

AGREEMENT

Between

**CONTRA COSTA COUNTY SUPERINTENDENT
OF SCHOOLS**

and

**CONTRA COSTA COUNTY
SCHOOLS EDUCATION
ASSOCIATION/CTA/NEA**

July 1, 2025 - June 30, 2028

Ratified April 3, 2026

AGREEMENT BETWEEN CONTRA COSTA COUNTY SUPERINTENDENT OF SCHOOLS AND CONTRA COSTA
COUNTYSCHOOLS EDUCATION ASSOCIATION/CTA/NEA

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ARTICLE 1 – AGREEMENT

- 1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement (Agreement) by and between the Contra Costa County Superintendent of Schools (Employer) and the Contra Costa County Schools Education Association/California Teachers Association/National Education Association (Association), a Unit Member organization.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code.
- 1.3 This Agreement shall remain in full force and effect from July 1, **2025**, to June 30, **2028**. For the second and third year of the agreement the following items shall be bargained by the Parties:
 - Article 16: Benefits
 - Article 17: Salaries
 - Up to two (2) Articles per Party
 - Impact Legislation
 - Other mutually agreeable issues
- 1.4 Each party shall present its initial proposal to the County Superintendent of Schools and the proposals shall be sunshined at a public meeting of the County Board of Education. Thereafter, each party may present to the other Party the issues to be bargained.

ARTICLE 2 – RECOGNITION

- 2.1 The Employer recognizes the Association as the exclusive representative of all Certificated Bargaining Unit Members, including Part-Time Temporary Hourly Jail Education Bargaining Unit Members and Audiologists, but excluding all of the following: management, confidential, and supervisory Unit Members as defined in the Education Code; as well as substitute, short-term temporary, California Department of Corrections Project, and Adult Education Unit Members where the assignment is not more than 50% of a full-time load.

ARTICLE 3 – DEFINITIONS

- 3.1 **Association** - Contra Costa County Schools Education Association/California Teachers Association/National Education Association.
- 3.2 **Basic Work Year** – See Article 9 – Hours/Workday/Work Year
- 3.3 **Base Salary**- See Article 17 – Salaries
- 3.4 **Contract Days** - those days during which Unit Members are required to be on duty.
- 3.5 **Employer/COE** - the Contra Costa County Superintendent of Schools.

- 3.6 **Immediate Supervisor** - the lowest level administrator, designated by the Employer, who evaluates, assigns and/or directs the Unit Member's work.
- 3.7 **Unit Member** - any Bargaining Unit Member who is included in the Certificated Bargaining Unit as defined in Article 2 and, therefore, covered by the terms and provisions of this Agreement.
- 3.8 **Workday** - is a regularly scheduled workday for a Unit Member.

ARTICLE 4 – NEGOTIATION PROCEDURES

- 4.1 No later than May 30th of the calendar year in which this Agreement expires, each Party shall present to the other Party the issues to be bargained. These issues shall be presented to the County Superintendent of Schools (Employer) and sunshined at a public meeting of the Board of Education.
- 4.2 The Association shall designate no more than seven (7) representatives for the purposes of developing an Agreement. No official meetings between the parties shall be held unless at least two (2) representatives of each group are present.
- 4.3 Unit Members designated in 4.2 shall follow normal county procedures for prior notification of absence in order that necessary substitutes may be secured.

ARTICLE 5 – EMPLOYER RIGHTS

- 5.1 The Association recognizes that the Employer has the responsibility and authority to manage and direct on behalf of the public all operations and activities of the County Office of Education to the full extent authorized by law. Included in, but not limited to, those duties and powers are the exclusive rights to: determine organizational matters; direct the work of employees; determine the times and hours of operations; determine the kinds and levels of services to be provided and the methods and means of providing them; establish educational policies, goals and objectives; ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of county operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenues; take action on any matter in the event of an emergency. In addition, the Employer retains the right to hire, classify, assign, transfer, evaluate, promote, and terminate employees. Employer right to discipline shall be in accordance with the Education Code.
- 5.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.
- 5.3 The Employer will meet and consult with the Association prior to contracting out work that has been customarily performed by employees in the Bargaining Unit. Meeting

and consulting with the Association means the Employer will communicate orally or in writing the purpose for contracting out work and will seek to reach mutual agreement with the Association. The grievance procedure may be accessed if a Unit Member believes any provision of this Article has not been followed.

ARTICLE 6 – ASSOCIATION RIGHTS

- 6.1 The Association and its members shall have the right to make use of County School facilities, upon approval of the Superintendent or their designated representative, on the same basis and subject to the same rules and regulations as other private individuals or entities.
- 6.2 The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards. This provision applies where such notices do not interfere with or interrupt normal school or business operations.
- 6.3 The Association shall have the right to utilize the internal mail system of the County Office of Education for the purpose of communication with Unit Members, provided such utilization does not interfere with or interrupt normal school or business operations.
- 6.4 Authorized representatives of the Association shall be permitted to transact official Association business on Employer's property provided such transaction does not interfere with or interrupt normal school or business operations.
- 6.5 A current list of names, home addresses, home telephone numbers, and work sites of all Unit Members shall be provided to the Association by September 30, if possible, and no later than October 15 of each school year, with an update by January 15, except where Unit Members have stipulated in writing that home addresses and home telephone numbers are not to be released to the Association.
- 6.6 Personnel reports to the Employer that list new hires and employee terminations and transfers within the Certificated Unit shall be made available to the Association.
- 6.7 New Hire Orientations
 - 6.7.1 The Association shall be entitled to one (1) hour of time during the first day of the COE's New Teacher's Orientation/Institute Day to meet with new Unit Members with regards to their rights and responsibilities as teachers and contract explanations.
 - 6.7.2 For any certificated employees hired after the COE's New Teacher Orientation/Institute Day, the Association shall be entitled to meet the new Unit Member(s) for one (1) hour during the new employee's workdays within 10 workdays of the start of the Unit Member's work year. The COE shall provide release time of one hour for an Association representative to meet with the new employee to conduct the union orientation.
 - 6.7.3 The meetings listed above in 6.7.1 and 6.7.2 are union meetings and management shall not be in attendance.

- 6.7.4 The negotiated COE calendar shall state the day of the COE's New Teacher Orientation/Institute Day. The Association President shall receive written notice by email of the COE's New Teacher's Orientation/Institute Day time at least ten (10) workdays in advance of the New Teacher Orientation/Institute Day date.
- 6.7.5 The COE shall provide the names, email addresses, cell phone numbers, date of hire, seniority date, full time equivalent status, employment status, credential type, and site assignment of all new hires by the 5th of each month to the Association via email.
- 6.7.6 The Association shall have access to the COE's audio and visual equipment for presentations at the New Teacher Orientation.

ARTICLE 7 – GRIEVANCE PROCEDURES

7.1 General

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may arise from time to time affecting interpretation of the specific terms and conditions of this Agreement. The Employer and the Association agree that the conduct of the proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

7.2 Definitions

- Grievance - a complaint by one or more Unit Members who state that they have been adversely affected by a violation of this Agreement.
- Grievant - a Unit Member or Unit Members making the allegation.
- Workday - a regularly scheduled workday for a Unit Member.
- Immediate Supervisor - the lowest level administrator, designated by the Employer to adjust grievances, having immediate jurisdiction over the grievant.
- Employer - the County Superintendent of Schools.

7.3 Informal Level

Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with grievant's immediate supervisor. If a grievance arises from the action of authority other than the immediate supervisor, the Unit Member and/or immediate supervisor may request the involvement in the informal conference of the other authority.

7.4 Formal Levels

- 7.4.1 Step One - If an alleged violation is not resolved through the informal step to the satisfaction of a grievant, a formal grievance may be initiated. Such grievance must be initiated no later than twenty (20) workdays after the occurrence of the act or omission giving rise to the grievance. The grievant must present such grievance in writing and shall state the facts giving rise to the grievance, shall identify by appropriate reference the provisions of this

Agreement alleged to be violated, shall state the contention of the Unit Member with respect to these provisions, and shall indicate the specific relief requested. Within ten (10) workdays after the initiation of the formal grievance, the immediate supervisor shall investigate the grievance and give their decision in writing to the grievant.

- 7.4.2 Step Two - If the grievance is not resolved in Step One, the grievant may, within ten (10) workdays of receipt of the supervisor's answer at Step One, submit to the Associate Superintendent/Student Programs and Services, or their designee, a written statement of the grievance. Such grievance shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Associate Superintendent/Student Programs and Services or designee shall communicate a decision within ten (10) workdays of the filing of the appeal to Step Two. Such response shall state the Associate Superintendent/Student Programs and Services or their designee's views of the facts and their conclusions regarding the contentions of the grievant on appeal.
- 7.4.3 Step Three - In the event the grievant is not satisfied with the decision at Step Two, the grievant may appeal the decision in writing within ten (10) workdays to the Employer. The Employer or designee shall investigate the grievance as fully as deemed necessary, and may provide for conferences with the grievant. The Employer or designee shall respond within ten (10) workdays of the appeal, to the grievant. Such response shall state the Employer's views of the facts and their decisions respecting the contentions of the grievant on appeal.
- 7.4.4 Step Four - Within ten (10) workdays after receiving the decision of the Employer a grievant may make a written request to the Association to take the grievance to arbitration. If within ten (10) days the Association agrees to take the grievance to arbitration, the Association and Employer shall mutually select an arbitrator.

If agreement cannot be reached on a mutually acceptable arbitrator within ten (10) days, the Employer and the Association shall jointly request that the American Arbitration Association or the State Conciliation Service supply a listing of five (5) names. Each party shall strike two (2) names from the list in alternative order. The determination of which party shall strike a name first shall be determined by lot.

It shall be the function of the arbitrator, and they shall be empowered, except as their powers are limited below, after due investigation to make a decision in cases of alleged violation of the specific Articles and Sections of this Agreement.

7.4.4.1 The arbitrator shall have no power to add to, alter, subtract from, disregard, change, or modify any terms of this Agreement; but shall determine only whether or not there has been a violation of this Agreement as complained of by the grievant.

7.4.4.2 The arbitrator shall have no power to establish salary structures or

change any salary.

- 7.4.4.3 The arbitrator shall have no power to change any practice, policy, or rule of the Employer nor to substitute their judgment for that of the Employer as to the reasonableness of any such practice, policy, rule, or any action pursuant to such practice, policy, or rule.
- 7.4.4.4 The arbitrator shall not consider any issue raised by the grievant unless it was known by the Employer in an earlier step of this Grievance Procedure.
- 7.4.4.5 The arbitrator shall have no power to recommend or resolve any of the following:
 - 7.4.4.5.1 The termination of services or any other disciplinary action or failure to reemploy any member of the Unit.
 - 7.4.4.5.2 Any matter involving the content of the evaluation.
- 7.4.4.6 The standard of review for the arbitrator is whether there has been a violation of the expressed terms of this Agreement.
- 7.4.4.7 The award of the arbitrator shall be based solely upon the evidence and arguments presented to them in the presence of the parties, and upon any post-hearing briefs of the parties.
- 7.4.4.8 The arbitrator's decision will be in writing and will set forth their findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decisions, which require the commission of an act prohibited by law or which is violative of the terms of this Agreement.

However, it is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies as they judge to be proper. The decision of the arbitrator shall be submitted to the Employer and the Association and will be final and binding upon the parties to this Agreement. The Employer and Association shall implement the decision in whole, or by mutual consent, the parties may consult on alternatives.

- 7.4.4.9 There shall be no waiver or allegation of waiver of any time limit unless such waiver is in writing.

The fees and expenses of the arbitrator shall be shared equally by the Employer and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

If the Employer claims that a grievance should be dismissed because, for example, it falls outside the scope of the procedure, or was filed or processed in an untimely manner, such a claim shall be heard as the first issue upon which the arbitrator shall rule.

The arbitrator shall have no power to render an award on a

grievance filed before the effective date of this Agreement or after the termination of this Agreement.

7.5 Appearance and Representation

Actions taken pursuant to this procedure shall be conducted at a time and place, which will afford a fair, and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Such actions shall be conducted during working hours unless there is mutual agreement or other arrangements.

If the grievant is not represented by the Association, a copy of the grievance and the proposed resolution shall be sent to the Association. The proposed resolution of the grievance will not be implemented until the Association has a copy of the grievance and the proposed resolution and has been given an opportunity to file a response. Unit Members shall not suffer loss of compensation for time spent as a grievant or witness at a hearing held pursuant to this procedure.

7.6 Time Limits

The time limits specified at each level are maximums. The time may, however, be extended by mutual written agreement of the parties.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the grievant to lodge an appeal at the next step of this procedure. Any grievance not advanced from one step to the next within the time limits of that step shall be deemed resolved by the answer at the previous step. The parties may mutually agree to omit any step of the grievance procedure.

7.7 Legal Rights

7.7.1 All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

7.7.2 No Unit Member shall be discriminated against for participating in the grievance resolution process.

7.8 Release Time

7.8.1 The President and each of the four members of the Association Grievance Committee shall be entitled upon request to a maximum of six (6) hours, travel time inclusive, per month. This time is exclusively for the purpose of grievance processing.

7.8.2 Each of the persons identified in 7.8.1 of this Article shall request release in writing from their immediate supervisor and shall report upon return to duty. That release shall not be unreasonably denied.

7.8.3 Upon entering another work location, the persons identified in 7.8.1 of this Article shall identify themselves to the supervisor or designee in charge of the location and state the purpose and expected duration of the visit.

7.8.4 The persons identified in 7.8.1 of this Article may be denied permission by the Employer's representative to talk to the Unit Member on their duty time if that will unduly interfere with the Unit Member's work. Any disagreement

over this access shall be immediately referred to the Associate Superintendent/Student Programs and Services for determination. Provision of this remedy shall not bar use of the Grievance Procedure.

ARTICLE 8 - PROFESSIONAL DUES/FEES AND PAYROLL DEDUCTIONS

- 8.1 Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Employer or Association an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the Association. Pursuant to such authorization, the Employer shall deduct an amount designated by the Association as follows: one-tenth (1/10) of such dues from the regular salary check of the Unit Member each month for ten (10) months. Deductions pursuant to authorization signed after the commencement of the school year shall be prorated appropriately, commencing with the month of authorization.
- 8.2 The Employer shall be obligated to put into effect any new, changed, or discontinued payroll deductions when written authorization is received from the Association by the fifteenth (15th) day of any month.
- 8.3 With respect to membership dues deducted by the Employer, pursuant to this Article, the Employer agrees to remit said monies promptly to the Association, accompanied by an alphabetical list of Unit Members for whom such deductions have been made, and to indicate any changes in personnel from the list previously furnished.
- 8.4 The Association agrees to furnish any information needed by the Employer to fulfill the provisions of this Article.
- 8.5 Part-Time Temporary Hourly Jail Education employees will pay Association dues as follows:
 - 8.5.1 Unit Members working six (6) hours or less per week at the established substitute rate.
 - 8.5.2 Unit Members working more than six (6) hours per week at the Category 3 rate.
- 8.6 The Association agrees to hold the Employer harmless from any court or administrative action growing out of the enforcement of this Article. The Association agrees to pay all legal fees and legal costs, including reasonable attorney's fees, incurred in defending such action, and to indemnify the Employer against any claims or losses resulting from a final determination of liability against the Employer in any such action. The Association shall have the exclusive right to decide and determine whether any action or proceeding referred to above shall or shall not be compromised, resisted, tried, or appealed.

ARTICLE 9 - HOURS/WORKDAY/WORK YEAR

- 9.1 The average length of the full-time Unit Members' workweek, including student contact hours, before and after school supervision preparation time, and relief periods (two 15-minute breaks) shall be 32.5 hours. Hours for Part-Time Temporary Hourly Jail Education Unit Members are described in 27.5.
- 9.2 In addition to the preparation of lessons and classroom instruction, Unit Members may be assigned duties, which fall outside their regular work. These activities may include faculty and/or departmental meetings, advisory committee meetings, parent/community meetings, open house, back-to-school night, and duties unique to a particular assignment not to exceed three (3) hours per month. Please refer to 9.5 below for work done outside of these required three (3) hours per month.
- 9.3 All Unit Members who teach a class shall be available at their school at least thirty (30) minutes before the regular time for the commencement of class, except where programs are exempt by the County Office of Education. A flexible work schedule may exist according to the needs of the program and the Unit Member as approved by the immediate supervisor.
- 9.4 Each Unit Member shall be entitled to an unpaid, duty-free lunch period of no less than thirty (30) minutes. Relief periods of fifteen (15) minutes each shall be given in the morning and afternoon. **Per approval of site supervisor, relief periods can be taken consecutively.** The lunch and relief periods are outside required travel time between work sites. **If travel is necessary for a meeting, up to thirty (30) minutes of travel time will be allocated.**
- 9.5 Required duties beyond the regular workday, such as in-service meetings and giving in-service or conference presentations, attendance at IEP meetings and parent conferences, other meetings which have been approved by the site administrator to support students, and supervising students shall be compensated according to the Unit Member's hourly rate of pay.
- 9.6 **Support for newly hired Unit Member: Permanent Unit Members who assist newly hired Unit Members, who do not qualify for NAMS, with site administrator pre-approval shall be paid their per-diem rate of pay to assist/coach the newly hired Unit Member.**
- 9.7 With the prior written approval of the Unit Member's supervisor, the Unit Member shall be compensated at the Unit Member's hourly rate of pay to complete required reports/paperwork that are not completed during the workday to other work-related tasks.
- 9.8 Support staff shall not normally be assigned as a substitute or in place of a substitute, except in case of a disaster, as defined in Article 26.4, or other emergency.
- 9.9 Beginning in the 2017-2018 school year, the basic work year for the Certificated Bargaining Unit shall be 184 days. All Unit Members shall receive at the start of each school year a non-student, non-meeting workday; however, for Adult Education Unit Members this non-student, non-meeting workday shall occur within the first quarter

of the Unit Member's work year. For sites and Unit Members where it is applicable, the second workday of the school year shall be a non-student workday for site meetings. The non-student, non-meeting workday shall be for the Unit Members to prepare classrooms and do lesson planning. Two (2) days shall be Staff Development Days within the work year. For special day classes, the first student day shall be a reverse minimum day for the teacher and the aide to meet and prepare for students.

The work year for School Psychologists, Speech Language Pathologists, Audiologists, School Nurses, School Social Workers, Deaf and Hard of Hearing Education Specialists, and Teachers for Students with Visual Impairment/Orientation and Mobility shall be 189 days.

The five (5) days that are worked beyond the basic 184 work year shall be mutually determined by the Unit Member and their Program Administrator.

9.10 New members shall be required to attend one (1) day of orientation beyond the Unit Member's regular work year. Unit Members shall be compensated at their regular rate of pay.

9.11 Unit Members who were assigned to the DCH program prior to July 1, 1983, shall have a basic work year of 212 days.

9.12 Special Day Class Teachers

9.12.1 At the discretion of the Special Day Class teacher, they may use the services of the instructional assistant assigned to their classroom and/or of the clerical staff assigned to the site to assist in scheduling IEP meetings. The site administrator and the Unit Members assigned to the site shall collaborate to develop an efficient system for scheduling and rescheduling IEP meetings.

9.12.2 Special Day Class teachers shall not be assigned student supervision before and after the student instructional day.

9.12.3 Special Day Class teachers are entitled to take six (6) release days per instructional year to perform IEP related duties. Teachers may also elect to take a half day release day. The teacher shall inform their site administrator at least three (3) workdays in advance of the planned release day. The site administrator shall approve the release day unless a substitute is not available. The special day class teacher shall not request a release day during state testing week, on a staff development day or if the teacher has a scheduled IEP meeting. Alternatively, upon request by the teacher, the teacher shall receive the highest daily substitute rate in lieu of a release day. The teacher shall submit any such request on a time sheet in December and/or June of the year to which the request applies. Teachers may elect a combination of release days and substitute rate pay not to exceed six (6) days.

9.13 Unit Members who are employed beyond the basic work year shall be notified, to the extent possible, a minimum of ten (10) workdays prior to the beginning of said assignment.

9.14 Before May 15 Unit Members assigned to Juvenile Court Schools (includes Unit Members on 184-day and 212-day work calendars) shall meet with their supervisor

to mutually agree on when the Unit Members will take non-duty days during the following school year (between July 1 and June 30). Unit Members shall schedule their non-duty days in minimum blocks of one calendar week (Monday through Friday). Unit Members may request to take several consecutive weeklong blocks of non-duty days. If there are leftover non-duty days due to holidays falling within the workweek, the Unit Member and administrator shall mutually agree on when the Unit Member will take those non-duty days.

9.15 Requests to take a non-work week at a particular time may be denied due to coverage needs or for other good cause (e.g., testing). If more Unit Members than can be accommodated request the same non-work week off, seniority shall be the determining factor.

9.16 Unit Members shall have unassigned days for the following legal and local holidays:

Independence Day	Martin Luther King Jr. 's Birthday
Labor Day	Washington's Birthday
Veterans' Day	Lincoln's Birthday
Thanksgiving Day	Farmworkers Day
Day following Thanksgiving	Memorial Day
Christmas Day	Juneteenth
New Year's Day	

In addition to the above listed days, Unit Members may have eight (8) unassigned days during the winter recess and five (5) unassigned days during the spring recess.

9.17 Parent conferencing shall normally occur during regularly scheduled work time.

9.18 Classes conducted by the County Office of Education in host districts shall follow the host district calendar. In the event the host district does not conduct classes on any particular day, the County Office of Education shall determine if affected Unit Members will follow the County Office of Education calendar. The length of the Unit Member's work year shall be as specified for the basic work year.

