

# ***AGREEMENT***

**Between the**

**BOARD OF TRUSTEES  
of the  
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

**And**

**ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE)**

**As defined by the  
Public Employment Relations Board**

***November 1, 2014 - October 31, 2017***



## **PREAMBLE**

This *Agreement* is made and entered into this 2nd day of November 2015 between the Board of Trustees of the Foothill-De Anza Community College District, hereinafter referred to as the District, and Association of Classified Employees, hereinafter referred to as ACE.

The purpose of this *Agreement* is to promote the improvement of personnel management and employer-employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

### **Foothill-De Anza Community College District**

By: \_\_\_\_\_  
Judy Miner, Chancellor

By: \_\_\_\_\_  
Dorene Novotny, Chief Negotiator  
Vice Chancellor of Human Resources and Equal Opportunity

By: \_\_\_\_\_  
Marietta L. Harris, Chief Negotiator  
Director of Human Resources

### **Association of Classified Employees Negotiations Team Members**

By: \_\_\_\_\_  
Bradley Booth, ACE Counsel

By: \_\_\_\_\_  
Christopher Dubeau

By: \_\_\_\_\_  
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By: \_\_\_\_\_  
Cathleen Monsell

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Stephanie Pham

By: \_\_\_\_\_  
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By: \_\_\_\_\_  
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**ARTICLE 1**  
**RECOGNITION AND EFFECT OF AGREEMENT**

- 1.1 The District hereby recognizes ACE (herein referred to as the Union) as the exclusive bargaining representative in ACE for all classified workers holding those positions listed in Appendix E and all classified hourly workers holding those positions listed in Appendix E.1. All newly created positions, except those that are faculty positions or which are Blue Collar or skilled trades and crafts (Unit A) or are designated by the PERB as management, supervisory or confidential positions shall be assigned to the bargaining unit. The bargaining unit may be expanded to other classes by mutual agreement of the District and the Union subject to the rules of the PERB.
- 1.2 This *Agreement* shall supersede any rules, regulations, policies or practices of the District. In the absence of specific provisions of this *Agreement*, the adoption or modification of rules, regulations, policies, and practices is discretionary with the District; provided, however, the District shall notify ACE prior to any implementation, and shall afford sufficient time to negotiate over the effects of such a change, or to meet and confer.
- 1.3 If any provision of this *Agreement* is held invalid by any court of competent jurisdiction, such invalidity shall not affect any other provision of this *Agreement* so long as it can be given effect without the invalid provision. To this end the provisions of this *Agreement* are severable.
- 1.4 This *Agreement* expresses the entire understanding between the parties with respect to all matters within the scope of representation as defined by the Government Code Section 3543.2 and supersedes all previous agreements between the parties, whether written or oral. During the term of this *Agreement* the parties expressly waive the right to meet and negotiate with respect to any matter, whether addressed in this *Agreement* or not, even though such matter may not have been within the contemplation of either or both parties at the time this *Agreement* was negotiated and executed. Notwithstanding such waiver, if any provision of this *Agreement* is rendered invalid, the parties agree to meet and negotiate upon request of either party for the purpose of arriving at a mutually satisfactory replacement for the invalidated provision. Further, the parties reserve the right to revise or amend this *Agreement*, or any provision thereof, by mutual consent expressed in a written document signed by both parties.

**ARTICLE 2**  
**NO DISCRIMINATION**

- 2.1 Neither the District nor the Union shall interfere with, intimidate, restrain, coerce, or discriminate against members of the bargaining unit because of the exercise of rights to engage in or refuse to engage in Union activities. The District shall not discriminate against a worker based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, union activity or any other legally protected status, or on the basis of these perceived or based on the association with a person or group with one or more of these actual or perceived characteristics.
- 2.2 The District shall not discriminate against any member with regards to the application and administration of the terms of the *Agreement* on the basis of domicile, political affiliation or the exercise of any constitutionally protected right.
- 2.3 The District will not act in any arbitrary or capricious manner in regards to application of the terms of this *Agreement*.

## **ARTICLE 3 UNION SECURITY**

### **3.1     Check off**

ACE shall have the sole and exclusive right to have membership dues, initiation fees, and service fees or other fees as prescribed in its bylaws deducted by the District for workers in the bargaining unit.

### **3.2     Dues Deduction**

3.2.1     The District shall deduct dues from the wages of all workers who are members of ACE on the effective date of this *Agreement*, and who have submitted dues authorization forms to the District. Members shall have at least the minimum monthly dues deducted for any month in which they work in their classification.

3.2.2     The District shall deduct fees and dues from the wages of all workers who, after the ratification date of this *Agreement*, become members of ACE and submit to the District a dues authorization form.

### **3.3     Service Fee**

3.3.1     Every worker in the bargaining unit who is not a member of ACE within 30 days of the effective date of this *Agreement*, and every worker who hereafter comes into the bargaining unit, shall, within 30 days of the effective date of this *Agreement* or within 30 days of his/her employment, whichever is later, either apply for membership and execute an authorization for dues deduction on a form provided by the Union or execute a payroll deduction form authorizing the District to deduct from his/her wages the amount specified by the Union as a service fee. Service fees shall not exceed the cost of membership dues. If a worker fails to authorize a deduction either for dues or for a service fee within the 30 days specified and fails to provide the District with proof that he/she has paid dues or the service fee directly to ACE, the District shall automatically commence a deduction for a service fee from the wages of that worker.

3.3.2     Notwithstanding any other provision of this article, any worker:

3.3.2.1     who has a sincere philosophical objection to contributing funds for worker representation and who has not in the past paid dues or service fees to any worker organization for the purpose of being represented in relations with his/her employer; or

3.3.2.2     who is a member of a bonafide religious body whose traditional tenets or teachings include objections to joining or financially supporting public sector labor organizations, may file an "Objection to Payment of Fees" under Subsection 3.3.3.N.

- 3.3.3 An "Objection to Payment of Fees" shall be filed with ACE and the Director of Human Resources in writing and shall include:
- 3.3.3.1 for workers who qualify under Subsection 3.3.2.1, a statement of the nature of the worker's objection and certification that the worker has not in the past paid dues or service fees to any worker organization for the purpose of being represented in relations with his/her employers; or
  - 3.3.3.2 for workers who qualify under Subsection 3.3.2.2, a statement signed by the worker identifying his/her religious affiliation and explaining the tenet or teaching under which the objection is made. To qualify as a conscientious objector, the worker must submit a notarized statement signed by an official of the bonafide religious affiliation and certifying the person's membership.
- 3.3.4 In lieu of dues or service fees, any worker who qualifies under Subsection 3.3.2 shall pay a charity fee. Such fee shall be equal to the service fee and shall be deducted from the paycheck. It shall be forwarded to one of the three mutually agreed upon charities (Red Cross, Aris Project, Girl Scouts). These charities cannot benefit either the District or the Union and must qualify as 501.c (3) charities. The Union shall be notified quarterly that such payments to the charity have been made.

### **3.4 Enforcement**

- 3.4.1 Upon receipt of a properly executed payroll deduction form pursuant to either Section 3.2 or 3.3, the District shall deduct from each salary warrant due the worker in the bargaining unit, an amount determined by the Union. Any changes in amount which are made known to the District on or before the 10th day of the month for which the deduction is to be made, will be charged. The District shall promptly remit the entire amount to ACE. The District shall have no other obligation with respect to the amount deducted pursuant to this article, whether expressed or implied.

### **3.5 Voluntary Payroll Deductions**

Dues may not be deducted for any "employee organization" as defined in Government Code Section 3540.1 except for ACE. A worker may elect to have deductions of at least \$2.00 per item made from his/her monthly salary for the following:

- 3.5.1 Payment to tax-deferred annuities.
- 3.5.2 Payment to a credit union.
- 3.5.3 Purchase of government savings bonds.



- 3.5.4 Premiums for insurance sponsored by a professional association or the Union.
- 3.5.5 Contributions to any scholarship fund administered by the District or by the Union.
- 3.5.6 Contributions to a student loan fund or a student assistance fund administered by the District.
- 3.5.7 Contributions to the Foothill-De Anza Foundation.
- 3.5.8 Contributions to United Way. (Contributions to another charitable organization may be arranged providing at least twenty-five District workers agree to authorize deductions.)
- 3.5.9 Such other payments or contributions as may be mutually agreed upon by the District and the Union, provided that 25 or more workers agree to authorize the deduction. (Workers who, on or before July 1, 1986, were deducting less than \$2.00 for a specific item shall be permitted to maintain that deduction under this subsection.)
- 3.5.10 Contributions to the Committee on Political Education (C.O.P.E.) administered by ACE.

## **ARTICLE 4 TEMPORARY WORK**

- 4.1 Work that would normally be assigned to a member of the bargaining unit may be assigned to unrepresented temporary workers only under the following conditions:
- 4.1.1 Article 11.1 is not violated;
- 4.1.2 The work is:
1. seasonal, to cover a peak work loads of not more than 6 weeks per quarter or a scheduled summer session; or
  2. intermittent, for not more than 45 days per year; or
  3. temporary, to cover special projects or assignments with a specific beginning and ending date; and assigned for a period not to exceed 195 days
  4. performed by Allied Health paraprofessionals such as Paramedic/EMT Assistants and Nursing Program Clinic Assistants used in an instructional capacity
- 4.2 Bargaining unit members who are currently employed as permanent workers may be considered for temporary, intermittent, seasonal and/or substitute work if:
1. the worker is currently employed less than full time;
  2. the worker is qualified to perform all of the functions of the position, and
  3. the assignment will not result in an increase in the worker's regular assignment or more than a full time position.
- 4.2.1 Permanent workers interested in temporary assignments including summer assignments, shall submit an online application with Employment Services for the Temporary Work Pool. ACE Chief Stewards and supervising managers will be granted access privileges to view applications. Workers are responsible for updating their online applications.
- 4.2.2 Supervising managers shall give primary consideration to qualified permanent workers who apply for temporary assignments. Summer temporary positions will be offered to interested academic day, 10 month, 11 month and less than full-time workers who perform comparable duties.
- 4.3 This Article shall not apply to workers hired as professional experts or substitutes in vacant positions under the provisions of the Education Code.

#### 4.4 Substitute Employees

Substitute employees hired in vacant positions pursuant to Ed Code 88003 may be employed up to 90 days if the District is engaged in a procedure to hire an employee to fill the vacancy. If the filling of the vacancy can reasonably be expected to take more than 90 days, the period in which a substitute may be employed under this section may be extended, by mutual agreement between ACE and the District, on a case-by-case basis.

## **ARTICLE 5 UNION RIGHTS**

### **5.1 Communications**

ACE shall have the following rights in addition to the rights contained in any other article of this *Agreement*:

5.1.1 The right of access at reasonable times to areas in which ACE members work as long as there is no disruption of work.

5.1.2 The right to use without charge institutional bulletin boards, mailboxes, the District mail system and other District means of communication for the posting or transmission of information or notices concerning ACE matters.

All communications for bulletin boards, mailboxes or the District email system must contain the date of posting or distribution and the identification of ACE, together with a designated authorization by the ACE President.

A copy of all communications shall be delivered to the Chancellor and to the Director of Human Resources at the time of posting or distribution to ACE members.

5.1.3 The right to use without charge institutional facilities and equipment at reasonable times, upon clearance from the appropriate administrator. The reasonable cost of materials used and the cost of any damage to facilities and equipment shall be borne by ACE.

5.1.4 The right to receive one (1) copy of any budget or financial statement submitted at any time to the Board of Trustees and the right to examine public records relevant to the preparation of the annual District budget.

5.1.5 The right to receive a copy of the seniority roster.

### **5.2 Released Time**

All ACE business, discussions and activities by ACE officials or members will be conducted during breaks or outside regular work hours, except for the following periods of released time provided by the District:

5.2.1 The ACE President shall be provided 100% of release time from his/her job for conducting business that pertains to ACE. Release time shall continue subject to mutual agreement of the parties.

5.2.1.1 None of the released time may be assigned to anyone other than the President.

- 5.2.2 ACE members other than the President: up to twenty (20) hours total per week of released time for conducting business that pertains to ACE
- 5.2.2.1 The members shall be identified to the Director of Human Resources by the ACE President prior to the use of any released time.
- 5.2.2.2 If any identified member will use released time for four (4) or more hours in any week, the District will provide funding for a short-term employee to back-fill during the established released time of the identified member.
- 5.2.2.3 The District and ACE acknowledge there may be times when additional release time for ACE members is appropriate for the direct representation of ACE employees. At such times, ACE may request additional released time for which ACE shall be responsible for the funding of a short-term employee to back-fill the released time of the identified member.
- 5.2.3 Members of the ACE Executive Board, except the President: up to four (4) hours each for a maximum of two meetings per month of the ACE Executive Board.
- 5.2.4 Six (6) stewards, to represent grievants in grievance resolution meetings and accompany employees to disciplinary meetings. ACE will notify the District of the six stewards each January and include the location of each assignment.
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- 5.2.5** Eight (8) official ACE negotiators, for the purpose of meeting and negotiating with official District negotiators during regular work hours.
- 5.2.5.1 In addition to the released time provided for participation in negotiations sessions with the District, one (1) hour of released time for preparation will be provided for each negotiator prior to each negotiations session and one (1) hour after each negotiations session. By mutual agreement, additional time may be arranged.
- 5.2.5.2 The District will not provide funding for a short-term employee to back-fill during any part of the time scheduled for negotiations sessions or preparation when a negotiator is not scheduled to work.
- 5.2.5.3 Use of released time shall not result in additional cost to the District for overtime pay.
- 5.2.6 The Director of Human Resources will notify ACE of official District or college committees and how many representatives of ACE are authorized for each such committee. ACE will designate the representatives and notify the Director of Human Resources. Time spent as a representative of ACE on official District or college committees is assigned time and shall not be regarded as released time.

- 5.2.7 ACE representatives shall have the right to released time for up to 120 hours annually to attend Union conferences *and* conventions.
- 5.2.8 One (1) representative designated by ACE, for the purpose of preparing materials regarding ACE for new-employee orientation: up to four (4) hours of released time annually.
- 5.2.9 Release time shall be scheduled in advance with the supervisor by mutual agreement. An employee shall not leave his/her work location for released time without the prior approval of the supervisor, manager, or Director of Human Resources.
- 5.2.10 With the exception of 5.2.1 and 5.2.2, released time shall not be used at times when an adequate level of service cannot be maintained in the absence of the released employee. Use of released time shall not result in additional cost to the District for overtime pay.
- 5.2.11 ACE shall submit a tentative schedule for the planned use of released time to the Director of Human Resources by December 31 and June 30 of each year. ACE shall monitor the use of released time to insure it is not exceeded and that it is used exclusively for authorized purposes. ACE shall provide a quarterly summary report to the Director of Human Resources regarding the use of released time.
- 5.3 ACE may submit a request to purchase released time for specific members. If the request is granted, the cost of the purchase will be calculated by Human Resources. The time period is not to exceed 180 days. Payment for the purchased time must be submitted to Human Resources prior to the commencement of the released time.
- 5.4 The District will prepare the authoritative text of the Agreement, as may be amended, subject to approval by ACE. The District will place the Agreement on the District website.

## **5.5 Union "Bug"**

Union members shall have the right to include the Union label on all books, reports, brochures, stationery or other documents produced by the District in accordance with customary printing trade's practices unless the person ordering the printing marks an objection on the appropriate form.

## **ARTICLE 6 STEWARDS**

### **6.1 Number**

The District recognizes the right of the Union to designate up to 14 stewards and 14 alternates provided that an alternate will be released to perform the duties of a steward only when the steward is unable to perform those duties.

### **6.2 Notification**

Once a year, the Union shall notify the Director of Human Resources, with a copy to the supervisor, of the names of the stewards and alternates and the group they represent. If a change is made, the District shall be advised in writing of such change.

### **6.3 Leaving His/Her Assignment**

After notifying her/his immediate supervisor, the steward shall be permitted to leave her/his normal work during reasonable times in order to assist in informal resolution of potential grievances and in investigation, preparation, writing, and presentation of grievances. The stewards shall advise the supervisor of the grievant of her/his presence. The steward is permitted to discuss any problem with all workers immediately concerned, and, if appropriate, to attempt to achieve settlement in accordance with the grievance procedure, if possible on an informal basis.

### **6.4 Emergencies**

If, due to a bonafide emergency, an adequate level of service cannot be maintained in the absence of a steward where he/she is requested to assist, the steward shall be permitted to leave her/his normal work only after the emergency no longer exists.

### **6.5 Authority**

Stewards shall have the authority to file grievances as specified in Article 12, Section 12.2.2.

## **ARTICLE 7 EMPLOYMENT PRACTICES**

### **7.1 Probationary Employment**

- 7.1.1 Workers and classified hourly employees who are employed for the first time or are re-employed by the District after resignation serve for a period of one year from the date of employment or re-employment as probationary workers. At the end of the second and fifth months of employment workers will receive written evaluations of their work and their progress towards permanency. Classified hourly employees are evaluated at the end of the sixth month of employment.
- 7.1.2 A probationary worker may be released at any time that the supervising manager and the Office of Human Resources determine that the worker's performance is unsatisfactory. The notice of release will be presented to the worker in writing with a copy to the Union. The probationary worker shall receive five (5) days pay. These five days do not extend the probationary period.
- 7.1.3 Promotional Probationary Period: For a permanent worker who changes job classification due to promotion (except as noted in Section 7.5), probation shall be for six months, unless the worker is released from the new job before this time. At the end of the second month on the new job, the worker shall receive a written evaluation of his/her performance and progress towards permanency. The worker retains permanent status in the District and is only probationary in the new job. If he/she is released from the new job during the six-month probationary period, the Director of Human Resources shall assign the worker to a position in the class in which he/she holds permanency. He/she will be reinstated as a permanent worker, and his/her seniority at the higher position shall be credited to his/her seniority in the lower class. Workers who successfully complete probation shall have their annual step date adjusted to reflect the six-month probationary period.

### **7.2 Recommendation for Permanency**

During the month before a worker completes his/her probationary period, he/she will be reviewed for advancement to permanency. At this time, the District must determine whether to grant permanency. The supervising manager will review all of the worker's evaluations in reaching this determination.

- 7.2.1 If the supervising manager decides that employment will be continued, permanency will be recommended in writing through the regular evaluation form and will be approved by the supervising manager. This decision will be reviewed with the worker. Recommendation for permanency for a classified hourly employee will be made in writing through a letter from the supervising manager. The recommendation will be forwarded to the Office of Human Resources.



- 7.2.2 If the supervising manager does not recommend that the worker or classified hourly employee be granted permanency, employment shall be terminated.
- 7.2.3 Once the worker has been granted permanency, he/she may only be dismissed for cause. (See Article 16, Disciplinary Action.)
- 7.2.4 A permanent worker remains subject to layoff for lack of work or lack of funds in accordance with his/her seniority and displacement rights, if any. (See Article 11, Section 11.1, Layoff.)
- 7.2.5 The permanent status of a worker who changes job classification by movement on a promotional ladder shall not be affected,

### **7.3 Orientation and Professional Development Training**

- 7.3.1 The District shall provide an orientation program for all new workers, which shall include a scheduled time for a presentation by a designated ACE representative. ACE shall provide all materials for its presentation.
- 7.3.2 Professional Development Training: Each supervising manager or department head develops procedures whereby a worker or a classified hourly employee receives training in the job assignment and is encouraged to learn the complete function of the department. Professional Development training classes are organized when needed and all workers and classified hourly employees are encouraged to participate in such training.
- 7.3.3 Outside Courses: Workers are encouraged to enroll in outside courses in order to increase job knowledge and efficiency. Workers are also encouraged to attend conferences appropriate to their positions. (See Professional Growth Award, Section 8.6.)

If a worker and the supervising manager can make mutually agreeable arrangements for making up lost time, a worker may enroll in a class, typically on one of the campuses, during normal working hours. If a supervisor recommends that a worker enroll in a specific class in order to improve efficiency in the present position, the District will reimburse the worker after the class has been completed for any fees and/or books required for the class. If a supervising manager requires a worker to enroll in a class, the worker will receive released time for attendance if necessary and reimbursement for all fees and/or books required for enrollment in the class.

## **7.4 Transfer**

A transfer is a non-disciplinary change in a permanent employee's work assignment to another workstation within the same classification or to a position in another classification at the same or lower salary range as the current salary range placement of the employee.

### **7.4.1 Voluntary Transfers**

Requests: Transfers may be initiated by an employee. This section (7.4.1 and subsections) addresses employee-initiated transfers only.

Salary: Transfers will be allowed only when the new work assignment will call for a salary range placement equal to or lower than the current salary placement of the employee.

A voluntary transfer to a lower classification may result in a salary reduction and no "Y-rating" adjustments shall be allowed. The employee shall be placed on a salary step in the lower range which corresponds in credit for years of service to that which was provided in the higher range. However, in no case shall the new pay level exceed the maximum salary for the lower classification.

Eligibility: No employee shall be considered for transfer to a new position, unless the employee meets the minimum requirements of the proposed new assignment, and has successfully completed probation in the current assignment.

Employees interested in transferring will sign up to receive email blasts of available opportunities. Employees shall have five (5) business days to indicate their interest in the position by submitting the required documents, such as a resume and cover letter, in accordance with the established procedure. This will not increase the three weeks of posting for new positions.

Human Resources will release internal applicants to the hiring committee after five (5) business days. The hiring committee for the internal hiring process will consist of the hiring manager, an ACE member appointed by ACE, and an EEO representative designated by Human Resources. The District may add additional members when deemed appropriate.

If the transfer is agreeable to the hiring manager and employee, the change in assignment shall be made as soon as it is practically possible, but in no case may it be delayed longer than fifteen (15) working days after the Office of Human Resources has been notified officially by the supervising manager that a worker has been selected for transfer.

An employee who transfers voluntarily to another position under the above process will serve a six (6) month probationary period and be evaluated in the same manner as a new employee. The worker retains permanent status in the District and is only

probationary in the new job. If he/she is released from the new job during the six-month probationary period, the Director of Human Resources shall reinstate the worker in the formerly held position, if available, or a position in the class in which he/she has permanency.

#### **7.4.2 Administrative Reassignment**

Request: Transfers may also be initiated by the administration to adjust for overages in staff, to meet the need for special skills, or to alleviate special problems.

Process: The supervisor will explain to the worker prior to the transfer the hours of work, location, immediate supervisor's name, and reasons for transfer. When a worker is transferred from one position in the District to one which is under a different supervising manager, the two supervising managers will arrange a mutually acceptable date of transfer. The transfer will take place as soon as feasible, but in no case may it be delayed longer than ten (10) working days after the Office of Human Resources has been notified officially by the supervising manager that a worker is being transferred.

