performing to the level expected for the job.

EMP	SPV

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Professional Development/Goals

EMP	SPV

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Attendance and Punctuality – Adheres to work days and hours; demonstrates promptness and is regularly present.

EMP	SPV

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
CLASSIFIED EVALUATION FORM

APPENDIX F

Employee Name: _____

Date Due: _____

Period to be reviewed: _____ to _____

Initiative – Is proactive in completing job duties with limited direction from the supervisor; offers suggestions to improve work process and the environment; demonstrates commitment to self-improvement.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Teamwork/Attitude/Working Relationships – Acts in a manner that reflects courtesy, civility, and respect to all. Establishes and maintains effective working relationships.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Caring Campus – Greets students and staff in an engaging way, resolves issues from students or staff; considers students' needs and their personal situation when making decisions. Is attentive and responsible to customers' needs and requests and is consistently courteous and respectful.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
CLASSIFIED EVALUATION FORM**

APPENDIX F

Employee Name:

Date Due:

Period to be reviewed: _____ to _____

Communication – Communicates and presents ideas clearly and concisely orally and/or in writing.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Work Habits – Observes District rules and regulations; complies with District safety policies and practices; operates equipment and/or vehicles in a safe manner.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Diversity, Equity Inclusion & Accessibility (“DEIA”) Commitment – Demonstrates an understanding of diversity, equity, inclusion, and accessibility principles through their commitment to support and foster a respectful, inclusive, equitable, and accessible work and learning environment for students and employees. Participation in District-offered DEIA training will meet this obligation.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
CLASSIFIED EVALUATION FORM**

APPENDIX F

Employee Name: _____

Date Due: _____

Period to be reviewed: _____ to _____

--

It is the responsibility of the employee and supervisor to compare the job description with the duties during the evaluation process.

I have reviewed the job description and duties.

Supervisor
☐ YES

Employee
☐ YES

This evaluation represents my best judgment of this employee's performance.

Supervisor signature: _____ Date: _____

This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings. I understand that I have the right to submit a response; this response will be attached to my evaluation and placed in my personnel file.

☐ I agree with this evaluation

☐ I do not agree with this evaluation

Employee signature: _____ Date: _____

APPENDIX G

LONGEVITY SCALE

Percentage of Base Salary

Beginning of Year	Per Month
7.....	2.5%
8.....	3%
9.....	3.5%
10.....	4%
11.....	5%
12.....	5.5%
13.....	6%
14.....	6.5%
15.....	7%
16.....	8%
17.....	8.5%
18.....	9%
19.....	9.5%
20.....	10%
21.....	11%
22.....	11.5%
23.....	12%
24.....	12.5%
25.....	13%
26.....	15%

Note: 15% is the maximum longevity earned

APPENDIX H

GRIEVANCE FORM

CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION
VICTOR VALLEY COLLEGE CHAPTER 584
GRIEVANCE FORMAL LEVEL (I, II, III)

TO:

FROM:

GRIEVANCE LEVEL: ____

Level 1: Immediate supervisor and copy to VP of HR

Level 2: Vice President of HR and Area VP

Level 3: Superintendent/President

Level 4: Arbitration

Grievant(s):

Specific Violation(s) Alleged:

Article(s) (number): *(quote article here)*

Statement of Grievance:

Remedy Required:

(Name)

(Date filed)

Job Title:

Department:

cc: (name)-CSEA Labor Relations Representative

(name)-CSEA Chapter 584 President

APPENDIX I

RECLASSIFICATION
REQUEST FORM

Victor Valley Community College

CSEA Reclassification Request

*Reclassification means a possible change in classification as a result of the gradual increase of the duties being performed by the incumbent in that position NOTE: An increase of workload does not warrant a reclassification. Reclassification requests, and supporting documents, must be submitted to the Office of Human Resources by **June 30th** of the current year. A reclassification request can only be submitted once every two years.*

1. Background Information

Name:	Job Title and Level (8-16) (i.e. Custodian, Level 9):
Name of Department/Site:	
Primary Phone Number:	Primary Email Address:
Work Hours: Start Time _____ End Time _____	Full-Time / Part-Time / 10-Mo. / 11-Mo. / 12-Mo. (Circle one)
Length of Time in Current Position: Years _____ Months _____	Total Length of Time in District: Years _____ Months _____
Name / Title of Immediate Supervisor:	
Does your current job title accurately describe your position? Yes _____ No _____	
Proposed Job Title and Level:	

2. Summary and Justification

Please summarize your justification for the reclassification. **Please include only the specific duties that are outside of your current job description.** Please remember that an increase in workload does not justify a job reclassification, or salary increase.