9.19 Banked Time: The purpose of "Banked Time" is to provide Unit Members with time for classroom planning, collaboration, and preparation at the Unit Member's discretion, professional development, and staff meetings during the contracted workday. Staff hours and instructional minutes shall remain the same as in the 2013/14 school year. However, bell schedule times shall be adjusted to accommodate thirty-six (36) minimum days during each school year.

The use of "Banked Time" shall be as follows:

9.19.1 Special Education Unit Members

Beginning in the 2014-2015 School Year, the bell schedule shall be adjusted in order to provide a shortened instructional day one day per week for the purpose of using this "banked time" for (1) staff meetings, (2) professional

development and (3) Unit Member preparation/collaboration. The total weekly instructional minutes shall be the same as the 2013-2014 school year. At the beginning of each school year, the site administrator, in consultation with the Unit Members, shall establish the "banked time" schedule for the year.

During each school year, twenty-five (25) of the minimum days shall be utilized for classroom planning, preparation, and collaboration at the Unit Member's discretion. The remaining early release days shall be used for professional development and staff meetings. Before the start of each semester, a minimum day schedule for the semester shall be provided to Unit Members. This schedule shall include which days are staff meetings and which days are for classroom planning, preparation, and collaboration at the Unit Member's discretion. If schedule changes are needed, there shall not be any loss of the twenty-five (25) minimum days reserved for preparation/collaboration. No more than twice during the school year, the site administrator may exchange a preparation/collaboration day for a meeting/PD day, and shall give at least two (2) weeks' notice prior to making such an exchange

9.19.2 Community School Unit Members

Beginning in the 2014-2015 school year, two (2) afternoons per month shall be utilized for Unit Member preparation and collaboration at the Unit Member's discretion. Before the start of each semester, a staff meeting schedule for the semester shall be provided to Unit Member. This schedule shall include which afternoons are for staff meetings and which are for classroom preparation, and collaboration at the Unit Member's discretion. If schedule changes are needed, there shall not be any loss of the two (2) minimum days reserved for preparation/collaboration. No more than twice during the school year, the site administrator may exchange a preparation/collaboration day for a meeting/PD day, and shall give at least two (2) weeks' notice prior to making such an exchange.

9.19.3 Court School Unit Members

Beginning in the 2014-2015 school year, of the existing minimum days, two (2) per month shall be utilized for Unit Member preparation and collaboration at the Unit Member's discretion. Before the start of each semester, schedule for the semester shall be provided to Unit Members that indicates which afternoons are for preparation and collaboration at the Unit Member's discretion. If schedule changes are needed, there shall not be any loss of the two (2) minimum days reserved for preparation/collaboration. No more than twice during the school year, the site administrator may exchange a preparation/collaboration day for a meeting/PD day, and shall give at least two (2) weeks' notice prior to making such an exchange.

9.20 Staff Appreciation Event

The annual all-staff appreciation event will not occur during the Unit Member preparation and collaboration time as listed in 9.19.1, 9.19.2, and 9.19.3.

9.21 **Mandated Online Trainings**

By May 30th of each school year to prepare for next year's mandated online trainings, the COE shall provide each Unit Member with the list of required online trainings and the time estimated to complete the training.

Unit Members shall complete the entire mandated **online** training modules **during the workday** by the end of the sixth week of the regular work year. If **mandated** training requires more time outside of the workday, then the Unit Member shall be paid their hourly rate of pay as listed in 9.5.

Unit Member whose first workday is after the first regular workday for the program, due to being newly employed or who are returning from leave, shall complete the entire **mandated** online training modules by the end of their sixth week of the regular work year after being hired or returning from leave. If **a new Unit Member's mandated** online training requires more time outside of the workday **for the Unit Member to complete**, then the Unit Member shall be paid their hourly rate of pay as listed in Article 9.5.

Time shall be allocated to Unit Members to complete the entire mandated online trainings during their workday, excluding the Unit Member's collaboration period.

ARTICLE 10 – LEAVES

10.1 **General Policy**

A Unit Member exercising the leave provisions of this Agreement shall notify the County Office of Education by contacting the electronic system and/or the site, using the notice procedure adopted by the site, of their need to be absent as soon as it is known and as required by the provisions in this article. It is expected that the Unit Member will notify the County Office of Education (i.e., **substitute caller system**, supervisor) in sufficient time to secure replacement personnel where required. Timely notification shall also include an estimate of the expected duration of the leave.

Unit Members whose leaves extend through the end of the one school year shall notify the Employer by March 1 of their intent to return the following school year. The Employer will request in writing prior to March 1 that the Unit Member express their intent.

10.1.1 **Break in Service**

No leave of absence granted by the Employer shall be deemed to be a break in service.

10.1.2 **Salary Step Advancement**

No period of unpaid leave shall be counted toward time served for purposes of salary step advancement. Completion of at least 75% of the assigned work year for the Unit Member in a paid status is a prerequisite to salary

advancement.

10.1.3 Continuation of Health, Dental, and Vision Coverage

The Employer shall continue to cover the cost of all benefits which the Unit Member receives under Article 16-Benefits. A Unit Member on unpaid leave may continue their coverage under the Employer's health, dental, vision, and other voluntary plans in effect. Unit Members may change or suspend their benefits during the period of leave. The Unit Member shall remit the full cost of the premium to the Employer.

10.1.4 Return to Position

10.1.4.1 A Unit Member returning from leave shall be returned to the position held prior such leave provided:

- The position still exists
- The leave is less than one (1) school year and the Unit Member returns prior to April 15, or sixty (60) calendar days prior to the end of the school term.

10.1.4.2 No Unit Member returning from leave shall have greater rights to a position than they would have had if they had not gone on leave.

10.2 Sick Leave

The following Sections: 10.3-Parental Leave With Pay, 10.4-Personal Necessity, 10.5-Kin Care, and 10.6-Catastrophic Leave are all related to the amount of sick leave the Unit Member has accrued and has available for use.

10.2.1 Each full-time Unit Member on a basic work year contract shall accrue ten (10) days of sick leave for personal illness or injury. Such sick leave shall be credited at the commencement of the contract year. Unit Members employed on a work year contract other than the basic work year shall accrue sick leave on a prorated basis. Unused sick leave will accrue from year to year.

Any Unit Member who was hired on or after January 1, 2017 and is a former active duty member of the Armed Forces of the United States or former or current member of the California National Guard or a federal reserve component with military service-connected disability rated at 30% or more by the United States Department of Veteran Affairs, shall be entitled up to an additional 10 days of sick leave during the first year of employment. The additional 10 paid sick leave days shall be for the purpose of undergoing medical treatment for their military service-connected disability. An employee who is employed for less than five days per week shall be entitled to a percentage of 10 days. The COE shall notify all new Unit Members hired on or after January 1, 2017, of this leave right. Notification to Unit Members shall be upon hiring. Sick leave days under this section shall be credited to a qualifying employee on the effective date of the employee's disability rating decision from the VA, or on the first day the employee begins, or returns to employment after active duty, whichever is later, and shall remain available for use for the following 12 months of employment. Leave credited under this section that is not used during this 12 month period shall be forfeited. The

COE shall create an on-line system that keeps track of this leave usage.

10.2.2 Pregnancy Disability: Leave taken under this section shall run concurrently with and be counted against leave available under the Family Care and Medical Leave Act (FMLA) and the California Pregnancy Disability Leave (PDL) law, excluding leave available under the California Family Rights Act (CFRA). Unit Members are entitled to use sick leave and extended sick leave as set forth in this article when disabled due to pregnancy or a related medical condition, including, miscarriage, childbirth, termination of pregnancy, and recovery therefrom on the same terms and conditions governing leaves of absence for other illnesses or disabilities. The length of the leave of absence, including the date on which the leave shall commence and the date on which the Unit Member shall resume duties, shall be determined by the Unit Member and her health care provider. The Unit Member shall provide written notice and health care provider verification to Human Resources as soon as possible regarding the expected date on which the leave will commence, and the expected date on which the Unit Member may resume duties.

Unit Members are entitled to leave without pay or other benefits when disabled due to pregnancy or a related medical condition, including miscarriage, childbirth, or recovery therefrom when sick leave and extended sick leave have been exhausted to the extent provided by law. The date on which the Unit Member must resume duties shall be determined by the Unit Member and the Unit Member's health care provider.

A Unit Member on leave for pregnancy disability shall be entitled to return to the same or comparable position (i.e., same grade or subject) to that held at the time the leave began.

10.2.3 A Unit Member shall follow the procedure above in General Policy to notify the COE of their absence due to illness. It is expected that the Unit Member will provide sufficient advance notice to secure substitute personnel where required. Such advance notice is to be no less than two (2) hours prior to start of workday assignment, except when circumstances beyond the Unit Member's control preclude the two (2) hours prior notice, in which instance the Unit Member will provide notice as soon as possible and an explanation for the delay. Such notification described herein shall also include the specific reason for absence and an estimate of the expected duration of the absence.

10.2.4 Sick leave, which has been credited and used, but not earned upon termination, shall be repaid by deduction from final salary settlement upon termination.

10.2.5 Differential Pay for Extended Illness: If a Unit Member has utilized all accumulated paid sick leave and is still absent due to illness or injury for a period of five (5) school months or less, the amount deducted from the salary due the Unit Member for any month in which the absence occurs shall be the difference between the Unit Member's daily rate of pay and **\$230.00**. Under no circumstance shall a Unit Member have salary deducted greater than the Unit Member's daily rate of pay.

10.2.6 Return from Sick Leave

- 10.2.6.1 Immediately upon return to work, the Unit Member shall report the absence in accordance with established procedures.
- 10.2.6.2 Verification of the cause of absence and the Unit Member's fitness to return to work may be required by the Employer before allowing payment for more than five (5) consecutive days of absence due to illness or accident. The Employer reserves the right to require verification of illness for shorter periods of time when there is probable cause to require such verification. Such verification requirement shall not be for arbitrary or capricious reasons.
- 10.2.6.3 A Unit Member who has experienced a disability absence requiring surgery, hospitalization, or extended medical treatment may be required to submit, prior to return to active duty, a medical statement indicating an ability to return to their position with or without restrictions and perform their essential job duties with or without reasonable accommodations or detriment to the Unit Member's physical or emotional well-being.
- 10.2.6.4 A Unit Member shall be charged one (1) additional day of sick leave if the Unit Member fails to notify the County Office of Education (i.e., Substitute Employee Management System (SEMS) or supervisor) by 4:00 p.m. on the preceding workday of the intent to return to duty.

10.3 Parental Leave With Pay

- 10.3.1 Unit Members may elect to utilize up to 12 weeks of available leave under the CFRA for parental leave occasioned by the birth of the Unit Member's child, of the placement of a child with the Unit Member in connection with the Unit Member's adoption of foster care of the child. Parental leave pursuant to Education Code section 44977.5 shall run concurrently with bonding leave taken pursuant to CFRA.
- 10.3.2 Unit Members who have been employed for at least 12 months are eligible to take this leave. For birthing mothers, the 12-week parental leave will not commence until the conclusion of any pregnancy disability leave. For non-birthing parents, the 12-week parental leave shall commence on the first day of such leave.
- 10.3.3 The leave must be completed within one calendar year of the birth, adoption or placement. The leave may also be taken intermittently within the year. The Unit Member will be eligible for only one such leave of absence per child; however, if a school year ends before the 12-week period is exhausted, the Unit Member may take the balance of the 12 weeks in a subsequent school year.
- 10.3.4 A Unit Member may use any accrued or accumulated sick leave while on parental leave, whether or not the Unit Member is disabled due to pregnancy or a related medical condition, including miscarriage, childbirth and recovery.

Pursuant to Education Code section 44977.5, if the Unit Member exhausts their accumulated sick leave prior to the expiration of the 12-week child bonding leave, they shall be entitled to differential pay as defined in Education Code section 44977.5 for the balance of the 12 week period. The amount deducted from the Unit Member's salary for leave once accumulated leave has been exhausted shall be the difference between the Unit Member's daily rate of pay and **\$230.00**; however, the compensation a Unit Member shall receive shall be no less than 50 percent of their regular salary for the remaining portion of the 12- workweek period of parental leave.

10.3.5 When possible, the Unit Member shall provide the COE at least thirty (30) calendar days' notice of intent to take parental leave, except in the case of emergency or unforeseen circumstances.

10.3.6 A Unit Member on leave under this provision shall not forfeit their probationary or permanent status.

10.3.7 A Unit Member's health benefits will continue while on leave under this provision.

10.4 Personal Necessity Leave

10.4.1 Pursuant to Education Code Section 44981, a Unit Member may utilize up to ten (10) days of accumulated sick leave each school year for personal necessity. Such leave shall be taken in either quarter-day, half-day or full-day increments only.

10.4.2 Personal necessity describes a Unit Member's activity that cannot reasonably be deferred to another day or time when the Unit Member is free from duties. Personal necessity leave is not for the purposes of attending or participating in functions or activities which are primarily for the Unit Member's pleasure, amusement, or personal convenience; the extension of holidays or vacation periods; accompanying a spouse on a trip; seeking or engaging in other remunerative employment; engaging in a strike, demonstration, picketing, lobbying, rally, campaigning, or political activity; or taking examinations or engaging in other activity related to advanced training.

10.4.3 Requests for use of personal necessity leave shall be made to the Unit Member's immediate supervisor at least three (3) workdays prior to the commencement of the leave and shall state the purpose of the leave and the date for which said leave is requested.

10.4.4 Advance approval is not necessary when the leave is required because of death, serious injury, or illness to a member of the Unit Member's immediate family; or an accident involving the Unit Member's person, property, or the person or property of their immediate family.

10.4.5 In addition to the purposes specified in 10.3.4 above, and with advance notice, a personal necessity leave may be used for the adoption of a child, required appearance of the Unit Member before a court, commission, or other tribunal under subpoena or summons.

10.4.6 Immediately upon return to duty from personal necessity leave, the Unit

Member shall report the absence in accordance with established procedures.

10.4.7 Four (4) days of personal necessity leave may be used for any reason at the discretion of the Unit Member except any concerted work stoppage. The Unit Member shall not be required to give the reason for these days of leave.

10.5 Kin Care

10.5.1 Unit Members may use up to six (6) days of their yearly sick leave received for the purpose of attending to a child, parent, spouse, or registered domestic partner, grandparent, grandchild, or sibling who is ill.

10.5.2 For purposes of sick leave use, a "child" is defined as a biological, foster or adopted child, stepchild or a legal ward. A "child" also may be someone you have accepted the duties and responsibilities for raising, even if they are not your legal child.

10.5.3 A "parent" is your biological, foster or adoptive parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

10.5.4 All conditions and restrictions placed on a Unit Member's use of sick leave apply also to sick leave used for care of a child, spouse, or registered domestic partner, or parent.

10.6 Catastrophic Leave

10.6.1 "Catastrophic illness or injury" means an illness or injury that is expected to incapacitate the Unit Member for an extended period of time, or that incapacitates a member of the Unit Member's family, which incapacity required the Unit Member to take time off from work for an extended period of time to care for a family member, and taking extended time off work creates a financial hardship for the Unit Member because they have exhausted all of their sick leave and other paid time off.

10.6.2 "Eligible Leave Credits" mean sick leave accrued to the donating Unit Member.

10.6.3 Requirements/Conditions: All Unit Members, permanent, full-time or part-time (at least 50%), shall be eligible to participate in the program.

10.6.4 Members of the Bargaining Unit may apply for and receive catastrophic leave provided the following conditions are met:

10.6.4.1 Unit Members must use all sick leave, but not substitute differential leave, available to them before being eligible for a withdrawal from the Catastrophic Leave Bank.

10.6.4.2 Unit Members who have exhausted sick leave but still have differential leave available are eligible for a withdrawal from the Catastrophic Leave Bank. Catastrophic leave may be used to supplement differential leave. For a Unit Member combining catastrophic leave and differential leave, the Employer shall pay the Unit Member full pay, and the Catastrophic Leave Bank shall be

charged one-half (1/2) day.

- 10.6.4.3 The Unit Member (or a Unit Member's family member for whom which the Unit Member must care) must have suffered an incapacitating illness or injury which falls within the provisions of 10.6.1 of this Article.
- 10.6.4.4 If the Unit Member is incapacitated, applications may be submitted to the Employer by the Unit Member's agent or member of the Unit Member's family.
- 10.6.4.5 The Employer must determine that the Unit Member is unable to work because of the Unit Member's personal or family catastrophic illness after adequate proof of illness has been provided in accordance with Education Code Section 44043.5 to include but not be limited to a doctor's verification of illness and declaration of compliance with the requirements of this leave.
- 10.6.5 If the transfer of eligible leave credits is approved by the Employer, any Unit Member may donate eligible leave credits at a minimum of one (1) day, and not to exceed twenty (20) days.
- 10.6.6 No Unit Member is eligible for catastrophic leave if that Unit Member has used more than seventy percent (70%) of his credited sick leave in two (2) of the last three (3) years, unless the Employer waives this provision in verified instances of continuing illness or accident.
- 10.6.7 Participation is voluntary, donation is irrevocable and confidential and donor must maintain a minimum of five (5) days of accumulated sick leave. Donations shall be in one-day increments.
- 10.6.8 Stress claims shall be excluded from this program; however, physical manifestations such as heart disease or high blood pressure shall be included.
- 10.6.9 Transfers of eligible leave credits are irrevocable.
- 10.6.10 A Unit Member who receives paid leave pursuant to this Section shall use any leave credits that they continue to accrue on a monthly basis prior to receiving paid leave pursuant to this Section.
- 10.6.11 Unit Members who apply to this program will be required to submit a physician's statement indicating the nature of the illness or injury and the probable length of absence from work. The nature of the illness or injury shall be kept confidential.
- 10.6.12 In the event this leave category is canceled, the days shall be returned to those Unit Members who have donated them.
- 10.6.13 Family shall be defined as the Unit Member's spouse, registered domestic partner, parent, grandparent, any child for which the Unit Member has primary responsibility, or sibling. In special circumstances, the definition of "family" may be expanded to include other individuals by mutual agreement between the Employer, Association, and the Unit Member.

- 10.6.13.1 A Unit Member's withdrawal from the Catastrophic Leave Bank may not exceed the statutory maximum period of twelve (12) consecutive months.
- 10.6.13.2 Leave from the Catastrophic Leave Bank may not be used for illness or disability which qualifies the Unit Member for Workers' Compensation Benefits, unless the Unit Member has exhausted all Workers' Compensation Leave, their own sick leave, and provided further, that the Unit Member signs over any Workers' Compensation temporary disability benefit payments to the Employer. If there are any Workers' Compensation checks signed over to the Employer, the bank will not be charged days, or if charged, will be reimbursed the number of days for which the Workers' Compensation payment is equivalent to a regular day of pay at the negotiated rate for that Unit Member. If the Employer challenges the Workers' Compensation claim, the Unit Member may withdraw from the Catastrophic Leave Bank, but upon settlement of the claim, the bank shall be reimbursed by the Employer.
- 10.6.13.3 If there are not sufficient days donated for catastrophic leave to fund a withdrawal request, the Employer is under no obligation to provide days of leave or funds to the participant. If the Employer denies a request for withdrawal or an extension of withdrawal of catastrophic leave because of insufficient donated days to fund the request, the Employer shall notify the Unit Member and the Association in writing of the reason for denial. The Employer has responsibility and authority for final decisions regarding participation in the program.

10.7 Unpaid Child-Care/Maternity Leave

- 10.7.1 Child-care/maternity leave without pay after delivery or adoption may be granted to a Unit Member upon request for not more than one (1) school year nor less than one (1) semester.
- 10.7.2 In the event the child-care/maternity leave expiration date falls during the last five (5) weeks of the school year, the Unit Member's leave shall be extended until the end of the school year.
- 10.7.3 A Unit Member on child-care/maternity leave may return to duty prior to the expiration of the leave provided an unfilled position for which the Unit Member is qualified exists.
- 10.7.4 The Unit Member's absence due to child-care/maternity leave shall not result in forfeiture of probationary or permanent status.
- 10.7.5 A Unit Member on child-care/maternity leave may continue health and dental benefits at the Unit Member's expense.

10.8 Bereavement Leave

- 10.8.1 Each Unit Member shall be entitled to **four (4)** (consecutive or non-

consecutive) workdays of paid leave of absence or five (5) workdays if travel exceeds **300** miles one-way on account of death of any member of their immediate family, as defined in 10.8.2 below. **Each Unit Member shall also be entitled to an additional one (1) day of bereavement leave upon request, for a total of five days, by using paid accruals or by using unpaid leave.** If travel exceeds 1500 miles one way, the Unit Member shall be entitled to six (6) workdays of paid leave of absence. Leave to be taken within 12 months of the passing. See 10.8.2 for additional leave for certain immediate family members.

10.8.2 Due to the loss of a child, step-child, spouse or registered domestic partner, mother, father, step-mother or step-father each Unit Member shall be entitled to five (5) (consecutive or non-consecutive) workdays of bereavement. If travel exceeds 1500 miles one way, Unit Members shall be entitled to six (6) workdays of paid leave of absence.

10.8.3 Immediate family of the Unit Member or of their spouse or registered domestic partner, for the purposes of this Section, means the mother, father, step-mother, step-father, mother-in-law, father-in-law, grandmother, grandfather, grandchild, spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, child, step-child, step-parent, aunt, uncle, niece, nephew, or any relative or person, other than a renter, living in the immediate household/legal residence of the Unit Member.

10.8.4 A Unit Member in an unpaid status shall be eligible to access appropriate bereavement leave entitlement upon the death of an eligible family member, as described in 10.8.1 of this Article, if said leave was for the care of the family member who died.