7.4.3 Transfers shall not be used as a form of discipline.

### **7.5 Promotion**

Promotion is the selection of a worker, through the employment process, for a vacant position in a higher classification.

#### **7.5.1 Selection for Promotion**

- a. In order to be promoted a worker must apply for the position.
- b. District workers shall receive "first consideration" for promotional positions. All internal applicants who meet the minimum criteria for a position will be granted an interview; this is "first consideration." The parties also agree to explore practical methods of encouraging internal recruitment that foster promotional opportunities and staff advancement and that are consistent with the District's commitment to high quality, equal opportunity and diversity.
- c. Eligibility: No employee shall be considered for transfer to a new position, unless the employee meets the minimum requirements of the proposed new assignment, and has successfully completed probation in the current assignment.
- d. Employees interested in transferring will sign up to receive email blasts of available opportunities. Employees shall have five (5) business days to indicate their interest in the position by submitting the required documents, such as a resume and cover letter, in accordance with the established

procedure. This will not increase the three weeks of posting for new positions.

- e. Human Resources will release internal applicants to the hiring committee after five (5) business days. The hiring committee for the internal hiring process will consist of the hiring manager, an ACE member appointed by ACE, and an EEO representative designated by Human Resources. The District may add additional members when deemed appropriate.

#### **7.5.2 Placement and Movement upon Promotion**

- a. A worker who is selected for a position at a higher classification shall be placed on a step in the new salary range that pays the equivalent of a step increase over the salary earned in the former range or 5%, whichever is greater, such placement not to be higher than the top step.
- b. The move to the new position shall generally be within 10 working days. In any event, the effective date of the promotion shall not be delayed more than 10 working days. In unusual circumstances where the movement of the worker would cause particular hardship for the department losing the worker, the supervising managers may delay the movement by mutual agreement beyond the 10-day guideline.
- c. Promotional Probationary Period: For a permanent worker who changes job classification due to promotion (except as noted in Section 7.2.5), probation shall be for six months, unless the worker is released from the new job before this time. At the end of the second month on the new job, the worker shall receive a written evaluation of his/her performance and progress towards permanency. The worker retains permanent status in the District and is only probationary in the new job. If he/she is released from the new job during the six-month probationary period, the Director of Human Resources shall assign the worker to a position in the class in which he/she holds permanency. He/she will be reinstated as a permanent worker, and his/her seniority at the higher position shall be credited to his/her seniority in the lower class. Workers who successfully complete probation shall have their annual step date adjusted to reflect the six-month probationary period.

#### **7.6 Reorganization**

Reorganization is a change in the composition of a work group, not including individual transfers, and is done in response to the need to improve processes and streamline procedures. Reorganizations can result in the elimination of positions or classifications, creation of new positions or classifications, merging or separation of departments, and/or redistribution of work duties. Reorganizations shall be recommended by management and handled through the normal meet and confer process.

- 7.6.1 When a supervising manager plans to reorganize his or her department, the District

shall notify the Union and the appropriate Chief Steward in writing prior to implementation to provide for an opportunity to meet and confer.. This notification shall include: the proposed changes; impact, if any, on workers; date of proposed implementation; and the reason for the change. If the Union does not respond within 15 working days, the changes shall be implemented as proposed.

7.6.2 If there is a request to meet, the parties shall meet and confer over the impact of the proposed reorganization. When appropriate, such discussion shall include identification of tasks and priorities by position. If no agreement is reached regarding job classification, the parties will use the appeal procedures of Article 15, Sections 15.5 and 15.6.

7.6.3 It is understood that reorganizations may result in reclassifications of filled or vacant positions, reassignments, schedule changes, and promotions. No reorganization shall take place without this process.

## **7.7 Work Year**

All workers in the bargaining unit shall be employed as 12-month, 11-month, 10-month, academic-day or academic day plus summer session workers.

7.7.1 The work year for each 12-month worker shall be 12 months every fiscal year.

7.7.2 The work year for each 11-month worker shall be 11 months every fiscal year with the worker in non-paid status for four consecutive weeks or one month between the last day of the spring academic term and the first day of the fall academic term. Selection of the specific period during which an 11-month worker is to be in non-paid status shall be determined by mutual agreement between the worker and his/her supervising manager based on program needs or, if a mutual agreement cannot be reached, by the reasonable needs of the District determined by the President or the Chancellor for Central Services.

In the event that either the District or an eleven (11) month worker wishes to have the worker's unpaid time off taken at a time other than that provided for in this section, the consent of the District, the worker and the Union is required no later than six months prior to implementation of the leave. Accommodation of any such request shall not result in a reduction in contract for any position(s) in that department.

7.7.3 The work year for each 10-month worker shall be 10 months every fiscal year with the worker in non-paid status for eight consecutive weeks or two months between the last day of the spring academic term and the first day of the fall academic term. Selection of the specific period during which a 10-month worker is to be in non-paid status shall be determined by mutual agreement between the worker and his or her supervising manager based on the needs of the program or, if a mutual agreement cannot be reached, by the reasonable needs of the District as determined by the President or the Chancellor for Central Services.

In the event that either the District or a ten (10) month worker wishes to have the worker's unpaid time off taken at a time other than that provided for in this section, the consent of the District, the worker and the Union is required no later than six months prior to implementation of the leave. Accommodation of any such request shall not result in a reduction in contract for any position(s) in that department.

- 7.7.4 The work year for each academic-day worker shall be 176 days of the academic calendar. Each academic day worker shall be paid as a 10-month worker but only for days worked, for each of the holidays that falls between the first day of the fall academic term and the last day of the spring academic term, and for each day of earned vacation, which must be taken between the beginning of the fall academic term and the end of the spring academic term.

7.7.4.1 The work year for each academic-day plus summer session worker shall be 176 days of the academic calendar year plus the appropriate summer session.

- 7.7.5 Any 11-month, 10-month, or academic-day worker whose contract is extended beyond the worker's regular work year shall be paid a pro rata amount for the additional time worked and shall accrue benefits for the additional time worked at the worker's normal rate of accrual.
- 7.7.6 When an 11-month, 10-month, or academic-day contract has been extended for 2 consecutive years, the District and the Union shall meet and confer to determine whether the contract should be extended permanently.
- 7.7.7 All 11-month, 10-month, and academic-day workers including academic-day plus summer session workers shall earn pro-rated vacation leave, sick leave, and service recognition awards, and shall receive all paid benefits. To have paid benefits continue during the summer months each 11-month, 10-month, and academic day worker must file a statement with the Director of Human Resources setting forth the worker's intent to return to work and, for 10-month and 11-month workers, the weeks during which the worker will be in non-paid status. The Office of Human Resources shall send out required forms to each affected worker no later than May 15.

## **7.8 Termination**

### **7.8.1 Notice of Resignation**

A worker who wishes to leave the service of the District in good standing must file with the Board of Trustees through the supervisor a written resignation giving the District reasonable notice of the last date of service. The Chancellor or designee is authorized by the Board to officially accept the resignation of any worker. The resignation of the worker shall be final and effective at the time of receipt by the Chancellor or designee.

### **7.8.2 Abandonment of Position**

If a worker is absent for three working days without leave or without having notified her/his supervisor, the absence will be an automatic resignation from the District. A worker may request reinstatement from such a resignation. If the District has given the worker written notice of the automatic resignation, any request for reinstatement must be filed with the Director of Human Resources within 15 days of this notice. Reinstatement may be granted only if the worker makes a satisfactory explanation of the cause of her/his absence and for failure to notify her/his supervisor. Reinstatement will be determined by the supervising manager in consultation with the Director of Human Resources or his/her designee.

### **7.8.3 Paid Benefits and Leave Credit upon Termination**

A worker who terminates employment in the District shall receive paid benefits and leave credit through the end of the month in which the termination is effective.

## **7.9 Reemployment**

If a former classified worker is re-employed within one calendar year of the last date of the former period of employment with the District and he/she left the District for any reason other than dismissal for cause or abandonment of position, he/she shall regain hours in paid status for seniority purposes, accumulated sick leave, unused personal leave, and former vacation status. A former worker is re-employed in probationary status in accordance with Section 7.1. A worker re-employed in the same classification shall be placed at his or her former step on the salary schedule.

## **7.10 Evaluation of Performance**

Evaluations of worker performance are made on a regular schedule (see Sections 7.1.1 and 7.2). After successful completion of the probationary period, classified hourly employees shall be evaluated at least once in each 24-month period. The evaluation process serves as an opportunity for both the worker and the administrator to clarify expectations and goals for performance of the worker's job duties and responsibilities. The evaluation is a written assessment of the worker's performance and enhances communication between the worker and administrator.

The performance evaluation should communicate performance standards for the position and encourage growth and development/improvement of performance for the future. Each evaluation must be signed by the supervising manager and the worker to indicate that it has been discussed. The worker may comment in writing on the evaluation form (within 10 days of receipt of evaluation), which then is filed in the official personnel file.

7.10.1 Responsibility for Performance Appraisals: Performance appraisals shall be prepared and presented by the worker's immediate supervisor/manager.

7.10.2 Performance Appraisal Process: Performance appraisal reports shall be written on forms provided by the District and shall be signed by the person making the

appraisal. The worker shall sign the report as evidence of his/her knowledge of its contents. A copy of the report shall be maintained in the official personnel file.

7.10.3 Any negative documentation will be shared with the employee prior to inclusion in any performance evaluation.

7.10.4 The Director of Human Resources shall hold the performance appraisal for ten (10) working days before filing it. If a response is submitted within ten (10) working days of the appraisal, the Director of Human Resources, prior to the materials being placed in the worker's personnel file, will review both the response and the appraisal. However, a written response may be submitted at any time and directly placed in the personnel file.

7.10.5 Salary Impact Review: Any worker who has their advancement withheld due to their performance evaluation may request a review by the Director of Human Resources of the appraisal. The Director of Human Resources shall meet with the worker and the worker's ACE representative and issue his/her decision.

## **7.11 Personnel Records**

All personnel files shall be kept in confidence and shall be available for inspection only to officials of the District in the proper administration of the District's affairs or the supervision of the worker. Information from the employment records of a classified worker shall not be released outside of the District without the consent of the classified worker unless the release is compelled by law or by a judicial order or lawfully issued subpoena. A steward or other representative of the Union shall be authorized to review a personnel file only with written consent of the worker.

The Office of Human Resources maintains a complete file of records on each classified worker of the District. Except for routine records, no items will be placed in a personnel file without the knowledge of the worker. A worker may examine the contents of this file, with the exception of confidential letters of reference and comments of interviewers. No document may be removed from the file, but the worker or the Union may receive a photocopy of any item on request. Each person's folder will normally contain the following items:

- 7.11.1 The original application form;
- 7.11.2 Records of all job classifications, assignments and pay changes;
- 7.11.3 The original copies of all evaluations;
- 7.11.4 Copies of garnishments and other legal papers processed by the District;
- 7.11.5 Changes of name or address;
- 7.11.6 Other pertinent data concerning the worker.



The worker must read and sign all evaluations and contract changes before these are added to the permanent file. In signing, the worker does not necessarily agree with or accept the terms of the document, but merely acknowledges that he/she is aware of the terms of the contents. Refusal to sign may lead to disciplinary action.

In cases where the District has received information concerning a worker which is damaging to her/his character or reputation, the Director of Human Resources will seal this information in an envelope to be opened only by her/him, the President of either campus, the Chancellor/Superintendent, the Board of Trustees, or the worker or his/her representative as designated in writing. Whenever such information is placed in a file the worker will be notified.

An official personnel file of each worker shall be maintained in the District Office of Human Resources. Any working files kept by any supervising manager may contain material that is appropriate to day-to-day supervision. However, no adverse action of any kind shall be taken against the worker based on materials which are not in the official personnel file. Information in the supervising manager's working file may contain backup information to official material in process before being placed in the official file, or unofficial day-to-day information.

The worker shall be given an opportunity during working hours and without loss of pay to initial and date any derogatory written material and to prepare a written response to such material before it is placed in her/his personnel file. The written response shall be attached to the material. All materials in the personnel file must be dated and the source indicated. If other than routine material, it must be signed by the originator.

Any worker shall have the right at any reasonable time and without loss of pay to examine and/or obtain copies of any material from his/her personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to his/her employment.

All derogatory materials except official evaluations and court orders if the worker so requests, shall be removed from the worker's personnel file and destroyed after remaining in the file for a period of two years unless there is a legal prohibition against such destruction. If there is such prohibition, such material shall be sealed and kept with the personnel file.

## **7.12 The Hiring of Relatives**

The District does not prohibit the employment of relatives or domestic partners in the same department or division provided that neither relative/partner participates in or in any way influences recommendations or decisions specifically affecting the appointment, retention, evaluation, tenure, work assignment, promotion, demotion or salary of the other relative/partner; or in any action, event, or circumstance where a real or perceived conflict of interest may exist for the parties.

In those instances where developments cause one relative/partner to have recommending or decision-making responsibilities over another relative/partner, the District may transfer

one of the parties, within a reasonable amount of time. If a transfer is not possible, these functions, as they apply to the related persons, shall be performed by the next higher level of supervision/administration in the department or division until a transfer can be accomplished.

### **7.13 Change of Address**

In order that the District may maintain an accurate listing of the complete names, telephone numbers, and mailing addresses of all workers, each worker shall be responsible for reporting any changes to the Office of Human Resources within ten days of any such change.

### **7.14 Tuberculosis Examination**

Each new worker of the District must provide written evidence that he/she has been examined for tuberculosis within 60 days before the beginning of work. The worker may not begin work unless this examination demonstrates freedom from active tuberculosis.

In order to continue employment with the District, each worker must provide evidence of a test demonstrating freedom from tuberculosis every four years. The District will pay the cost of such examinations if they are conducted in institutions specified by the District. Any worker found to have active tuberculosis shall be placed on leave of absence, subject to the usual sick leave and income protection insurance benefits. The worker shall not return to duty until a certificate signed by a physician is presented, stating freedom from active tuberculosis.

### **7.15 Employment Vacancies**

#### **7.15.1 Posting of Notice**

- a. Notice of all position vacancies shall be posted on the District's Human Resources web site ([hr.fhda.edu](http://hr.fhda.edu)), the District Office and mailrooms at Foothill College, De Anza College and the Middlefield Campus.
- b. Each notice of vacancy shall remain posted for at least 7 calendar days and until the position has been filled.
- c. A worker on leave or layoff may request to receive a copy of a Position Announcement by mail if he/she so requests of the Director of Human Resources before the beginning of the leave or layoff.

#### **7.15.2 Form of Notice**

A Position Announcement shall include the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range and deadline for filing to fill the vacancy.

### **7.15.3 Application**

A worker may apply for any vacant position by submitting application materials outlined on the official position announcement to the office of Employment Services within the specified application period. A worker on leave or vacation may authorize a Union representative or steward to apply on the worker's behalf.

### **7.15.4 Temporary Hires and Working out of Class Opportunities**

The District and ACE have agreed to a process for hiring a Temporary Employee (Article 4) or offering a Working Out of Classification (Article 8.9) assignment to fill a vacancy. The primary purpose is to improve opportunities for current workers to be considered for temporary assignments through a “working out of class” status. The process is identified in Appendix H. Continuation of the program at the end of the designated period shall be subject to mutual agreement.

## **7.16 Classified Hourly Positions**

### **7.16.1 Definition and Scope**

- a. Classified hourly positions provide services to students that cannot be provided via a regular classified position. These services are needed on an on-going basis throughout the calendar year for a limited number of hours each week.
- b. All positions have a minimum number of hours per day (1) and days per week (1) when work is available, and a maximum number of hours. The number of hours may vary from quarter to quarter but at no time will the hours for the position itself exceed the maximum as identified in the job description, except as noted below in 7.16.2 Assignments. No notice of reduction will be required when hours decrease.
- c. Classified hourly positions do not perform the work of regular classified positions eliminated through budget reductions or reorganization.
- d. The District may establish additional classified hourly positions in accordance with the definition. Prior to recommending a new classified hourly position to the Board the District will meet with ACE to explain how the new position complies with the definition. The classification and salary will be negotiated in accordance with the contract.
- e. Classified hourly employees are covered by all of the provisions of this *Agreement* unless specifically note

- f. The District and the Union agree that the following positions are not included as classified hourly positions and the District has the right to continue to hire these positions as temporary, short-term positions:
  - 1. Seasonal positions such as cashiers, Registration assistants, Bookstore assistants, theater production assistants, etc. who will be employed for no more than six (6) weeks per quarter.
  - 2. Assignments for fewer than 45 days each year (e.g. Short Course instructors, Interpreters, etc.)
  - 3. Allied Health paraprofessionals such as Paramedic/EMT Assistants and Nursing Program clinic Assistants used in an instructional capacity
  - 4. Short term and temporary employees for limited projects with a clear beginning and end date.

#### **7.16.2 Assignments**

- a. When there are more active classified hourly employees in a particular classification than assignments available, assignments will be made on the basis of seniority.
- b. Classified hourly employees who do not accept an assignment during an academic quarter must request an unpaid leave of absence or resign.
- c. Summer assignments shall be made on the basis of seniority provided the employee meets the minimum qualifications for the assignment. Classified hourly employees who do not wish to receive summer assignments shall notify the appropriate administrator. Such action shall have no negative effect on employment status.

#### **7.17 Contracting Out**

During the life of this Agreement, the District will not contract out bargaining unit work except in accordance with existing State laws and regulations after consultation with the Union. Should there be a significant change in the laws governing contracting out of services or programs, either party may request to reopen this article.

#### **7.18 Mutual Respect**

The District and the Union support a working environment in which all workers can work in an atmosphere of mutual respect and trust. In the event that either

party identifies a specific incident in which an individual or group of individuals believes that they have not been treated respectfully, the District and the Union will meet to discuss the issue and determine an appropriate course of action.

Complaints brought forward under this provision and the actions taken to resolve the issues, shall not be grieved under the provisions of Article 12 of this *Agreement*.

## **ARTICLE 8 PAY AND ALLOWANCES**

### **8.1 Pay Period**

All workers shall be paid for the calendar month with checks available on the last working day of each month. The monthly time report for each worker covers the period from the 15th of the month through the 14th of the month following.

If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday. If the normal pay date falls on a Saturday or Sunday, the paycheck shall be issued on the preceding workday.

### **8.2 Salary Schedule and Salary Schedule Placement**

New workers are automatically placed on the first step of the salary range of the job classification they are assigned. Under unusual circumstances the Director of Human Resources may place a worker with successful experience in a similar position on the second step of the salary range. This placement may be made only after consultation between the supervising manager and the Director of Human Resources. In addition, the Chancellor has the authority to determine special cases of step placement within the salary ranges. If the Chancellor exercises this authority and places a new worker above step 2, the Director of Human Resources shall notify the Union of the action.

Classified hourly employees shall be placed on the first step of the salary range of the job classification they are assigned. Classified hourly employees are paid for hours actually worked as reflected on the time sheet submitted each month.

Each permanent or probationary classified worker shall be paid in accordance with her/his placement on the salary schedule as prescribed in Appendix C.

### **8.3 Advancement on Salary Schedule**

A worker will advance to the next step of the salary schedule on the first of the calendar month following the completion of the first six months of service, provided that he/she has received from the supervising manager a "good solid performance" rating. If the worker's supervising manager has not completed the evaluation and given a copy to the worker by the date when the worker is scheduled to receive the step increase, the increase shall be granted automatically.

A classified hourly employee will advance to the second step of the salary schedule on the first of the calendar month following the completion of one year of service provided that he/she has received from the supervising manager a "good solid performance" rating. If the employee's supervising manager has not completed the evaluation and given a copy to the employee by the date when the employee is scheduled to receive the step increase, the increase shall be granted automatically.

A worker's first month of service will be the month during which he/she begins work

providing he/she renders service before the 11th of the month. In all other cases, the worker's first month of service will be the calendar month following the date on which he/she begins work.

A worker will advance to subsequent steps as he/she completes an additional year of service with a satisfactory rating on the annual evaluation. A classified hourly employee will advance to subsequent steps as he/she completes an additional two years of service with a satisfactory rating on the bi-annual evaluation. A year for 12-month workers is 12 months; for 11-month workers, 11 months; for 10-month workers, 10 months; for academic- day workers, the academic year. However, if the worker's supervising manager does not complete the annual evaluation and give a copy to the worker by the date the worker is scheduled to receive the step increase, the increase shall be granted automatically. A worker's anniversary date for salary increments shall be the anniversary of his/her first month of service after completing six months in a class. The anniversary date for a classified hourly employee shall be the date of hire in the classified hourly position. Any month during the worker's work year during which he/she is not in paid status will not count toward the anniversary date and will advance it by one month. A worker who demonstrates exceptional ability and diligence as a worker of the District may be given double advancement on recommendation of the supervising manager and with approval of the Director of Human Resources, the President, or the Chancellor.

#### **8.4 Longevity**

Longevity increments are awarded to acknowledge continued “good solid performance” with the District. A worker is eligible to receive a longevity increment after all the following criteria have been met.

- 8.4.1 The worker has received annual evaluations of “good solid performance” or above during each qualifying year. Any year during which an annual evaluation is below a “good solid performance” rating shall not be considered a qualifying year and shall not be credited toward the next longevity increment. A worker who has received an annual evaluation which is below a “good solid performance” rating shall be re-evaluated within six (6) months of the original evaluation and, if the subsequent evaluation is a “good solid performance” rating, that year shall be considered a qualifying year and shall be credited toward the next longevity increment.
- 8.4.2 The worker has completed at least seven (7) consecutive years of service with the District or a classified hourly employee has completed at least fourteen (14) consecutive years of service with the District.
- 8.4.3 A worker is eligible for a maximum of four (4) longevity increments, one after the completion of the eighth year, one after the completion of the thirteenth year, one after the completion of the eighteenth year, and one after the completion of the twenty-third year.
- 8.4.4 When all requirements have been met for receiving a longevity increment, the

effective date for the increase shall be the first day of the anniversary month.

8.4.5 The increments will be paid at the completion of the year as follows:

Eighth Year                \$130 per month

Thirteenth Year        \$140 per month

Eighteenth Year    \$150 per month

Twenty-third Year    \$170 per month

8.5.6 A classified hourly employee shall be eligible to receive longevity increments on a pro-rata basis after completing at least fourteen (14) consecutive years of service

with the District and receiving bi-annual evaluations of “good solid performance” or above.