3. Basic Functions

What basic function does your position serve in supporting your department/site to fulfill its purpose?

4. Specific Duties and Responsibilities

Representative Duties and Responsibilities

After reviewing your current job description, please address your essential job duties and what other duties you perform on an irregular or periodic basis. *Please complete the table below.*

Current Job Duties <u>Within</u> Current Job Description	Percentage % Overall	How Often? <i>Daily/Weekly/Monthly Quarterly/Annually</i>
Current Job Duties <u>Outside</u> Current Job Description		

TOTAL 100%
(The above percentage must total 100%)

5. Contact with Others

What other internal or external people or positions, outside your current job description, do you come in contact with?

Department/Position	Internal or External	Reason	How Often? <i>Continuous/Frequent Moderate/Infrequent</i>

6. Records and Reports you Coordinate or Prepare Outside your Current Job Description

Title of Report	Coordinate or Prepare	Reason for Report	Sent to	How Often? <i>Daily/Weekly/Monthly Quarterly/Semi-Annual Annually</i>

7. Accountability

A. Decision Making

1. Describe the most difficult and/or major decisions you make within and outside job duties.

B. Degree of Independence

1. Describe how your decisions are reviewed. Who performs these reviews and for what reasons?

2. Describe the level of supervision you receive (high, medium, low). Explain your level of independence.

C. Budget Responsibility and Signature Authority

1. What is the amount and type/name of the District budget for which you have direct accountability?

2. What is the greatest dollar amount you can authorize (signature authority)?

3. Can your decisions or actions positively or negatively impact the overall financial condition of the District?
Please explain.

8. Knowledge and Abilities Outside your Current Job Description

A. Knowledge

List the specific areas of knowledge that a person must possess to perform your job successfully for those duties outside your current job description. Some of the areas to consider are: knowledge of technical concepts, specific software, federal, state or applicable governmental regulations.

B. Abilities

List the specific abilities that a person must possess to perform your job successfully for those duties outside your current job description. Some of the areas to consider are: abilities to perform certain functions, plan, create, explain, develop, prepare, maintain, repair, operate, administer, coordinate and review.

9. Education, Training and Experience Requirements

(Your responses will not keep you from retaining your current position)

A. Indicate the qualifications and requirements for successful performance for those job duties outside your current job description.

B. Describe what additional education or training is necessary to perform those duties outside your current job description.

10. Working Conditions and Physical Requirements outside your Current Job Description

11. Other

If you wish to present additional information about your job duties outside your current job description, please use this space.

12. Per Article 25.2.5: A unit member shall have a personal interview with the Reclassification Committee.

I HAVE READ CSEA CHAPTER 584 ARTICLE 25 ON RECLASSIFICATION. TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PRESENTED HERE IS ACCURATE AND COMPLETE AS IT RELATES TO DUTIES OUTSIDE MY CURRENT JOB DESCRIPTION. **I HAVE READ AND ATTACHED MY CURRENT JOB DESCRIPTION.**

I UNDERSTAND THAT ACCORDING TO ARTICLE 25.2.9, IF THIS RECLASSIFICATION IS APPROVED, THE SALARY CHANGE WILL BECOME EFFECTIVE ON MARCH 1 OR OCTOBER 1 AFTER THE RECLASSIFICATION COMMITTEE RECOMMENDED APPROVAL.

Signature

Date

Submit your original completed and signed request form to the Office of Human Resources no later than the close of business on June 30th of current year. Please keep a copy of your request for your records.

For Human Resources Use Only:

	<u>Date</u>
Submitted to HR	
Current Job Description Attached	
Proposed Job Description Attached (Optional)	
Given to Supervisor	
Supervisor Response Due (15 working days)	
Employee Interview Date	
Committee Decision (within 4 months)	
President Decision	
CSEA Negotiation	
Board approval date	
Salary Change effective date if applicable	