10.8.5 Immediately upon return to duty, the Unit Member shall report the absence in accordance with established procedures.

10.9 Federal Family Medical Leave Act (FMLA) and California Family Rights Act

(See Appendix G)

10.10 Industrial Accident or Illness Leave

10.10.1 Eligibility

Eligibility for this leave shall be determined as prescribed for Worker's Compensation.

10.10.2 Accrual and Non-Accumulation

10.10.2.1 Allowable leave for industrial accidents and illnesses shall be for a maximum of sixty (60) days in any one fiscal year for the same accident or illness.

10.10.2.2 Allowable leave for industrial accident or illness shall not be accumulated from year to year.

10.10.3 Administration

10.10.3.1 Industrial accident or illness leave shall commence on the first day of absence.

10.10.3.2 When a Unit Member is absent from their duties on account of any

industrial accident or illness, they shall be paid such portion of the salary due to them for any month in which the absence occurs, as when added to their temporary Workers' Compensation benefit, will result in payment to them of not more than their full salary.

- 10.10.3.3 Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.
- 10.10.3.4 When an industrial accident or illness leave overlaps into the next fiscal year, the Unit Member shall be entitled to only the amount of unused leave due to them for the same illness or injury.
- 10.10.3.5 If the Unit Member is not medically able to return to work upon termination of the sixty (60) days of industrial accident or illness leave, they shall be entitled to sick leave and to apply for General Leave. For the purpose of other leave entitlement, their absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that, if the Unit Member continues to receive temporary Workers' Compensation benefits, they may elect to take as much of their accumulated sick leave which, when added to their temporary Workers' Compensation benefits, will result in a payment to them of not more than their full salary.
- 10.10.3.6 During any paid leave of absence, the Unit Member shall endorse to the Employer the temporary Workers' Compensation checks received on account of their industrial accident or illness. The Employer shall issue the Unit Member appropriate salary warrants for payment of the Unit Member's salary and shall deduct normal retirement and other authorized contributions.
- 10.10.3.7 The Unit Member shall qualify for the provisions of this policy when they assume a position with the Employer.
- 10.10.3.8 Any Unit Member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Employer authorizes travel outside the State.
- 10.10.3.9 A Unit Member requesting or claiming leave of absence for an industrial accident or illness is required to provide a doctor's statement verifying that the Unit Member is unable to fulfill their regular duties because of the injury or illness.
- 10.10.3.10 A Unit Member returning to their position from an industrial accident or illness leave granted under the provisions of this Section, is required to submit a doctor's statement verifying that they are able to resume the responsibilities of their position.

10.11 Jury Duty

10.11.1 Entitlement

A Unit Member will be granted a paid leave of absence when they are called for jury duty. A copy of the court order shall be submitted as soon as the date of the appearance is known.

10.11.2 Administration

- 10.11.2.1 Unit Members granted such leaves of absence shall turn in to the Employer any amount received as a jury fee, less any amount paid for travel, meals, or lodging.
- 10.11.2.2 Immediately upon returning to duty, the Unit Member shall report the absence in accordance with established procedures.

10.12 Association Leave

Association representatives shall have a total of **fifteen (15)** days of paid leave to utilize for local, state, or national conferences or meetings pertinent to Association affairs. The Association will cover the expense of substitute personnel, where needed, at the minimum rate for the Unit Member replaced. Unit Members shall report Union Business to the **substitute caller** system. One (1) day prior notification in the **substitute caller** system is required. The reporting of Union Business is required regardless of if a substitute is required or not.

10.13 Legislative Leave

10.13.1 Entitlement

A Unit Member who is elected to the State Legislature shall be entitled to an unpaid leave of absence for the length of their term or terms in office.

10.13.2 Notice of Return

The Unit Member on leave shall notify the Employer of their intended return no later than February 15 of the school year preceding such return.

10.14 Sabbatical Leave

10.14.1 General Sabbatical leave may be granted for a period of time not less than one-half (1/2) fiscal year nor more than one (1) fiscal year for the purpose of permitting study or travel by the Unit Member. Benefit to schools and pupils in programs operated by the COE must be clearly defined/described in the applicant's proposal. Sabbatical Leave may be granted for the following purposes: 10.14.1.1: professional study; 10.14.1.2: independent study or research; or 10.14.1.3: travel.

10.14.1.1 Professional Study: The Unit Member shall pursue a full-time program of advanced graduate studies in an accredited institution of higher learning. The program must relate to the present or prospective service of the Unit Member to the Employer

10.14.1.2 Independent Study or Research: The Unit Member shall pursue a program of independent study or research relating to their present or prospective service. Such study must be under the guidance of a sponsor approved by the Employer. The program must be equivalent in effort and content to that indicated in 10.14.1.1 above.

10.14.1.3 Travel: Applicants who desire to travel as a condition (in total or part) of a sabbatical leave shall submit a detailed plan of the proposed travel, which must relate to the present or prospective service of the Unit Member.

10.14.2 Eligibility for Sabbatical Leave

Any Unit Member is eligible to apply who has served the Employer for seven (7) consecutive years in a full-time capacity prior to the application, and who agrees to abide by all the conditions stipulated by the Employer. Seven (7) additional years of full-time service following the return from sabbatical leave shall be required in order to establish eligibility for another sabbatical leave. Qualifying service shall be construed as seventy-five (75%) of the regular work year. A year in which the applicant has rendered some service but has failed to serve 75% of the regular work year shall not be counted as full-time service but shall not be counted as an interruption of the seven-year consecutive period.

10.14.3 Condition for Sabbatical Leave

10.14.3.1 Every Unit Member, as a condition to being granted a leave of absence, shall agree in writing to render a period of service to the Employer following their return from the leave of absence, which is equal to twice the period of the leave. The compensation due a Unit Member while on a leave of absence shall be paid in the same manner as if the Unit Member were working for the Employer, upon the furnishing by the Unit Member of a suitable bond indemnifying the Employer against loss in the event that the Unit Member fails to render the agreed-upon period of service following the return of the Unit Member from the leave of absence. The bond shall be exonerated in the event the failure of the Unit Member to return and render the agreed-upon period of service is caused by the death or physical or mental disability of the Unit Member.

10.14.3.2 If the Unit Member does not serve for the entire period of service agreed upon, the amount of compensation paid for the leave of absence shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. In the event of default under the indemnity bond, the proceeds of the bond shall be divided between the Unit Member and the Employer in the same proportion as the actual amount of time served bears to the amount of time agreed upon.

10.14.4 Filing Report on Leave

Not later than the day on which they return to active duty with the Employer, unless granted an extension by the Employer, the Unit Member who has taken sabbatical leave shall file with the Employer a detailed report giving evidence that the program of study and/or travel agreed upon has been carried out.

10.14.5 Rate of Pay

The applicant who has been granted sabbatical leave and has complied with the provisions under which such leave was granted will receive fifty percent (50%) of their regular salary computed and paid on a monthly basis for the period of time for which the sabbatical leave was granted. Sabbatical leave shall count toward retirement, and retirement and annuity contributions shall be deducted from warrants in the usual manner.

10.14.6 Application for Sabbatical Leave

10.14.6.1 All applications for sabbatical leave shall include a full statement of the purpose and plans for use of such leave. The application must be accompanied by a certificate of health, signed by a physician, indicating that the applicant is in satisfactory physical condition to undertake the study and/or travel proposed.

10.14.6.2 Application should be submitted through the Assistant Superintendent, Human Resources by March 1 prior to the school year leave is to be taken.

10.14.6.3 Applications will be screened by a Review Committee, as defined in 10.14.7 of this Article, appointed by the Employer. The Review Committee shall consider all applications in the light of, but not limited to:

- Relative merits of reason for requesting leave
- Reasonable distribution of applicants by employment areas and levels
- Priority of application
- Recent and number of applicant's previous leaves
- Seniority

10.14.6.4 The Review Committee shall submit its recommendations for granting of sabbatical leave to the Employer. The recommendation(s) of the Review Committee shall be considered advisory.

10.14.7 Review Committee

The Review Committee shall consist of:

The Assistant Superintendent, Human Resources, serving as Chair.

- A member of management staff, appointed by the Employer
- Three (3) Unit Members, appointed by the Employer in consultation with the Association.

10.14.8 Injury or Illness

In the case of injury to or illness of the Unit Member during leave, which prevent the completion of the leave, the sabbatical will be terminated and all provisions for sick leave will apply.

10.14.9 Restrictions

Not more than four (4) Unit Members shall be granted sabbatical leave during the same year.

10.15 General Leave

10.15.1 Leave Authorization

10.15.1.1 The Unit Member may be granted up to thirty (30) days unpaid leave at the discretion of the Assistant Superintendent of Human Resources.

10.15.1.2 Unpaid leave beyond thirty (30) days, or unpaid leave in such

amounts as may be decided, may be granted at the discretion of the Employer.

10.15.2 Usage

10.15.2.1 Among other things, this leave could be used for recovery from illness or injury.

10.15.2.2 This leave is additional to any other leave provided by this Agreement.

10.16 **Reproductive Loss Leave**

An eligible Unit Member may take up to five (5) days of reproductive loss leave as stated below, following a reproductive loss event that would have made the Unit Member a parent if successful. A Unit Member must have been employed for at least thirty (30) days prior to the commencement of the leave to be eligible. Their thirty (30) days need not be consecutive.

The Unit Member can be the person who experienced the loss, their spouse, domestic partner, or another individual who would have been a parent.

- 10.16.1 **A "reproductive loss event" is defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction (i.e. an unsuccessful artificial insemination or an embryo transfer and includes gamete and embryo donation).**
- 10.16.2 **A "failed adoption" includes the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.**
- 10.16.3 **A "failed surrogacy" includes both the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.**
- 10.16.4 **A "miscarriage" includes a miscarriage suffered by the Unit Member or the Unit Member's spouse or registered domestic partner, or a miscarriage suffered by another individual if the Unit Member would have been a parent of a child born as a result of the pregnancy (e.g. a miscarriage suffered by a Unit Member's surrogate).**
- 10.16.5 **Documentation confirming a Unit Member's reproductive loss event will be kept confidential.**
- 10.16.6 **Days for reproductive loss leave may be taken nonconsecutively.**
- 10.16.7 **Such leave must be completed within three months of the reproductive loss event, or the final day of a reproductive loss event for a multiple-day event.**
- 10.16.8 **If a Unit Member experiences more than one reproductive loss event within a 12-month period, the Unit Member may take up to**

twenty (20) days within a 12-month period.

10.16.9 **A Unit Member may use bereavement leave, accrued and available sick leave, personal leave, vacation, banked days, or compensatory time off for reproductive loss leave.**

10.16.10 **The parties intend for this Section to be interpreted consistent with Government Code section 12945.6, unless stated otherwise in this language.**

ARTICLE 11 – CLASS SIZE/CASE LOAD

11.1 Definitions

11.1.1 **Caseload: Caseload is defined as the group of students with IEPs served by a specific special education provider.**

11.1.2 **Class Size: Class size shall be defined as the number of students on a teacher’s roster for a specific class section.**

11.1.3 **Case Management: Case management shall be defined as the primary case managers for students. Each student shall have one defined case manager responsible for:**

11.1.3.1 **Managing IEP documentation, conducting IEP meetings and compliance; facilitating the IEP team to design Individualized Education Programs for special education students and monitor progress towards goals;**

11.1.3.2 **Serving as a resource to teachers and paraprofessionals to guide the implementation of accommodations and modifications to support progress towards goals;**

11.1.3.3 **Collaborating with other service providers.**

Effective July 1, **2026**, class size **and caseloads** shall be as follows:

Caseload Maximum - Counseling Enriched Programs	TK – 5th grade teachers will not have more than 8 students on their caseload 6th -12th grade teachers will not have more than 10 students on their caseload
Class Size Maximum – Counseling Enriched Programs	TK-12th grade teachers PE class size maximum: 20 students 6-12th grade culinary class size maximum: 20 students

<p>Caseload Maximum - Special Day Class (SDC)</p> <p>Extensive Support Needs Programs</p>	<p>10 students maximum (Age 3 to 22)</p>
<p>Class Size Maximum - Classroom Teachers</p> <ul style="list-style-type: none"> Golden Gate Community School 	<p>19 students maximum</p>
<p>Caseload Maximum - ISP County Wide</p>	<p>26 students maximum for multiple sites 28 students maximum for one site</p>
<p>Class Size Maximum - Independent Study</p> <ul style="list-style-type: none"> Golden Gate Community School 	<p>25 students maximum</p>
<p>Class Size Maximum - Classroom Teachers</p> <ul style="list-style-type: none"> Mt. McKinley 	<p>Up to 20 students maximum</p>
<p>Caseload Providers: District Specified Services (DSS): Adapted Physical Education Specialists, Teachers of Students with Visual Impairments/Orientation & Mobility, Deaf and Hard of Hearing Education Specialists, Early Childhood Education (ECE) Teachers</p> <p>Related Services (RS): School Psychologists, Speech Language Pathologists, and School Social Workers</p>	<p>Step 1: Annually in May of each school year the Unit Members who are DSS and RS shall provide student and program needs and propose equitable caseloads based on student needs and geography.</p> <p>Step 2: In May of each school year these Unit Members shall meet with immediate supervisor and director to share student and program needs to divide equitably the caseloads for all based on student/program needs and geography.</p>
<p>School Nurses</p>	<p>Step 1: Annually in May of each school year the nurse team shall provide acuity assessment and propose equitable caseloads based on student needs and geography.</p> <p>Step 2: In May of each school year the nurses shall meet with immediate supervisor and director to share student assessment data and to divide up equitably the caseloads for all nurses based on student assessments and geography.</p>

Consideration will be given to physical space and classroom makeup before adding additional students. Additional student placement above maximum will be determined with consultation between administrator and teacher(s).

11.2 Class Size and Caseload

11.2.1 Class sizes and caseloads shall be equitably distributed among Unit Members.

11.2.2 Collaboration: The COE and the Association agree to make every effort to work collaboratively to establish classes that take into consideration class sizes and caseloads, including student needs, that will maximize student achievement, enhance program quality and keep all Unit Members and students safe. To accomplish this, in May of each school year the site administrator(s) shall meet with SDC teachers, DSS, Independent Study and ISP staff for this purpose.

11.2.3 Adjustments in Class Size and Caseload

11.2.3.1 If there are any changes in caseloads after May of each school year, the Association and the COE shall solve the issue by using the same process as outlined in the chart above.

11.2.3.2 Any Unit Member who has reason to believe they need class size or caseload relief, may transmit their reasons in writing to their immediate supervisor who will arrange for a review by the Unit Member, program supervisor and/or other knowledgeable staff deemed appropriate by the supervisor. If a mutually agreeable solution cannot be reached by the Unit Member and their immediate supervisor, the Unit Member may forward the concern to the appropriate program director for resolution. Unit Members may elect to have a union representative present at these meetings.

11.2.3.3 The immediate supervisor may also recommend that an appropriate IEP team consider alternate placement for one or more students.

11.3 RS and DSS Assignments

Related Services and District Specified Service Unit Members shall provide input to COE Management for the development of caseloads.

11.4 Protection of the Bargaining Unit

Non Unit Members shall not be used for ongoing student programs which are usually assigned to Unit Members; including Extended School Year (ESY) and 5th Quarter. The COE may assign Non-Unit Members to the above assignments if there are no volunteers from Unit Members. **Also see Employer Rights, Article 5.3.**

For ESY and 5th Quarter positions, the assignment shall be done by seniority order.

11.5 Class Size and Caseload Overage

11.5.1 At the start of the school year, the COE shall have 10 school days maximum to bring any class size **or caseload** that is over the maximum back to or below the maximum.

11.5.2 Unit Members who are over the class size **or caseload** maximums shall be compensated \$30.00 per day/per student for each day the COE is over class size **or caseload** maximums. The COE shall remove any overages in

students. The COE shall remove any overages in students by the 10th day of being over class size **or caseload** at the start of the school year.

11.5.3 All classes **and caseloads** shall be and remain at class size **or caseload** maximums for the remainder of the school year.

ARTICLE 12 – EVALUATION

12.1 Evaluation Process

12.1.1 Permanent Unit Members will be formally evaluated no less than once every other year, except as provided under 12.1.1.1 of this Article. All other Unit Members will be formally evaluated no less than once every year. Part- Time Temporary Hourly Jail Education Unit Members will be evaluated during their first and second full years of employment and every two years thereafter. The Employer and the Association mutually agree that a variety of methods may be used to meet the requirements of Education Code 44662 (Stull Act). Whatever method is selected must be mutually agreed upon by the evaluatee and evaluator and must meet the requirements enumerated within 12.1.3 below.

12.1.1.1 Effective November 15, 2005, by mutual agreement of the evaluator and the Unit Member to be evaluated, the Unit Member shall be evaluated at least once every five (5) years providing all of the following conditions apply:

12.1.1.1.1 The Unit Member has achieved permanent status.

12.1.1.1.2 The Unit Member has been employed by the COE for at least ten (10) years.

12.1.1.1.3 The Unit Member's immediate prior evaluation was deemed satisfactory.

12.1.1.1.4 In addition, if a Unit Member occupies a position required to be filled by a highly qualified professional by the federal No Child Left Behind Act of 2001 as defined in 20 U.S. Code §7801, the Unit Member must be highly qualified to be eligible for an every five year evaluation under this section.

12.1.1.1.5 At anytime, the Unit Member or the evaluator may withdraw consent returning to the "at least every other year" cycle.

12.1.2 With the concurrence of the supervisor, the training, experience and philosophy of the Unit Member in charge of the classroom or program shall govern classroom/program functioning.

12.1.3 Unit Members shall be evaluated on the **2024** California Standards for the Teaching Profession (CSTP). **All Unit Members shall be trained on the new 2024 CSTPS, and be compensated if the training is outside of their regular workday. The Association and the COE shall agree on the new**

forms used for the evaluation based on the new CSTPs.

- 12.1.4 Evaluator - Each evaluation shall be conducted by the immediate supervisor, who shall be a COE employee.
- 12.1.5 An initial conference between a Unit Member and their supervisor will be normally held within thirty-five (35) workdays following the commencement of the work year to discuss the Unit Member's duties and responsibilities. If they are unable to agree on development of the elements specified above, such disagreements shall be resolved by a conference with the department Director, or their designee. The decision of the department Director shall be given in writing no later than ten (10) days following the conference. Any objectives that are established shall relate to the evaluatee's duties and responsibilities.
- 12.1.6 Each Evaluation Cycle will cover two Standards. After consultation, the Unit Member and the evaluator shall each select one standard. In addition, by mutual agreement, a third Standard may be selected. The evaluator and Unit Member shall agree on the third Standard selected.
- 12.1.7 At any conference relative to the evaluation, the evaluatee may be accompanied, upon prior notice, by an Association representative who they select. If the Association representative is a Unit Member of the County Office of Education, the evaluation conference shall be held at such time that will not incur additional expense to the Employer.
- 12.1.8 Unit Members will be formally evaluated in accordance with provisions of existing law that provide a written copy of the final evaluation be provided to the Unit Member no later than thirty (30) days before the end of the school year.

12.2 Observations

- 12.2.1 Each Unit Member's evaluation shall be based in part on no less than one observation of work performed lasting at least (30) minutes and shall be followed by an evaluation conference in which the evaluator and Unit Member shall review the observations and what is to be incorporated into the written evaluation.
- 12.2.2 Such observation shall be arranged by the evaluator and the Unit Member at least two (2) days in advance of the observation unless the Unit Member waives such notice. Subsequent observation may be held without notice and for any period of time.
- 12.2.3 Any Unit Member who receives an overall negative evaluation prior to the final evaluation shall, upon request, be entitled to further observation. Additional observations may be conducted at the discretion of the evaluator.
- 12.2.4 The evaluator shall take positive action to allow the Unit Member the opportunity to correct any cited deficiencies. Such action shall include specific recommendations for improvement and assistance in implementing such recommendations. The type of action taken shall be a matter of the judgment of the evaluator.

12.3 Evaluation by Non-Administrative Personnel

Unit Members shall not be required to participate in the evaluation and/or observation of other Unit Members, except for observations as authorized under the Peer Assistance and Review (PAR) Program.

12.4 Judgments Not Grievable

The judgments on performance reached by the evaluator are not subject to the grievance procedure.

12.5 Signatures

All formal evaluation forms shall be signed by the evaluatee. With the exception of the initial objective statement, such signature does not constitute agreement with judgments made by the evaluator.

12.6 Unit Member Response

A Unit Member shall be given an opportunity to prepare written comment on an evaluation for that Unit Member. Such written comment shall be attached to the report and placed with it in the Unit Member's personnel file, as specified in the Agreement under Personnel Files.

12.7 Source of Material

Formal evaluation material placed in the Unit Member's personnel file shall be dated and identified as to source.

12.8 Professional Growth Options

A variety of methods may be used to meet the requirements of Education Code § 44662 - the Stull Act.

The method of evaluation selected must be mutually agreed upon by the evaluatee and the evaluator and must meet the requirements of Article 12, Evaluation.

A Unit Member may terminate participation in an assessment program that is failing to meet expectations or disrupting the learning environment.

12.8.1 Portfolios - Use of portfolios is a method which may make the evaluation process more meaningful for some Unit Members. If portfolios are used, the following shall apply:

12.8.1.1 If a portfolio and similar evidence of performance is to be used for formal written evaluation of a Unit Member, only material mutually agreed to by the Unit Member and immediate supervisor may be placed in the portfolio. The portfolio, in this case, must be kept in a place available only to the Unit Member and immediate supervisor. No other person may have access to this material without the written consent of the Unit Member. The Employer shall provide secure storage space for portfolios.