A classified hourly employee is eligible for four longevity increments, one at the beginning of the fifteenth year of service, one at the beginning of the twentieth year of service, one at the beginning of the twenty-fifth year of service and one at the beginning of the thirtieth year of service. The effective date for the increase shall be the first day of the anniversary month.

The pro-rata payments are based on the following

increments: Year 15: \$130 per month

Year 20:            \$140 per month

Year 25:            \$150 per month

Year 30:            \$170 per month

8.5.7 The SRA Program will end and all workers will be moved into the Longevity Program effective January 1, 2000.

## **8.6      Professional Growth Award**

Effective July 1, 2017, the maximum payment for Professional Growth Awards earned on or after July 1, 2017 shall be \$1080 per year, at the rate of \$90 per month for each month of contracted assignment, for all workers who meet the requirements. A worker is eligible for a maximum of 12 awards or \$12,960 in Professional Growth Awards. Although only workers who have successfully completed their probation period are eligible to apply, the award does not depend upon longevity in a position but on the successful completion of and participation in activities designed to enhance and update performance through continuing education and involvement in professional organizations and associations, to



improve the capabilities of the worker during the period of employment with the District.

A worker who wishes to fulfill the criteria for the Professional Growth Award shall file an application with the Professional Growth Review Panel. The Review Panel shall assign hours for each course or activity. For every 200 hours accumulated, the award shall be made and the change in salary shall be effective on the first of the month following the final acceptance of verification by the Review Panel. Two years of service in paid status after the last award is given, a worker is eligible for another award. Those workers who received a Professional Growth award prior to the existing program shall continue to receive that award.

Details of the plan are in Appendix B. Application forms for approval of courses and activities shall be available in the Office of Human Resources and from members of the Professional Growth Review Panel.

The Professional Growth Award is awarded independently of Longevity and is based on growth beyond normal requirements of the position through specific efforts during the period of employment. Changes to this award become effective the first of the month following ratification of this contract.

Classified hourly employees are not eligible for Professional Growth Awards.

## **8.7 Exempt Positions**

No worker in the bargaining unit shall be in an exempt status for overtime purposes.

## **8.8 Shift Differential Pay**

### **8.8.1 Swing and Grave**

A full-time worker whose normal workday extends after 9:00 p.m. shall be entitled to the swing shift differential of 4 1/2% of worker's base pay. Any full-time worker whose normal workday extends after 5:00 a.m. shall be entitled to the graveyard differential of 6% of worker's base pay. Part-time workers in the bargaining unit who have a normal work day of six hours or more shall be eligible for a shift differential of \$50.00 per month.

A worker who works swing or graveyard shifts for more than half of the working days of the month shall receive differential pay for the month. The half-hour allotted for lunch period during the swing and graveyard shifts shall be considered as part of the eight-hour working day.

### **8.8.2 Weekend**

The usual workweek for unit members shall be Monday through Friday. Premium pay at \$75 per month shall be paid to any full-time worker:

- a. Whose regular work assignment falls outside of the usual work week; and

- b. Who performs his/her duties outside of the usual workweek without regular supervision.

## **8.9 Working Out of Classification**

8.9.1 A worker who is required to work in a position in a higher salary range than the regularly assigned position for more than 5 working days in any 15-calendar day period shall be paid on the appropriate salary range for the position temporarily filled. The worker shall be paid at the higher of:

- a. Step A; or
- b. the step that yields an increase equivalent to one step above the salary the worker would have been earning in his or her regularly assigned position if he or she had not been required to work out of class or 5% whichever is greater.

8.9.2 To qualify for out of class pay, a worker must:

- a. temporarily assumes all duties and responsibilities of a higher classification when a position in that classification is temporarily vacant and the worker is substituting for the absent incumbent of the position; or
- b. temporarily be assigned a sufficient number of higher-level duties to clearly justify the conclusion that the worker is performing within a higher classification.

8.9.3 Assignments under Section 8.9.2 shall have an agreed upon beginning and ending date. Normally, a working out of class assignment shall not exceed 12 months; however, under certain circumstances the District may extend the working out of class assignment up to 12 additional months. If the assignment goes beyond the original 12 months, the assignment may be offered to another qualified employee or the same employee, who may continue in the assignment. Workers who are assigned work out of class that exceeds a twelve (12) month period shall receive a step increase on the salary schedule for the out-of class position in which they are working. In the event that the employee working out of class is eventually hired in to the regular/permanent position, the employee shall be credited seniority equal to the period of service in the working out of class assignment. Working out of class assignments may extend past the 24 month period provided that the District and the union agree to such assignment. The District shall notify ACE within 15 days of knowledge of the assignment.

## **8.10 Travel Expenses**

Travel expenses while on business of the District must be submitted on a travel expense form and approved by the appropriate supervising manager. Expenses for conferences must be approved by the appropriate supervising manager. If a worker is assigned to more than one campus or to one campus and an off-campus facility (such as a hospital) as part of the contract obligation, the worker is entitled to reimbursement for expense of travel between facilities if the assigned duties require the worker to be present at both facilities

during the same day. Since it is the responsibility of the worker to transport herself/himself to and from the place of employment, the mileage reported for computing travel expense shall be the length of the trip one way between the two facilities, unless the work schedule requires a round trip during the same day. Meals and lodging expense shall be reimbursed in the amount and manner customary for all workers of the District. Travel expense forms should be sent to the Accounting Department.

#### **8.11 Seniority**

Seniority in the District begins to accrue from the first day in paid status as a probationary worker. Seniority is measured in hours actually worked within a classification.

If a worker believes that his/her seniority is in error, prior to filing a grievance, he/she may request a meeting with the Director of Human Resources and may be accompanied by his/her steward.

## **ARTICLE 9 HOLIDAYS AND VACATIONS**

### **9.1 Holidays**

There are seventeen paid holidays each year including all legal school holidays. These include the holidays listed below as designated for each school year. Workers shall be entitled to any other holiday declared by the President or the Governor that provides for community colleges to be closed or any holiday approved by the Board of Trustees.

- Independence Day
- Friday before Labor Day
- Labor Day
- Veterans Day
- Thanksgiving (2 days)
- Christmas Eve
- Christmas Day
- Day after Christmas
- December Holiday (2 days)\*
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Lincoln's Day
- Washington's Day
- Memorial Day

\*Effective July 1, 2017 academic year, it is the District's desire to be closed for business from Christmas Eve through New Year's Day.

When the holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday falls on a Saturday, it shall be observed on the preceding Friday unless another day is provided for by the Education Code or agreed upon by the parties. When a holiday falls within a worker's vacation, the holiday will not count as a day of vacation. Workers may use personal necessity leave time for observance of their religious holidays providing such absences are approved in advance by the supervisor or the Director of Human Resources.

To be eligible for holiday pay, a worker must be in paid status either the working day before or the working day following the holiday. In addition, each worker who is not regularly scheduled to work on the day on which the holiday falls shall be entitled to observe the holiday on another workday designated by the District unless the day is mutually agreed upon by the employee and the supervisor.

Classified hourly employees shall be eligible for pro-rata holiday pay as a percent of a full-time contract when the holiday falls on a regularly scheduled work day or if the employee is in paid status on the day before or day after a holiday except that

employees will be paid for the December 25 and January 1 holidays if they were in paid status during any portion of the work day of their normal assignment immediately preceding or following the holiday period

If a worker is required to work on a holiday, the worker shall be compensated as follows:

9.1.1 The worker will receive pay at the regular hourly rate, and

9.1.2 The worker will receive pay at the overtime rate for the number of hours worked on the holiday.

Approval to work on a holiday must be granted in advance, and the entry on the time report must be initialed by the supervisor.

## **9.2 Vacations**

### **9.2.1 Full-Time Workers**

No worker may use vacation time until the first of the calendar month after he/she has completed six months of employment in the District, and all hours of vacation credited to a probationary worker during his/her first six months of employment shall be contingent upon the worker's completion of six months of employment.

Therefore, probationary workers who leave the service of the District before completing six months of employment will receive no vacation pay.

Terminating workers who have completed more than six months of employment will be paid for that portion of their earned vacation, which they have not used. When a worker terminates, the last day actually worked by the worker shall be the effective date of termination.

Full-time workers shall earn 6.66 hours of vacation for each calendar month (10 days per 12 month year) completed in the service of the District. If a worker joins the District staff after the tenth calendar day of the month, vacation will be prorated for the duration of the month.

Workers who have been continuously employed by the District for a period of three years shall, at the beginning of the fourth year, accrue vacation leave at the rate of 10 hours of vacation per month (15 days per 12 month year).

Workers who have completed seven years of employment with the District shall at the beginning of the eighth year, accrue vacation leave at the rate of 13.33 hours of vacation per month (20 days per 12 month year). Workers who have completed thirteen years of employment with the District shall, at the beginning of the fourteenth year, accrue vacation leave at the rate of 16 hours of vacation per month (24 days per 12- month year).

### **9.2.2 Full-Time, Eleven-Month, Ten-Month, and Academic-Day Workers**

Eleven-month, ten-month, and academic-day workers shall earn vacation leave in the manner specified on Section 9.2.1 within the limitations outlined in section 9.2.4.

### **9.2.3 Part Time Workers**

Workers who work fewer than 40 hours per week are entitled to that proportion of vacation earnings granted full-time workers that is equal to the percent of a full time contract.

### **9.2.4 Classified Hourly Employees**

Classified hourly employees shall be eligible to accrue two weeks of paid vacation annually earned on a pro-rata basis and calculated on actual hours worked.

Accrual rates for classified hourly employees shall be based on twice the length of service required for full-time workers. That is, after six years of continuous employment by the District, at the beginning of the seventh year of employment classified hourly employees shall earn 15 days (3 weeks) per 12 month year; after 14 years of continuous employment by the District, at the beginning of the fifteenth year of service, classified hourly employees shall earn 20 days (4 weeks) per 12 month year; and after 28 years of continuous employment by the District, at the beginning of the twenty-ninth year of service, classified hourly employees shall earn 24 days per 12 month year. Prorating shall be in accordance with Articles 9.2.3 and 7.6.7.

No classified hourly employee may use vacation time until the first of the calendar month after he/she has completed six months of employment in the District and all hours of vacation credited to a probationary classified employee during his/her first six months of employment shall be contingent upon the employee's completion of six months of employment.

Vacation is taken in the year it is earned or in the following year. In no case shall a classified hourly employee accumulate more than two years of accrued vacation. When the accumulated vacation balance exceeds the limit, the classified hourly employee ceases to earn vacation until such time as the vacation balance is reduced below the maximum accrual.

Normally, classified hourly employees in Academic Day only positions take vacation during scheduled breaks in the academic calendar including finals week.

### **9.2.5 Accumulated Vacation Leave**

Vacation leave may be used in increments of not less than one hour. In the event that a worker has no appropriate leave available such as personal necessity leave or compensatory time, a worker may use vacation in one-hour increments.

Workers may accumulate a maximum of two years of accrued vacation. When the accumulated vacation balance exceeds these limits, a worker ceases to earn vacation until such time as the vacation balance is reduced below the maximum earnable. Workers who reduce their contract (partial unpaid leave, extended sick leave) have vacation accrual prorated by the percent of contract reduced.

A worker will be notified by a notice on his/her paycheck when he/she is within two pay periods of reaching his/her maximum vacation accrual for two years. If the worker is within two pay periods of reaching his/her maximum accrual of vacation, he/she will meet with the supervising manager to schedule vacation so that the worker does not lose any vacation to which he/she is otherwise entitled.

### **9.2.6 Scheduling Vacation Leave**

Generally, each worker should be given a choice of time for vacation but the District reserves the right to schedule vacation leave at its convenience provided that every attempt is made to schedule vacation leave so that workers who choose to do so have at least five consecutive work days off and that such scheduling is not done in an arbitrary and capricious manner. Notwithstanding the District's right to schedule vacation leave, no worker who has received notice of layoff because of lack of work or lack of funds shall be placed on vacation leave without her/his consent during the 30 days immediately preceding the effective date of layoff.

In case two workers in the same group wish to take vacations at the same time, first choice of vacation time will go to the person with the longest service in the District. After a schedule has been set, if a worker wishes to change vacation time, he/she may do so only if the change does not require any other worker to change a scheduled vacation.

If a worker becomes seriously ill or is injured during a scheduled vacation period, the worker may submit a signed statement from a physician that the worker was unable to continue the vacation and have the time deducted from earned sick leave. The balance of the vacation may then be rescheduled.

## **ARTICLE 10 LEAVES**

### **10.1 Sick Leave**

Sick leave provides continuation of pay to the District worker who cannot perform her/his duties because of physical or mental illness or injury.

Each full-time worker of the District earns sick leave at the rate of eight hours per month. New workers employed after the 10th of the month shall have their sick leave pro-rated for that month. Workers including classified hourly employees who regularly work fewer than 40 hours per week are entitled to that proportion of sick leave granted full-time workers that is equal to the percent of a full-time contract. During extended sick leave, a worker ceases to earn sick leave beyond his or her potential entitlement for the current fiscal year but continues to earn vacation leave. There is no limit to the amount of sick leave which either full or partial contract workers may earn and accumulate from year to year.

Sick leave may be used in increments of one-quarter hour or longer. A worker has available for use all of his or her earned sick leave plus the balance of his or her full potential entitlement for the current fiscal year. The number of sick leave hours earned, the number used during the current fiscal year, and the worker's balance will appear on the check stub each month.

Sick leave may be used for appointments with doctors or dentists or (after all personal necessity leave has been exhausted) up to seven days can be used for care of an ill member of the worker's immediate family (as defined in Section 10.15). Under certain circumstances approved by the Director of Human Resources, sick leave can also be used for other reasons of personal necessity.

A worker may not be gainfully employed while absent on illness or accident leave. Sick leave may not be used to extend a weekend or vacation when the worker is not actually sick. Sick leave is not a "rest leave" unless so prescribed by a physician.

Whenever a worker is absent on sick leave for three or more working days or when a pattern of sick leave suggests a chronic illness, a medical report that outlines the nature of the problem and the probable date of full recovery may be required. If the information from the worker's personal physician is insufficient, an examination by a physician of the District's choosing may be required, at District expense.

Any worker who transfers after at least one year of service from one school to another when no more than one year intervenes between termination in one district and employment in the other, should request that unused sick leave be transferred

During any fiscal year a worker may convert up to 60 hours of earned sick leave credit in excess of 240 hours to vacation leave credit at the rate of six hours of sick leave credit for four hours of vacation leave credit. The request to convert sick leave credit to vacation leave credit under this section must be made in writing to the



Director of Human Resources and will be approved only if the vacation leave credit does not cause the vacation leave balance to exceed the maximum accrual allowed as defined in Article 9, Section 9.2.4. Any vacation leave credit granted under this section must be scheduled at the time it is requested and must be used as vacation leave within 30 days of the request for conversion unless the worker's worksite is closed on Fridays during July and August and the request for conversion is submitted for the irrevocable purpose of covering Fridays during those months.

Disabilities caused or contributed to by pregnancy, childbirth, miscarriage, or abortions are considered as temporary disabilities for which sick leave may be taken. Any time that the physician states was lost because of inability to work will be counted as sick leave.

A woman who is pregnant may work until such time as determined by her physician that it is no longer safe for her to continue working. After childbirth she may return to work after obtaining a written statement from her physician that she is physically well enough to resume work.

Upon being declared by her physician as physically well enough to work, the woman ceases to be covered under sick leave. Leave taken after that time is considered as parental leave.

## **10.2 Extended Sick Leave**

Each classified worker shall be entitled to extended sick leave for illness or injury at the end of all full-pay sick leave or at the end of 10 consecutive working days, whichever is later, and continuing for up to 130 working days from the first day of absence because of illness or injury. Extended sick leave shall be granted in increments of not less than one full day for each working day of absence due to illness or injury.

A classified worker on extended sick leave shall be entitled to extended sick leave pay as follows:

- 10.2.1 For a full month's absence, an amount that equals  $66 \frac{2}{3}$  percent of the worker's "basic monthly earnings" on the date he/she was first absent, to a maximum payment of \$6000 per month. "Basic monthly earnings" means  $\frac{1}{12}$ th of the worker's annual contract salary.
- 10.2.2 For less than a full month's absence, an amount that equals an appropriate fraction of the extended sick leave pay calculated under 10.2.1. The fraction shall be determined by dividing the number of days of absence during the partial month by 20.

After the exhaustion of all extended sick leave, a classified worker shall be notified by the Director of Human Resources that he/she may resign or apply for an unpaid leave due to disability. If such a leave is applied for, it may be approved for up to (5) months. If the worker fails to resign, retire, or apply for such a leave, or if the leave or an extension of a leave is denied, the worker shall be placed on a 39-month reemployment list. In any event, if the worker remains disabled beyond the period of extended sick leave, he/she

shall receive long-term disability benefits under Article 18 in the manner prescribed in the District's long-term disability insurance policy.

### **10.3 Sick Leave Donation**

10.3.1 A worker may donate days of sick leave to individual District workers who, due to a serious health condition, have exhausted all accumulated sick leave. Donating workers must retain a sixty (60) day balance of sick leave after their donation. No worker may receive more than 40 days of donated leave per year.

10.3.1.1 A “serious health condition” is defined as an illness, injury, impairment or physical or mental condition which involves inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or continuing supervision by a health care provider as defined in 29 USC 825.114(a) and as certified by a worker’s physician or other qualified medical practitioner.

10.3.1.2 The Vice Chancellor of Human Resources and the Chief Stewards by mutual agreement will verify the certification for eligibility. If the certification from the worker’s physician is insufficient, a certification by a physician of the District’s choosing may be required, at District expense. The District may require additional medical opinions.

10.3.2 Donated leave must be in one-day increments (no less than 8 hours). Recipients of donated sick leave shall be solely responsible for any state and federal taxes on the donated time. Such taxes shall be withheld at the normal rate for the recipient worker. In the event that the state or federal governments rule that tax liability is due other than as taxed, the recipient shall be solely liable for such liabilities.

10.3.2.1 The donated sick leave may be used only when the worker has exhausted accumulated sick leave and either is not eligible for long-term disability or is eligible but has not begun to receive the long-term coverage.

10.3.2.2 The Vice Chancellor of Human Resources shall be notified of solicitation of donations. Solicitations of donations may be made by the individual or his/her representative(s).

10.3.2.3 Donation of sick leave shall be authorized by a signed pledge form prepared by and filed with the District Office of Human Resources. In the event several workers donate sick leave, the sick leave shall be used in the order in which the signed pledge forms are filed with Human Resources.

10.3.2.4 If the worker does not use all donated sick leave, the sick leave shall be returned to the donating worker(s).

#### **10.4 Parental Leave**

A worker may be granted a maximum of one year of unpaid leave of absence to care for a newborn or recently adopted child. The request for parental leave must be made in writing. The Office of Human Resources will then ask the Chancellor to refer it for action by the Board of Trustees. Leave to care for a newborn or recently adopted child runs concurrently with FMLA.

A worker on parental leave must notify the Office of Human Resources within seven months after the start of the leave whether she/he intends to return to the employment of the District. Failure to comply with this regulation will void the responsibility of the District to find employment for the worker.

The worker will be reinstated within a period of one year from the start of the leave, and the District shall attempt but make no guarantee to place the worker on the same campus or in the same assignment as that which was held when the leave began.

Time used in unpaid parental leave may not be counted in the calculation of salary increments and other seniority factors.

#### **10.5 Bereavement Leave**

Workers shall be granted a leave with full pay in the event of the death of any member of the worker's immediate family, (as defined in Section 10.15). Bereavement leave shall be for a period of up to three days, except that it may be for up to five days if out of state or more than 250 miles in-state (one way) travel is required or if the death is of a spouse, domestic partner or child.

10.5.1 Bereavement leave may be extended by the Director of Human Resources when unusual circumstances such as travel or the settlement of an estate demand it.

#### **10.6 Jury Duty**

In order to encourage workers to accept jury duty as a responsibility of citizenship, the District will pay workers at their regular rate of pay while they are performing jury service. When jury duty consumes only a portion of the day, workers are expected either to report to work immediately after jury duty or to have pay canceled for the day. A worker must reimburse the District for the fee received from jury duty by having that amount reduced from their paycheck.

Absence from assigned duties to perform jury service will be reported in the same manner as other absences, but the worker shall attach a copy of the summons to jury duty to his or her monthly time report. Ordinarily an absence for jury duty lasts a single day, making the employment of a substitute unnecessary. If a paid substitute is needed for absence of prolonged duration for jury duty, the same procedures will be followed as those instituted for a worker who is absent for illness.

The District cannot be responsible for the salary of its workers when they become litigants in their own behalf.

#### **10.7 Military Leave**

A worker shall be entitled to military leave as provided by Military and Veterans Code Sections 395 to 395.9.

#### **10.8 Quarantine**

A worker will receive full compensation when quarantined by city or county health officials because of the illness of another person. He/she must, however, register the official document of the quarantine with the Office of Human Resources before receiving pay.

#### **10.9 Industrial Accident Leave**

Industrial accident leave provides continuation of pay to a worker who suffers an accident directly connected with the job. It does not affect the amount of accumulated sick leave. Industrial accident leave does not accumulate from year to year. If an absence overlaps into a new fiscal year, the worker will have available only that amount of industrial accident leave which has not been used in the prior fiscal year for the same accident. A worker may have no more than sixty days of industrial accident leave for the same accident or illness.

Leave pay commences with the first day of absence. When a worker is eligible for Worker's Compensation, the compensation from that source is deducted from his/her pay so that the amount from both sources is equal to regular pay. If the worker is still receiving Workers' Compensation, the worker may elect to use his or her accumulated paid leave (sick leave, personal necessity leave, vacation leave, or comp time) in an amount which, when added to the Workers' Compensation award, equals a full day's salary. After sick leave is exhausted, the worker is eligible for extended sick leave (see 10.2). At any time that the worker receives Worker's Compensation, the amount will be deducted from the salary paid by the District. If the absence must continue after he/she is no longer eligible for compensation from the District, the full amount of the funds from Worker's Compensation may be retained by the worker.

Industrial accident leave is not considered a break in service, and the individual (if physically able) has the absolute right to return to a position in the class which he/she left, so long as the absence is not longer than the total of industrial accident leave, sick leave, and all other available leaves of absence paid or unpaid.

#### **TREATMENT BY PERSONAL PHYSICIAN:**

A worker has the right to be treated by his/her personal physician from the date of injury. To exercise this right, the worker must notify the Office of Human Resources in writing of the name of his/her personal physician prior to the date of injury. The physician must be a qualified practitioner who has previously directed the medical treatment of the

worker and who retains the worker's medical records. A form for filing this information is available from the Office of Human Resources.