12.8.1.2 Unit Member portfolios and other records of performance are to be used to improve pedagogical skills. They are the property of the

Unit Member and the Unit Member maintains sole control of the materials contained in the portfolio.

12.8.2 Voluntary colleague assistance may be helpful to some Unit Members as a means of professional growth and development. When Unit Members participate in voluntary colleague assistance, the following shall apply:

12.8.2.1 The purpose of colleague assistance is to provide Unit Members the opportunity to assist each other, without administrative interference or expectation, in the improvement of pedagogical skills

12.8.2.2 Participation shall be on a voluntary basis between two or more Unit Members who have elected to participate together in colleague assistance. No administrator may interfere with or be involved in the process except as may be requested when all Unit Members involved approve.

12.8.2.3 The Association shall approve all training for Unit Members participating in colleague assistance. Such training may be provided jointly by the Association and the Employer or may be provided by the Employer.

12.8.2.4 During the evaluation cycle, Unit Members involved in colleague assistance shall establish parameters for their evaluations, which include such things as techniques to be used, areas to be evaluated, and a timeline for the accomplishment of evaluation of the process. Unit Members shall be provided reasonable release time to accomplish their colleague assistance.

12.8.2.5 All material generated through the colleague assistance process is the property of the participating Unit Member. Such activities may not be used by the Employer for the purpose of administrative evaluations, transfers, disciplinary actions, or dismissal of Unit Members.

12.8.2.6 Unit Members who participate in colleague assistance may terminate the process at their discretion.

12.9 Use of Electronic Documents in Evaluation

The COE may use electronic documents/forms for Evaluation provided that the forms are the same forms and language as written and provided in Collective Bargaining Agreement. No language or forms shall be changed in any electronic form.

ARTICLE 13 – PERSONNEL FILES

13.1 Location

The personnel files shall be maintained in the Human Resources Department.

13.2 Access

Materials in personnel files of Unit Members, which may serve as a basis for affecting the status of their employment, are to be made available for the inspection of the Unit Members involved. Such review shall take place during normal business hours of the Contra Costa County Office of Education. If work schedule prevents review during normal business hours, a Unit Member may be released from duty without salary reduction. The following materials are not subject to review:

13.2.1 Obtained prior to the employment of the Unit Member involved.

13.2.2 Prepared by identifiable examination committee members.

13.2.3 Obtained in connection with a promotional examination.

Every Unit Member shall have the right to inspect such materials on request.

Information of a derogatory nature shall not be entered or filed unless and until the Unit Member is given notice and an opportunity to review and comment thereon. A Unit Member shall have the right to enter, and have attached to any derogatory statement, their own comments thereon.

13.3 Authorization

Upon written authorization by the Unit Member, a representative of the Association shall be permitted to examine, and/or obtain copies of materials in such Unit Member's personnel file. Such reviews shall be made in the main Human Resources Department subject to the presence of a member of the staff or designee.

ARTICLE 14 – ASSIGNMENT, REASSIGNMENT, AND TRANSFER

14.1 Definitions

14.1.1 Assignment: An assignment is the position held by a Unit Member at a COE work location(s).

14.1.2 A "vacancy" is any position that does not have a Unit Member assigned to it. This includes any vacated or newly created position(s) including positions created by reconfiguration or restructuring.

14.1.3 A "transfer" is the movement of a Unit Member from one worksite/location to another worksite/location.

14.1.4 Reassignment is the placement of a Unit Member to a different position at or within their school site, including satellite sites as listed below:

- Satellite sites for reassignments for Special Day classrooms are between Liberty, O'Hara Park, Krey, and Heritage.
- Satellite site for reassignments for Special Day classrooms are between Turner and Diablo Vista.
- **There are no satellite sites for reassignments for Golden Gate Schools due to the lengthy distance between schools.**

14.1.5 Voluntary transfer: A voluntary transfer is a Unit Member-initiated transfer.

14.1.6 Involuntary transfer: An involuntary transfer is a COE-initiated transfer.

14.2 Vacancies

14.2.1 All vacancies shall be posted. A list of all known vacant positions for the current or succeeding year shall be kept up to date in the Human Resources Office. This list shall be kept current as openings become known. The vacant positions shall be provided via email to all Unit Members.

14.2.2 Notices of vacancy, posted on EDJOIN, and emailed to all Unit Members shall include the position description, location, grade level or subject matter assignment, credential requirement, and any other specialized training and/or relevant experience required for the position. All openings shall list deadline dates that shall be not less than the five (5) working days after posting the opening. No assignment will be filled until after the closing date.

14.3 Reassignment

14.3.1 When a position becomes vacant within a school site, the site administrator shall consider requests for voluntary reassignment prior to making a reassignment of a Unit Member.

14.3.2 Unit Members who are reassigned shall elect one of the following ways to prepare for new assignment:

- Two (2) days of release time with a paid substitute if needed or;
- Two (2) days of per-diem pay at the Unit Member's per-diem rate of pay or;
- Elect a combination of a release day with a substitute and a paid day at Unit Member's per-diem rate.

14.4 Voluntary Transfers

14.4.1 All vacant positions in the Bargaining Unit shall be emailed to all Unit Members and posted for five (5) workdays.

14.4.2 Notices of transfer opportunities shall be posted by title; on EDJOIN, on the COE web site; and emailed to all Unit Members. Knowledge of transfers shall be the responsibility of the Unit Member either by inquiry concerning the posted transfer opportunities or by the provision of 14.4.3 of this Article.

14.4.3 Unit Members seeking to transfer from their present assignment shall complete a "Request for Transfer" form and file it with the Human Resources Office. A Unit Member may request a transfer to take effect either during the school year or at the beginning of the next school year. The request may be as specific or as broad as the Unit Member desires to make it. Unit Members whose requests for transfer have not been granted and who wish to continue to seek a transfer shall file another form at the beginning of each school year. A Unit Member may submit a request for transfer at any time, whether or not a vacancy exists. A Unit Member may also submit a request for a transfer subsequent to the posting procedure of this Article.

- 14.4.4 Five (5) workdays after the posting of any transfer opportunity, all on-file and newly completed "Request for Transfer" forms received by the Human Resources Office shall be considered. Applications resulting in transfer offers may be rejected at the option of the Unit Member. The filing of a "Request for Transfer" is without prejudice to the Unit Member and shall not jeopardize their present assignment. No application or paperwork will be required beyond the "Request for Transfer" form.
- 14.4.5 A "Request for Transfer" shall be considered on the basis of program needs, qualifications, and seniority. Consideration of program needs will be on a basis that is not arbitrary or capricious.
- 14.4.6 A Unit Member who requests a transfer, which is not granted, will be provided the specific reasons for rejection, upon request.
- 14.4.7 During the posting periods, the transfer opportunities and vacancies will not be permanently filled.
- 14.4.8 Unit Members may request lateral movement between two positions for which they are appropriately credentialed and qualified. Such lateral transfer must be approved by the two respective program administrators. The two program administrators shall not unreasonably withhold their consent.

14.5 Involuntary Transfers

- 14.5.1 A Unit Member may be involuntarily transferred because of program needs. Program needs shall be defined as:

- Surplus staff, declining student enrollment and school closure
- Assigned to a position without the appropriate credential
- Program Reorganization
- Experience and training in specific program or student population

Before an involuntary transfer is made, the COE shall seek volunteers using the voluntary transfer language in 14.4. Involuntary transfers may be affected without reference to the voluntary transfer procedure. However, unless a program is being eliminated in its entirety, involuntary transfer shall not occur thirty (30) days after the commencement of the Unit Member's school year.

- 14.5.2 Prior to effecting an involuntary transfer, the Employer shall have a conference with the Unit Member and/or contact the Unit Member by certified mail. The Unit Member shall be given a list of available and open positions specified by the COE. The Unit Member shall select from this list. If there is more than one Unit Member being involuntarily transferred, selection shall be done by seniority order for Unit Members that possess the appropriate credential.
- 14.5.3 When a classroom and/or caseload is being closed at a site, the involuntary transfer of Unit Members shall be in reverse seniority order.
- 14.5.4 Upon request, the Employer will provide the Unit Member with a statement of the reasons for transfer under this Section. No Unit Member shall be transferred arbitrarily or capriciously.

14.5.5 The Unit Member shall be given five (5) workdays notice prior to an involuntary transfer.

14.5.6 When possible, the Unit Member shall be given five (5) workdays' notice prior to a transfer. In the event of an involuntary transfer to a new program during the regular school year, the Unit Member shall be given two (2) days of preparation time without student responsibilities. One (1) day of preparation time shall be provided when the Unit Member's transfer is to a previously existing program and is made during the regular school year. Alternatively, upon request by the Unit Member, the Unit Member shall receive their per-diem rate of pay in lieu of a release day. The Unit Member shall submit any such request on a time sheet of the year to which the request applies. Unit Member may elect a combination of eligible release days and per-diem pay.

14.5.7 Unit Members who are required to change physical classrooms outside of the Unit Member's contractual work year, shall be given the equivalent of two (2) workdays to change classrooms. This shall occur when students are not scheduled to be present in the classroom, at times to be arranged with the site administrator. These days shall be in addition to the contract workdays. The Unit Member shall be compensated at the per diem rate. Alternatively, upon request by the Unit Member, the Unit Member shall receive their per-diem rate of pay in lieu of a release day. The Unit Member shall submit any such request on a time sheet of the year to which the request applies. Unit Member may elect a combination of eligible release days and per-diem pay.

14.6 Transfers for Just Cause

Transfers initiated for reasons other than program needs or surplus staff shall be initiated only for just cause. A notice of the specific reasons constituting just cause shall be given to the Unit Member. At the Unit Member's request, the grievance procedure (if used) shall begin at Level 3.

14.7 Curriculum Change

If a Unit Member's assignment is changed during the school year in a way that results in more than a 50% change in the curriculum being taught, then two (2) days of preparation time without student responsibilities shall be given. Curriculum includes, but is not limited to, subjects taught or Individual Educational Programs (IEPs).

Alternatively, upon request by the Unit Member, the Unit Member shall receive their per-diem rate of pay in lieu of a release day. The Unit Member shall submit any such request on a time sheet of the year to which the request applies. Unit Member may elect a combination of eligible release days and per-diem pay.

14.8 Teacher-on-Special Assignment (TOSA) Transfer

The Unit Member assigned as a TOSA shall not be required to apply for the same position each year. If the COE elects not to have the Unit Member continue as a TOSA for the next school year, the COE shall inform the Unit Member by March 15, in writing, that they will not be renewed as a TOSA for the following school year.

A Unit Member who transfers to a teacher-on-special assignment (**TOSA**) position will have the right to bump back to **their** prior position **and site**.

ARTICLE 15 – SAFETY

15.1 Safe Working Conditions

The Contra Costa County Office of Education (COE) is committed to providing all employees and students with a safe and healthy learning and working environment. **Working conditions for employees will be conducive to health, safety, and well-being of the employees, and include the right to be treated respectfully by all persons in the school community and to work in a safe, healthy, and inclusive environment.** In order to provide safety for students, the COE shall make every effort to ensure that classrooms are staffed to meet IEP service needs.

15.1.1 The Employer shall be responsible for the yearly collection and distribution of safety rules, and for maintaining safe conditions in and around the facilities operated by the COE. The Employer shall be responsible for providing and confirming participation in mandated trainings, as required by law. The COE shall comply with all safety requirements imposed by proper authority (i.e., fire marshal, Cal/OSHA, etc.) in assuming the responsibility for the safety of employees while they are in COE's facilities. The COE shall provide Active Shooter Response training for all Unit Members within the first thirty (30) workdays of the Unit Member's annual work year.

15.1.2 Unit Members shall not be required to work under conditions, which are unsafe or unsanitary, or to perform tasks, which endanger their health, safety or well-being, or that of their students. If the Unit Member believes that an unsafe working condition exists, they shall immediately report the condition to their immediate supervisor verbally and then follow up in writing. The immediate supervisor shall respond to the Unit Member and indicate the action to be taken within five (5) workdays via email. If the situation has not been resolved within ten (10) working days of the Unit Member making the report to immediate supervisor, the Unit Member may submit such alleged unsafe condition in writing to the Human Resources Office. The Human Resources Office shall respond in writing within five (5) workdays via email as to the action to be taken. The unsafe working condition shall be resolved within ten (10) days of submitting the alleged unsafe working condition. If the COE is unable to resolve unsafe working conditions within ten (10) days, the COE shall in writing inform the Association and the Unit Member(s) who reported the issue, the timeline for resolving the unsafe working condition.

15.1.3 Unit Members will not be required to enter or to provide service within a classroom, which is determined to be unsafe and is closed to the host district personnel.

15.1.4 Every effort shall be made to work collaboratively to establish classes that take into consideration class sizes/ caseloads (including individual student needs) that will maximize student achievement, enhance program quality and keep all Unit Members and students safe.

- 15.1.5 Before the first student attendance day of school, each school year, the COE shall provide, publish and post rules for safety and the prevention of accidents, and provide protective devices, where required. Unit Members assigned to the site will be informed of the location of the safety rules (posters) and location of safety equipment.
- 15.1.6 The COE shall provide each classroom with fully stocked first aid kits with basic first aid supplies and disaster materials no later than the first teacher workday of each school year. Additionally, the COE shall ensure that disaster preparedness materials (such as blankets, bullhorn, radios, water, rope, food packages and the like) are available at the school site. The Unit Member will notify their immediate supervisor of the need for replacements, or a replacement kit as needed during the contract year or not later than the end of the contract year. All perishables shall be replaced by the COE prior to its expiration date.
- 15.1.7 The COE's intent is that each classroom shall be provided telecommunications (including a working landline phone with voicemail) to be available for Unit Members when safety issues arise. Each classroom shall be provided with a walkie-talkie and training (within the first 30 days of the work year) on how to use when covering duties outside of the classroom and in the event of a power outage, or other emergency that interrupts normal telecommunications. In the event that a walkie-talkie is not functional, Unit Members must notify immediate supervisor and within 10 working days shall receive a functional walkie-talkie.
- 15.1.8 The COE shall make reasonable, diligent, and timely attempts to keep all school grounds and facilities free of unwanted rodents, pests, and insects. If insecticides or poisons are used, the COE shall make available to Unit Members the names of the chemicals to be used in advance of this application. Pesticides and insecticides shall be applied only at times when employees and pupils are not present.
- 15.1.9 In the event of a COE or other governmental entity determined emergency closure of COE facilities, including, but not limited to natural disaster, quarantine, or government order, Unit Members shall receive their daily rate of pay and benefits. If make-up days are required, the COE shall negotiate the calendar placement of said days with Association.
- 15.1.10 Upon request, and where allowable, all Unit Members shall have a locked cabinet or desk to store personal items within their assigned classroom or workspace. When requested for meetings, all Unit Members shall have a space to conduct confidential meetings and phone conversations with parents/students in person or online (space with a door that is not shared with others during the times of the meetings/phone conversations).

15.2 Assault

- 15.2.1 Unit Members shall report immediately to their supervisors any assault or threat upon their person or property which arises out of their employment. The supervisor and Unit Member shall immediately report the matter to the

appropriate law enforcement agency. (Ed. Code §44014 & Penal Code 241.6)

- 15.2.2 A Unit Member who is physically harmed by an assault or an attack and who so requests shall be immediately released from duty for the remainder of the day of the assault or attack. The Unit Member will complete a report to the current worker's compensation carrier as soon as possible. When a Unit Member is verbally threatened, the Unit Member shall report the threat to the site administrator. If the Unit Member requests release for the remainder of the day due to a verbal threat, the site administrator shall determine if release shall be granted for the reported verbal threat. These release days shall not be charged against any of the Unit Member's accrued or accumulated leaves specified in Article 10 - Leaves.
- 15.2.3 The Employer acknowledges that a Unit Member may need to exercise physical intervention upon a student when the action concerns the protection of persons. Unit Members shall be trained in and make every reasonable effort to utilize a program, whenever possible and appropriate, (example CPI: Crisis Prevention Training) that teaches appropriate physical intervention and de-escalation techniques.
- 15.2.4 Unit Members who are assigned to work with students who are prone to exhibit violent behavior shall participate in assault prevention training at no cost to the Unit Members.
- 15.2.5 The workers compensation laws with respect to wages and benefits may cover absence and/or disability arising out of an assault upon a Unit Member.
- 15.2.6 As required by law, the COE shall follow Education Code: 49079(a): A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The COE shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. Currently the COE shall inform Unit Member on the AERIES student information system. A "flag" shall alert the Unit Member to review information regarding student and violent acts. The COE shall provide this information in the AERIES student information system within 48 hours of knowing and/or receiving information about the student. All certificated staff shall have access to AERIES.
- 15.2.7 Each site shall have a record of students who have committed violent acts per Education Codes 49079. All Unit Members shall have electronic access to review data records of their students who have committed violent acts per Education Codes 49079 for the teacher of record. Unit Members shall maintain any information received pursuant to this provision in confidence for the limited purpose for which it is provided and shall not further disseminate the information. Within the first thirty (30) days of each school year, all Unit Members shall be trained on how to access electronic data where the student violent acts are recorded for the purposes of accessing data of students for

which they are the teacher of record.

15.2.8 In accordance with the requirements of the Education Code, Unit Members may suspend a student from their classroom for up to two days.

15.2.9 When dangerous events occur at the site, within three (3) days of the incident, the site Unit Member(s) involved in the incident and the site administrator shall meet to:

- Review the incident
- Determine what procedures should be followed in the future
- Discuss ways to keep staff and student safe
- Recommend necessary changes to improve the safety on campus
- A written report shall be shared with members attending the meeting and the recommended changes in site procedures shall be shared with the entire site.

15.2.10 The COE shall hire qualified staff designated for Golden Gate and Marchus schools to provide support, monitoring, training using behavior management techniques, intervention strategies, de-escalation techniques, anger management and problem solving for students.

15.3 Pupil Transportation

15.3.1 No Unit Member shall be required to transport pupils in their privately-owned vehicles except in the case of an emergency.

15.3.2 Unit Members who transport students in COE vehicles, within the course and scope of their employment, shall be primarily covered by COE vehicle insurance.

15.4 Performing Medical Procedures

15.4.1 A Unit Member shall not be required to dispense, administer, or supervise the taking of any medication by a student or perform any medical procedure other than an emergency procedure without a parent's or guardian's written permission, accompanied by the doctor's written authorization and instructions. Appropriate in- service training will be provided to Unit Members prior to performing procedures at school.

15.5 COE Employee/Student Handbook

In the event that the COE publishes an Employee and/or Student Handbook that includes any safety item that is a mandatory subject of bargaining, the COE and the Association shall meet to bargain the effects of those items.

15.6 Safety Committee

CCCSEA may appoint three Unit Members to the COE Safety Committee. Unit Members may bring up topics that may not be pertinent to CCCSIG and the topics shall be addressed.

15.7 Non-Discrimination

No Unit Member shall be discriminated against or subject to any disciplinary action as a result of reporting a condition believed to be unsafe or a Division of Occupational Safety and Health (Cal/OSHA) claim.

15.8 **The COE shall provide Non-Violent Crisis Prevention Intervention training (for example, CPI) for all Unit Members. All new Unit Members shall be provided Non-Violent Crisis Prevention Intervention training within three (3) months of employment.**

15.9 **Administrators are responsible for governing the tone and conduct of parents/caregivers in meetings. Unit Members shall not be required to continue in meetings where meeting attendants are showing abusive physical or verbal behavior to Unit Members. When and if appropriate, the administrator may end the meeting or excuse the Unit Member from the meeting. If key Unit Members have been excused, the meeting shall be rescheduled.**

ARTICLE 16 – BENEFITS

16.1 General Health Benefit Provisions

16.1.1 Effective July 1, 2002, medical benefits shall be offered through CalPERS Health.

16.1.2 The Employer shall pay up to ten percent (10%) of future premium increases for medical (except Kaiser, see 16.2 below) and dental plans.

16.1.3 Each Unit Member shall pay through payroll deduction any premium cost in excess of the Employer's contribution, as outlined in 16.2 and 16.3 below. Each Unit Member may select from among the plans made available by the Employer and the Association.

16.1.4 Unit Members who are employed for a full work year shall be entitled to twelve (12) months of health benefits. Unit Members who work greater than fifty percent (50%) of the work year shall be entitled to a proportional number of months of health benefits, rounded up.

16.2 Medical Insurance

Beginning July 1, 2023, for all Unit Members under the Kaiser Medical Plan, the Employer shall fully cover the employee medical premium at the Kaiser rates for Employee Only, Employee +1, and Employee + 2 or more. For Unit Members covered by any other medical plan, the Employer shall pay up to ten percent (10%) of future premium increases for medical plans. If a Unit Member is covered by a medical plan that is less than the premium cost of Kaiser, the Employer shall cover the full cost of the plan.

16.3 Dental Insurance

The Employer shall pay up to ten percent (10%) of future premium increases for

dental plans.

16.4 Vision Insurance

Effective January 1, 2007, the Employer shall pay the full cost of premium of each Unit Member enrolled in the VSP plan.

16.5 Salary Protection Plan

On behalf of all Unit Members, the Employer shall pay premiums to the current insurance provider, currently the Standard Insurance, for a salary protection plan of 75% of base salary.

16.6 In Lieu of Benefits

If the Unit Member is not required and elects to have medical and dental coverage provided by another party the Unit Member shall receive \$300.00 monthly to be paid to the Unit Member in cash, or to purchase other approved insurance programs through the IRS Section 125 Plan. Such cash shall be treated as earned income and, therefore, taxed.