#### **10.10 Personal Necessity Leave**

Each full time permanent or probationary worker shall be granted up to a maximum of 40 hours of paid leave per year for reasons of genuine personal necessity. Workers who work fewer than 40 hours per week are entitled to that proportion of personal leave granted full-time workers that is equal to the percent of a full-time contract. Each classified hourly employee shall be granted up to 3 days of paid leave per year on a pro-rata basis. Eligibility for personal necessity leave begins on the first of the calendar month following six complete months of employment. For the purpose of this section "personal necessity" means obligations or unavoidable duties of an individual worker that must be performed during regularly scheduled working hours. The number of hours of leave remaining will appear on the check stub each month. Circumstances under which personal necessity leave is appropriate include, but are not limited to:

- 10.10.1 Emergencies or obligations related to the worker's home or family members, including medical or dental appointments for the worker's family members when the nature of the appointment requires the worker's presence, or special family obligations such as attending a family member's graduation or marriage ceremony;
- 10.10.2 Emergencies or obligations related to the worker, including appointments for the purpose of conducting personal legal affairs or financial transactions, receipt of a court order requiring absence from work, or observation of a major religious holiday of the worker's faith.

Personal necessity leave may not be used for recreation, planning a vacation, or social events, nor may it be used in lieu of vacation or sick leave (except after an illness of 10 working days or more and no full-pay sick leave is available, a worker may use personal necessity leave.) Unless there are unavoidable and compelling reasons (i.e., medical appointments or illness after being on extended sick leave) personal necessity leave may not be taken in conjunction with any holiday, sick leave, vacation, or other leave of absence.

Personal necessity leave is not cumulative. It must be scheduled in advance with the supervisor whenever possible. When advance scheduling is not possible because of an emergency situation, the worker is required to notify the supervisor as soon as possible that the worker is requesting personal leave. All personal leave must have the approval of the supervisor as evidenced by the supervisor's signature on the time sheet.

To ensure confidentiality, a worker may request Personal Necessity Leave by the subsection number without giving the exact nature of the request. The worker's appropriate supervisor(s) may require a more exact explanation before granting Personal Necessity Leave, in which case the worker may respond orally and the response shall be considered confidential between the worker and his/her supervisor(s). In unique emergency situations additional hours of personal necessity leave may be granted by the Director of Human Resources.

## **10.11 Unpaid Leave of Absence**

10.11.1 Leave of absence without pay for a specific purpose and for a designated length of time not to exceed one year, or an extension upon request, may be granted under the following conditions:

- a. A suitable short-term worker is available to fill the position of the worker on leave;
- b. The absence of the worker will not reduce the efficiency of the program of the District; and
- c. The worker can give reasonable assurance that he/she will return to the position at the conclusion of the leave.

If during an unpaid leave of absence the worker continues to meet the definition of "qualified classified worker" under Article 18 (Paid Benefits), Section 18.1 or 18.2, he/she shall continue to receive paid benefits. If a worker on unpaid leave of absence does not meet this definition, he/she may continue to receive benefits by reimbursing the District in advance for the full premium or its equivalent, as specified in Section 18.11. To receive vacation credit, personal necessity leave credit, or sick leave credit during an unpaid leave of absence, a worker must be in paid status for at least 12 working days during each monthly reporting period.

### **10.11.2 Rights of Worker Upon Return from Leave**

A worker returning to duty after an approved leave of absence without pay shall be returned to the same assignment held prior to the leave, providing the worker has met the conditions under which the leave was granted. If the assignment no longer exists, the District shall place the returning worker in another position as soon as one is available for which he/she is qualified and shall endeavor to place her/him in a position in the same salary range as the one held at the time the leave was granted. Time spent on unpaid leave of absence does not count toward seniority, salary increments, personal necessity leave credit, sick leave credit or vacation credit. Each month during which the worker is not in paid status will not count toward the anniversary date and will advance it by one month.

## **10.12 District-Initiated Disability Leave**

When a condition has caused a worker to be unable to carry out assigned duties or has interfered with the educational program or other work of the District or threatens the safety or welfare of the worker, the students, or the other workers of the District, the District may place the worker on disability leave of absence. The Director of Human Resources shall set the beginning date of such leave, taking into account the available medical information, the worker's job performance, and the interests and requirements of the worker, the students, and the other workers of the District. A worker on disability leave may return to work with the permission of the Director of Human Resources, who

may require such medical information as is deemed reasonably necessary to make a decision, including an examination by a physician selected by the District at District expense. A worker on a disability leave of absence initiated by the District is considered to be on sick leave and is entitled to the pay and other benefits of any other worker on sick leave, (see 10.1 and Article 17A).

### **10.13 Staff Development Leave**

To encourage and enable classified workers to enhance their value to the District through further job-related education, the upgrading of their skills, or retraining for a different career path, a Staff Development Leave has been established. A worker may apply for Staff Development Leave to begin upon completing seven (7) years of service in the District. The leave may be from one to ten months at 85% of full pay. Such leaves may be taken in one-quarter increments to a maximum of ten months. A worker becomes eligible for additional leaves after completing increments of seven (7) years of service to the District.

Classified hourly employees are not eligible for Staff Development Leaves.

An eligible worker may, on a leave request form provided by the Human Resources Office, apply through his or her supervisor for a Staff Development leave. The leave may be used to complete interrupted studies, learn by observing methods used in industry or other educational institutions, or get a substantial start on a goal of better education. The written application must present a detailed description of the proposed activities of the leave and the potential value of these activities to the District as well as the learning outcomes that are expected from this leave. If the worker intends to enroll in school, the application must identify the educational institution to be attended and, by academic term, a list of courses (with course descriptions) the worker will be taking. The application shall contain precise dates for the beginning and ending of the leave. If a unit member is attending school full time, which is 12 units either semester or quarter for undergrad and units semester or quarter for graduate, then the unit member does not have to participate in other activities related to the leave. However, if the unit member is not going to school fulltime, other activities related to the leave must be completed in fulfilling the 12-unit minimum. For this purpose, one hour of activity per week equals one unit and so forth.

Any changes to the leave must be submitted in writing to the Director of Human Resources who will consult with the Staff Development Leave Committee, to approve such changes prior to the unit member participation in those changes. The committee has the authority to make exceptions as it deems appropriate.

All applications for the succeeding college year must be received by the Director of Human Resources before December 15. Unit members may submit a copy of their request for leave without appropriate signatures by December 15; however, all signatures must be received by January 31. Each application that has been submitted and has received the recommendation of the immediate supervisor and the appropriate administrator shall be forwarded to the Classified Staff Development Leave Committee for review and recommendation to the Chancellor. This Committee shall be composed of

two representatives of ACE, two representatives of Unit A, and two administrators designated by the Chancellor, one of whom will serve as chairman. Funding for a minimum of ten (10), ten-month leaves per year shall be guaranteed. If the number of recommended applications exceeds the number agreed upon for the year, the Committee shall establish procedures for deciding which leaves shall be recommended to the Chancellor for submission to the Board. Board-approved leaves will be announced by March 1 of each year.

If a leave is granted, the worker must agree in writing to render, upon return from leave, a minimum of two months of service to the District for each month of staff development leave. Failure to render this service will require the worker to refund the salary paid by the District during the leave. Within thirty days of return from a leave, the worker shall submit a written report to the Classified Staff Development Leave Committee of the activities of the leave, emphasizing the value to the District and the learning outcomes achieved. If the worker attended school during the leave, he or she shall also submit a transcript or other appropriate documentation showing satisfactory attendance and successful completion of the course work as soon as reasonably possible. The worker may apply for Educational Assistance for courses taken during the leave. Classes taken during Staff Development leave for which the worker receives Educational Assistance are not eligible to be used to qualify for a Professional Growth Award as defined in Article 8.6 and Appendix B.

After reviewing the report, the Classified Staff Development Leave Committee shall either approve the report or request further information from the worker. If, after requesting further information from the worker the Classified Staff Development Leave Committee is unable to establish that the worker satisfied the conditions of the leave, the committee may, if it determines it is appropriate, after considering possible mitigating circumstances, recommend to the Director of Human Resources that the worker be required to compensate the District for the expense of the leave. The decision of the committee may be reviewed by the Chancellor at the request of the worker.

During the leave the worker will be entitled to all the benefits of classified contract workers except that only 85% of service time will be credited by the Public Employees Retirement System. The worker may, however, arrange to make a contribution to the System to insure full service credit for the period of the leave as provided by the regulations of PERS. During the leave the worker shall earn 85% of the normal credit for sick leave and seniority. No vacation credit shall be earned during a Staff Development Leave.

#### **10.14 Break in Service**

A break in service results from a separation from employment with the District because of resignation, retirement, layoff, or termination during probation or dismissal. Unless expressly provided elsewhere in this *Agreement*, a break in service results in loss of permanent status, seniority, accumulated sick leave, personal necessity leave credit, vacation status, placement on the salary schedule, and eligibility for retiree and other benefits. No paid leave of absence shall constitute a break in service.



No unpaid leave of absence shall constitute a break in service (see 10.11) but time spent on an unpaid leave shall not count toward attainment of permanent status, accrual of seniority, accrual of sick leave, vacation leave or personal necessity leave credit, advancement on the salary schedule, or eligibility for retirement and other benefits.

#### **10.15 Immediate Family**

For purposes of this article only, the definition of "immediate family," when used in connection with any leave provided in this article, shall mean: Husband, wife, domestic partner, mother, father, sister, brother, son, daughter, grandparent, grandchild, parent-in-law, foster parent, step parent, step child, foster child, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. "Immediate family" shall also include any relative of the worker, or of the worker's spouse or domestic partner living in the immediate household of the worker.

#### **10.16 Family Medical Leave**

In accordance with state and federal law and District policy, under certain conditions workers may be eligible for an unpaid leave of absence for up to twelve (12) weeks for reasons related to family circumstances. Qualifying circumstances would include but not be limited to: birth of a child; care of a child, spouse or parent with a serious health condition; or adoption.

10.16.1 Workers should consult Appendix F regarding eligibility, application procedures, and other procedures related to family leave.

10.16.2 Workers who qualify for paid benefits under Article 18, Section 18.1 shall continue to receive paid medical benefits while under family leave. Use of family medical leave for a qualifying circumstance including the worker's own serious illness runs concurrently with other paid and unpaid leaves granted by the District.

#### **10.17 Long Term Union Business**

Upon written request from the Union, the District may grant unpaid leave for Union business. This leave may be granted if the needs of the District can be met and a suitable replacement is available.

No more than one (1) worker may be on leave for Union business at the same time, unless the District and Union mutually agree to more than one. Leaves will be granted for a period of time which will be set forth in writing at the time the leave is granted but not in excess of twelve (12) months.

Leaves granted under this section shall not constitute a break in service. Workers returning from such leave shall return to the same position as previously held.

## **ARTICLE 11 LAYOFF**

### **11.1 Layoff**

Lack of work or a lack of funds may result in the abolition of a position and the release of a probationary or permanent worker. These reasons must be bona fide. Layoff may never be used as a disciplinary measure. If layoff occurs in an area where there is more than one person in the same classification, layoff will proceed in reverse order of seniority. In the event of a layoff, the District shall not:

- 11.1.1 Use short-term temporary workers, volunteers, students, faculty workers, administrators or supervisors to replace a displaced or laid-off worker;
- 11.1.2 Contract out the work formerly done by a displaced or laid-off worker;
- 11.1.3 Require a worker to perform overtime work or increased work assignments over and above his/her regular assignments as a result of a layoff;
- 11.1.4 Add increased responsibilities without following appropriate procedures as listed in Article 7.6, Reorganization and Article 15, Classification and Reclassification.

### **11.2 Reduction in Hours**

After a decision to reduce hours has been negotiated, any reduction in regularly assigned hours shall proceed in the order of layoff as prescribed in this article. Persons experiencing such reduction shall be considered laid off for purposes of determining all rights and benefits.

- 11.2.1 Classified hourly employees agree to work varied schedules of both the number of hours per day and the number of days per week. In academic day only positions, there may be one or two quarters with no work at all. Such variations in schedule shall not be considered reductions for purposes of this article.
  - 11.2.1.1 A classified hourly employee remains in active status until hours become available or he/she receives a layoff notice except that classified hourly employees who do not work for two consecutive quarters shall be provided a notice of layoff or provided written assurance of an assignment in the next quarter.

### **11.3 Notice and Consultation with the Union**

- 11.3.1 The District shall notify the Union in writing of a layoff of a bargaining unit member. Whenever possible, such notice will be 75 days prior to the date of layoff but in no case shall the notice be less than 70 days prior to the date of layoff. But in all cases the notice must be given to the Union prior to a notification to the affected employee(s). The District shall notify the Union of the financial and program status of the District and of possible need to

eliminate or reduce classified positions.

11.3.2 The District and the Union shall meet not later than five days following notification to the Union. The purpose of the meeting shall be:

11.3.2.1 To determine whether, in accordance with Education Code Section 88017, short term workers are employed performing work that the worker to be laid off is qualified to perform and whether such work is sufficient to create a position in the same classification as the worker to be laid off. Should the work not be sufficient to create a position in the same classification, the parties will explore whether there is sufficient work to create a position in a lower classification into which the worker, if qualified, can be placed, in lieu of layoff. A worker who accepts a position in a lower classification shall have reemployment rights for a period of 39 months from the date of voluntary demotion as noted in section 11.9 of the Article.

11.3.2.2 To examine alternatives and opportunities available to each worker who may be subject to layoff, unique conditions that may affect specific workers; and the possible consequences for other workers.

In addition, the District may hold division, department or campus meetings to explain the conditions leading to layoff and to explain the reasons for selecting certain positions for layoff. The Union staff may be present and participate at such meetings.

#### **11.4 Notice of Layoff**

A worker who is to be laid off shall receive at least 60 days notice prior to the layoff. Workers in specially funded programs ending on June 30 shall be given written notice on or before April 29 or not less than 60 days prior to the effective date of layoff for specially funded programs ending other than June 30.

The notice of layoff shall be in writing with a copy to the Union. When notice is issued in person, the Union representative shall be invited to attend. The notice shall include the effective date of the layoff and a statement of the worker's "bumping" (see Article 11.7) and reemployment rights.

##### **11.4.1 Placement of Employees Affected by Layoffs**

The following process is available only during a layoff and is established to facilitate placement of ACE members whose positions have been identified to be eliminated.

- a. First priority will be to fill vacant positions with affected employees who have rights to a vacant position based on seniority in that classification. If only one such affected employee has rights to a vacant position, that employee will be transferred into the position.

- b. When an employee has rights to a vacant position but the placement would have a negative effect on either the employee or the department, then the District and ACE will meet to discuss alternatives to the placement. If alternatives cannot be agreed upon, management reserves the right of assignment.
- c. If no affected employee has a right to a vacant position based upon seniority, affected employees shall be considered in an internal placement process. Through the search and selection process of internal hiring, promotions, voluntary demotions and lateral transfers shall occur. Positions will be opened in the following order:
  - 1. Phase 1: to all ACE employees.
  - 2. Phase 2: open to outside recruitment.
- d. The internal placement process will be followed concerning placement of current employees:
  - 1. A staffing requisition must be submitted which complies with college and District requirements.
  - 2. The job announcement will be sent via e-mail (eblast) to all ACE employees.
  - 3. Employees shall submit required documentation and materials, such as a letter of interest and resume, to Human Resources within five (5) days of the eblast being sent.
  - 4. The hiring committee for Phase 1 will consist of the hiring manager, an ACE member appointed by ACE, and an EEO representative designated by Human Resources. The District may add additional members when deemed appropriate.
  - 5. The hiring committee for Phase 1 shall review employee materials, conduct interviews of qualified candidates and complete consideration of internal candidates.

If no employee is selected during Phase 1 of the internal placement process, then the hiring manager may proceed with Phase 2. Phase 2 shall follow and adhere to the District's established guidelines for recruitment and selection.

## **11.5 Order of Layoff**

Any layoff shall be affected within a class. The order of layoff shall be determined by seniority within that class. A worker with the least seniority in the class plus seniority in higher classes in which the worker has served shall be laid off first. Seniority shall be based on the number of hours a worker has been in paid status in the class or higher classes. If two or more workers subject to layoff have equal seniority in a class, the worker with the later date of initial employment in the District as a probationary worker shall be laid off. If the dates of initial employment are identical, the determination shall be made by lot. The Chief Steward or the ACE designee shall be afforded the opportunity to be present during any such determination by lot.

#### **11.6 Retirement in Lieu of Layoff**

A worker who is eligible for retirement and who has received a notice of layoff may, in lieu of layoff, elect to accept service retirement without loss of reemployment rights as provided in the Education Code Section 88015.

#### **11.7 "Bumping Rights"**

A worker laid off from his/her position in a class may "bump" into the next lower class in which the worker has greater seniority than another worker in that class unless there is a vacant position. If there is a vacant position in the classification the worker shall be placed in the vacant position. Should more than one person in the same classification be laid off, the affected workers in the classification (workers whose positions are being eliminated and the less senior workers who may be affected by bumping) will have the opportunity to select from a list of positions currently held by the least senior workers in the classification whose positions are not being eliminated and any vacant position in the classification. The selection process will be conducted in order of seniority with the most senior worker making the first selection. The time and location of the selection process shall be mutually agreed upon by the Union and the District.

A worker who has exercised "bumping" rights shall be placed on the salary step that the worker would have attained if he/she had remained continuously in the lower class except that no worker shall be placed on a step in a salary range that is more than 3 ranges lower than his or her current salary range. A worker who has exercised "bumping" rights shall retain all service recognition and professional growth awards and all years of service towards the Service Recognition Award.

#### **11.8 Layoff Rather Than "Bumping"**

A worker may volunteer to be laid off. A worker who elects to be laid off rather than exercising his/her right to "bump" another worker retains all reemployment rights.

#### **11.9 Reemployment Rights**

A permanent worker who has been laid off or has taken a voluntary demotion or reduction in hours in lieu of layoff shall have reemployment rights for a period of 39 months from the date of layoff, voluntary demotion, or reduction in hours. A worker who takes a voluntary demotion in lieu of layoff shall be granted the same rights for reemployment in

his/her former class as persons laid off but shall retain eligibility for reemployment in the former class for an additional twenty-four (24) months. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to their former class or to positions with increased assigned time by seniority as vacancies become available, and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority for 24 months. The District shall offer such a worker any available position in a class or classes in which the worker had formally achieved permanency. The order of such offers shall be according to the seniority of all workers laid off in the class. A worker re-employed after layoff shall be fully restored to his/her class as a permanent worker (with all appropriate service credit and level of benefits) and to his/her former placement on the salary schedule, including earned awards. A probationary worker shall be required to serve the remaining months of probation in the new position.

#### **11.10 Right to Apply for Other Positions**

In addition to the absolute right to any available position in the class from which he/she was laid off or in which he/she had formally achieved permanency and for which he/she is qualified by seniority, a worker who has been laid off may apply for any open positions in lateral or lower classes in which he/she has not served and shall be granted an interview for such a position if he/she meets the basic qualifications set forth in the official job description for the class. Such laid-off worker shall be offered the job over an applicant who is not currently an employee of the District.

#### **11.11 Reemployment Rights in Other Positions**

If a former classified worker who has been laid off is re-employed off a 39-month reemployment list in a position other than one in a class to which he/she has rights to reemployment under Section 11.9, he/she shall be re-employed in probationary status but shall regain hours in paid status for seniority purposes, earned sick leave, unused personal necessity leave, and former vacation status. Salary placement in the class in which the worker has not previously served shall be at Step A, or, in appropriate cases as determined by the Director of Human Resources, Step B; however, the worker shall retain any Service Recognition Awards and Professional Growth Awards earned as a worker of the District.

#### **11.12 Notification of Opening**

A worker who has been laid off shall be notified in writing by the Director of Human Resources of any opening for which he/she is eligible under Section 11.9. Such notice shall be sent by certified mail to the last address given to the District by the worker, with a copy to the Union. The mailing of this notice with a copy to the Union shall constitute the entire notification responsibility of the District.

### **11.13 Worker Response**

A worker shall notify the District of his/her intent to accept or refuse reemployment within 10 days of the mailing of the reemployment notice. If the worker accepts reemployment, he/she must report to work within 30 days following the mailing of the notice. A worker sent a notice of reemployment need not accept reemployment in order to maintain reemployment rights provided the worker notifies the Director of Human Resources within 10 days. If the District has not heard from the employee within ten (10) days of receipt of offer, the District may fill the position with someone else. However, if the worker fails to reply within 10 days or refuses three such offers of reemployment, he/she will be notified by the District that they will be removed from the reemployment list. Thereafter, such individuals may notify the District in writing of his/her desire to be reactivated on the reemployment list. Employees may indicate a desire to be removed from the list for a specific period of time during the 39-month period; however, this does not extend the 39-month period.

### **11.14 Improper Layoff**

A worker who has been improperly laid off shall be re-employed immediately upon discovery of the error and shall be reimbursed for any loss of salary or benefits.

### **11.15 Seniority Roster**

Whenever a layoff is anticipated, the Union shall be provided with a copy of the most recent seniority roster for affected workers at least fifteen workdays before a layoff resolution is presented to the Board for action.

### **11.16 Effects of Layoff**

Workers who are laid off shall be entitled to the following:

- 11.16.1 Paid medical benefits for 3 months for workers and their eligible dependents;
- 11.16.2 Preference for workers whose work year or hours have been reduced in filling temporary jobs that would ordinarily be filled by short-term workers;
- 11.16.3 Reasonable paid release time for the purpose of seeking employment for workers who are subject to termination because of layoff;
- 11.16.4 Payment of accrued vacation hours for workers with fewer than six (6) months of service;
- 11.16.5 Priority registration privileges for workers who have been terminated because of layoff;
- 11.16.6 Eligibility to apply for Educational Assistance funds in accordance with the terms of this agreement during the first six months of layoff. Applications for

funds shall be submitted to the Director of Human Resources who shall sign in lieu of the worker's former administrator;

- 11.16.7 Career counseling and job placement assistance for workers who have been terminated because of layoff;

This article expresses the entire understanding between the parties regarding the effects of layoff and each party waives the right to meet and negotiate on the effects of layoff for the life of this *Agreement* except as to those effects that the parties mutually agree to negotiate.



## **ARTICLE 12**

### **GRIEVANCE PROCEDURE**

#### **12.1 Purpose**

This grievance procedure is intended to provide a formal method of resolving worker grievances. Since it is the intention of the Union and the District to encourage the informal resolution of potential grievances at the lowest possible administrative level, this procedure may be used only after the worker and supervisor have made a conscientious effort to resolve the dispute informally. The worker may have the assistance of a Union steward in informal resolution attempts.

#### **12.2 Definitions**

- 12.2.1 "*Agreement*" means the contract negotiated between the District and ACE pursuant to the Educational Employment Relations Act.
- 12.2.2 "Grievance" means a written statement by a worker, or by the Union on behalf of a worker, alleging that he or she has been directly wronged by the District's violation, misinterpretation or misapplication of a specific provision of the agreement. "Grievance" also means a written statement by the Union alleging that the chapter itself has been directly wronged by the District's violation, misinterpretation or misapplication of a specific provision of the *Agreement*.
- 12.2.3 To "file" means to deliver, either personally, or by certified mail return receipt requested. A document is "filed" on the day it is received.
- 12.2.4 "Notice" means a notice of grievance on a form agreed upon by the Union and the District.
- 12.2.5 "Working day" means any day during which the central administrative offices of the District are open for business.
- 12.2.6 "Union representative" unless specified may mean a chapter officer, a steward, and/or a Worksite Organizer.

#### **12.3 Who May File a Grievance**

A grievance may be filed by any of the following individuals so long as they are not alleging a violation, misinterpretation or misapplication of the *Agreement* previously grieved.

- 12.3.1 Any worker who, at the time of filing, is a member of the bargaining unit; or
- 12.3.2 A Union representative who has been authorized to file the grievance on behalf of the grievant or the Union.

## **12.4 Representation**

At the informal step and thereafter, the grievant and the person designated by the Chancellor to represent the District, if any, may each be assisted by a representative who may advise or act for the party he or she represents. However, the grievant shall not be represented by an agent of any worker organization other than the Union.

## **12.5 Filing a Formal Grievance**

- 12.5.1 A formal grievance is initiated by the filing of a Notice of Grievance on the prescribed notice form, (the grievance form is included in Appendix A).
- 12.5.2 The Notice must be filed by the grievant or Union representative with the grievant's supervising manager and with the Director of Human Resources. Failure to file the grievance with the Director of Human Resources within the time limit will invalidate the filing of the grievance. If the grievance is not filed correctly with the supervising manager, the Director of Human Resources will direct the grievance to the appropriate manager for response. If the grievant is not represented by the Union, a copy of the grievance must also be filed with the Union Worksite Organizer.
- 12.5.3 In those circumstances where the nature of the complaint involves the immediate supervisor, the employee may initiate the grievance at the second level of review.

The grievance must be filed within 30 working days after the grievant discovered or reasonably could have discovered the circumstances or action giving rise to the grievance. Regardless of the date of discovery, however, a notice shall not be timely if it is filed after the applicable statute of limitations period set forth in relevant laws. Informal attempts at resolution must take place within the 30 working day period before filing of the grievance; provided, however, that if attempts at informal resolution require further discussion the timeline for filing a formal grievance may be extended by mutual written agreement of the parties.

## **12.6 First Level of Review**

- 12.6.1 Either the supervising manager or the grievant may request a conference with the other. At such a conference, the parties may exchange written and oral information about the grievance. The grievant and the supervising manager may each have a representative at the conference.
- 12.6.2 Within 10 working days following the receipt of the grievance, the supervising manager shall render a written decision including the reasons therefore. The supervising manager shall send the decision to the grievant, with copies to the Director of Human Resources and the Union Worksite Organizer.

## **12.7 Second Level of Review**

- 12.7.1 If the supervising manager denies the grievance, or fails to render a timely decision, the grievant may proceed to the second level of review. To do so the grievant must file a request for a second level review within ten working days following the date of the decision at the first level or the date on which that decision was due, whichever is earlier. The request must be filed with the second level manager and with the Director of Human Resources with copies to the Union.
- 12.7.2 Upon receipt of a notice, the second level manager may meet with the grievant, the steward, and the Union representative and the person designated to represent the District, if any. At the meeting, the second level manager shall permit the grievant and the District representative to express their arguments regarding the grievance and to submit any relevant information.
- 12.7.3 Within ten working days following his or her receipt of the notice, the second level manager shall render a written decision including the reasons therefore. The decision shall be sent to the grievant, with copies to the Director of Human Resources and the Union Worksite Organizer.

## **12.8 Requests for Arbitration and Selection of Arbitrator**

- 12.8.1 If the second level manager denies the grievance or fails to make a timely decision, the Union may refer the grievance to arbitration. Arbitration is initiated by the filing of a written request for arbitration signed by the grievant and an authorized representative of the Union.
- 12.8.2 The request for arbitration must be filed with the Director of Human Resources within ten working days following the date of the decision of the second level manager, in the event the second level manager fails to make a timely decision, within ten working days following the date on which the decision of the second level manager was due under Section 12.7.3.
- 12.8.3 Within fifteen working days following the filing of a request for arbitration, the Director of Human Resources and a representative of the Union shall, in the absence of an agreement between the Union and the District regarding the designation of an arbitrator petition the State Mediation and Conciliation Service for a list of five disinterested persons who are experienced in grievance arbitration. Upon receipt of the list of five names each party shall alternate in striking individual names, and the person remaining after four names have been stricken shall be designated as the arbitrator. The designation of the party that will first strike a name shall be determined by the toss of a coin.

- 12.8.4 Each party shall bear the cost of preparing and presenting its own case in arbitration. All fees and expenses of the arbitrator shall be shared 1/2 by the District and 1/2 by the Union.

## **12.9 Arbitration Hearing**

- 12.9.1 The arbitrator shall establish an arbitration date with the concurrence of the parties, provided, however, that if an arbitration date cannot be established within 90 calendar days of the selection of the arbitrator, either party may request the appointment of another arbitrator pursuant to Section 12.8.
- 12.9.2 Within the guidelines established by these procedures, the arbitrator shall establish the rules for conduct of the hearing and shall decide all procedural issues presented including matters regarding the admission of evidence.
- 12.9.3 Attendance at the hearings shall be limited to:
- 12.9.3.1 the grievant and up to two representatives;
  - 12.9.3.2 the District Representative and the District Representative's advisor, if any;
  - 12.9.3.3 the arbitrator;
  - 12.9.3.4 witnesses, but only for the time they are needed;
  - 12.9.3.5 an observer designated by the Union;
  - 12.9.3.6 the Director of Human Resources, or an observer designated by the Director.
- 12.9.4 At the hearing only the participants listed in Sections 12.9.3.1 through 12.9.3.4 may participate. The grievant, the grievant's representative(s) and all necessary witnesses, shall be provided released time for the time during which they are needed.
- 12.9.5 The grievant shall demonstrate, by preponderance of the evidence, that he or she was directly wronged by the action or circumstances that gave rise to the grievance. Once the grievant establishes a prima facie case the burden of producing evidence shall shift to the District.

## **12.10 Arbitrator's Decision and Report**

- 12.10.1 Following the conclusion of the hearing, the arbitrator shall be requested to prepare his or her report within sixty (60) days and file it with the Chancellor, the grievant and the Union as soon as possible. The report shall consist of the arbitrator's detailed findings of facts,

conclusions and recommendations for resolving or terminating the grievance.

- 12.10.2 The report of the arbitrator shall be final and binding, except that there shall be no binding arbitration for disciplinary matters under Article 16 of this *Agreement*. The arbitrator's authority shall be limited to interpretation of contract provisions and the arbitrator shall have no authority to add to, subtract from, or otherwise modify the terms of the contract. The arbitrator's award shall be limited to those measures necessary to remedy the contract violation, if one is found. If the award includes back pay, back pay shall be limited to one year from the date the grievance was filed.

## **12.11 Miscellaneous Provisions**

- 12.11.1 The time limits specified in these procedures are maximum limits. Notwithstanding this provision, any time limits specified in these procedures may be extended by agreement of the parties.
- 12.11.2 When two or more grievances involving the same alleged violation, misinterpretation or misapplication of the *Agreement* or presenting a common question of fact and law have been submitted, the Union and the District may agree that said grievances be consolidated.
- 12.11.3 A grievance may be withdrawn or settled at any time.
- 12.11.4 The Union and District, may, by mutual agreement, proceed immediately to arbitration on any grievance. If the Director of Human Resources and Union representative agree that it is not appropriate to file a grievance at the first level, it may proceed directly to the second level. A grievance filed at level two must be filed within the timelines specified for filing a grievance unless timelines are extended by the mutual written agreement of the District and the Union.
- 12.11.5 All documents, communications and records dealing with the processing of a grievance shall be placed in a separate grievance file, except that any document or record removed from a personnel file, or any other file, for use in a grievance proceeding shall be returned to the original file.
- 12.11.6 A worker in this unit may present a grievance directly and have such grievance adjusted without intervention of the Union as long as the adjustment is not inconsistent with the terms of the *Agreement*. As provided in these procedures, the Union shall be provided copies of any grievances filed by workers and any decisions rendered. Notwithstanding any other provision of these procedures, before any final resolution of any worker processed grievance, the Union shall be given the opportunity to file a written response to the proposed decision or settlement regarding the grievance. No worker-processed grievance may proceed to arbitration without the Union's concurrence.

Any disagreement concerning whether the decision or settlement is inconsistent with the *Agreement* shall be subject to the grievance procedure.

12.11.7 A grievant and Union steward shall be entitled to a reasonable amount of time to prepare and write a grievance during regularly scheduled working hours without loss of pay.

12.11.8 A grievant and Union steward shall be entitled to a reasonable amount of time to process a grievance during normal working

12.11.9 hours with no loss of pay.

## **ARTICLE 13 HOURS AND OVERTIME**

### **13.1 Working Time**

The workweek shall consist of five (5) consecutive days of the same eight (8) hours per day and forty (40) hours per week. This article shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

The usual District working day is from 8:00 a.m. to 5:00 p.m., but the opening and closing hours within a department may vary according to the needs of the department. If the needs of the program justify it, workers may initiate a request to work an alternate work schedule such as a 4/10 schedule (four 10-hour days per week) or 9/80 schedule (80 hours in a two-week period worked over nine days instead of ten), provided such a work schedule will meet the needs of the program or department to which the worker is assigned. The work schedule shall be mutually agreed upon by the employee and the supervisor.

Employees' workweeks and/or work shifts shall not be permanently changed by the department supervisor and/or appropriate supervisor without adequate prior notice. The supervisor and/or appropriate administrator shall endeavor to give thirty (30) calendar days but in no case less than fifteen (15) calendar days notice.

The department supervisor/appropriate administrator shall endeavor to provide employees with at least five (5) working days advance notice of a temporary change in their workweek hours and workday. This advance notice is not required if:

1. The change is due to an unforeseen operational need; or
2. The change is made at the request of the employee.

If a supervisor assigns a schedule to an employee without their consent then that employee will be entitled to holiday pay for the hours normally worked, (i.e. 4-10-40 would get 10 hours holiday pay).

If a worker is assigned to a schedule other than the normal work day and week described above, and if a holiday is scheduled for a day on which the worker is not scheduled to work, the worker will be entitled to observe the holiday on another work day designated by the District unless the day is mutually agreed upon by the employee and the supervisor.

Each worker and classified hourly employee shall have a paid rest period of 15 minutes within each four-hour period of work and an unpaid lunch period of at least 30 minutes for work shifts that are five hours or more. Only during the swing and graveyard shifts shall the lunch period be part of the working day. Workers who use video-display terminals (VDTs) continuously shall be permitted to rotate work tasks or functions to provide a break from the VDT every two (2) hours.

Each worker must file each month a signed time report, showing total hours worked, overtime hours worked each day, compensatory time and the hours and reason for any absence. Failure to complete the time report correctly or to file it on time may result in pay for the month being held until the subsequent payroll.

Classified hourly employees will be provided work schedules at least two weeks in advance whenever possible with a notification that based on enrollment, the schedule may change which could include a reduction or increase in hours. The District will make every effort to provide consistency in scheduling.

As part of the terms and conditions of employment, classified hourly employees agree to work varied schedules of both the number of hours per day and the number of days per week. In student enrollment driven positions, there may be one or two quarters with no work at all. Classified hourly employees will remain in active status until hours become available or a layoff notice is issued.

Classified hourly employees shall be limited to the maximum number of hours for the position except in cases where they substitute for an absent employee in the same classification. Employees may substitute for another employee on a day-by-day basis up to a maximum of 5 consecutive scheduled workdays.

## **13.2 Overtime**

The District is subject to the following provisions concerning overtime which provide for overtime payments to all eligible workers who work over eight hours in one day in a five-day work week, over ten hours in one day in a four-day work week, over nine hours in a 9/80 or 4/36 workweek, or over 40 hours in any work week, or on the sixth and seventh consecutive days of employment.

13.2.1 Approval for a worker to work overtime will come only from department supervisors, division administrators, or supervisors at a higher level. Approval will be based upon legitimate scheduling or load problems which cannot be solved through reassignment or adjustment of workload and will be governed by the availability of budgeted funds.

13.2.2 A worker authorized to work more than 40 hours per week will receive compensation or compensatory time at a rate equivalent to one and one-half times the normal hourly rate as determined by current contract pay, except when a worker works on a holiday, in which case the worker will be paid both regular pay and pay at the overtime rate for the hours worked.

Workers whose work schedule requires them to work beyond 12 hours per day shall be paid at a rate equivalent to double the normal hourly rate as determined by current contract pay for the hours worked beyond 12 hours.

### **13.2.3 Compensatory Time Off**

A worker may request compensatory time off in lieu of cash compensation for



overtime worked up to a maximum of 96 hours (12 days). Compensatory time shall be granted at the overtime rate. Any overtime worked shall be reimbursed in compensatory time off within 12 calendar months following the month in which it was reported on the time report. If at the end of the 12 calendar month period the worker has not taken the time off, he/she shall receive overtime pay at the rate that was effective for the worker when the overtime was worked. Compensatory time off may not be carried over beyond these 12 calendar months. The worker has the option of receiving either compensation or compensatory time off for overtime work.

For the purpose of determining the number of hours worked, time during which the worker is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the worker.

#### **13.2.4 Call Back Time**

Occasionally a worker may be called back for work in the evening or on a weekend to accommodate a special need. In such cases, travel time to and from home will be counted as time worked. In order to make the disturbance of normal time off worthwhile, the pay for combined work and travel time shall be for a minimum of four hours.

#### **13.2.5 Distribution of Overtime**

Overtime shall be distributed among qualified workers in order that opportunities to earn extra pay will be equitably shared and in order that overtime work will not become the burden of a small percentage of qualified workers. Consideration when possible will be given to the personal obligations of workers which may conflict with overtime hours.

#### **13.2.6 Computer Terminals in Home, Beeper use after Normal Working Hours, Telephone Calls after Normal Working Hours**

Computer terminals in workers' homes shall be entirely voluntary. Use of such terminals shall be for emergency situations. Workers shall not perform normal or routine work on a regular basis on computer terminals in the home with the following exceptions:

At the request of a worker, and if the needs of the department can be met, the worker may be permitted to work out of his or her home via computer terminal. The request and the subsequent permission, if granted, shall be in writing.

Carrying a beeper after normal working hours shall be entirely voluntary. Workers will not be disciplined for failure to respond to a beeper after they have clocked out for the day.

Workers shall not be held liable for damage or theft of beepers or computer

terminals so long as workers exercise reasonable care of the District's equipment.

**13.2.6.1 Stand-By**

No worker shall be required or requested to be available for handling potential emergency situations or available to answer questions by telephone after he or she has clocked out for the day.

**13.2.6.2 Compensation for Work Performed after Workers have Clocked Out for the Day**

Workers who are contacted by telephone, beeper, or computer after they have clocked out for the day, but prior to 11:00 p.m., to answer questions or handle emergencies from home, shall be paid a minimum of fifteen (15) minutes overtime and shall be paid in quarter hour (15 minute) increments after the first fifteen (15) minutes.

Workers who are contacted by telephone, beeper or computer after 11:00 p.m. to answer questions or handle emergency situations from home shall be paid a minimum of two hours overtime.

Workers who are contacted by telephone, beeper, or computer for emergencies which begin prior to 11:00 p.m., but continue past 11:00 p.m., will be paid the two-hour minimum.

**13.2.6.3 Consideration of Rest Periods**

A worker who has not had a reasonable period of rest because he or she responded to emergency situations during hours which he or she would not normally be working shall be deemed excused from reporting to work at his or her normal start time. He or she may use accrued compensatory time or unpaid leave for all or part of the following day.

**13.3 Adjustment of Assigned Time**

A worker in the bargaining unit who is required to work an average of thirty minutes or more per day in excess of her/his regular part-time assignment for a period of twenty consecutive working days or more shall have her/his regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

**13.4 Reporting of Absence**

**13.4.1 Responsibility of the Worker**

A classified worker is expected to report on time for the work assignment each day. If, for any reason it is impossible to report to work, the worker shall inform the supervisor of this fact as soon as possible prior to the start of the worker's

scheduled work time but not later than one hour after normal reporting time unless an emergency situation requires more time. The consent of the supervisor must be obtained in advance of any absence unless the necessity for the absence cannot reasonably be anticipated in advance. A worker who is absent because of illness must keep the supervisor informed as to when he/she expects to return to work. A worker whose illness lasts more than one week must report at least weekly.

Failure to comply with either of these provisions may be cause for dismissal. If a worker is absent for three working days without leave or notifying his/her supervisor, the absence will be an automatic resignation as prescribed in Section 7.8.2.

### **Summer Work Schedule**

- 13.4.2 Workers assigned to programs and departments where scheduling allows mandated four-day work schedule will be offered a four-day work schedule during the summer will work a four-day work schedule for the period beginning the first full week in July and ending the Friday before the Labor Day holiday. Under the summer schedule, the normal workweek shall consist of four consecutive workdays and the normal workday shall consist of ten hours starting and ending at times appropriate to the needs of the department and agreed upon by the worker and his/her supervisor.
- 13.4.3 Workers who work fewer than 10 hours per day during the four-day summer workweek shall select one of the following options to cover time not worked:
- a. use of earned vacation (see Section 10.1 regarding the circumstances under which certain amounts of sick leave can be converted to vacation);
  - b. use of earned compensatory time;
  - c. leave without pay.
  - d. a revised work schedule and/or location in order to accommodate the employee if they feel they are unable to work a 10-hour per day four-day work schedule.

## **ARTICLE 14**

### **WORKER EXPENSES AND MATERIALS**

#### **14.1 Uniforms and Special Equipment**

Except as agreed to by the worker at the time of initial employment in a position, the District shall provide tools, equipment, uniforms, and supplies reasonably necessary for performance of employment duties. A worker may provide tools or equipment belonging to the worker only with prior written approval of his/her supervising manager. If the employment duties of a worker reasonably require use of any equipment or gear to insure the safety of the worker or others, the District shall furnish such equipment or gear. The District shall enforce the proper use of such equipment or gear to ensure the safety of workers and others.

#### **14.2 Automobile Insurance**

The District shall provide secondary personal injury and property damage insurance for workers if they are required to use their personal vehicles on employer business.

#### **14.3 Physical Examinations**

The District shall provide the full cost of any medical examination required as a condition of employment or continued employment.

#### **14.4 Hold Harmless Clause**

To the extent allowed by law, the District shall indemnify, save harmless from personal loss, and defend all workers from any claim, action, or liability arising from errors or omissions within the scope of their employment if the worker reasonably cooperates in good faith in the defense of the claim or action. It is not intended that this policy protect any individual who acts with actual fraud, corruption, or malice.

#### **14.5 Parking**

Use of staff parking lots shall be at no cost to the worker providing the worker's automobile is properly identified.

#### **14.6 Identification**

Every District worker is issued annually an identification card for discounts on ticket purchases and which can be used on campus for identification. These cards are non-transferable and may not be lent to others.

#### **14.7 Travel and Conference Fund**

The District shall maintain a fund for assisting unit members to pay for attendance at work-related professional conferences, workshops or seminars including registration fees and travel expenses. The fund shall be \$40,000 per year. The fund shall be

distributed as follows:

50% De Anza  
Workers 30%  
Foothill Workers  
20% Central Services Workers

- 14.7.1 The worker shall obtain the prior approval of his/her immediate supervisor to attend the conference, seminar or workshop.
- 14.7.2 A worker who wishes to receive funding for attendance at a professional conference, workshop or seminar shall submit a written application to the appropriate Staff Development office in accordance with the timelines established by each office. All funding decisions shall be made by the appropriate Staff Development Committee.
- 14.7.3 A worker may receive up to a maximum of \$1,600 per fiscal year for attendance at a conference, workshop or seminar.
- 14.7.4 Workers must submit all receipts to claim funds
- 14.7.5 Funds shall be available on a first come first serve basis until the fund is depleted. Unused funds shall be rolled over for the next year and shall remain at the site to which they were originally allocated.

#### **14.8 Educational Assistance**

The District shall maintain a fund for assisting unit members to pay for required tuition, fees, and textbooks to attend any work-related class at an accredited college or university. The fund shall be \$30,000 per year. Remaining money shall be rolled over to the next year but the maximum fund shall be not more than \$40,000. Educational Assistance Funds may be used during a Staff Development Leave.

- 1. The worker shall demonstrate that he/she has successfully completed the class.
- 2. A worker may receive up to a maximum of \$1200 per academic year.
- 3. Assistance shall be on a first come first serve basis, until the fund is depleted.

The District shall maintain a list of all disbursements under this fund and make it available for review by the Union each quarter.

## **ARTICLE 15**

### **CLASSIFICATION AND RECLASSIFICATION**

#### **15.1 Purpose and Principles**

The District and the Union believe it is important to maintain a fair and equitable classification system. Decisions about classification shall be made based on the level of duties and responsibilities assigned to the position by the District. Classification decisions shall not be based on funding source unless required by said funding source or mandated by law or regulation.

Because duties and responsibilities change over time, the parties have agreed to a system to update and recognize changes which take place. Decisions regarding reclassification shall be based on substantial and permanent changes in the level of duties and responsibilities of the position assigned by the District. The following general guidelines shall apply:

- 15.1.1 An increase in the volume of work shall not be the basis for a reclassification.
- 15.1.2 Temporary project assignment upgrades are compensated by working out of class pay in accordance with Article 8, Section 8.9 and have an agreed-upon beginning and ending date. Such temporary assignments are not subject to this Article.
- 15.1.3 Supervising managers shall not change duties arbitrarily or capriciously while a reclassification request is pending.
- 15.1.4 When a classification is re-titled, a decision on the equivalent classification for the purposes of determining seniority rights in the classification shall be made at the time of the change and recorded.