Whenever the outside equivalent coverage is terminated for whatever reason, immediate notification is to be provided by the Unit Member to the County Office of Education, and enrollment in the Employer-sponsored health and dental program is to occur.

16.7 Retirement Benefits

The Employer will provide health, dental, and vision insurance plans for the eligible retiree only. To qualify for this benefit, the following criteria apply:

16.7.1 Employees hired prior to July 1, 2008:

- 16.7.1.1 Unit Member is age fifty-five (55) or more at the time of retirement;
- 16.7.1.2 Unit Member has been in paid status in the employment of the COE for the five (5) years immediately preceding retirement date; and (See 16.7.4, 16.7.5, 16.7.6 below)

16.7.2 Employees hired July 1, 2008, or later:

- 16.7.2.1 Unit Member is age fifty-five (55) or more at the time of retirement;
- 16.7.2.2 Unit Member has been in paid status in the employment of the Contra Costa County Office of Education for the ten (10) years immediately preceding retirement date; and (See 16.7.4, 16.7.5, 16.7.6 below)

16.7.3 Employees hired July 1, 2008, or later:

- 16.7.3.1 Unit Member is age sixty (60) or more at the time of retirement;
- 16.7.3.2 Unit Member has been in paid status in the employment of the COE for the five (5) years immediately preceding retirement

date; and (See 16.7.4, 16.7.5, 16.7.6 below)

16.7.4 Unit Member must be enrolled in health, dental, and vision plans prior to the date of retirement. Retirement is not a qualifying event, therefore, enrollment must take place during the Open Enrollment period the year prior to retirement.

16.7.5 The payment of such premiums shall continue until age sixty-five (65), with the Employer paying up to the maximum single-party Kaiser HMO or single party Blue Shield HMO as established under CalPERS.

16.7.6 The health benefits premium payments received by retirees, including those residing outside the area, shall not exceed the Contra Costa County CalPERS Regional rate.

16.8 Post 65 Retirement Benefit

The Employer shall pay to CalPERS the required premium offset "Benefits on Behalf of" (PEMHCA) for all retirees that are covered under CalPERS retirement health plans including any out of state plans recognized and covered by CalPERS.

16.9 IRC 125 Plan

The Employer and designated Representatives of the Certificated Unit agree to work together to put in place an IRC 125 Plan. The parties will work in conjunction with an outside consultant as appropriate and in keeping with legal requirements. Any change in the existing carrier shall be by mutual agreement of the Employer and the Association.

16.10 Benefits for Part-Time Temporary Hourly Jail Education Unit Members as described in 27.7 of Article 27.

ARTICLE 17 – SALARIES

17.1 Adjustment to Salary Schedule

Salary adjustments shall be as follows:

17.1.1 **Increase all salary schedules and rates by 3% effective July 1, 2025, for all Unit Members who worked the 2025-2026 school year.**

17.1.2 Salary compensation will be at a Unit Member's per diem rate where employment in a certificated assignment continues beyond the basic work year of 184 days. The per diem rate will apply up to a maximum of thirty-eight (38) days beyond the basic work year of 184 days. It is recognized that Special Education assignments beyond the basic work year should reflect the regular school year schedule but may be reduced proportionately. Where such assignment is less than a regular full workday, the Employer will meet and consult with the Association prior to effecting assignments less than a regular full workday. Salary compensation will be a prorated amount of the per diem rate for proportionately reduced assignments. Preference will be given to Unit Members for assignments beyond the basic work year.

17.1.3 Speech **Language** Pathologists, Audiologists, **School Nurses, School Psychologists, School Social Workers, Deaf and Hard of Hearing Education Specialists, and Teachers of Students with Visual Impairment/Orientation and Mobility** shall be placed on Appendix C.

17.2 Base Salary

17.2.1 A Unit Member's base salary shall be defined as the Unit Member's current column and step or longevity placement.

17.3 Movement on Salary Schedule

17.3.1 Step movement on the salary schedule is effective on July 1 of each year.

17.3.2 For each 15 units of approved credit obtained after initial placement, Unit Members will move across the schedule in the standard manner.

17.3.3 Approval of Professional Credit Form and transcripts of records shall be submitted to the Assistant Superintendent/Human Resources no later than September 30 each year to be made retroactive to July 1 for evaluation of the Unit Member and their placement on the schedule.

17.3.4 In order that there shall not be a conflict in approval of college work, approval from the Assistant Superintendent, Human Resources shall be secured prior to the enrollment in said classes.

17.3.5 Quarter units are converted to semester units by multiplying the quarter units by two-thirds (2/3).

17.3.6 One Continuing Education Unit (CEU) is equivalent to 10 hours.

17.3.7 Fifteen (15) hours of approved active in-service committee meetings or workshop attendance outside of school hours shall be required for one (1) unit of professional growth credit, which is equivalent to one (1) semester unit. Meetings or workshops, which are approved for this purpose, shall be specified as such in the offering for the course.

17.4 Salary Payment

17.4.1 Salary warrants shall be available on the issue date pursuant to I.R.S. rules.

17.4.2 Salary payment for services in addition to the Unit Member's regular assignment performed prior to the 16th of the month shall be made not later than the 10th of the following month.

17.4.3 Unit Member, upon selection of a method of payment, may be paid in 11- or 12- month increments. A Unit Member's method of payment may not be changed except upon receipt by the Human Resources Department of a signed Method of Payment Form. Method of payment options may be discussed with a representative of the Human Resources Department.

17.5 Column Placement Requirements

Column I: Bachelor's Degree

Column II: Bachelor's Degree plus 15 semester units

Column III: Bachelor's Degree plus 30 semester units or (ROP and Adult Jail Education Unit Members only) a preliminary designated subjects credential

Column IV: Bachelor's Degree plus 45 semester units or (ROP and Adult Jail Education Unit Members only) a clear designated subjects credential

Column V: Bachelor's Degree plus 60 semester units

Column VI: Bachelor's Degree plus 75 semester units

Column VII: Bachelor's Degree plus 90 semester units

17.6 Salary Step Placement

Upon initial hire, credit for previous experience shall be granted up to the top step of the appropriate column for:

17.6.1 Credentialed school experience under a California credential on a year-to-year basis at charter and public, or private schools, provided that the Unit Member is in a paid status for 75% of the regular school year.

17.6.2 Prior experience as a teacher other than under a California credential will be evaluated and, if found satisfactory, step placement shall be granted on the basis of each qualified year of successful experience.

17.6.3 For School Psychologists, Speech Language Pathologists, School Social Workers, Teacher - Instructional Support Program (ISP), School Nurses, Audiologist, Deaf and Hard of Hearing Education Specialists, Teachers of Students with Visual Impairment/Orientation and Mobility, and all other specialists, qualifying work experience (public and private) related to the assignment shall be granted on the basis of one (1) year step placement credit for each year of experience.

17.6.4 Credit for service outside the COE shall be allowed on the salary schedule at the rate of one (1) increment for one (1) year of completed service beginning with 2023-2024 school year. There shall be no cap on qualifying prior years of credit for service and placement on the salary schedule.

17.7 Teacher - Instructional Support Program (ISP Position)

17.7.1 Effective July 1, 2016, **Teacher - Instructional Support Program (ISP) positions** will receive an additional 10% of base salary.

17.7.2 Effective July 1, 2013, Teachers-on-Special Assignment will receive an additional 10% of base salary. This shall be a subscript written on all salary schedules. TOSAs shall be permanent Unit Members who have been employed by the COE for at least two years.

17.8 Graduate Degree Recognition

Effective July 1, 2013, and thereafter, the master's degree compensation shall increase by the same percentage adjustment as agreed to on the Certificated Salary Schedule (RCA). The compensation for a doctorate degree shall remain \$300 more than the master's degree compensation. For Unit Members working part-time, these

compensations shall be prorated.

Effective July 1, 2015, compensation for the master's degree shall be a separate column on the salary schedule. The doctorate degree compensation shall appear as a subscript on the salary schedule.

17.9 Longevity

Beginning July 1, 2022, the Salary Schedule section steps shall show each year starting with step 1 through 26.

17.10 Salary for Part-Time Temporary Hourly Jail Education Unit Members is described in 27.9 of Article 27.

ARTICLE 18 – AUTHORIZED REIMBURSEMENTS

18.1 Mileage Reimbursement

Schedules of Unit Members assigned to more than one (1) location shall be developed in consultation with the Unit Member involved to minimize the amount of travel. Unit Members who are required to use their automobiles in performance of their duties shall request reimbursement monthly for all travel at the established IRS mileage allowance rate. IRS rates will be posted within thirty (30) days of receipt by the Employer.

18.2 Property Loss

18.2.1 Subject to the limit specified in 18.2.3 of this Article, Unit Members shall be reimbursed for the repair or replacement of any personal property of the Unit Member stolen, damaged, or destroyed while the Unit Member was on duty, unless such damage or theft is due to negligence by the Unit Member.

18.2.2 Reimbursement shall not exceed the deductible amount of the Unit Member's own automobile coverage for damage to vehicle as well as contents.

18.2.3 The amount of reimbursement to the Unit Member by the Employer shall be no more than five hundred dollars (\$500) nor less than ten dollars (\$10) per incident.

18.3 Equipment Loss

18.3.1 Unit Members shall be reimbursed for theft, destruction, or damage by arson, burglary, or vandalism of property required or approved by the immediate supervisor in the performance of assigned job duties. Reimbursement shall be made only when 1) written approval for use of the personal property was given before the property was brought to the work site, and 2) the value of the property was agreed upon by the owner or owners bringing the property, and the site administrator at the time the approval for its use was given.

18.3.2 The amount of reimbursement to the Unit Member by the Employer shall be no more than five hundred dollars (\$500) nor less than ten dollars (\$10) per

incident. In the event the loss exceeds \$500.00, the Employer may allow additional reimbursement.

18.4 Reimbursement Process for Property/Equipment Loss

These reimbursements are processed through the COE Business Office.

ARTICLE 19 - PART-TIME EMPLOYMENT WITH FULL RETIREMENT CREDIT

19.1 Unit Members may request in writing to their immediate supervisor, with copies to Human Resources, to work part-time with full retirement credit subject to the terms and conditions of this Article. Once approved, the option of part-time employment for full retirement credit may only be revoked with the mutual consent of the Employer and the Unit Member. It is understood that granting the request shall be subject to the following provisions:

19.1.1 A contract will be drawn defining the terms and conditions of part-time employment. Individual contracts will be agreed to between the Employer and the Unit Member, which shall remain in effect until changed by mutual agreement.

19.1.2 To be eligible, the Unit Member shall have had a minimum of ten (10) years of employment in the County Office of Education, the most recent five (5) years of which must be on a full-time basis, and the member shall have reached the age of fifty-five (55) years prior to reduction in workload.

19.1.3 Eligibility shall be limited to those having a salary range equal to or less than that of the highest paid school principal.

19.1.4 The minimum of the equivalent of half-time service may be exceeded upon the mutual consent of the Employer and the Unit Member.

19.1.5 Unit Members shall receive retirement credit and fringe benefits as if they were employed full-time. Both the Employer and the Unit Member shall make contributions to the retirement system as if the service were full-time.

19.1.6 In the event that unforeseen circumstances cause the completion of the part-time contract to place a hardship upon the Unit Member, and if the Employer concurs that a hardship exists, the Unit Member may, before May 1 of a school year, request return to full-time status. Restoration of such status shall be contingent upon the existence of a vacancy for which the Unit Member is qualified.

19.1.7 The agreement shall be submitted to STRS for approval as soon as completed.

19.1.8 Unit Members' salary under the agreements in 19.1.1 of this Article shall bear the same ratio to full-time salary as their working hours bear to the hours worked by full-time Unit Members at their particular level. This Article does not apply to Part-Time Temporary Jail Education Unit Members.

ARTICLE 20 - VOLUNTARY REDUCTION OF EMPLOYMENT TIME/JOB SHARING

- 20.1 All arrangements for voluntary reduction of employment time, whether individually or paired with another Unit Member, shall be subject to the approval of the Employer. Entry into the program shall be voluntary and at the request of the Unit Member.
- 20.2 If a Unit Member elects to return to full-time employment, said Unit Member shall be provided the first full-time position available for which they are qualified. Part-time Unit Members shall maintain their positions of seniority and other rights and privileges according to this Agreement and law, and shall progress on the salary schedule as full-time Unit Members. Contributions by the Employer to STRS and to fringe benefits shall be proportionate to the time served and the salary earned.
- 20.3 The interested Unit Members shall develop a written proposal which shall conform to the provisions of this Section and include duties to be performed, days and times of service, compensation and plan of payment, and other pertinent information.
- 20.4 New part-time positions shall be opened to present Unit Members. Individuals may apply for these positions. The County Office of Education shall assist in arranging either type of less than full-time service.
- 20.5 This Article does not apply to Part-Time Temporary Hourly Jail Education Unit Members.

ARTICLE 21 - MODIFIED WORK YEAR SCHEDULE

21.1 Unit Member Work Year

The basic work year (see 3.2 definition) shall be 184 (189) days for all Unit Members and shall begin on July 1 and end on June 30 of each year.

21.2 Exchange Days Between Participating Unit Members

Unit Members, at any time they are scheduled to work, may voluntarily exchange up to ten (10) days with a Unit Member who is not scheduled to be working, without loss of pay, benefits, or sick leave. Unit Members shall notify the administrator(s) at least forty-eight (48) hours in advance as to who will be replacing the Unit Member, the length of the exchange, and the dates the Unit Member will pay back the exchange. Payback dates may be amended by mutual agreement of the involved Unit Members, provided that a minimum of forty-eight (48) hours' notice prior to the original pay- back date is given to the site administrator(s).

It is agreed that a mutually developed form shall be used for notification of utilization of exchange days. The form shall include signatures of the Unit Members involved and the administrator(s). Exchange days shall be agreed to unless it is shown that one of the Unit Members involved does not have the proper credential for the program.

Unit Members shall have the responsibility for arranging the exchanges with other Unit Members. Payback of the exchange is the responsibility of the Unit Members. Once the agreement has been made, the replacement Unit Member will be charged a

sick day if they are unable to work on the day of exchange. The replacement Unit Member will be held responsible for the duties of the original Unit Member. Exchange days must be repaid within the same school calendar year.

Exchange days may not be carried over into the next school year.

21.3 Support Staff Base Work Year

Modified year calendar DIS/Itinerant staff shall select a traditional or modified calendar. This calendar shall not include intersession or extended year assignments.

No later than thirty (30) days from the beginning of the specialist's work year, a mutually agreeable work calendar shall be established through consultation between the specialist and their immediate supervisor.

Caseloads shall not be increased as a result of the modified year calendar.

21.4 Job Announcements

Postings shall be mailed by the Human Resources Department to those Unit Members who have requested such announcements in writing, during off-track periods.

21.5 Extended Year Work Opportunities

Unit Members shall have the first opportunity to continue in their regular assignment during extended year assignments when the program is continuing.

Regular Unit Members of the COE shall have the opportunity to work in extended year assignments before such assignments are offered to outside staff.

21.6 Transfers Related to Modified Work Year Schedule

Whenever a Certificated Unit Member considers transferring from one assignment to another assignment that is governed by a different work year calendar, the Unit Member and appropriate administrator(s) shall meet to review the calendars to ensure the Unit Member will be able to complete the basic work year of 184 (189) days.

Should the Unit Member and/or program administrator(s) need assistance in resolving any discrepancies, they may seek assistance from the Association and/or the Human Resources Department.

If the Unit Member voluntarily agrees to accept a reduction in basic work year, they shall be informed in writing of the impact, if any, on retirement, benefits, and accruals, and shall sign off on a designated line on the Personnel Action form indicating agreement.

21.7 Substituting on Unassigned Days

Regular COE Certificated Unit Members who are available to substitute on a day when they are unassigned, shall be compensated at the highest (second) step for substitute compensation.

21.8 This Article does not apply to Part-Time Temporary Hourly Jail Education Unit Members. See Article 27.

ARTICLE 22 - PEER ASSISTANCE AND REVIEW (PAR) PROGRAM

22.1 General

The Contra Costa County Schools Education Association/CTA/NEA and the Contra Costa County Office of Education are continuously striving to provide the highest possible quality of education. In order for students to succeed in learning, teachers must succeed in teaching. Therefore, the parties agree to cooperate in the design and implementation of this program to improve the quality of instruction through expanded and improved professional development and peer assistance. Unit Members referred to or who volunteer for the program are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to a successful standard.

22.2 Joint Committee (JC)

22.2.1 The Joint Committee shall consist of three (3) members, the majority of whom shall be members of the Certificated Bargaining Unit. Said members may be nominated by Region and Department Leadership/Quality Committees or any qualified member of the Bargaining Unit and shall be appointed by the Association as required in the Association bylaws and state law. The Employer shall select the administrator to serve on the Joint Committee. The Human Resources Department will provide technical support to the Joint Committee.

22.2.2 Association Joint Committee members shall be credentialed classroom teachers with permanent status and at least three (3) consecutive years of employment with the Contra Costa County Office of Education.

22.2.3 Joint Committee members shall have substantial recent experience in classroom instruction.

22.2.4 The length of service for Joint Committee members will be staggered with a minimum term of two (2) years. Appointing authority will establish initial and continuing terms of appointment.

22.2.5 The Joint Committee shall establish its own meeting schedule. To meet, three (3) members of the Joint Committee must be present. Such meetings shall normally take place outside the regular workday. Certificated staff members who are members of the Joint Committee shall be released from their regular duties to conduct observations and attend trainings, without loss of pay or benefits. Association members of the Joint Committee will be paid an annual stipend of \$1,500.

22.2.6 The Joint Committee shall be responsible for the following:

22.2.6.1 Provide annual training for the Joint Committee members.

22.2.6.2 Establishing its own rules of procedure, including the method for selection of a Chairperson.

22.2.6.3 Selecting the panel of Consulting Teachers.

22.2.6.4 Selecting trainers and/or training providers.

- 22.2.6.5 Providing training for Consulting Teachers prior to the Consulting Teacher's participation in the program.
- 22.2.6.6 Sending written notification of participation in the PAR program to the Referred and Voluntary Participating Teacher, the Consulting Teacher, and the site principal.
- 22.2.6.7 Making available a select panel of Consulting Teachers from which the Participating Teachers may indicate a preference of a Consulting Teacher. Joint Committee will make any necessary changes in assignment.
- 22.2.6.8 Adopting Rules and Procedures to effect the provisions of this Article. Said Rules and Procedures will be consistent with the provisions of the negotiated Agreement, and to the extent there is an inconsistency, the Agreement will prevail.
- 22.2.6.9 Distributing, at the beginning of each school year, a copy of the adopted Rules and Procedures to all Unit Members and administrators.
- 22.2.6.10 Establishing a procedure for application as a Consulting Teacher that includes a written application, classroom observations, and references.
- 22.2.6.11 Determining the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget available and other relevant considerations.
- 22.2.6.12 Reviewing the final report prepared by the Consulting Teacher and making recommendations to the Employer or designee regarding the Referred Participating Teacher's progress in the PAR Program.
- 22.2.6.13 Evaluating annually the impact of the PAR program in order to improve the program.

22.2.7 All proceedings and materials related to evaluations, reports and other personnel matters shall be strictly confidential. Therefore, Joint Committee members and Consulting Teachers may disclose such information only as necessary for the administration of this Article.

22.3 Participating Teachers (PT)

22.3.1 The number of Participating Teachers, both Referred and Voluntary Permanent Teachers shall not exceed twenty (20) participants at any one time. If there are not twenty (20) Referred or Voluntary Permanent Teacher Participants, teachers in other categories, such as probationary teachers, may elect to participate, up to but not exceeding a total of twenty (20) at any one time. For the purpose of this Article, Classroom Teacher definition includes Certificated Classroom Teachers, APE Specialists, and Speech Therapists.

- 22.3.1.1 A Referred Participating Teacher is a teacher who receives assistance to improve his or her instructional skills, classroom

management, knowledge of subject, and/or related aspects of his or her teaching performance as a result of an unsatisfactory final evaluation. An unsatisfactory evaluation will occur when a teacher receives an improvement plan attached to his or her evaluation form. All teachers referred to this program involuntarily may not be eligible for voluntary transfer while they remain in the program. Participation begins in the school year following the year in which an unsatisfactory is given. The Joint Committee will determine the length of participation based on Consulting Teachers' reports. Referred Participating Teachers will be provided with a list of available Consulting Teachers. They will indicate their preference as to who will be assigned as their Consulting Teacher. Assignment of a Consulting Teacher will be made by the Joint Committee based upon stated preference, identified need, and expertise available.

22.3.1.2 A Volunteer Participating Teacher is a Unit Member who volunteers to participate in the PAR Program. The purpose of participation in the PAR Program for the Volunteer Participating Teacher is for peer assistance only. The Volunteer may select the Consulting Teacher from the panel of Consulting Teachers provided by the Joint Committee. The Volunteer Participating Teacher may terminate his or her participation in the PAR Program at any time.

22.3.2 All communication between Consulting Teacher and a Volunteer Participating Teacher shall be confidential, and without the written consent of the Volunteer, shall not be shared with others, including the site principal, the evaluator or the Joint Committee.

22.3.3 The Participating Teacher has the right to be represented throughout these procedures by an Association representative.

22.4 Consulting Teachers (CT)

22.4.1 A Consulting Teacher is a teacher who provides assistance to a Participating Teacher pursuant to the PAR Program. The qualifications for the Consulting Teacher shall be set forth in the Rules and Procedures, provided that the following shall constitute minimum qualifications:

22.4.1.1 A credentialed classroom teacher with permanent status and at least three consecutive years of employment with the Contra Costa County Office of Education.