#### **15.2 Requests for Classification or Reclassification**

Requests for classification may be initiated by the appropriate administrator or Director of Human Resources when a new position is created or a vacancy is to be filled at a different classification. The request for a new classification or change to a vacant classification shall be reviewed by the Classification Specialist.

A request for reclassification may be initiated by either the worker or the appropriate administrator. The duties upon which the reclassification is based must have been assigned by the administrator on a permanent basis, or performed by the worker with the supervisor's knowledge, explicit or implicit. To request reclassification, a completed application shall be submitted to the Classification Specialist. The application shall include:

- 15.2.1 A copy of the present job description;
- 15.2.2 A copy of the job description for the proposed classification;

- 15.2.3 A completed copy of the Classification Questionnaire with all appropriate signatures;
- 15.2.4 Current and proposed organizational charts showing all positions with current employees and vacancies listed; and
- 15.2.5 Additional supporting documentation.

Requests for reclassification from more than one worker in the same classification at the same time may be consolidated.

A worker who has applied for reclassification may not apply for another reclassification for at least two years from the date of the last reclassification request, including a reclassification request under a prior agreement, except in extraordinary circumstances or reorganization.

All requests for classification or reclassification shall be submitted on the agreed upon application form (located in Appendix A) and the reason for the request shall be specifically stated. All requests shall be signed by the worker, the worker's supervising manager and the worker's appropriate vice president, who will not be allowed to change any of the worker's comments. Applications may be obtained from the Classification Specialist or downloaded from the Human Resources website. The completed and signed application shall be submitted to the Classification Specialist with a copy to the supervising manager and the Union.

### **15.3 Classification Specialist**

The Classification Specialist shall prepare a report and impartial analysis on each request for classification or reclassification. It is also the Classification Specialist's responsibility to determine whether there is currently an appropriate classification within the District, recommend addition or deletion of duties and prepare new or amended job descriptions. The report will be completed within 30 working days and sent to all interested parties prior to the meeting provided for in Section 15.4 below.

The Classification Specialist's review will be based upon the following:

- 15.3.1 The completed application and all appended material;
- 15.3.2 An interview with the appropriate supervising manager;
- 15.3.3 A desk audit, if necessary;
- 15.3.4 Internal or external audits of other similar or related positions as necessary;
- 15.3.5 Any other relevant information; and
- 15.3.6 If requested by the applicant, an interview with up to two additional staff who

have reason to know about the duties being performed.

#### **15.4 Classification Specialist Determination Report and Meeting**

The Classification Specialist shall prepare and send out a preliminary determination report and a meeting to discuss the findings, which shall be scheduled within ten (10) workdays after sending out the report.

The Director of Human Resources, the Classification Specialist, the appropriate administrator(s) and supervisor(s) and the worker(s) and his/her ACE representative(s) shall attend. The meeting shall be informal and shall not be conducted like an evidentiary or trial-type hearing, although there may be written statements and documents presented. There shall be a full discussion of the report and of any suggested alternatives. There shall be no other witness testimony at the meeting.

If more information is necessary the meeting shall be adjourned and reconvened but in no case shall this step take more than 20 workdays.

15.4.1 If requested by any party, the Director of Human Resources shall meet with the Union to discuss any issues/concerns regarding the reclassification. Any findings shall be submitted to the Classification Specialist for inclusion (if necessary) in a final determination report. This process shall take no longer than ten (10) workdays.

15.4.2 The Classification Specialist shall issue a final determination report within ten (10) workdays after the meeting. Copies of the determination report shall be distributed to all meeting participants. The determination report shall also include instructions regarding the process for appealing the decision.

The time lines in 15.3 and 15.4 may be extended at the request of either party (the Union and the District). The party requesting the extension must provide a rationale for the request.

#### **15.5 Appeal**

The decision may be appealed to the Vice Chancellor of Human Resources and Equal Opportunity. The appeal form must be filed with the Classification Specialist within ten (10) working days of receipt of the final determination report by the worker. The Vice Chancellor shall review the decision and all written documentation previously submitted. Within thirty (30) working days of receiving an appeal the Vice Chancellor will render a written decision. Copies of the written decision shall be distributed to the Union, the worker, the administrator and the Classification Specialist.

#### **15.6 Final Appeal**

The decision of the Vice Chancellor of Human Resources may be appealed to a neutral party, jointly selected by the Union and the District. The appeal packet shall go the neutral party immediately upon the mutual agreement of the appointment. The cost of the neutral



party shall be shared on a 50/50 basis. The appeal form must be filed with the Classification Specialist within ten (10) working days of receipt of the decision of the Vice Chancellor of Human Resources. The neutral party shall review the decision and all written documentation previously submitted. Within thirty (30) working days of receiving an appeal, the neutral party will render a final written decision. Copies of the final written decision shall be distributed to the Union, the worker, the administrator and the Classification Specialist.

#### **15.7 Retroactivity of Reclassification Decisions**

A decision to reclassify a worker to a higher position shall be retroactive to the date of the application. If higher level duties previously assigned to the worker are removed from the position as a result of a reclassification decision, the worker shall receive pay in accordance with Article 8.9 for performing the higher-level duties for the period of time beginning with the date of the reclassification application to the date the duties are removed.

## **ARTICLE 16**

### **DISCIPLINARY ACTION**

#### **16.1 Purpose**

The Disciplinary Action Procedures for Classified workers set forth in this article shall be the exclusive means by which permanent classified workers in the bargaining unit may be dismissed for cause, involuntarily suspended without pay, or demoted. The provisions of this Article apply to permanent, non-probationary workers.

#### **16.2 Definitions**

Unless the context requires otherwise, the following definitions shall govern the construction of these procedures.

- 16.2.1 "Chancellor" means the Chancellor of the Foothill-De Anza Community College District or such persons as the Chancellor may designate to act for the Chancellor.
- 16.2.2 "Disciplinary Action" means any action to dismiss, suspend, or demote a worker for cause. Disciplinary action does not include termination during probation.
- 16.2.3 "District" means the Foothill-De Anza Community College District, its Board of Trustees, or any management worker of the District who has authority to act on behalf of the District.
- 16.2.4 "Worker" means any classified worker in the bargaining unit.
- 16.2.5 "To file" means to deliver either personally accompanied by a receipt for the worker to sign and date with a copy retained by the worker or by certified mail, return receipt requested. A document is "filed" on the day it is received in the case of hand delivery or on the postmark date in the case of certified mail.
- 16.2.6 "Hearing record" or "record" means all of the documents and materials that are a part of the disciplinary action proceeding, including, but not limited to: the Notice of Discipline; the worker's response to the Notice, if any; all of the evidence introduced at the hearing; the tape recording of the hearing; and the transcript of the hearing, if any.
- 16.2.7 "Notice" means Notice of Discipline.
- 16.2.8 "Skelly Officer" means a management worker designated by the Chancellor to receive and evaluate a worker's response to the Notice, if any, prior to the effective date of the sanction.
- 16.2.9 "Shall" is mandatory; "may" is permissive.
- 16.2.10 "Working day" means any day during which the central administrative offices of

the District are open for business.

### **16.3 Cause**

Any worker in the bargaining unit may receive a warning or written reprimand or may be dismissed, demoted, or suspended for any of the following causes:

- 16.3.1 Incompetence;
- 16.3.2 Failure or refusal to perform the normal and reasonable duties of the position;
- 16.3.3 Insubordination;
- 16.3.4 Willful damage of District property or waste of District property;
- 16.3.5 Use of District time, facilities, equipment or supplies for private gain or advantage;
- 16.3.6 Dishonesty;
- 16.3.7 Duplication of any key to a District facility without proper authorization;
- 16.3.8 Participation in any activity or enterprise, or acceptance of any employment that is clearly inconsistent, incompatible, or in conflict with the duties of the position;
- 16.3.9 Conviction of a misdemeanor involving moral turpitude or conviction of a felony;
- 16.3.10 Discourteous treatment of or abusive conduct towards others in the work setting;
- 16.3.11 Possession of open containers of alcoholic beverages, consumption of alcoholic beverages while on duty, or intoxication while on duty;
- 16.3.12 Possession on District premises of any narcotic, restricted dangerous drug or other substance regulated by the California Uniform Controlled Substances Act unless such possession is under a valid written prescription;
- 16.3.13 Gross negligence in performance of duties;
- 16.3.14 Sexual harassment of others in the work setting.

## **16.4 Progressive Discipline**

The District intends to use progressive discipline, unless the circumstances call for a departure.

- 16.4.1 Warnings: Except in those situations where an immediate reprimand or suspension is justified under the provisions of the *Agreement*, the worker whose work or conduct is of such character as to incur discipline shall first be specifically warned by the supervising manager. The supervising manager will explain the problem orally, and where appropriate, shall give suggestions for improvement.
- 16.4.2 Written Reprimand: The supervising manager will present a copy of a written reprimand to the worker in person, and where appropriate, shall give suggestions for improvement. The worker may request a union steward or officer to be present and assist in any response. Written reprimands are not grievable, but the worker may include a response that will be attached to the reprimand.
- 16.4.3 Suspension: "Suspension" is the temporary removal from the paid employment of the District for a specified period of time. During the unpaid time, health benefits shall continue.
- 16.4.4 Involuntary Demotion: "Involuntary Demotion" is the placement of the worker in a lower classification. Demotion may be an alternative to suspension.
- 16.4.5 Dismissal: "Dismissal" is the termination of employment of the worker.

## **16.5 Time Limit**

The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the worker becoming permanent nor for any cause alleged to have arisen more than one year preceding the date that the District files the notice of disciplinary action.

## **16.6 Notice of Proposed Disciplinary Action**

- 16.6.1 The Chancellor or designee may initiate disciplinary action against a worker by serving the worker with a Notice of Discipline. The Notice shall be in writing and signed by the Chancellor. It shall include a statement of the specific charges against the worker, shall be written in ordinary and concise language describing the specific acts and omissions on which the disciplinary action is based and shall include the cause and any rules and regulations which have been violated. It shall also include the nature of the discipline to be imposed and its effective date, a statement of the worker's right to appeal the action, and a statement of the worker's right to union representation.
- 16.6.2 The Notice shall name a Skelly Officer for the purposes of Section 16.7 below

- 16.6.3 A copy of these procedures shall be attached to the Notice along with the Disciplinary Action Appeal Form.
- 16.6.4 The Notice of Discipline shall be served upon the worker either in person or by certified mail at least seven (7) working days prior to the effective date of the sanction. A copy of the Notice shall be sent to ACE and to the chief steward.

#### **16.7 Skelly Hearing**

- 16.7.1 The worker may request a Skelly Hearing either orally or in writing prior to any disciplinary action being taken.
- 16.7.2 At any time prior to the effective date of the discipline, the worker or his or her representative may examine the material upon which the discipline is based. The worker's response may be written or oral and must be submitted to the Skelly Officer named in the Notice. The Skelly hearing does not include witnesses or the right to cross-examine.
- 16.7.3 The Skelly Officer shall consider the worker's response and recommend proposed action to the Chancellor. The Skelly Officer shall inform the worker and his/her Union representative of the outcome in writing, prior to the proposed effective date of the discipline.

#### **16.8 Formal Hearing-Recommended Suspension, Demotion or Dismissal**

- 16.8.1 The worker has the right to a hearing on the charges. The worker's request for a hearing must be in writing, and must be mailed or delivered to the Chancellor no later than seven (7) working days after the date on which the District's notice of intent is served on the worker. Failure to request a hearing within the seven (7) days shall be deemed to be a waiver of the right to the hearing. The hearing shall be held within a reasonable period of time as soon as is practical.
- 16.8.2 If the worker elects a formal hearing, the Board shall designate a Hearing Officer as its authorized representative to hear the case. The Hearing Officer shall be an attorney who has professional experience presiding at judicial or quasi-judicial proceedings, or who has been a member of the California Bar for at least five years. The Hearing Officer shall not hold any employment or contract (other than as Hearing Officer) with the Foothill-De Anza Community College District during her/his service as Hearing Officer.
- 16.8.3 The worker may be represented at the hearing by a representative of his or her choice. If the representative or any witnesses required are workers of the District, they shall be released from duty to testify or represent with no loss of pay or benefits.

- 16.8.4 The District shall arrange for the making of an audiotape of the hearing. Following the completion of the hearing, the worker may purchase a copy of the tape at cost.
- 16.8.5 The worker, the Hearing Officer or both may have a court reporter present to record the hearing; provided, however, that if the court reporter's notes are transcribed, the other party may purchase a copy of the transcript at cost.
- 16.8.6 The Hearing Officer may make any rules for the conduct of the hearing as she/he deems appropriate so long as they are consistent with these procedures.
- 16.8.7 The District shall carry the burden of proof.
- 16.8.8 The worker, or the worker's representative, may inspect all documents in the possession of the District that are admissible in evidence at the hearing. Any documents which the District does not provide at the request of the worker or the worker's representative ten (10) working days prior to the hearing shall not be admissible at the hearing. Any documents which the worker or the worker's representative does not provide at the request of the District ten (10) working days prior to the hearing shall not be admissible at the hearing.
- 16.8.9 The worker or the worker's representative may also interview other workers of the District who have knowledge of the acts or omissions upon which the disciplinary action was based. Inspection of documents and interviews with other workers shall occur at reasonable times and places during normal business hours.
- 16.8.10 Not later than the commencement of the presentation of evidence at the hearing, the worker and the Disciplinary Officer shall exchange the names of the witnesses they reasonably expect to call. The worker and the Disciplinary Officer may also agree upon exhibits that can be admitted without objection, and may enter into any stipulations that are appropriate.
- 16.8.11 The Hearing Officer shall prepare a written decision containing findings of fact and conclusions as to whether the disciplinary action should be sustained, modified, or revoked; the rationale supporting the findings and conclusions; and a recommended sanction, if any.
- 16.8.12 The Hearing Officer's proposed decision shall be provided to the worker, his/her representative and to the President of the Board of Trustees for consideration by the full Board in executive session.

## **16.9 Board Decision**

The Board will make a final decision at a board meeting, as soon as practicable following receipt of the Hearing Officer's recommendation. In the event the Board disagrees with

the Hearing Officer's proposed decision, the Board shall direct the Vice Chancellor of Human Resources or his/her designee to meet and confer with the Union before taking final action on its decision at the next board meeting. The worker and ACE will be advised immediately of that decision in writing.

#### **16.10 Confidentiality**

The evidence, proceedings, and conduct of the hearing shall remain confidential and shall not be made public by the District, by any of the participants at the hearing or by any person attending the hearing, except as any of the foregoing may be filed in court or introduced as evidence in an administrative or court proceeding brought to review an action taken pursuant to these procedures. In the event such matters do become public, however, such public statements as are appropriate may be made.

This policy of confidentiality shall not preclude discussion of the case with others as necessary to prepare for the hearing, nor shall it preclude the District from taking any action following appropriate procedures against any person or entity on the basis of evidence developed at the hearing.

#### **16.11 Immediate Suspension**

A worker may be immediately suspended with pay under circumstances in which retention of the worker in the job would potentially cause harm to students, workers, public property or any other persons.

- 16.11.1 Upon the imposition of the immediate suspension, the worker shall be given oral notification to go home or to stay home, followed by immediate written notice as stated in Section 16.6 of this *Agreement*.
- 16.11.2 Such suspension shall be with pay until the worker and his/her representative have been given the opportunity to meet with the Chancellor or his/her designee, who shall explain the reasons for the suspension. At such meeting, the worker may state, orally or in writing, his/her side of the matter. If the worker's statement is in writing, the District shall enter such statement into the worker's personnel file, along with the District's notice of suspension and accompanying reasons therefore. The decision whether or not to continue the worker's suspension and to continue the suspension with pay or without pay, shall be made by the Chancellor or his/her designee.
- 16.11.3 In addition to any other remedy or discipline provided for herein, the Chancellor may, under circumstances that render it lawful, notify any worker who has willfully disrupted the orderly operation of the District or any of its facilities that the worker may not remain on any campus or other facility of the District. In such event, the Chancellor shall adhere to the requirements of, and the worker shall be accorded the rights prescribed in, Penal Code Section 626.4.

## **16.12 Administrative Leave**

- 16.12.1 Notwithstanding any other provision of this article, a worker may be immediately placed on paid administrative leave pending investigation of incidents and/or pending a hearing for any cause listed in this article.
- 16.12.2 If the incidents giving rise to the administrative leave are not documented in writing in the worker's personnel file, including the fact that the worker was placed on such leave, neither the incidents nor the fact of such leave may be later used in any disciplinary action against the worker.
- 16.12.3 The worker shall be supplied with a copy of any such written documentation prior to its placement in his/her personnel file and has the right to respond to the contents of the documentation within ten (10) working days. Any such response shall be attached to and made a permanent part of the documentation.



## **ARTICLE 17 RETIREMENT**

### **17.1 Health Insurance Benefits for Retirees**

Each retired worker, hired before July 1, 1997 who qualifies under this section, and her or his eligible dependents including domestic partners, shall receive medical insurance benefits, prescription drug benefits, vision care benefits, and dental benefits as provided in this section and described in Article 18.

17.1.1 A qualified worker is one:

- 17.1.1.1 who is age 55 or older, who has retired from service from the State Teachers Retirement System or the Public Employees Retirement System (or who has applied for and is eligible to receive a service retirement from either of said retirement systems), and who has rendered service to the District as a permanent or probationary worker with a normal work week of at least 20 hours for 10 or more years immediately preceding her/his retirement; or
- 17.1.1.2 who is on a disability retirement from the State Teachers Retirement System or the Public Employees Retirement System and who has rendered service to the District as a permanent or probationary worker with a normal work week of at least 20 hours for 10 or more years immediately preceding her/his retirement; or
- 17.1.1.3 who was hired before July 1, 1997, and has rendered service to the District as a permanent or probationary worker with a normal workweek of at least 20 hours for 20 or more years immediately preceding her or his resignation. If the worker qualifies under this subsection benefits shall be provided to the worker and her/his spouse or domestic partner only.

No absence from the service of the District under a leave of absence shall constitute a break in the continuity of service required by this section, nor shall any absence from service for 39 months or less because of layoff constitute a break in the continuity of service required by this section. However, time spent on a leave of absence without pay or in layoff status shall not count towards the service requirement prescribed by this section.

- 17.1.2 The benefits provided to eligible dependents pursuant to this section shall cease upon the death of the retired worker. However, a surviving spouse or domestic partner may continue to receive benefits under this section by reimbursing the District quarterly, in advance, for the full premium or its equivalent for all of the benefits provided.

- 17.1.3 Retired workers may change health benefit plans during a scheduled open enrollment period. This section shall not be construed as prohibiting any change in benefits or benefit plans as specified in Section 17.1.7.
- 17.1.4 Each retired worker and every eligible dependent shall, upon obtaining eligibility for Medicare, receive benefits under this section only in a manner that augments the benefits that the worker or dependent could receive from Medicare even though the retired worker or her/his eligible dependents fail to claim rights to Medicare benefits. It shall be the sole responsibility of the retired worker and her/his eligible dependents to satisfy the requirements of Medicare, but the District shall reimburse the retired worker and her/his eligible dependents for the basic cost of Medicare during the previous 12 months if adequate proof of payment is submitted to the Office of Human Resources, at least once each calendar year and at any time that the amount of the premium is changed by Medicare. This section shall not apply to retired workers or their eligible dependents whose social security status does not qualify them for Medicare benefits.
- 17.1.5 If a retired worker or her/his eligible dependents receive benefits under any other health benefits plan, the benefits provided under the other plan shall be primary and the benefits provided under this section shall be reduced to the difference between the benefits provided or paid or payable by the other plan and the maximum benefits provided under this section.
- 17.1.6 To obtain the benefits provided under this section a worker shall file an application for the benefits with the Office of Human Resources and shall complete all necessary enrollment forms before the last date of her/his employment with the District.
- 17.1.7 The benefits provided under this section shall remain subject to modification, revision, or termination by any future agreement negotiated between the Board and the exclusive representative for ACE.
- 17.1.8 Unit members employed after July 1, 1997 shall receive a medical benefits bridge program to cover the cost of medical benefits in the period of time between retirement and eligibility for Medicare coverage. Once eligible for Medicare coverage, the District's obligation for Medicare and/or medical benefits contributions shall cease.
- 17.1.8.1 A qualified worker is one:
- who is age 55 or older;
  - who has retired from service from the State Teachers Retirement System or the Public Employees Retirement System (or who has

applied for and is eligible to receive a service retirement from either of said retirement systems);

- who has rendered service to the District as a permanent or probationary worker with a normal work week of at least 20 hours for 15 or more years immediately preceding his or her retirement;

No absence from the service of the District under a leave of absence shall constitute a break in the continuity of service required by this section, nor shall any absence from service for 39 months or less because of layoff constitute a break in the continuity of service required by this section. However, time spent on a leave of absence without pay or in layoff status shall not count towards the service requirement prescribed by this section.

17.1.8.2 The District agrees to contribute towards the payment of the worker's choice of health benefits premium a maximum of either 2.8% or 5.6% of Range 70, Step F of the salary schedule as follows:

1. Should the retiree have no spouse or qualified domestic partner at the time of retirement, the maximum amount of the benefit to be paid will be 2.8% of Range 70, Step F of the salary schedule.
2. Should a retiree's spouse or domestic partner possess medical benefit insurance in his/her own right as a primary insured, the maximum amount of the benefit to be paid will be 2.8% of Range 70, Step F of the salary schedule.
3. If the retiree is married or has a qualified domestic partner as of the date of retirement, and the spouse or domestic partner has no medical benefits coverage as a primary insured, the retiree will receive up to a maximum of 5.6% of Range 70, Step F of the salary schedule for the payment of medical insurance premiums for him/her self and his/her spouse/domestic partner, until eligible for Medicare coverage.
4. In the event that the worker qualifies for the benefit, that workers' surviving spouse or qualified domestic partner shall be eligible for the benefit under the conditions set forth above.

All current District workers are required to provide information for Medicare verifying Medicare eligibility and to update that information as appropriate.

17.1.9 Notwithstanding any other provision of this article, a worker eligible to receive retiree health insurance benefits under this article may be denied such benefits if it is established that the worker engaged in felonious criminal activity (1) involving District property or (2) involving students or persons employed by the District and said activity occurred on District premises."

- 17.1.10 Retirees are eligible to participate in the District's health insurance plans in the same manner as eligible active employees and may select from the same plan choices offered to eligible employees.

The parties acknowledge that for Medicare-eligible retirees and their Medicare-eligible dependent(s), the CalPERS Choice and CalPERS Select plans offer identical benefits, except for retirees who live outside of California in which the select plan is not available.

In accord with CalPERS regulations, the entire CalPERS retiree monthly premium less the minimum District contribution to CalPERS (i.e., \$1 for 2012) is deducted from the retiree's monthly retirement warrant (e.g. STRS or PERS pension check), and the District shall reimburse the retiree the difference between the monthly warrant deduction and the subscriber's required monthly contribution. In the event a required retiree monthly contribution exceeds the monthly retirement warrant, the retiree shall have the responsibility for paying the District directly for the required retiree monthly contribution in accord with the Plan Compliance timelines and procedures.

## **17.2 Public Employees Retirement System**

All classified workers are required by law to participate in the California Public Employees Retirement System. Deductions are made from a worker's regular salary, but not from overtime or extra duty payments. In addition to the worker's contribution, the District makes an employer's contribution as required by law. A worker may have the right to receive credit for unused sick leave per PERS policy and procedures.

## **17.3 Social Security**

All classified workers are covered under Federal Social Security (FICA, which includes Medicare (MQFE)). Both the worker and the District contribute according to rates prescribed by law.

**ARTICLE 17A**  
**CHANGE IN EMPLOYMENT STATUS BECAUSE OF DISABILITY**

17A.1 No worker who is a member of the Public Employees Retirement System and who is credited with at least 5 years of service, may be terminated pursuant to this article unless he/she waives the right to retire for disability. Pursuant to Government Code Section 21152, if a worker does not waive her/his right to retire for disability and the District believes the worker to be disabled, either the worker or the District, on behalf of the worker, shall apply to PERS for disability retirement.

17A.2 A permanent worker who is unable to perform the essential functions of her/his job because of a mental or physical impairment may be terminated by the District if:

- a. Section 17A.1 does not operate to prevent termination;
- b. Prior to initiating any proceedings to terminate the worker the District first requests a medical exam as provided in Section 17A.3, or the worker submits a medical report as provided in Section 17A.4; and
- c. The worker is accorded the notice and hearing rights specified in the disciplinary action procedures set forth in Article 16 of this *Agreement*, but all records related to the action shall indicate that the matter is not disciplinary in nature.

17A.3 The worker may submit medical reports or other pertinent information to the District. In addition any worker may be required to submit to a medical examination by a physician or physicians designated by the District to evaluate whether or not the worker is able to perform the essential functions of her/his position. Fees for such an examination shall be paid by the District.

The examining physician shall make a written report of the examination to the District. A copy of the report shall be provided to the worker. Failure or refusal of the worker to submit to any medical examination required by the District shall constitute a failure or refusal to perform the normal and reasonable duties of the position. In such event, the absence of an examination shall not prevent the District from submitting an application for disability retirement for the worker, or from commencing disciplinary action pursuant to Article 16.

17A.4 In lieu of or in addition to a medical examination as provided in Section 17A.3, the District may rely upon a medical report from the worker's physician.

**ARTICLE 17B**  
**PRE-RETIREMENT REDUCTION IN CONTRACT**

**17B.1 Eligibility**

Each full-time 12-month, 11-month, 10-month, or academic-day classified worker who meets the requirements of this article may reduce his/her contract from full-time to part-time while maintaining his/her retirement benefits pursuant to Education Code Section 88038 and Government Code Section 20905.

To be eligible for a pre-retirement reduction in contract the worker must:

17B.1.1 Have reached the age of 55 prior to the reduction in contract;

17B.1.2 Have been employed full-time for at least ten years in a classified position requiring membership in an appropriate California state retirement system; and

17B.1.3 Have served full-time without a break in service during the preceding five years.

This article shall be applicable only to classified workers who request a reduction in contract, who meet the criteria established in this section.

**17B.2 Period of Reduced Contract**

The maximum period during which a classified worker's contract may be reduced under this article shall be five years. At the conclusion of the period during which a classified worker's contract is reduced under this article, the worker shall retire.

**17B.3 Rights and Benefits**

A classified worker whose contract has been reduced under this article shall retain all paid benefits afforded full-time classified workers and shall receive the pro rata share of the salary he/she would have earned had he/she continued full-time. In addition, the worker shall retain on a pro rata basis, all other rights and benefits of permanent classified workers.

**17B.4 Duties**

A classified worker whose contract has been reduced under this article shall fulfill the appropriate pro rata share of the hours and classified duties that would have been required had the worker continued as a full-time worker.

#### 17B.5 **Contributions to the Retirement System**

In compliance with Education Code Section 88038 and Government Code Section 20905, a classified worker whose contract has been reduced under this article shall contribute to the appropriate retirement system by payroll deduction the amount he/she would have contributed had he/she continued full-time. The District shall contribute to the appropriate retirement system the amount required by law.

#### 17B.6 **Request for Reduction in Contract**

To implement the provisions of this article, a classified worker shall file a written request for a reduced contract specifying:

17B.6.1 That the request is pursuant to this article;

17B.6.2 The reduced contract the worker desires under this article, provided it is not less than one-half of a full contract; and

17B.6.3 The number of years during which the classified worker wishes his/her contract to be reduced under this article, provided the number of years does not exceed five.

The request shall be filed no later than May 1 preceding the college year during which the worker wishes the reduced contract to become effective. College year means July 1 to June 30. The request shall be filed with the appropriate supervisor with a copy to the Director of Human Resources. If the worker's request is granted, it shall take effect at the beginning of the next college year and, unless during the first year of reduction in contract under this article the worker submits a written request to return to full-time employment at the beginning of the next college year, may be revoked only with the mutual consent of the worker and the District.

#### 17B.7 **Other Reductions in Contract**

Nothing in this article shall prohibit a classified worker from requesting a reduction in contract outside of the provisions of this article nor shall it prohibit the District from granting such a request.

## **ARTICLE 18 BENEFITS**

### **18.1 Eligibility**

The District shall provide insurance benefits to each probationary or permanent employee as specified in this article.

- 18.1.1 An employee must be in paid status to be eligible for benefits.
- 18.1.2 A newly-hired employee is not eligible for benefits until the month following the month of the employee's hire date with the District.
- 18.1.3 An employee must work at least half-time or at least fifty per cent (50%) of the hours constituting a full-time assignment to be eligible for benefits, except for those hourly classified employees qualifying under section 18.11.
- 18.1.4 A dependent shall be defined as the employee's spouse or domestic partner and any child who is claimed as an allowable dependent on the employee's federal income tax return.
- 18.1.5 An employee who resigns or is terminated shall cease to be eligible for insurance benefits at the end of the calendar month during which his or her resignation/termination becomes effective.
- 18.1.6 A classified worker shall be deemed to be in paid status during any recess or intersession if the worker is scheduled to return to paid status at the end of the recess or intersession.

### **18.2 Health, Dental, Vision and Prescription Benefits**

- 18.2.1 Each eligible worker shall enroll in one of the health insurance plans offered under CalPERS. Information on the CalPERS plans, including benefits, coverage limitations, deductibles, copays, and coinsurance, is available online at <http://hr.fhda.edu/benefits/medical-revised.html>. Information for Plan Year 2016 is available in Appendix I.
- 18.2.3 Opt Out

Employees and retirees may elect to waive coverage. An opt-out election shall remain in effect during the entire Plan Year, and the employee/retiree may not re-enroll in a CalPERS plan except during Open Enrollment or as a consequence of an IRS Section 125 qualifying event. Waiver of coverage shall not result in a compensated allowance in lieu of coverage.



#### 18.2.4 Employee Contribution

The amount of the monthly employee contribution for the option in 18.2.1 selected by a full-time employee shall be respective to the rates for each plan and tier. The information is available online at [http://hr.fhda.edu/benefits/\\_medical-revised.html](http://hr.fhda.edu/benefits/_medical-revised.html). Information for Plan Year 2016 is available in Appendix I.

- 18.2.5 In addition, employees shall have the option of enrolling in vision and dental coverage offered by the District. The respective monthly contribution rates all include the cost of vision and dental coverage. If a subscriber opts out of dental and vision coverage, the reduction in rates will be a flat \$5, regardless of tier (employee-only, employee-plus-one, employee-plus-family). The dental and vision coverage remain identical to that currently in place.
- 18.2.6 Employee contributions shall be recovered through twelve (12) equal monthly payroll deductions. For employees on less than 12-month contracts, i.e. 10- and 11-month contracts, the contributions required during the non-contract month(s) shall normally be deducted from the first paycheck following the non-contract month(s), typically, the following September. In the event the required monthly contribution exceeds compensation in any regular pay period, the employee shall have the responsibility for paying the District directly for the uncovered amount in accord with the Plan Compliance timelines and procedures.
- 18.2.7 Each part-time eligible employee who is working in a position of at least fifty per cent (50%) of the hours constituting a full-time assignment as of June 30, 2010, will be responsible to make a monthly contribution associated with the chosen health insurance plan option beginning July 1, 2010, in the amount set out for full-time employees in the attached chart.

Except for a District-imposed reduction in contract through layoff, effective July 1, 2010, each part-time eligible employee who accepts or is hired into a position of at least fifty per cent (50%) of the hours constituting a full-time assignment will be responsible to make a monthly contribution in addition to the monthly contribution associated with the chosen health insurance plan option. The amount of the additional monthly contribution will be the per employee per month cost (PEPM) established for the PY, times the percentage the employee's work assignment is less than a full-time assignment. For example, an employee who works 70% will pay 30% of the PEPM in addition to the monthly contribution associated with the chosen health insurance plan option.

- 18.2.8 The employee contributions will be recovered through monthly payroll deductions. In the event any monthly payroll amount is insufficient to cover an employee's contribution, the employee shall be responsible to pay the District directly for the unrecovered amount by the first day of the month of coverage.

#### 18.2.9 REOPENER

The health insurance benefits provided under this article shall remain in effect per the guidelines in the Memorandum of Understanding between the District and the Participating Unions of the Joint Labor Management Benefits Council (JLMBC) as referenced in Appendix I.

The District and ACE will open negotiations regarding health insurance benefits based on the recommendations of the JLMBC.

### 18.3 **Employee Assistance Program**

The District shall provide an employee assistance program for each employee and his or her eligible dependents. The District and the Union shall maintain approved procedures in making formal referrals to the EAP.

### 18.4 **Life Insurance**

The District shall provide a \$50,000 level-term life insurance benefit for each employee and a \$5,000 level-term life insurance benefit for each eligible dependent.

### 18.5 **Long-term Disability Benefits**

The District shall provide each eligible employee with long-term disability insurance as follows:

- 18.5.1 The insurance shall provide a disability payment equal to 66-2/3% of the employee's "basic monthly earnings" on the date he or she was disabled to a maximum payment of \$6,000 per month. "Basic monthly earnings" means 1/12th of the employee's annual contract salary.
- 18.5.2 The disability payment under the long-term disability shall begin after all accumulated sick leave and extended sick leave under Article 10 has been used.
- 18.5.3 For employees with five (5) years or more of STRS service and two (2) or more eligible children on the date of disability, disability payment shall be paid for one year from the date of disability for both accident and illness provided that the employee is sixty-nine (69) years of age or younger on the date of disability. If the period of disability extends beyond one year, the employee shall receive disability allowance payment from STRS.
- 18.5.4 For all employees not included under Section 18.5.3, the disability payments shall be payable for ten (10) years from the date of disability for both accident and illness provided that the employee is fifty-five (55) years of age or younger on the date of disability. If the employee is older than fifty-five (55) years on the date of disability, the maximum disability payment period shall be the same

as that provided in the maximum disability payment schedule set forth in the District's income protection insurance plan.

- 18.5.5 An employee who has separated from the District due to medical reasons and is receiving long-term disability payments under Section 18.5 shall be eligible to receive health benefits under 18.2.1 for a period of three (3) years provided that the employee has been employed by the District for at least five (5) years prior to the employee's separation date.

#### **18.6 Benefits During Unpaid Status**

A classified worker on unpaid leave of absence who is not qualified for paid benefits under Section 18.1 or 18.5.5 may continue to receive benefits by reimbursing the District in advance for the full premium or its equivalent.

#### **18.7 Flexible Spending Account**

The District shall offer employees the option to fund employee contributions to health insurance premium costs through the use of an IRC 125 plan.

#### **18.8 Insurance Carriers and Benefit Administrators**

The District shall maintain contracts with current insurance carriers and administrators of insurance benefit plans. Any change of carrier or administrator or level of coverage will be made only after consultation and mutual agreement between the parties to this Agreement. At least once annually benefit information will be sent to all members of the unit.

- 18.8.1 The District and Union shall meet during the term of this *Agreement* as often as necessary, but no less than quarterly, to review the District's benefit packages. The parties will freely discuss cost saving and benefit options as well as review current usage of the District health plan. Any changes must be mutually agreed upon and approved by the Board of Trustees.

- 18.8.2 The District will offer workers the opportunity to set up spending accounts for dependents and for worker benefit contributions in accordance with IRS regulations.

#### **18.9 Domestic Partners**

- 18.9.1 Bona fide domestic partners aged over 18 of an unmarried eligible employee are eligible to receive health, dental and vision benefits under 18.2.1. Such benefits are available only to domestic partners who are not legally allowed to marry in the state in which they reside.

- 18.9.2 Domestic Partners are eligible for Retirement Medical Insurance and Life Insurance. Benefits will not be provided for dependents of the non-employee Domestic Partner.
- 18.9.3 "Eligibility Criteria for Domestic Partner Benefits" are contained in Appendix G. Additional information regarding eligibility criteria may be obtained by contacting the Human Resources Office.
- 18.9.4 Both the employee and the domestic partner must attest to certain facts by completing and signing a Domestic Partnership Affidavit, which includes an Affidavit of mutual responsibility. The "Affidavit for Enrollment of Domestic Partners" is contained in Appendix G. This Affidavit may have potential legal implications under California law, which has recognized that non-marital cohabiting couples may privately contract with respect to the financial obligations of their relationship. Employees are advised to consult an attorney if they have questions regarding the potential legal effects of signing the Domestic Partnership Affidavit.
- 18.9.5 The District may, at its discretion, require supportive documentation satisfactory to the District concerning the eligibility criteria and assertions contained in the Affidavit.
- 18.9.6 The Administrator of any benefit plan at issue will be the sole and final judge of whether a domestic partner is eligible for benefits.

## **18.10 Workers' Compensation**

All workers are protected under provisions of the State Workers' Compensation Insurance Law. (See also Industrial Accident Leave, Section 10.9.) Any injury must be reported to the campus Health Services, the Office of Risk Management or the Office of Human Resources within 24 hours or the claim may be denied.

## **18.11 Health Benefits for Classified Hourly Employees**

After completing 1040 hours of employment, a classified hourly employee who affirms via a signed affidavit that he/she has no other access to medical insurance where all or part of the premium is paid through some other source including Medicare, will be eligible for employee-only Kaiser health insurance coverage prorated on the number of hours worked. That is, if a classified hourly employee works sixteen (16) hours per week, the District will pay 40% of the Kaiser premium and the employee will pay 60% of the premium.

- 18.11.1 Classified hourly employees must enroll annually.
- 18.11.2 Premium payments shall be dependent on the classified hourly employee's work schedule in the prior year. That is, if the work schedule drops to 8 hours per

week in the following year, the employee will pay 80% of the premium and the District will pay 20% of the premium.

18.11.3 Premium payments will be made through payroll deductions from the regular monthly paychecks.

18.11.4 Eligibility shall cease if the employee fails to make the appropriate premium payment and/or when the employee resigns or retires from service in the District.

## **18.12 Negotiations**

18.12.1 The health insurance benefits provided under this article shall remain in effect per the guidelines in the Memorandum of Understanding between the District and the Participating Unions of the Joint Labor Management Benefits Council (JLMBC) as referenced in Appendix I.

18.12.2 The District and ACE will open negotiations regarding health insurance benefits based on the recommendations of the JLMBC.

## **ARTICLE 19 SAFETY**

### **19.1 District Compliance**

The District shall comply with all health, safety, fire and sanitation requirements imposed by state or federal law or applicable OSHA regulations. A worker who believes that a requirement is not being complied with should notify the Office of Risk Management.

### **19.2 No Discrimination**

No worker shall be in any way discriminated against as a result of reporting to the District any condition believed to be in violation of Section 19.1 of this Article.

### **19.3 Worker Driving Record**

19.3.1 A worker using a District vehicle on or off District property may be required to show, on request by the department issuing the vehicle, a current valid California vehicle operator's permit.

19.3.2 In work assignments where a worker may be required to have use of a District vehicle on frequent occasions, an obligatory vehicle driving background check through the Department of Motor Vehicles will be required to assure that the individual is not presently on driver's suspension or has a recent history of traffic violations. The worker must authorize the record check through completion of a Driving Record Release form

19.3.3 The driving record check is confidential and is maintained the Office of Risk Management.

### **19.4 Health Services**

Any injury occurring to a worker while on duty must be reported to the campus Health Services or Human Resources within 24 hours or Workers Compensation claims may be denied.

19.5 As the District plans the purchase of new furniture and equipment, workers shall be consulted regarding ergonomically appropriate furniture or equipment purchased for their use.

19.6 ACE agrees to participate in the District Safety Committee convened by the District's Director of Risk Management to maintain a safe and healthful work environment within the District.

## **ARTICLE 20 NEGOTIATIONS**

### **20.1 Notification**

If either party wishes to alter or amend this *Agreement*, it shall, not later than 120 days prior to the termination date set forth under Article 23, provide written notice and a proposal to the other party of said desire and the nature of the amendments. Such notice shall be made public according to PERB regulations.

### **20.2 Commencement of Negotiations**

By mutual agreement negotiations may begin at any time upon any specific portion of this *Agreement*. If a request to commence negotiations is made by either party at any time within six months immediately preceding the expiration of this *Agreement*, as set forth in Article 23, negotiations shall commence within 30 days of the filing of the request.

### **20.3 Public Notice**

Public notice shall be given of any reopening of negotiations upon all or any part of this *Agreement* and of any additions or changes in this *Agreement* that are ratified and signed by both parties.

### **20.4 Released Time for Negotiations**

ACE shall have the right to designate at least seven members who shall be given a reasonable amount of released time to prepare for and participate in negotiations.

### **20.5 Reopeners**

With the exception of years when the entire *Agreement* is open for negotiation, either party may reopen negotiations on Article 8 (Pay and Allowances), Article 18 (Paid Benefits) and two additional articles of each party's choice by serving the other party written request to reopen negotiations before September 30 of each year of the agreement.

In order to address budget challenges the District can open Article 8 (Pay and Allowance) by giving the union a thirty day written notice.

## **ARTICLE 21 MANAGEMENT RIGHTS**

### **21.1 Rights**

It is understood and agreed that the District has all the customary and usual rights, powers, functions, and authority to discharge its obligations. Any of the rights, powers, or authority which the District had prior to this *Agreement* are retained except as they are specifically abridged or modified by this *Agreement* or by any supplement to this *Agreement* arrived at through the process of collective bargaining.



**ARTICLE 22**  
**CONTRACT REVIEW COMMITTEE**

- 22.1 The District and the Union shall establish a District/ACE committee composed of three District representatives, the President of ACE, the Chair of the Negotiations and the Chief Stewards. The committee shall meet monthly, at times mutually convenient to the Union and the District, for the purpose of discussing any general problems associated with the administration of this *Agreement* and to consult on matters that are topics of consultation under Government Code Section 3543.2.
- 22.2 The parties shall not conduct any negotiations at the meetings of the Contract Review Committee, and such meetings shall not be the exclusive means by which the parties may consult with each other.

## **ARTICLE 23**

### **DURATION**

#### **23.1 Length of Agreement**

This *Agreement* will continue in effect through October 31, 2017 provided, however, that either party may reopen negotiations as specified in Article 20 (“Negotiations”).

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## **APPENDIX A**

## **APPENDIX OF FORMS**

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**FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT**

**NOTICE OF GRIEVANCE**

Grievant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Site: \_\_\_\_\_

Department: \_\_\_\_\_ Classification: \_\_\_\_\_

Dept: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Approximate Date Grievance Occurred: \_\_\_\_\_

1. STATEMENT OF GRIEVANCE (Be specific. What happened and where?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. WITH WHOM IS GRIEVANCE FILED: \_\_\_\_\_

3. MEMORANDUM, RULE, LAW, REGULATION, POLICY VIOLATED, IMPROPERLY INTERPRETED OR MISAPPLIED, OR ANY OTHER RULE, REGULATION, POLICY OR SECTION OF THE AGREEMENT APPLICABLE TO SAID ACT, INCLUDING BUT NOT LIMITED TO:

\_\_\_\_\_

4. CORRECTIVE REMEDY: \_\_\_\_\_

5. INFORMAL ATTEMPT TO RESOLUTION: \_\_\_\_\_

GRIEVANT: \_\_\_\_\_ DATE: \_\_\_\_\_

STEWARD: \_\_\_\_\_ DATE: \_\_\_\_\_

UNION REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER COPY RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Give copies to: Grievant and Union)-over-

### FIRST LEVEL OF REVIEW

(File with supervisor/administrator, copies to Director, Human Resources and ACE)

1. To be completed by grievant:

Request for conference: ☐ Yes ☐ No

Designation of representative: ☐ Yes ☐ No

Name of representative: \_\_\_\_\_

Grievant's signature: \_\_\_\_\_

2. To be completed by immediate supervisor/administrator:

Date grievance was filed: \_\_\_\_\_

Immediate supervisor's decision and reason(s) for decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediate supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECOND LEVEL OF REVIEW

(File with second level administrator, copies to Director, Human Resources and ACE)

1. To be completed by grievant:

Request for conference: ☐ Yes ☐ No

Name of representative (if different from first level): \_\_\_\_\_

Grievant's signature: \_\_\_\_\_

2. To be completed by Manager:

Date grievance was filed at second level: \_\_\_\_\_

Decision of Administrator, and reason(s) for decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUEST FOR ARBITRATION (File with Director, Human Resources)

Grievant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of authorized representative of ACE: \_\_\_\_\_

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

**DISCIPLINARY ACTION APPEAL FORM**

I, \_\_\_\_\_, hereby appeal the disciplinary action taken against me pursuant to Article 16 of the collective bargaining *Agreement* between the Foothill-De Anza Community College District and ACE.