22.4.1.2 Shall have substantial recent experience in classroom instruction.

22.4.1.3 Shall demonstrate exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.

- 22.4.2 In filling a position of Consulting Teacher, each applicant is required to submit three references from individuals with specific knowledge of his or her expertise, as follows:
- A reference from a Principal, Program Administrator, or Vice Principal.
 - A reference from two classroom teachers as defined in Section above.
 - All applications and references shall be treated with confidentiality.
- 22.4.3 Consulting Teachers shall be selected by a majority vote of the Joint Committee following classroom observations by members of the Joint Committee.
- 22.4.4 A Consulting Teacher shall be provided release time as needed to work with participating teachers. The terms of the Consulting Teachers will be staggered with a minimum of two years of service. The Joint Committee will establish initial and continuing terms of appointment. A teacher may not be appointed to an administrative position in the Agency while serving as a Consulting Teacher.
- 22.4.5 Functions performed pursuant to this Article by Consulting Teachers shall not constitute either management or supervisory functions. The Consulting Teacher shall continue all rights of Unit Members. In addition to their regular annual salary and all other benefits by this contract, Consulting Teachers shall be compensated with a stipend of \$4,000 per academic year for all work beyond the regular workday. Stipends shall be reduced in a prorata fashion for service of less than an academic year.
- 22.4.6 Consulting Teachers shall have the responsibility for no more than two Participating Teachers at a time. Consulting Teachers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring or by other activities, which, in their professional judgment, will assist the Participating Teacher. In addition, the Joint Committee will assign In-Service Training Design and Implementation to Consulting Teachers in an equitable fashion.
- 22.4.7 The Consulting Teacher shall meet with the Referred Participating Teacher to discuss the PAR Program to review the improvement plan, to establish mutually agreed upon performance goals, develop the assistance plan and develop a process for determining successful completion of the PAR Program.
- 22.4.8 The Consulting Teacher shall conduct multiple observations of the Participating Teacher during classroom instruction and shall have both pre-observation and post-observation conferences.
- 22.4.9 The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall provide periodic written reports to the Referred Participating Teacher for discussion and review.
- 22.4.10 The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until he or she concludes that the teaching performance of the Participating Teacher is satisfactory, or that further assistance will not be productive. A copy of the Consulting Teacher's report

shall be submitted to and discussed with the Referred Participating Teacher to receive his or her input and signature before it is submitted to the Joint Committee. The Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report. The Consulting Teacher shall submit a final report to the Joint Committee. The Referred Participating Teacher shall have the right to submit a written response, within twenty (20) days, and have it attached to the final report. The Joint Committee shall address the recommendations of the Consulting Teacher. The Referred Participating Teacher shall also have the right to request a meeting with the Joint Committee, and to be represented at this meeting by an Association representative.

22.4.11 The written report of the Referred Participating Teacher's participation in the PAR Program shall not be made available for placement in his or her personnel file and may not be used in the evaluation of the Referred Participating Teacher.

22.5 Indemnification

The Contra Costa County Office of Education shall hold harmless, defend and indemnify Consulting Teachers and Joint Committee Panel Members against claims arising out of their good faith and professional performance of duties under this Article. Consulting Teachers and Joint Committee Panel Members who act pursuant to this program shall have the same protection from liability and access to an appropriate defense as other public school Unit Members pursuant to Division 3.6 (commencing with §810) of Title 1 of the Government Code.

22.6 Confidentiality

All proceedings and materials related to evaluations, reports and other personnel matters shall be strictly confidential. Therefore, Joint Committee Members and Consulting Teachers may disclose such information only as necessary for the administration of this Article.

ARTICLE 23 - MISCELLANEOUS PROVISIONS

23.1 This Agreement shall supersede any rules, regulations or practices of the Employer, which are contrary to or inconsistent with its terms.

23.2 A Unit Member's notification to the Employer that they intend to resign shall remain revocable for a period of two (2) working days.

23.3 The Employer shall make a contract available and distribute to each Unit Member and shall provide twenty-five (25) copies of the contract to the Association.

23.4 The Association shall be invited to participate on all certificated interview panels. The Employer shall inform the Association of the job assignment, in order for the Association to assign the Unit Member with experience in that area, when possible, to participate on interview panels.

23.5 Errors made on a Unit Member's paycheck allotment shall be resolved between the Association, Unit Member, and the Employer before any decisions are made regarding recuperating the funds.

- 23.6 The Employer shall seek input yearly from the Association members at each site to provide information for the Local Control Accountability Plan (LCAP), for Golden Gate and Mt. McKinley Schools.

ARTICLE 24 – PUBLIC CHARGES

- 24.1 When an administrator receives a formal written complaint against a Unit Member, the affected Unit Member is to be informed of specific complaint/complaints in writing within five (5) workdays by the Assistant Superintendent of Human Resources or designee.
- 24.2 The Assistant Superintendent of Human Resources, or designee, will conduct the investigation, interviews and comply with the pertinent complaint procedures and share reasonable timelines with the Unit Member.
- 24.3 If the Unit Member requests, an effort will be made to provide a meeting with the complainant and/or administrator and a representative of the Unit Member's choice. If a resolution is achieved at this level the complaint shall end and nothing shall be placed in the Unit Member's file.
- 24.4 Prior to taking any action, the site administrator or the Assistant Superintendent of Human Resources shall meet with the affected Unit Member for the purpose of discussing a complaint serious enough to warrant any action. All complaints shall be in writing.
- 24.5 Following an internal inquiry of a complaint, material may be entered into a Unit Member's personnel file, and shall be processed in accordance with Article 13, Personnel Files.
- 24.6 Once job-related charges have been referred to an outside agency by the Employer for investigation, 24.2 and 24.3 above shall not apply.
- 24.7 The process set forth in this Article shall be conducted in a confidential manner restricted to the involved parties.
- 24.8 The Unit Member shall have a right to representation of their choice at all levels of the complaint process.
- 24.9 When the Employer requires any Unit Member, including representatives, to be absent from the employee's duties to process a complaint, release time shall be granted at no cost. The COE shall conduct interviews and/or hold meetings with Unit Members during the COE business hours (8:00a-5:00p).

ARTICLE 25 – SAVINGS CLAUSE

- 25.1 If any provision of this Agreement or any application of the Agreement to any Unit Member or group of Unit Members shall be found contrary to law by a court of last resort, or a court of competent jurisdiction from which final judgment or decree no appeal has been taken within the time provided for doing so, or to any regulation of the State Board of Education, then such provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions of this

Agreement shall continue in full force and effect. It is mutually agreed that upon such invalidation, the parties will meet and negotiate with reference to the provision or application thus invalidated.

ARTICLE 26 – EFFECT OF AGREEMENT

- 26.1 The Employer and the Association mutually agree that the items and conditions set forth in the provisions of this Agreement represent the full and complete understanding and commitment between the parties hereto, which may not be altered, changed, added to, deleted from, or modified unless by mutual consent in writing or by a procedure expressly allowing same stated in this Agreement.
- 26.2 The Employer and the Association also mutually agree that this Agreement shall be in full settlement of all issues which were, could have been, or may be the subject of meeting and negotiation.
- 26.3 The Employer shall have the right to act on any matter not specified by State law to be a “meet-and-consult” item during the term of this Agreement without meeting and negotiating with the Association as long as any such action is not in violation of a provision of the Agreement.
- 26.4 In case of a natural, physical, or person-made disaster that has a direct effect on the County Office of Education, the Employer may declare an emergency and take necessary action. This declaration of emergency shall cause the Employer to schedule “meet-and-negotiate” sessions with the Association as soon as is possible on any emergency measures taken or proposed that could be viewed as a violation of a provision of the Agreement.

ARTICLE 27 - PART-TIME TEMPORARY HOURLY JAIL EDUCATION UNIT MEMBERS

- 27.1 Articles 1, 2, 4, 5, 6, 7, 11, 12, 13, 14, 15, 18, 22, 23, 24, 25, and 26 of this Agreement apply as they are written to the Unit Members covered by this Article.
- 27.2 Articles 19, 20, and 21 of this Agreement do not apply to the Unit Members covered by this Article.
- 27.3 Articles 3 and 8 of this Agreement have specific Sections that apply to the Unit Members covered by this Article.
- 27.4 The topics covered by Articles 9, 10, 16, and 17 are addressed in Article 27. Therefore, these topics only apply as stated in Article 27 to the Part-Time Temporary Hourly Jail Education Unit Members.
- 27.5 Hours
 - 27.5.1 Effective July 1, 2006, any Part-Time Temporary Hourly Jail Education Unit Member who is working 31.2 hours (.96 FTE) or more shall be made a Full-time employee (as described in 9.1) with all the rights and benefits of full-time employment. Priority shall be given to Part-Time Hourly Temporary Jail Education Unit Members to aggregate part-time positions to full-time positions

when qualified by experience, training and credential.

27.5.2 Effective December 1, 2005, Part-Time Temporary Hourly Jail Education Unit Members work no more than 16.25 hours per week in their primary assignment: 15 hours of instruction, and 1.25 hour of prep time.

27.5.3 Part-Time Temporary Hourly Jail Education Unit Members shall have the option of working up to 19 hours per week, if offered and the Unit Member accepts. Unit Members shall earn extra sick leave based upon additional hours worked. All other benefits that increase based upon additional hours shall be provided to the Unit Member.

27.5.4 Part-time Temporary Hourly Jail Education Unit Members may work every day school is open and their class is scheduled.

27.5.5 Part-Time Temporary Hourly Jail Education Unit Members are eligible for a 30-minute unpaid duty-free lunch only if their primary assignment is scheduled for more than four (4) hours per day.

27.5.6 New Unit Members shall be required to attend the mandatory Sheriff's Office training as well as one day of school orientation, as specified in 9.10. These required trainings are beyond the regular work assignment and shall be compensated at the Unit Member's regular hourly rate of pay.

27.5.7 Part-Time Temporary Hourly Jail Education Unit Members may choose to work up to 23.75 hours per week beyond their primary assignment. Activities may include, but are not limited to, substituting, participating in staff meetings, staff development, and committee assignments. For these activities, these Unit Members are paid at the Step 1 rate of the Part-Time Temporary Hourly Jail Education Unit Member Salary Schedule.

27.6 Leaves

27.6.1 General Policy

A Unit Member exercising the leave provisions of this Agreement shall notify the County Office of Education by contacting the electronic system and/or site, using the notice procedure adopted by the site, of their need to be absent as soon as it is known and as required by the provisions in this article. It is expected that the Unit Member will notify the County Office of Education online and/or the site in sufficient time to secure replacement personal where required. Timely notification shall also include an estimate of the expected duration of the leave.

27.6.2 Sick Leave

Part-Time Temporary Hourly Jail Education Unit Members earn sick leave on their primary assignment only. Sick leave is earned, as hours are worked, at a rate of hours x 0.0559.

27.6.3 Personal Necessity

Earned sick leave hours may be used for Personal Necessity. Personal Necessity

leave definition and use description is described in 10.4 of this Agreement.

27.6.4 Bereavement

Bereavement leave and use are described in 10.8 of this Agreement.

27.6.5 Industrial Accident or Illness Leave

Industrial Accident or Illness Leave and use are described in 10.10 of this Agreement.

27.6.6 Catastrophic Leave

Catastrophic Leave is available for Part-Time Temporary Hourly Jail Education Unit Members through the Contra Costa County Office of Education Catastrophic Leave Bank. Catastrophic leave and use are described in 10.6 of this Agreement.

27.6.7 Family Medical Leave Act (See Appendix G)

27.6.8 Kin Care

Kin Care is available for Part-Time Temporary Hourly Jail Education Unit Members. Kin Care Leave use is described in 10.5 of this Agreement.

27.6.9 Child-Care/Maternity Leave

Child-Care/Maternity Leave is available for Part- Time Temporary Hourly Jail Education Unit Members. Child-Care/Maternity Leave use is described in 10.3 of this Agreement.

27.6.10 Jury Duty

Part-Time Temporary Hourly Jail Education Unit Members will be granted a paid leave of absence when they are called for jury duty. A copy of the court order shall be submitted as soon as the date of the appearance is known.

Part-time Temporary Hourly Jail Education Unit Members granted such leaves of absence shall turn into the Employer any amount received as a jury fee, less any amount paid for travel, meals, or lodging.

Immediately upon returning to duty, the Unit Member shall report the absence in accordance with established procedures.

27.6.11 Sabbatical Leave

Part-Time Temporary Hourly Jail Education Unit Members do not qualify for Sabbatical Leave.

27.7 Benefits

27.7.1 Effective January 1, 2006, Employee-only medical, dental, and vision insurance shall be provided by the Employer for Part-Time Temporary Hourly Jail Education Unit Members whose primary work assignment is at least 16.25 hours per week at the same premium levels as all other Unit Members covered under this Agreement.

27.7.2 Part-Time Temporary Hourly Jail Education Unit Members are included in the salary protection program for their primary assignment.

27.8 Salary

27.8.1 Part-Time Temporary Hourly Jail Education Unit Members are paid according to the Part-Time Temporary Hourly Salary Schedule (See Appendix F).

27.8.2 Professional Growth/Longevity Schedule included on the Part-Time Temporary Hourly Salary Schedule (See Appendix F).

27.8.3 Part-Time Temporary Hourly Jail Education Unit Members may work beyond their primary assignment, as a substitute, for staff development, and for special projects at the Step 1 rate.

27.9 Graduate Degree Recognition

Part-Time Temporary Hourly Jail Education Unit Members shall receive an additional \$600 per annum upon presentation of a master’s degree. Effective July 1, 2008, the master’s degree stipend shall be increased by 20% per annum for five (5) years. Effective July 1, 2013, and thereafter, the master’s degree stipend shall increase by the same percentage adjustment as agreed to on the Certificated Salary Schedule (RCA). The stipend for a doctorate degree shall remain \$300 more than the master’s degree stipend. For Unit Members working part-time, these stipends shall be prorated (see table below):

School Year	Stipend Effective Date	Master’s Degree Stipend	Doctorate Degree Stipend
2008-2009	July 1, 2008	\$720.00	\$1,020.00
2009-2010	July 1, 2009	\$864.00	\$1,164.00
2010-2011	July 1, 2010	\$1,036.80	\$1,336.80
2011-2012	July 1, 2011	\$1,244.16	\$1,544.16
2012-2013	January 1, 2013	\$1,538.08	\$1,838.08
2013-2014	July 1, 2013	Increased by the same percentage adjustment as agreed to on the Certificated Salary Schedule (RCA).	

27.10 Miscellaneous Provisions

27.10.1 Problems within the jail education program, i.e., late arrival, not providing attendance or testing data, will be addressed through individual conversation, counseling memos, and/or letter of reprimand.

27.10.2 Termination of employment may be necessary due to lack of enrollment or change of course offerings. Two (2) weeks’ notice will be given.

27.10.3 Immediate dismissal may occur for unprofessional behavior or violation of the Education Code.

- 27.10.4 The Sheriff's Department may revoke a County Office staff security clearance at any time. When this happens, the County Office Unit Member is unable to enter the jail facility. Revocation incidents will be handled on a case-by-case basis regarding the employment status and options of the Part-Time Temporary Hourly Jail Education Unit Member.
- 27.10.5 The Association and the Employer further agree to engage in a coordinated student recruitment program involving all jail education certificated staff, management, and the Sheriff's Department to increase classroom enrollment.
- 27.10.6 Part-Time Temporary Hourly Jail Education Unit Members may be voluntary participants in the Peer Assistance Program (PAR) as described in 22.3.1.2.

ARTICLE 28 - NEW ASSIGNMENT MENTOR SUPPORT (NAMS)

28.1 Purpose

To provide local support by assigning a mentor to newly hired Unit Members who:

- **Do not have a university mentor or;**
- **Do not qualify for the Teacher Induction Program (TIP) or;**
- Current Unit Members who move into a new assignment in a different program or type of class.

NAMS does not replace Article 22 – Peer Assistance and Review.

28.2 Eligibility for and referral to participate in NAMS Program:

28.2.1 Participation in NAMS is voluntary.

28.2.2 The County Office of Education (COE) shall notify newly hired Unit Members who do not qualify for the Induction Program, and current Unit Members who are working in a new type of class or setting, from Human Resources by email, of the availability of the NAMS program, within the first month of initial employment or re-assignment. The Notification shall include the NAMS Referral Form.

28.2.3 Unit Members desiring to participate will complete and submit to their supervisor a NAMS Referral Form. The supervisor will forward the NAMS Referral Form to the NAMS Committee Chair.

28.3 NAMS Committee

The NAMS committee shall consist of an administrator selected by the COE and two Unit Members selected by CCCSEA. The committee shall select a chairperson. All NAMS committee work shall be done during the workday. If a Unit Member is asked to work after the workday, per-diem pay shall be paid to the Unit Member.

28.4 Mentor Qualifications

28.4.1 Current certificated Unit Member who has had permanent status for at least

two (2) years with COE and three (3) total years of certificated experience.

28.4.2 Most recent evaluation does not include an improvement plan.

28.4.3 If there is no Unit Member who has the qualifications to provide mentor support, then the 2-year requirement in 28.4.1 above may be waived by the decision of the NAMS committee; however, any Unit Member chosen must be a permanent member.

28.5 Mentor Selection Process

28.5.1 Human Resources will annually notify Unit Members of the opportunity to become a NAMS mentor by notification by email, and by posting on EDJOIN.

28.5.2 Mentor positions shall be posted in May through October of each school year, or as needed.

28.5.3 Mentor selection shall be completed by July 31 of each school year.

28.5.4 All interested Unit Members shall submit a completed EDJOIN application form to be considered by the NAMS Committee. A resume or letters of reference shall not be a part of the EDJOIN application process.

28.5.5 The NAMS Committee shall review applications and select the applicants who shall serve as Mentors.

28.5.6 If more mentors are selected than there are participants each school year, the selected mentor shall be placed in a pool. The participant's supervisor shall select a mentor from the pool to support the participant.

28.5.7 A mentor may be paired with no more than two participants at the same time.

28.5.8 A mentor has the option to serve up to two (2) consecutive years at a time. After two consecutive years, a mentor may re-apply for up to an additional two (2) years of service, and may be selected to serve for up to two more consecutive years, provide that there is not another qualified mentor match for the participants.

28.6 Mentor Assignment Process

28.6.1 Qualifications for Mentor Assignment

28.6.1.1 Currently or has served in a similar position as the participant;

28.6.1.2 Serving or has served students of similar ages and grade levels;

28.6.1.3 When possible, assigned to same site, program, or region.

28.6.2 The NAMS committee will assign a mentor to each eligible Unit Member within one (1) month of submitting a referral form.

28.6.3 If a participating Unit Member requests a change or elimination in mentor, they shall submit this request to NAMS Committee Chair in writing and the NAMS Committee shall meet within two (2) work weeks of written request to determine if a change will be granted. If a change is granted the mentee shall be notified and assigned a new mentor within the same two (2) work weeks

by their supervisor.

28.6.4 The mentor who has been replaced shall receive prorated pay, if the mentor has not been assigned to another participant for that school year.

28.7 Mentor Responsibilities to Participating Unit Member

28.7.1 Mentor and participant shall determine frequency and duration of support. One (1) meeting per month is preferred, not to exceed sixty (60) minutes.

28.7.2 Mentor shall provide support and resources according to the participant's needs. Prior approval from the participant's supervisor is necessary for release time and/or purchase of any resources.

28.7.3 Mentor shall help participant adapt to new site and/or new position.

28.7.4 Mentor shall maintain a log of meeting dates and times, and support provided to participant. This log shall be provided to the NAMS Committee by December 1st and May 1st of each school year.

28.7.5 **Each school year, NAMS Mentors shall meet with supervisor and mentee to plan supports within thirty (30) days of assignment of mentor.**

28.7.6 Mentors shall not evaluate participants.

28.7.7 All communications between the participating Unit Member and Mentor shall be confidential, and without the written consent of the participant shall not be shared with others, including the participant's supervisor and any other COE Administrator and/or employee.

28.7.8 No records shall be placed in the participant or the mentor's personnel file. The personnel action form may be placed in the mentor's file.

28.8 Mentor Stipend

Each Mentor shall be paid \$2000.00 per year for each assigned participant. Stipend will be paid in two (2) equal installments, in December and May. Mentors who do not serve a full year will have a pro-rated stipend.

28.9 CCCSEA and COE shall agree upon and jointly develop all NAMS forms.

28.10 **A Unit Member may volunteer to participate in the Peer Assistance and Review (PAR) program in lieu of NAMS.**

ARTICLE 29 - DUE PROCESS FOR DISCIPLINE

29.1 This Article provides due process for disciplinary actions outlined below. It does not affect other personnel actions which may be governed by the Education Code.

29.2 The COE may discipline a Unit Member only for just cause. Discipline shall include warnings, reprimands, or suspension without pay for no more than fifteen (15) working days.

- 29.2.1 The COE shall apply the following just cause guidelines when taking disciplinary action against a Unit Member.
- 29.2.2 The employee should be informed of the reasons for disciplinary action and the consequences of their conduct.
- 29.2.3 Contract provisions, COE policies and regulations, Education Code, and state and federal laws shall be the basis for disciplinary action.
- 29.2.4 An investigation has been conducted which justifies the need for disciplinary action.
- 29.2.5 Disciplinary action should be reasonably related to the nature of the offense.
- 29.3 All information and/or proceedings regarding any actions or proposed actions under this Article shall be kept confidential by the parties except to the extent allowed by law.
- 29.4 No Unit Member shall receive more than one (1) penalty under this Article for any single action or infraction.
- 29.5 Progressive Discipline
- 29.5.1 The following stages of the progressive disciplinary process shall be applied in disciplining Unit Members except where the serious nature of the offense justifies bypassing any of the step(s) outlined below. For the purposes of this section, a serious offense shall include, but not be limited to, offenses such as assault, theft, offenses of moral turpitude, non-permissive use of COE property, felony conviction, and falsifying information to the COE.
- 29.5.2 Verbal Counseling/Warning
- The COE shall first issue a verbal counseling/warning before imposing further discipline. Verbal counseling/warnings may result in a post-conference summary memorandum. The post-conference summary memorandum shall not be placed in the Unit Member's personnel file, but may be attached to a Written Warning and/or Written Reprimand, and placed in the personnel file in the event that additional steps of the progressive disciplinary process are utilized.
- 29.5.3 Written Warning
- Subject to 29.5.1 above, a Written Warning will not be used unless the Unit Member has been verbally counseled/warned for a separate and similar action or infraction. A Written Warning shall not be placed in a Unit Member's file, but may be attached to a Written Reprimand and placed in the personnel file if additional steps of the progressive disciplinary process are utilized.
- 29.5.4 Written Reprimand
- Subject to 29.5.1 above, a Written Reprimand will not be used unless the Unit Member has received a Written Warning for a separate and similar action or infraction. A Written Reprimand shall be placed in the Unit Member's personnel file.

29.5.5 Suspension Without Pay

Subject to 29.5.1 above, a Unit Member will not be suspended without pay unless they have been given a written reprimand for a separate and similar action or infraction. A copy of the suspension order shall be given to the Unit Member and placed in their personnel file. No Unit Member will be suspended without pay for more than fifteen (15) working days for an offense. By mutual consent, a Unit Member may have their salary withheld in lieu of suspension.

29.5.6 The sequence from Verbal Counseling/Warning through Suspension Without Pay must be within a four (4) year period.

29.6 Notice

Notice of suspension will be in writing and served in person or by certified mail upon the Unit Member by the Superintendent or designee. A copy will be concurrently provided to the Association President. The Notice of Suspension will contain:

29.6.1 A statement of the specific actions or omissions upon which the action is based;

29.6.2 A statement of the cause(s) for which action is recommended;

29.6.3 Where applicable, the Education Code section, policy, rule, regulation, or directive violated;

29.6.4 Penalty proposed and effective date;

29.6.5 A statement of the Unit Member's right to challenge the proposed action by submitting a request for a hearing to the Human Resources Office within ten (10) business days of the notice. The hearing shall be conducted pursuant to the arbitration procedures of Article 7 (Grievance Procedures) of this Agreement.

29.7 Suspensions without pay shall not reduce or deprive the Unit Member of seniority or other rights or any fringe benefits.

29.8 A Unit Member is entitled to be represented by the Association at any stage of disciplinary action.

29.9 An employee may attach their own statement to any documentation in the progressive disciplinary process.

29.10 Among the steps included above, in the progressive disciplinary process, only Suspensions without Pay may be grieved under this Article. There shall be no loss of pay to a Unit Member until after the completion of the grievance process if the action is challenged. In addition, once the Progressive Discipline Procedure, Article 29.5 has been initiated, and the site administrator/supervisor elects to skip any subsequent steps in the Progressive Discipline Article (29.5), they shall present new evidence to why skipping steps was selected. If steps are skipped, Unit Members may file a grievance up to Level 3 of Article 7, Grievance Procedures.

SIDE LETTER #1 – PART-TIME TEMPORARY HOURLY JAIL EDUCATION UNIT MEMBERS COMMITTEE RE: SALARY

The Contra Costa County Superintendent of Schools (“CCCOE”) and the Contra Costa County Schools Education Association (“CCCSEA”), collectively “the Parties,” enter into this Memorandum of Understanding regarding the creation of a joint committee to review and research salary, and movements from a part-time to full time employee as it regards to Part-Time Temporary Hourly Jail Education Unit Members. In the 2025/26 Bargaining Year, the COE and the CCCSEA did not come to a resolution regarding moving Part-Time Temporary Hourly Jail Education Unit Members to the regular certificated salary schedule. As a result, the parties agree to form a Joint Committee to review salary issue for Part-Time Temporary Hourly Jail Education Unit Members.

The Parties agree as follows:

1. CCCSEA and COE shall form a joint committee to review and research salary issues for Part-Time Temporary Hourly Jail Education Unit Members and moving from a part-time to full time employee.
2. The Joint Committee shall consist of two representatives from CCCSEA/CTA and two representatives from COE. Each party shall assign its own representatives.
3. The Joint Committee shall meet at least three times before October 31, 2026. Suggestions and information shall be shared with the bargaining parties.
4. The parties shall meet during the Unit Members’ duty day. If meetings are outside of the Unit Members’ duty day, then the bargaining Unit Member shall be compensated at the Unit Member’s hourly pay rate to attend meetings.
5. The COE and CCCSEA agree that Article 27 - Part-Time Temporary Hourly Jail Education Unit Members shall be a part of the 2026/27 negotiations.
6. This Side Letter is one-time only and not precedential.

NEGOTIATORS

For the Contra Costa County Board of Education and the Contra Costa County Superintendent of Schools:

Dr. Hector Galicia
Brian Murtagh
Daniela Parasidis
Nick Berger
Randy Linscheid
Recorder: Morgan Broshar

For the Contra Costa County Schools Education Association/CTA/NEA:

Jill Stein-Wirth
Anna-Lisa Muraoka
Jerry Lindevald
Judith Peneyra
Mauricio Salazar
Rickisha Herron
Roxanne Brown
CTA Representative: Rosemary Louissaint

SIGNATURES

For the Contra Costa County Superintendent of Schools:



Hector Galicia, Ed. D
Spokesperson (CCCOE)
Date: 5/12/26

For the Contra Costa County Schools Education Association/CTA/NEA:

Jill Stein-Wirth

Jill Stein-Wirth
Spokesperson (CCCSEA)
Date: May 14, 2026

APPENDIX A – METHODS OF PAYMENT FORM



Contra Costa County Office of Education

77 Santa Barbara Rd., Pleasant Hill, CA 94523 • (925) 942-3388 • www.cocoschools.org

METHOD OF PAYMENT

INSTRUCTIONAL ASSISTANTS, TEACHERS AND NON-12 MONTH EMPLOYEES

PAID AS EARNED: 11

Eleven equal payments from August through June

PAID IN ARREARS: 11 + 1

Eleven equal payments from August through June, less approximately 8% of gross salary withheld to fund one additional check to be paid in June.

PAID OVER 12 MONTHS (This option is only available to certificated staff)

Twelve equal payments from July through June

Notes:

1. Arrears checks are distributed in the same manner as the June regular check (i.e., if your regular check is issued by direct deposit, the arrears check(s) will also be direct deposited)
2. Participation in the Arrears Program is voluntary. The Program works similar to a credit union or savings account that does not earn interest. Once the selection to participate has been made, it is irrevocable for the fiscal year. Please make your selection carefully.

Name: _____

Employee ID Number: _____

Signature: _____

Date: _____

APPENDIX B – CERTIFICATED SALARY SCHEDULE

CERTIFICATED SALARY SCHEDULE
REGULAR CERTIFICATED ANNUAL (RCA)
2025-2026

STEP	COLUMN I	COLUMN II	COLUMN III		COLUMN IV		COLUMN V		COLUMN VI		COLUMN VII	
	BA	BA + 15	BA + 30	BA + 30 MASTERS	BA + 45	BA + 45 MASTERS	BA + 60	BA + 60 MASTERS	BA + 75	BA + 75 MASTERS	BA + 90	BA + 90 MASTERS
1	71,585.14	71,585.14	71,585.14	74,080.60	71,585.14	74,080.60	75,092.89	77,588.34	85,615.02	88,111.58	92,629.41	95,124.87
PER DIEM	389.05	389.05	389.05	402.61	389.05	402.61	408.11	421.68	465.30	478.87	503.42	516.98
2	71,585.14	71,585.14	71,585.14	74,080.60	75,092.89	77,588.34	78,601.74	81,099.40	85,615.02	88,111.58	92,629.41	95,124.87
PER DIEM	389.05	389.05	389.05	402.61	408.11	421.68	427.18	440.76	465.30	478.87	503.42	516.98
3	71,585.14	71,585.14	75,092.89	77,588.34	78,601.74	81,099.40	82,108.39	84,604.93	85,615.02	88,111.58	92,629.41	95,124.87
PER DIEM	389.05	389.05	408.11	421.68	394.11	440.76	446.24	459.81	465.30	478.87	503.42	516.98
4	71,585.14	75,092.89	78,601.74	81,099.40	82,108.39	84,604.93	85,615.02	88,111.58	89,120.56	91,617.12	92,629.41	95,124.87
PER DIEM	389.05	408.11	427.18	440.76	446.24	459.81	465.30	478.87	484.35	497.92	503.42	516.98
5	75,092.89	78,601.74	82,108.39	84,604.93	85,615.02	88,111.58	89,120.56	91,617.12	92,629.41	95,124.87	96,137.16	98,633.72
PER DIEM	408.11	427.18	446.24	459.81	465.30	478.87	484.35	497.92	503.42	516.98	522.48	536.05
6	78,601.74	82,108.39	85,615.02	88,111.58	89,120.56	91,617.12	92,629.41	95,124.87	96,137.16	98,633.72	99,641.60	102,137.05
PER DIEM	427.18	446.24	465.30	478.87	484.35	497.92	503.42	516.98	522.48	536.05	541.53	555.09
7	85,615.02	89,120.56	91,617.12	92,629.41	95,124.87	96,137.16	98,633.72	99,641.60	102,137.05	103,149.34	105,644.79	107,639.23
PER DIEM	465.30	484.35	497.92	503.42	516.98	522.48	536.05	541.53	555.09	560.59	574.16	587.73
8	89,120.56	92,629.41	95,124.87	96,137.16	98,633.72	99,641.60	102,137.05	103,149.34	105,644.79	106,658.19	109,154.74	111,150.19
PER DIEM	484.35	503.42	516.98	522.48	536.05	541.53	555.09	560.59	574.16	579.66	593.23	606.80
9	97,399.78	99,895.22	100,902.00	103,398.56	104,406.44	106,904.10	107,923.01	110,419.56	111,426.35	113,921.80	114,937.40	117,432.85
PER DIEM	529.35	542.91	548.38	561.95	567.43	581.00	586.54	600.11	605.58	619.14	624.66	638.22
10	100,902.00	103,398.56	104,406.44	106,904.10	107,923.01	110,419.56	111,426.35	113,921.80	114,937.40	117,432.85	118,448.45	120,943.90
PER DIEM	548.38	561.95	567.43	581.00	586.54	600.11	605.58	619.14	624.66	638.22	643.74	657.30
11	108,676.17	111,172.72	112,181.71	114,677.16	115,692.76	118,189.32	119,198.48	121,694.93	122,703.01	125,199.46	126,207.54	128,704.00
PER DIEM	590.63	604.20	609.68	623.25	628.77	642.33	647.77	661.33	666.80	680.36	685.83	700.00
12	112,181.71	114,677.16	115,692.76	118,189.32	119,198.48	121,694.93	122,703.01	125,199.46	126,207.54	128,704.00	129,712.08	132,208.54
PER DIEM	609.68	623.25	628.77	642.33	647.77	661.33	666.80	680.36	685.83	700.00	705.47	720.00
13	115,940.87	118,436.32	119,451.93	121,948.48	122,957.55	125,454.10	126,463.17	128,959.72	129,968.79	132,465.34	133,474.41	135,970.96
PER DIEM	630.11	643.68	649.20	662.76	668.19	681.76	687.27	700.83	706.34	720.00	725.47	740.00
14	115,940.87	118,436.32	119,451.93	121,948.48	122,957.55	125,454.10	126,463.17	128,959.72	129,968.79	132,465.34	133,474.41	135,970.96
PER DIEM	630.11	643.68	649.20	662.76	668.19	681.76	687.27	700.83	706.34	720.00	725.47	740.00
15	115,940.87	118,436.32	119,451.93	121,948.48	122,957.55	125,454.10	126,463.17	128,959.72	129,968.79	132,465.34	133,474.41	135,970.96
PER DIEM	630.11	643.68	649.20	662.76	668.19	681.76	687.27	700.83	706.34	720.00	725.47	740.00
16	115,940.87	118,436.32	119,451.93	121,948.48	122,957.55	125,454.10	126,463.17	128,959.72	129,968.79	132,465.34	133,474.41	135,970.96
PER DIEM	630.11	643.68	649.20	662.76	668.19	681.76	687.27	700.83	706.34	720.00	725.47	740.00
17	119,700.04	122,195.49	123,211.09	125,706.55	126,715.62	129,211.09	130,220.16	132,715.62	133,724.69	136,220.16	137,229.23	139,724.69
PER DIEM	650.54	664.11	669.63	683.19	688.62	702.19	707.70	721.26	726.77	740.33	745.84	760.00
18	119,700.04	122,195.49	123,211.09	125,706.55	126,715.62	129,211.09	130,220.16	132,715.62	133,724.69	136,220.16	137,229.23	139,724.69
PER DIEM	650.54	664.11	669.63	683.19	688.62	702.19	707.70	721.26	726.77	740.33	745.84	760.00
19	119,700.04	122,195.49	123,211.09	125,706.55	126,715.62	129,211.09	130,220.16	132,715.62	133,724.69	136,220.16	137,229.23	139,724.69
PER DIEM	650.54	664.11	669.63	683.19	688.62	702.19	707.70	721.26	726.77	740.33	745.84	760.00
20	123,458.10	125,954.65	126,970.26	129,465.71	130,474.78	132,970.26	133,979.33	136,474.78	137,483.85	140,979.33	141,988.40	144,483.85
PER DIEM	670.97	684.54	690.06	703.62	709.05	722.62	728.13	741.69	747.20	760.76	766.27	780.00
21	123,458.10	125,954.65	126,970.26	129,465.71	130,474.78	132,970.26	133,979.33	136,474.78	137,483.85	140,979.33	141,988.40	144,483.85
PER DIEM	670.97	684.54	690.06	703.62	709.05	722.62	728.13	741.69	747.20	760.76	766.27	780.00
22	123,458.10	125,954.65	126,970.26	129,465.71	130,474.78	132,970.26	133,979.33	136,474.78	137,483.85	140,979.33	141,988.40	144,483.85
PER DIEM	670.97	684.54	690.06	703.62	709.05	722.62	728.13	741.69	747.20	760.76	766.27	780.00
23	127,217.27	129,713.82	130,729.42	133,224.88	134,233.95	136,729.42	137,738.49	140,233.95	141,243.02	143,738.49	144,747.56	147,243.02
PER DIEM	691.40	704.97	710.49	724.05	729.48	743.05	748.56	762.12	767.63	781.19	786.70	800.00
24	127,217.27	129,713.82	130,729.42	133,224.88	134,233.95	136,729.42	137,738.49	140,233.95	141,243.02	143,738.49	144,747.56	147,243.02
PER DIEM	691.40	704.97	710.49	724.05	729.48	743.05	748.56	762.12	767.63	781.19	786.70	800.00
25	127,217.27	129,713.82	130,729.42	133,224.88	134,233.95	136,729.42	137,738.49	140,233.95	141,243.02	143,738.49	144,747.56	147,243.02
PER DIEM	691.40	704.97	710.49	724.05	729.48	743.05	748.56	762.12	767.63	781.19	786.70	800.00
26	130,976.44	133,472.98	134,488.59	136,984.04	137,993.11	140,488.59	141,497.66	143,993.11	144,993.11	147,488.59	148,497.66	150,993.11
PER DIEM	711.83	725.40	730.92	744.48	749.91	763.48	768.99	782.55	788.06	801.62	807.13	820.00

MASTERS \$2,495.95
DOCTORATE \$2,795.95
WORK YEAR 184
Teachers-on-Special Assignment, Lead Teachers will receive an additional 10% stipend

3% Effective 07/01/2025

APPENDIX C – PSYCHOLOGIST/SOCIAL WORKER/SPEECH THERAPIST/ AUDIOLOGIST/ NURSE SALARY SCHEDULE

CERTIFICATED SALARY SCHEDULE
 PSYCHOLOGISTS/SOCIAL WORKERS (PSW)/SPEECH THERAPISTS (SPL)/AUDIOLOGIST/NURSES/VISUALLY IMPAIRED-ORIENTATION MOBILITY/DEAF AND HARD OF HEARING ANNUAL
 2025-2026

STEP	COLUMN I	COLUMN II	COLUMN III		COLUMN IV		COLUMN V		COLUMN VI		COLUMN VII	
	BA	BA + 15	BA + 30	BA + 30 MASTERS	BA + 45	BA + 45 MASTERS	BA + 60	BA + 60 MASTERS	BA + 75	BA + 75 MASTERS	BA + 90	BA + 90 MASTERS
1	82,262.76	82,262.76	82,262.76	84,759.32	82,262.76	84,759.32	86,295.40	88,790.85	98,390.02	100,885.46	106,444.27	108,940.82
PER DIEM	\$435.25	\$435.25	\$435.25	\$448.46	\$435.25	\$448.46	\$456.59	\$469.79	\$520.58	\$533.79	\$563.20	\$576.41
2	82,262.76	82,262.76	82,262.76	84,759.32	86,295.40	88,790.85	90,321.42	92,816.87	98,390.02	100,885.46	106,444.27	108,940.82
PER DIEM	\$435.25	\$435.25	\$435.25	\$448.46	\$456.59	\$469.79	\$477.89	\$491.09	\$520.58	\$533.79	\$563.20	\$576.41
3	82,262.76	82,262.76	86,295.40	88,790.85	90,321.42	92,816.87	94,350.76	96,846.21	98,390.02	100,885.46	106,444.27	108,940.82
PER DIEM	\$435.25	\$435.25	\$456.59	\$469.79	\$477.89	\$491.09	\$499.21	\$512.41	\$520.58	\$533.79	\$563.20	\$576.41
4	82,262.76	86,295.40	90,321.42	92,816.87	94,350.76	96,846.21	98,390.02	100,885.46	102,411.62	104,907.08	106,444.27	108,940.82
PER DIEM	\$435.25	\$456.59	\$477.89	\$491.09	\$499.21	\$512.41	\$520.58	\$533.79	\$541.86	\$555.06	\$563.20	\$576.41
5	86,295.40	90,321.42	94,350.76	96,846.21	98,390.02	100,885.46	102,411.62	104,907.08	106,444.27	108,940.82	110,475.80	112,971.25
PER DIEM	\$456.59	\$477.89	\$499.21	\$512.41	\$520.58	\$533.79	\$541.86	\$555.06	\$563.20	\$576.41	\$584.53	\$597.73
6	90,321.42	94,350.76	98,390.02	100,885.46	102,411.62	104,907.08	106,444.27	108,940.82	110,475.80	112,971.25	114,504.03	116,999.48
PER DIEM	\$477.89	\$499.21	\$520.58	\$533.79	\$541.86	\$555.06	\$563.20	\$576.41	\$584.53	\$597.73	\$605.84	\$619.04
7		98,390.02	102,411.62	104,907.08	106,444.27	108,940.82	110,475.80	112,971.25	114,504.03	116,999.48	118,533.37	121,028.81
PER DIEM		\$520.58	\$541.86	\$555.06	\$563.20	\$576.41	\$584.53	\$597.73	\$605.84	\$619.04	\$627.16	\$640.36
8		102,411.62	106,444.27	108,940.82	110,475.80	112,971.25	114,504.03	116,999.48	118,533.37	121,028.81	122,562.70	125,059.25
PER DIEM		\$541.86	\$563.20	\$576.41	\$584.53	\$597.73	\$605.84	\$619.04	\$627.16	\$640.36	\$648.48	\$661.69
9			111,735.11	114,230.55	115,763.34	118,261.00	119,790.46	122,287.02	123,819.79	126,315.24	127,850.05	130,354.50
PER DIEM			\$591.19	\$604.39	\$612.50	\$625.72	\$633.81	\$647.02	\$655.13	\$668.33	\$676.50	\$689.71
10			115,763.34	118,261.00	119,790.46	122,287.02	123,819.79	126,315.24	127,850.05	130,354.50	131,882.87	134,379.42
PER DIEM			\$612.50	\$625.72	\$633.81	\$647.02	\$655.13	\$668.33	\$676.50	\$689.71	\$697.92	\$711.00
11					124,575.15	127,071.71	128,612.21	131,107.66	132,639.33	135,134.78	136,667.56	139,165.22
PER DIEM					\$659.13	\$672.34	\$680.49	\$693.69	\$701.80	\$715.00	\$723.11	\$736.32
12					128,612.21	131,107.66	132,639.33	135,134.78	136,667.56	139,165.22	140,700.20	143,195.65
PER DIEM					\$680.49	\$693.69	\$701.80	\$715.00	\$723.11	\$736.32	\$744.45	\$757.65
13					132,894.06	135,389.51	136,921.19	139,416.64	140,949.41	143,444.87	144,980.96	147,477.50
PER DIEM					\$703.14	\$716.35	\$724.45	\$737.65	\$745.76	\$758.97	\$767.10	\$780.30
14					132,894.06	135,389.51	136,921.19	139,416.64	140,949.41	143,444.87	144,980.96	147,477.50
PER DIEM					\$703.14	\$716.35	\$724.45	\$737.65	\$745.76	\$758.97	\$767.10	\$780.30
15					132,894.06	135,389.51	136,921.19	139,416.64	140,949.41	143,444.87	144,980.96	147,477.50
PER DIEM					\$703.14	\$716.35	\$724.45	\$737.65	\$745.76	\$758.97	\$767.10	\$780.30
16					132,894.06	135,389.51	136,921.19	139,416.64	140,949.41	143,444.87	144,980.96	147,477.50
PER DIEM					\$703.14	\$716.35	\$724.45	\$737.65	\$745.76	\$758.97	\$767.10	\$780.30
17					137,174.81	139,671.37	141,201.94	143,698.49	145,231.27	147,726.72	149,262.81	151,759.36
PER DIEM					\$725.79	\$739.00	\$747.10	\$760.31	\$768.42	\$781.62	\$789.75	\$802.96
18					137,174.81	139,671.37	141,201.94	143,698.49	145,231.27	147,726.72	149,262.81	151,759.36
PER DIEM					\$725.79	\$739.00	\$747.10	\$760.31	\$768.42	\$781.62	\$789.75	\$802.96
19					137,174.81	139,671.37	141,201.94	143,698.49	145,231.27	147,726.72	149,262.81	151,759.36
PER DIEM					\$725.79	\$739.00	\$747.10	\$760.31	\$768.42	\$781.62	\$789.75	\$802.96
20					141,456.67	143,952.12	145,483.79	147,980.35	149,512.02	152,008.57	153,544.66	156,040.11
PER DIEM					\$748.45	\$761.65	\$769.76	\$782.96	\$791.07	\$804.28	\$812.41	\$825.61
21					141,456.67	143,952.12	145,483.79	147,980.35	149,512.02	152,008.57	153,544.66	156,040.11
PER DIEM					\$748.45	\$761.65	\$769.76	\$782.96	\$791.07	\$804.28	\$812.41	\$825.61
22					141,456.67	143,952.12	145,483.79	147,980.35	149,512.02	152,008.57	153,544.66	156,040.11
PER DIEM					\$748.45	\$761.65	\$769.76	\$782.96	\$791.07	\$804.28	\$812.41	\$825.61
23					145,738.52	148,233.97	149,765.65	152,261.10	153,793.87	156,289.33	157,825.41	160,321.96
PER DIEM					\$771.10	\$784.31	\$792.41	\$805.61	\$813.72	\$826.93	\$835.06	\$848.26
24					145,738.52	148,233.97	149,765.65	152,261.10	153,793.87	156,289.33	157,825.41	160,321.96
PER DIEM					\$771.10	\$784.31	\$792.41	\$805.61	\$813.72	\$826.93	\$835.06	\$848.26
25					145,738.52	148,233.97	149,765.65	152,261.10	153,793.87	156,289.33	157,825.41	160,321.96
PER DIEM					\$771.10	\$784.31	\$792.41	\$805.61	\$813.72	\$826.93	\$835.06	\$848.26
26					150,019.27	152,515.83	154,046.40	156,542.95	158,075.73	160,571.18	162,107.26	164,603.82
PER DIEM					\$793.75	\$806.96	\$815.06	\$828.27	\$836.38	\$849.58	\$857.71	\$870.92

MASTERS \$2,495.95

DOCTORATE \$2,795.95

WORK YEAR 189

Teachers-on-Special Assignment, Lead Teachers will receive an additional 10% stipend

3% Effective 07/01/2025

APPENDIX D – INSTRUCTIONAL SUPPORT PROGRAM TEACHER SALARY SCHEDULE

CERTIFICATED SALARY SCHEDULE
INSTRUCTIONAL SUPPORT PROGRAM TEACHER (ISP)
2025-2026

STEP	COLUMN I	COLUMN II	COLUMN III		COLUMN IV		COLUMN V		COLUMN VI		COLUMN VII	
	BA	BA + 15	BA + 30	BA + 30 MASTERS	BA + 45	BA + 45 MASTERS	BA + 60	BA + 60 MASTERS	BA + 75	BA + 75 MASTERS	BA + 90	BA + 90 MASTERS
1	78,745.10	78,745.10	78,745.10	81,241.64	78,745.10	81,241.64	82,600.19	85,096.75	94,177.63	96,673.08	101,886.73	104,383.29
PER DIEM	427.96	427.96	427.96	441.53	427.96	441.53	448.91	462.48	511.83	525.40	553.73	567.30
2	78,745.10	78,745.10	78,745.10	81,241.64	82,600.19	85,096.75	86,465.22	88,960.67	94,177.63	96,673.08	101,886.73	104,383.29
PER DIEM	427.96	427.96	427.96	441.53	448.91	462.48	469.92	483.48	511.83	525.40	553.73	567.30
3	78,745.10	78,745.10	82,600.19	85,096.75	86,465.22	88,960.67	90,319.22	92,814.67	94,177.63	96,673.08	101,886.73	104,383.29
PER DIEM	427.96	427.96	448.91	462.48	469.92	483.48	490.87	504.43	511.83	525.40	553.73	567.30
4	78,745.10	82,600.19	86,465.22	88,960.67	90,319.22	92,814.67	94,177.63	96,673.08	98,032.73	100,528.19	101,886.73	104,383.29
PER DIEM	427.96	448.91	469.92	483.48	490.87	504.43	511.83	525.40	532.79	546.35	553.73	567.30
5	82,600.19	86,465.22	90,319.22	92,814.67	94,177.63	96,673.08	98,032.73	100,528.19	101,886.73	104,383.29	105,750.66	108,246.11
PER DIEM	448.91	469.92	490.87	504.43	511.83	525.40	532.79	546.35	553.73	567.30	574.73	588.29
6	86,465.22	90,319.22	94,177.63	96,673.08	98,032.73	100,528.19	101,886.73	104,383.29	105,750.66	108,246.11	109,604.66	112,100.10
PER DIEM	469.92	490.87	511.83	525.40	532.79	546.35	553.73	567.30	574.73	588.29	595.68	609.24
7		94,177.63	98,032.73	100,528.19	101,886.73	104,383.29	105,750.66	108,246.11	109,604.66	112,100.10	113,464.17	115,959.61
PER DIEM		511.83	532.79	546.35	553.73	567.30	574.73	588.29	595.68	609.24	616.65	630.22
8		98,032.73	101,886.73	104,383.29	105,750.66	108,246.11	109,604.66	112,100.10	113,464.17	115,959.61	117,323.68	119,819.13
PER DIEM		532.79	553.73	567.30	574.73	588.29	595.68	609.24	616.65	630.22	637.63	651.19
9			107,140.09	109,635.53	110,996.28	113,491.73	114,846.98	117,342.43	118,715.31	121,210.76	122,567.11	125,062.56
PER DIEM			582.28	595.85	603.24	616.80	624.17	637.73	645.19	658.75	666.13	679.69
10			110,996.28	113,491.73	114,846.98	117,342.43	118,715.31	121,210.76	122,567.11	125,062.56	126,429.93	128,925.38
PER DIEM			603.24	616.80	624.17	637.73	645.19	658.75	666.13	679.69	687.12	700.68
11					119,543.45	122,038.90	123,398.55	125,894.01	127,261.37	129,756.83	131,107.66	133,604.21
PER DIEM					649.69	663.25	670.64	684.21	691.64	705.20	712.54	726.11
12					123,398.55	125,894.01	127,261.37	129,756.83	131,107.66	133,604.21	134,971.58	137,467.03
PER DIEM					670.64	684.21	691.64	705.20	712.54	733.54	747.10	760.68
13					127,532.64	130,029.20	131,396.56	133,892.02	135,242.85	137,739.41	139,106.77	141,602.23
PER DIEM					693.11	706.68	714.11	727.67	735.02	748.58	756.02	769.58
14					127,532.64	130,029.20	131,396.56	133,892.02	135,242.85	137,739.41	139,106.77	141,602.23
PER DIEM					693.11	706.68	714.11	727.67	735.02	748.58	756.02	769.58
15					127,532.64	130,029.20	131,396.56	133,892.02	135,242.85	137,739.41	139,106.77	141,602.23
PER DIEM					693.11	706.68	714.11	727.67	735.02	748.58	756.02	769.58
16					127,532.64	130,029.20	131,396.56	133,892.02	135,242.85	137,739.41	139,106.77	141,602.23
PER DIEM					693.11	706.68	714.11	727.67	735.02	748.58	756.02	769.58
17					131,667.84	134,163.29	135,530.65	138,027.21	139,378.04	141,873.49	143,240.86	145,737.42
PER DIEM					715.59	729.15	736.58	750.15	757.49	771.05	778.48	792.05
18					131,667.84	134,163.29	135,530.65	138,027.21	139,378.04	141,873.49	143,240.86	145,737.42
PER DIEM					715.59	729.15	736.58	750.15	757.49	771.05	778.48	792.05
19					131,667.84	134,163.29	135,530.65	138,027.21	139,378.04	141,873.49	143,240.86	145,737.42
PER DIEM					715.59	729.15	736.58	750.15	757.49	771.05	778.48	792.05
20					135,803.03	138,298.48	139,665.85	142,162.40	143,512.14	146,008.68	147,376.06	149,871.51
PER DIEM					738.06	751.62	759.05	772.62	779.96	793.53	800.96	814.52
21					135,803.03	138,298.48	139,665.85	142,162.40	143,512.14	146,008.68	147,376.06	149,871.51
PER DIEM					738.06	751.62	759.05	772.62	779.96	793.53	800.96	814.52
22					135,803.03	138,298.48	139,665.85	142,162.40	143,512.14	146,008.68	147,376.06	149,871.51
PER DIEM					738.06	751.62	759.05	772.62	779.96	793.53	800.96	814.52
23					139,937.12	142,433.67	143,801.04	146,296.49	147,647.33	150,143.87	151,511.25	154,006.70
PER DIEM					760.53	774.10	781.53	795.09	802.43	816.00	823.43	836.99
24					139,937.12	142,433.67	143,801.04	146,296.49	147,647.33	150,143.87	151,511.25	154,006.70
PER DIEM					760.53	774.10	781.53	795.09	802.43	816.00	823.43	836.99
25					139,937.12	142,433.67	143,801.04	146,296.49	147,647.33	150,143.87	151,511.25	154,006.70
PER DIEM					760.53	774.10	781.53	795.09	802.43	816.00	823.43	836.99
26					144,072.31	146,568.87	147,936.23	150,431.69	151,782.52	154,277.96	155,645.34	158,141.89
PER DIEM					783.00	796.57	804.00	817.56	824.91	838.47	845.90	859.47

MASTERS \$2,495.95
DOCTORATE \$2,795.95
WORK YEAR 184

Teachers-on-Special Assignment, Lead Teachers will receive an additional 10% stipend

3% Effective 07/01/2025

APPENDIX E – DEVELOPMENTAL CERTIFICATED SALARY SCHEDULE

CERTIFICATED SALARY SCHEDULE
DEVELOPMENTAL CERTIFICATED ANNUAL (DCA)
2025-2026

STEP	RANGE 1	RANGE 2	RANGE 3	RANGE 3 MASTERS	RANGE 4	RANGE 4 MASTERS	RANGE 5	RANGE 5 MASTERS	RANGE 6	RANGE 6 MASTERS	RANGE 7	RANGE 7 MASTERS
9			112,218.10	114,714.65	116,258.46	118,755.01	120,295.51	122,792.06	124,340.28	126,835.73	128,382.84	130,878.29
PER DIEM			529.35	541.11	548.38	560.17	567.43	579.21	586.54	598.28	605.58	617.35
10			116,258.46	118,755.01	120,295.51	122,792.06	124,340.28	126,835.73	128,382.84	130,878.29	132,425.40	134,920.86
PER DIEM			548.38	560.17	567.43	579.21	586.54	598.28	605.58	617.35	624.66	636.42
11					125,208.12	127,704.67	129,256.19	131,751.64	133,292.14	135,787.59	137,328.09	139,824.64
PER DIEM					590.63	602.38	609.68	621.47	628.77	640.51	647.77	659.55
12					129,256.19	131,751.64	133,292.14	135,787.59	137,328.09	139,824.64	141,376.17	143,871.62
PER DIEM					609.68	621.47	628.77	640.51	647.77	659.55	666.84	678.64
13					133,586.57	136,083.12	137,622.51	140,117.97	141,659.57	144,155.02	145,706.54	148,203.09
PER DIEM					630.11	641.90	649.20	660.93	668.19	679.98	687.27	699.07
14					133,586.57	136,083.12	137,622.51	140,117.97	141,659.57	144,155.02	145,706.54	148,203.09
PER DIEM					630.11	641.90	649.20	660.93	668.19	679.98	687.27	699.07
15					133,586.57	136,083.12	137,622.51	140,117.97	141,659.57	144,155.02	145,706.54	148,203.09
PER DIEM					630.11	641.90	649.20	660.93	668.19	679.98	687.27	699.07
16					133,586.57	136,083.12	137,622.51	140,117.97	141,659.57	144,155.02	145,706.54	148,203.09
PER DIEM					630.11	641.90	649.20	660.93	668.19	679.98	687.27	699.07
17					137,918.04	140,413.49	141,953.99	144,449.44	145,989.94	148,486.49	150,038.02	152,533.47
PER DIEM					650.54	662.33	669.63	681.37	688.62	700.41	707.70	719.50
18					137,918.04	140,413.49	141,953.99	144,449.44	145,989.94	148,486.49	150,038.02	152,533.47
PER DIEM					650.54	662.33	669.63	681.37	688.62	700.41	707.70	719.50
19					137,918.04	140,413.49	141,953.99	144,449.44	145,989.94	148,486.49	150,038.02	152,533.47
PER DIEM					650.54	662.33	669.63	681.37	688.62	700.41	707.70	719.50
20					142,248.42	144,744.97	146,284.36	148,780.92	150,321.42	152,816.87	154,368.39	156,864.94
PER DIEM					670.97	682.76	690.06	701.80	709.05	720.83	728.13	739.93
21					142,248.42	144,744.97	146,284.36	148,780.92	150,321.42	152,816.87	154,368.39	156,864.94
PER DIEM					670.97	682.76	690.06	701.80	709.05	720.83	728.13	739.93
22					142,248.42	144,744.97	146,284.36	148,780.92	150,321.42	152,816.87	154,368.39	156,864.94
PER DIEM					670.97	682.76	690.06	701.80	709.05	720.83	728.13	739.93
23					146,579.89	149,075.34	150,615.84	153,111.29	154,651.79	157,148.34	158,699.87	161,195.32
PER DIEM					691.40	703.19	710.49	722.22	729.48	741.27	748.55	760.36
24					146,579.89	149,075.34	150,615.84	153,111.29	154,651.79	157,148.34	158,699.87	161,195.32
PER DIEM					691.40	703.19	710.49	722.22	729.48	741.27	748.55	760.36
25					146,579.89	149,075.34	150,615.84	153,111.29	154,651.79	157,148.34	158,699.87	161,195.32
PER DIEM					691.40	703.19	710.49	722.22	729.48	741.27	748.55	760.36
26					150,910.27	153,406.82	154,946.21	157,442.77	158,983.26	161,478.72	163,030.24	165,526.79
PER DIEM					711.83	723.62	730.92	742.65	749.91	761.69	768.98	780.79

MASTERS \$2,495.95
DOCTORATE \$2,795.95
WORK YEAR 212
Teacher on Special Assignment, Lead Teachers will receive an additional 10%
3% Effective 7/1/2025

APPENDIX F – PART-TIME TEMPORARY HOURLY SALARY SCHEDULE

PART-TIME TEMPORARY
 CONTRA COSTA ADULT SCHOOL
 HOURLY SALARY SCHEDULE
 2025-2026

EFFECTIVE 07/01/25

	Hourly Rate
Substitute/Staff Development	<u>\$45.20</u>
Step 1	\$45.20
Step 2	\$47.42
Step 3	\$49.74
Step 4	\$52.30
Step 5	\$54.98
Professional Growth	
	Hourly Rate
BA+45	<u>\$56.33</u>
BA+60	\$57.73
BA+75	\$59.15
BA+90	\$60.66
MASTERS	\$2,495.95
DOCTORATE	\$2,795.95

**FMLA/CFRA (Family and Medical Leave Act)
NOTIFICATION**

The Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) provides up to 12 weeks of unpaid, job-protected leave to eligible employees, for certain qualifying family and medical reasons. The following is a synopsis of the provisions and/or information that applies in most cases.

Eligibility

- Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.
- For eligibility purposes, full-time teachers are deemed to meet the 1,250 hour requirement.
- There is no exception to the 1,250 hour requirement in the FMLA for instructional assistants.

Basic Leave Entitlement

- Birth of a child; bonding with a newborn (12 weeks in addition to pregnancy disability).
- Placement of a child with employee for adoption or foster care.
- To care for serious health condition of a spouse, child, or parent who has a serious health condition. For CFRA purposes only, an employee is entitled to basic leave for "a designated person". The eligible employee may only select one "designated person" per 12-month period.
- Serious health condition that makes the employee unable to perform the employee's job.

Duration of Leave

- 12 weeks of unpaid, job-protected leave within a 12 month period (based on a fiscal year).
- if for the birth, adoption, or foster care placement, leave must be taken within one year of the event; 12 weeks is in addition to pregnancy disability leave.
- If leave is for a serious health condition, it may be taken on reduced or intermittent basis if medically necessary.

Military Family Leave Entitlements

- Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies.

- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

FMLA Leave Entitlement

- Paid leave and requested unpaid FMLA/ CFRA leave will run concurrently in any instance where leave for one of the reasons identified exceeds five consecutive days (except for pregnancy disability leave).

Advance Notice and Medical Certification Requirement

- 30 day notice required for foreseeable events; for unforeseeable events, best reasonable notice.
- The CCCOE will require medical certification in support of a serious health condition stating:
 - Date condition began
 - Probable duration
 - Statement that condition warrants family member care
 - Certification must be provided within 15 days
 - In case of leave for own illness, employee must have attending physician release to return to work.

Continuation of Benefits

- During FMLA leave, the employer must maintain the employee's health Coverage under any "group health plan" on the same terms as if the employee had continued to work.

Reinstatement/ Nondiscrimination

- Employer guarantees to reinstate the employee in the same or comparable position after the leave.
- Employee shall retain his/her status in seniority.
- The CCCOE shall not refuse to hire and shall not discharge, fine, suspend, expel, or discriminate any employee involving FMLA leave actions.

Failure to Return from Leave

- The employee may be required to repay the premium cost paid by the employer for maintaining the benefit coverage during the period of unpaid leave if:
- The employee fails to return from leave for any reason other than serious health condition that entitles the leave.
- Or other circumstance out of the control of the employee.

If you have any further questions regarding FMLA leave, please call Human Resources Analyst at (925) 942-5344

APPENDIX H – CERTIFICATED EVALUATION PROCESS

CERTIFICATED EVALUATION PROCESS

Evaluation Form

- Per Article 12 of the Contract, "permanent Unit members will be formally evaluated no less than once every other year. All other Unit members will be formally evaluated no less than once every year. The County and the Association mutually agree that a variety of methods may be used to meet the requirements of Education Code 44662 (Stull Act). Whatever method is selected must be mutually agreed upon by the evaluatee and evaluator and must meet the requirements enumerated within Section 12.1.3 of the Contract.
- This Evaluation of Certificated Personnel Form was developed using the California Teaching Standards in conjunction with the elements of the Stull Bill process.
- Each evaluation shall be conducted by the immediate supervisor who shall be a County Schools employee.
- An initial conference between a certificated employee and a supervisor will be **held within thirty-five (35) workdays following the commencement of the employee's work year to discuss the employee's duties and responsibilities.**
- **Employees will be formally evaluated in accordance with provisions of existing law that provide a written copy of the final evaluation be provided to the employee no later than thirty (30) days before the end of the school year.**
- If an improvement plan is required, the Evaluation of Certificated Personnel Form, with the improvement plan, must be signed by the appropriate Director and Associate Superintendent.

Observation Forms

- Formal Observation shall be scheduled two (2) days in advance unless employee waives such notice.
- Prior to observation the employee completes the Pre-Observation Conference Form. The employee and supervisor will discuss and mutually agree on the content.
- Formal Observation will last a minimum of 30 minutes, and the supervisor will complete the Formal Observation Conference Form.
- The supervisor will schedule a Post-Observation Conference to review and **discuss the observation and to complete the Post-Observation Conference Form.**

Professional Development Information Sheet

The Professional Development Information Sheet shall be maintained and completed by the employee on a yearly basis, with a copy submitted to the supervisor by May 31

APPENDIX I -TEACHER IEP RELEASE DAYS PROCEDURE

Special Day Class Teacher Release Days Procedure

As per Article 9.12.3 of the CCCSEA agreement:

Special Day Class teachers are entitled to take six (6) release days per instructional year to perform IEP related duties. Teachers may also elect to take a half day release day. The teacher shall inform their site administrator at least three (3) workdays in advance of the planned release day. The site administrator shall approve the release day unless a substitute is not available. The special day class teacher shall not request a release day during state testing week, on a staff development day or if the teacher has a scheduled IEP meeting. Alternatively, upon request by the teacher, the teacher shall receive the highest daily substitute rate in lieu of a release day. The teacher shall submit any such request on a time sheet in December and/or June of the year to which the request applies. Teachers may elect a combination of release days and substitute rate pay not to exceed six (6) days.

In the event that the Special Day Class teacher elects to request time off to perform IEP related duties:

1. Teacher receives approval of planned release day off from supervisor.
2. Teacher puts absence in SmartFind Express and designates substitute or allows system to search. Substitute must be assigned to take the time off.
3. Teacher checks SmartFind Express in advance of absence to confirm substitute is assigned.

In the event that the Special Day Class teacher elects to be paid:

1. Teacher completes the Special Day Class Teacher Release Days Payment Form.
2. Teacher will submit form no later than December 15th or June 15th for payment at the highest substitute daily rate. Payments will be made up to twice a year in December or June upon receipt of completed forms.