I request a hearing on the grounds that:

- \_\_\_\_\_ I did not commit the acts or omissions alleged as the events upon which the cause for discipline is based.
- \_\_\_\_\_ The acts or omission(s) alleged do not amount to cause for dismissal, demotion, or suspension.
- \_\_\_\_\_ The penalty imposed is excessive or unreasonable.
- \_\_\_\_\_ The required procedure was not followed.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(signature)

**Note:** If you wish to appeal the disciplinary action taken against you, you or your representative must date and sign this form. You must also return this form to the Director of Human Resources within seven (7) working days of the effective date of the sanction imposed against you. If the Director of Human Resources has not received this form by that time, you will be deemed to have waived your right to an appeal and the disciplinary action shall be final.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

**DONATION OF SICK LEAVE PLEDGE FORM**

In accordance with Article 10 of the *Agreement* between ACE and the District, I hereby authorize the following sick leave donation to (please type or print):

Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Division: \_\_\_\_\_

I understand that I must retain a minimum of 60 days (480.00 hours) of sick leave and that I must donate sick leave in not less than 8-hour increments.

**DONATING EMPLOYEE INFORMATION:**

(Please type or print)

Name: \_\_\_\_\_ CWID \_\_\_\_\_

Campus: \_\_\_\_\_ Division: \_\_\_\_\_

Number of sick leave hours being donated: \_\_\_\_\_ ☐ Anonymous Donation

Effective date of sick leave transfer: \_\_\_\_\_

Donating Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return This Form To:**

**Office of Human Resources**

**Foothill-De Anza Community College District**

**12345 El Monte Road, Los Altos Hills, CA 94022**

**For Office Use Only (initials of processor)**

\_\_\_\_\_ Criteria Met \_\_\_\_\_ Balance of **donor's** sick leave before donation \_\_\_\_\_ Criteria Not Met

\_\_\_\_\_ Sufficient verification of certification for eligibility of **donee** \_\_\_\_\_ Not Sufficient

**Donor's** sick leave balance **decreased** to \_\_\_\_\_ hours by \_\_\_\_\_ effective \_\_\_\_\_

**Donee's** sick leave balance **increased** to \_\_\_\_\_ hours by \_\_\_\_\_ effective \_\_\_\_\_

Copy to Payroll Services on \_\_\_\_\_ by \_\_\_\_\_

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

### EDUCATIONAL ASSISTANCE REIMBURSEMENT

The District shall maintain a fund for assisting unit members to pay for required tuition, fees, and textbooks to attend any work-related class at an accredited college or university. The fund shall be \$30,000 per year. Remaining money shall be rolled over to the next year but the maximum fund shall be not more than \$40,000. Educational Assistance may be used during a Staff Development Leave.

1. The worker shall provide evidence of successfully completing the class.
2. A worker may receive up to a maximum of \$1,200 per academic year.
3. Assistance shall be on a first come first serve basis, until the fund is depleted.

**Include official transcript verifying successful completion of the work-related class and receipts identifying tuition, fees and textbooks. Parking fees are not included.**

---

#### **To Be Completed By The Employee:**

Employee Name	_____		CWID	_____
Job Title:	_____	Phone:	_____	
Amount of Educational Assistance Requested:	Tuition:	\$	_____	
Date of Course(s):	Fees:	\$	_____	
Date Course(s) Completed:	Textbooks:	\$	_____	
	Total:	\$	_____	
Information on course(s): _____				
_____				
_____				

Employee Signature	_____	Date	_____
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#### **To Be Completed by the Administrator:**

I verify that this class is a work-related class.

Administrator's Name (please print)	Administrator's Signature	Date
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\*\*\*\*\* (For Human Resources Use Only) \*\*\*\*\*

Director, Human Resources	Amount Reimbursed \$	_____
---------------------------	----------------------	-------

Processor: _____	Date of Reimbursement: _____
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## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

### PROFESSIONAL GROWTH AWARD APPLICATION FORM

To be completed by the employee and submitted to the Professional Growth Review Panel upon completion of the requirements (see the attached "Professional Growth Award"). Please review the attached checklist and make sure you have included all the necessary documentation when submitting your application packet for review.

Name:		CWID:	
Position Title:		Date of Hire:	
Campus:		Department:	
		Office Extension:	

- 1. College, adult education or trade school courses.** Minimum unit requirements for this category are dependent on the education level currently held by the employee and are determined as follows:

**Masters Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)

Or a Bachelors +45 Quarter units/30 Semester units

**Bachelors Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)

Or AA degree +45 Quarter units/30 Semester units or 135 Quarter units/90 Semester units

**Associates Degree - Minimum of 48 hours** (4 Quarter units or 3 Semester units)

Or more than 90 Quarter units/60 Semester units

**I certify that I have:**

- \_\_\_\_\_ an Associate degree or any college units  
\_\_\_\_\_ a Bachelor degree **or** AA/AS degree and 45 quarter/30 semester units  
\_\_\_\_\_ a Master degree or Bachelor degree and 45 quarter/30 semester units

There is NO MAXIMUM and Continuing Education Credits (CEUs) may also be used.

Institution & Date(s)	Course # & Title	Qtr/Sem Units*	# of Hours

Hit the "return" at the end of the line to add lines as needed.

\*Please specify QUARTER or SEMESTER Units

Section #1 Total: \_\_\_\_\_

**2. District In-Service Workshops(25 HOUR MAXIMUM)**

Workshop	Date(s) of Workshop	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #2 Total: \_\_\_\_\_

**3. Leadership or Committee Work** (75 HOUR MAXIMUM; Non-professional organization, 10 hour maximum)

Professional Organization	Date(s) of Committee Work	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #3 Total: \_\_\_\_\_

**4. District Committee Work** (MUST use Committee Work Verification Form; 75 HOUR MAXIMUM)

Committee	Date(s) of Committee Work	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #4 Total: \_\_\_\_\_

**5. Job Related Special Activities** (NO MAXIMUM LIMIT; Ineligible for carryover)

Activity	Date(s) of Activity	# of Hours

Hit the "return" at the end of the line to add lines as needed.

Section #5 Total: \_\_\_\_\_

**6. Physical Fitness Activities** (see Guidelines for further information; 36 HOUR MAXIMUM)

Institution & Date(s)	Course # & Title	Qtr/Sem Units*	# of Hours

Hit the "return" at the end of the line to add lines as needed.

\*Please specify QUARTER or SEMESTER Units

Section #6 Total: \_\_\_\_\_

**Total Application Hours: \_\_\_\_\_**

NOTE: Please refer to Appendix B – Guidelines for Professional Growth Award Program for further information.

PLEASE MAKE A COPY FOR YOUR FILE BEFORE SUBMITTING

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL GROWTH AWARD VERIFICATION CHECKLIST**  
**Verification Checklist**

Name: \_\_\_\_\_ CWID \_\_\_\_\_ Ext. \_\_\_\_\_

Job Title: \_\_\_\_\_ Campus: \_\_\_\_\_

1. ☐ Official transcript for academic courses.

2. ☐ Workshop, conference, or outside committee work.

A. Official letterhead \_\_\_\_\_

B. Authorized signature \_\_\_\_\_

3. ☐ Professional Growth Verification form for District committee work.

Authorized signature \_\_\_\_\_

Note: Omissions may delay your award.

**FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT**

**PROFESSIONAL GROWTH AWARD  
Committee Work Verification Form**

\_\_\_\_\_ participated on the \_\_\_\_\_  
Name CWID  
\_\_\_\_\_ Committee on the following dates and times:

Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____
Date: _____	Time: _____	No. of Hours: _____

Total No. of Hours: \_\_\_\_\_

I verify participation on the \_\_\_\_\_ Committee by  
\_\_\_\_\_ on the dates  
and times recorded.

Date: \_\_\_\_\_ Signature of Committee Chairperson: \_\_\_\_\_

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT**

**PROFESSIONAL GROWTH AWARD  
Validation of Attendance**

This is verification that (Name) \_\_\_\_\_

attended a Seminar/Workshop on \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

The seminar/workshop was presented by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Total hours \_\_\_\_\_

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Title

**POSITION DESCRIPTION QUESTIONNAIRE**  
**Request for Reclassification - (Nonexempt Employees)**

CASE # \_\_\_\_\_

Complete the Position Description Questionnaire (PDQ) for Nonexempt Employees as carefully and thoroughly as possible. Describe your position as it is right now. Any questions which arise should be discussed with your immediate supervisor and/or appropriate administrator. In addition, have your completed questionnaire reviewed and signed by your immediate supervisor and/or appropriate administrator.

You will also need to provide a proposed job description as well as a current and proposed organizational chart and submit to Myisha Washington, HR Specialist – Classification and Compensation in District Human Resources (washingtonmyisha@fhda.edu) along with the completed PDQ.

<b>Classification/Job Title</b>	
<b>Classification/Job Title/Pay Grade Requested</b>	
<b>Name of Supervisor/Appropriate Administrator</b>	
<b>Department/Section Name</b>	
<b>Employee Signature</b>	<b>Date</b>

<p><b>Why does your job exist?</b> Write a one-sentence statement describing the purpose of your job and how it achieves your department's objectives.</p>
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<b>Specific Duties?</b>	List the primary duties which make up your regular activities. (e.g., File all correspondence and forms daily for manager).
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List your major job duties in descending order of importance. The total of % time should equal 100%.

<u>% of Time:</u>	<u>Duties:</u>	<u>Frequency:</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

<b>Working Relationships:</b> or	Describe the routine contacts you need to have with others within outside the organization.
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Inside Contacts	Reason For Contact	Frequency of Contact

Outside Contacts	Reason For Contact	Frequency of Contact

<b>Responsibility and action</b> <b>Decision Making Decisions</b>	Describe the types of responsibility you have for taking in order to do your job properly.
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- ☐ Types of decisions you make without prior approval:


- ☐ Types of decisions referred to higher authority:


- ☐ Describe the way in which your work is assigned and reviewed, and the frequency and type of guidance provided by your supervisor.




**Additional Compensable Factors:** Indicate whether physical effort, environment or hazards are part of  
your job.

Please complete the Physical/Environmental/Mental (PEM) Demands form. This is a separate document from the PDQ and must be submitted with the request. To obtain a copy of the PEM form, please contact Myisha Washington, HR Specialist – Classification and Compensation at ext. 6228 or via email at [washingtonmyisha@fhda.edu](mailto:washingtonmyisha@fhda.edu).

The PEM form may also be downloaded at: [http://hr.fhda.edu/class\\_comp/classification\\_info](http://hr.fhda.edu/class_comp/classification_info).

**Knowledge and Skills:** List the experience, education, knowledge and skills required for effective functioning in this job.

☐ **Minimum Education, Training and Experience**

	List special technical, academic knowledge required as a minimum qualification in this job.		Describe how much and what type of additional work experience is required as a minimum to do this job.
1		1	
2		2	
3		3	
4		4	
5		5	

Describe the most important work procedures, regulations, policies, principles etc. that you should know in order to do your job.

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Describe any license, registration, certificate, or professional affiliation required to perform your job.

1	
2	

☐ **Preferred Skills, Knowledge and Experience**

	Describe special technical, academic or other knowledge preferred in this job.		Describe how much and what type of additional work experience is preferred in this job.
1		1	
2		2	
3		3	
4		4	
5		5	

<b>Major Challenges:</b>	Describe two or three of the most difficult challenges you face in doing your job and the means by which they are resolved.
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<b>Comments?</b>	Please state any additional comments which may be helpful in understanding this job and how it functions within the organization.
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**Supervisor's Comments (if applicable):** Please read employee's questionnaire thoroughly and provide feedback.

What do you consider *the most important duty* of this job?


What do you consider the most important qualifications of an employee in this job?


Supervisor (if applicable):

Please confirm that you read this questionnaire.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Appropriate Administrator's Comments:** Please read employee's questionnaire thoroughly and provide feedback.

What do you consider *the most important duty* of this job?


What do you consider the most important qualifications of an employee in this job?


Appropriate Administrator:

Please confirm that you read this questionnaire.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**The appropriate Vice President (if applicable) will also need to sign off on the PDQ prior to the information being sent to the HR Specialist, Classification and Compensation for committee review.**

Vice President:

Please confirm that you read this questionnaire.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

### WORKING OUT OF CLASSIFICATION FORM

EMPLOYEE NAME \_\_\_\_\_ CWID \_\_\_\_\_

POSITION # \_\_\_\_\_ DIVISION \_\_\_\_\_ DEPT \_\_\_\_\_

CAMPUS \_\_\_\_\_ CURRENT CLASSIFICATION \_\_\_\_\_ LEVEL \_\_\_\_\_

BASIS FOR OUT OF CLASSIFICATION REQUEST:

**To qualify for working out of class pay an employee must temporarily work in a position at a higher salary range for more than 5 working days in any 15-calendar day period. Please check which criteria applies to your request:**

\_\_\_\_\_ Employee will temporarily assume all the duties and responsibilities of a higher classification when a position in that classification is temporarily vacant.

HIGHER CLASSIFICATION TO BE ASSUMED: \_\_\_\_\_  
(please attach appropriate job description)

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

### OR

\_\_\_\_\_ Employee will temporarily be assigned a sufficient number of higher-level duties to clearly justify the conclusion that the employee is performing within a higher classification.

DESCRIBE HIGHER LEVEL DUTIES TO BE PERFORMED: \_\_\_\_\_

Percent of time employee will be performing higher-level duties on a daily basis \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

Please provide the current and proposed information

	FROM	TO
Percent of Contract	_____	_____
Classification Level	_____	_____
Account Code	_____	_____

Employee's Signature	Extension	Date
Supervising Administrator's Signature	Extension	Date
Campus Administrative Signature	Extension	Date
Human Resources Signature		Date

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## **APPENDIX B**

# **GUIDELINES FOR PROFESSIONAL GROWTH AWARD PROGRAM**

## **APPENDIX B**

### **GUIDELINES FOR PROFESSIONAL GROWTH AWARD PROGRAM**

#### **Purpose**

The purpose of the Professional Growth program is to provide incentives to classified personnel in the District to enhance and update their performance through continuing education and through involvement in professional organizations and associations.

#### **Review Panel**

The Professional Growth Review Panel is composed of seven members: The Director of Human Resources or his/her designee and up to six appointees.

The District grants members of the Review Panel time during working hours to carry out their official duties. The responsibilities of the Panel are the following:

1. To select their own chairperson.
2. To meet as required to review applications received prior to each meeting
3. To review and approve or deny all applications for point credit.
4. To submit their decisions to the Director of Human Resources

#### **Applications**

Applications are due by the 10<sup>th</sup> of the month to be effective on the first of the following month. Application forms for professional growth awards are in the appendix of forms and are also available on the District Human Resources website, from the Office of Human Resources, from the review panel members, and on the ACE website.

#### **Requirements**

A worker must have completed at least one year of employment with the District and have achieved permanent status. Course work started prior to employment will not be considered for an award.

An eligible worker must complete a minimum of two hundred (200) hours of credited activity, One hundred (100) hours of which must have been completed since the last award. One hundred (100) of the two hundred (200) hours may be hours completed prior to the last award which was earned in Category 1 of Requirements, completion of college, adult education, or trade school courses.

A minimum of two years in paid status must have occurred since the last award.

An application for an award must be accompanied by OFFICIAL transcripts on official letterhead that verifies specific dates and hours of attendance.

The worker must complete a diversity of activities. The hours may be earned through any combination of the following:

1. COLLEGE, ADULT EDUCATION, OR TRADE SCHOOL COURSES. Each course must be approved and evidence of successful completion (grade of "C" or better, or Pass from a Pass/Fail basis) filed with the Review Panel. Minimum units for this category are dependent on the level of education currently held by the employee and are determined as follows:

**Masters Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)  
Or a Bachelors +45 Quarter units/30 Semester units

**Bachelors Degree - Minimum of 24 hours** (2 Quarter units or 1.5 Semester units)  
Or AA degree +45 Quarter units/30 Semester units or 135 Quarter units/90 Semester units

**Associates Degree - Minimum of 48 hours** (4 Quarter units or 3 Semester units)  
Or more than 90 Quarter units/60 Semester units

There is NO MAXIMUM. Continuing Education Credits (CEU's) earned may also count towards the forty-eight (48) hours. Calculation of hours for courses which are assigned a certain number of units will be based on the following:

Foothill and De Anza

No. of contact hours/week as stated

In the Course Inventory Audit Report

Other Colleges

a. One Quarter unit = 12 hours

b. One Semester unit = 18 hours

In lieu of college, adult education, trade school, and CEU's unit members who serve as Chairs in leadership positions in which the District does not pay for backfill, may count for 30 hours of their leadership hours under this section. This includes, but is not limited to, positions such as Classified Senate Presidents, Chair of Negotiations, and Chairs of Accreditation Teams. Unit members must get approval by the Director, Human Resources prior to participating for this award to confirm the leadership position qualifies under this section.

2. DISTRICT IN-SERVICE WORKSHOPS. Attendance and participation in voluntary District in-service workshops related to the work of the district. Maximum of twenty-five (25) hours per award.
3. LEADERSHIP OR COMMITTEE WORK. Participation in a leadership role or in committee work in local, state, or national professional associations to the extent of the guidelines approved by the Review Panel. Maximum of seventy five (75) hours per award. Participation in a leadership role or in committee work in a non-professional association to the extent of the guidelines approved by the Review Panel. Maximum of ten (10) hours per award for non-professional association. Total of the two equals 75 hours max.



4. DISTRICT COMMITTEE WORK. Participation in District committee work to the extent of the guidelines approved by the Review Panel. Maximum of seventy five (75) hours per award.
5. JOB RELATED SPECIAL ACTIVITIES. Participation in job related special activities, such as seminars, conferences, conventions, institutes, and lectures offered by colleges, adult schools, professional associations and community organizations. NO MAXIMUM.
6. PHYSICAL EDUCATION ACTIVITIES. A maximum of thirty-six (36) hours for Physical Education activities per award. The exception to this limit is if the Physical Education activities are work related activities of equivalent. Activities must be documented.

Any credits (no other activities) earned through an accredited college while on Staff Development Leave shall be counted and will apply to Section 1 of the PGA application.

These guidelines apply to all applications filed with the Professional Growth Review Panel.

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## **APPENDIX C**

### **SALARY SCHEDULE FOR CLASSIFIED STAFF & CLASSIFIED HOURLY EMPLOYEES**

Grade	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly
18	1	\$27,417.76	2	\$28,559.73	3	\$29,974.13	4	\$31,361.54	5	\$32,694.21	6	\$34,347.53	7	\$35,721.38
	1	\$2,284.81	2	\$2,379.98	3	\$2,497.84	4	\$2,613.46	5	\$2,724.52	6	\$2,862.29	7	\$2,976.78
	1	\$13.13	2	\$13.68	3	\$14.36	4	\$15.02	5	\$15.66	6	\$16.45	7	\$17.11
19	1	\$28,069.97	2	\$29,239.56	3	\$30,599.85	4	\$31,986.64	5	\$33,509.64	6	\$35,204.88	7	\$36,613.01
	1	\$2,339.16	2	\$2,436.63	3	\$2,549.99	4	\$2,665.55	5	\$2,792.47	6	\$2,933.74	7	\$3,051.08
	1	\$13.44	2	\$14.00	3	\$14.66	4	\$15.32	5	\$16.05	6	\$16.86	7	\$17.53
20	1	\$28,559.73	2	\$29,974.13	3	\$31,361.54	4	\$32,694.21	5	\$34,189.84	6	\$35,919.62	7	\$37,356.24
	1	\$2,379.98	2	\$2,497.84	3	\$2,613.46	4	\$2,724.52	5	\$2,849.15	6	\$2,993.30	7	\$3,113.02
	1	\$13.68	2	\$14.36	3	\$15.02	4	\$15.66	5	\$16.37	6	\$17.20	7	\$17.89
21	1	\$29,239.56	2	\$30,599.85	3	\$31,986.64	4	\$33,509.64	5	\$34,924.41	6	\$36,690.72	7	\$38,158.36
	1	\$2,436.63	2	\$2,549.99	3	\$2,665.55	4	\$2,792.47	5	\$2,910.37	6	\$3,057.56	7	\$3,179.86
	1	\$14.00	2	\$14.66	3	\$15.32	4	\$16.05	5	\$16.73	6	\$17.57	7	\$18.28
22	1	\$29,974.13	2	\$31,361.54	3	\$32,694.21	4	\$34,189.84	5	\$35,740.46	6	\$37,547.95	7	\$39,049.86
	1	\$2,497.84	2	\$2,613.46	3	\$2,724.52	4	\$2,849.15	5	\$2,978.37	6	\$3,129.00	7	\$3,254.15
	1	\$14.36	2	\$15.02	3	\$15.66	4	\$16.37	5	\$17.12	6	\$17.98	7	\$18.70
23	1	\$30,599.85	2	\$31,986.64	3	\$33,509.64	4	\$34,924.41	5	\$36,556.64	6	\$38,405.18	7	\$39,941.36
	1	\$2,549.99	2	\$2,665.55	3	\$2,792.47	4	\$2,910.37	5	\$3,046.39	6	\$3,200.43	7	\$3,328.45
	1	\$14.66	2	\$15.32	3	\$16.05	4	\$16.73	5	\$17.51	6	\$18.39	7	\$19.13
24	1	\$31,361.54	2	\$32,694.21	3	\$34,189.84	4	\$35,740.46	5	\$37,399.68	6	\$39,291.03	7	\$40,862.49
	1	\$2,613.46	2	\$2,724.52	3	\$2,849.15	4	\$2,978.37	5	\$3,116.64	6	\$3,274.25	7	\$3,405.21
	1	\$15.02	2	\$15.66	3	\$16.37	4	\$17.12	5	\$17.91	6	\$18.82	7	\$19.57
25	1	\$31,986.64	2	\$33,509.64	3	\$34,924.41	4	\$36,556.64	5	\$38,187.98	6	\$40,119.64	7	\$41,724.37
	1	\$2,665.55	2	\$2,792.47	3	\$2,910.37	4	\$3,046.39	5	\$3,182.33	6	\$3,343.30	7	\$3,477.03
	1	\$15.32	2	\$16.05	3	\$16.73	4	\$17.51	5	\$18.29	6	\$19.21	7	\$19.98
26	1	\$32,694.21	2	\$34,189.84	3	\$35,740.46	4	\$37,399.68	5	\$38,977.54	6	\$40,948.37	7	\$42,586.37
	1	\$2,724.52	2	\$2,849.15	3	\$2,978.37	4	\$3,116.64	5	\$3,248.13	6	\$3,412.36	7	\$3,548.86
	1	\$15.66	2	\$16.37	3	\$17.12	4	\$17.91	5	\$18.67	6	\$19.61	7	\$20.40
27	1	\$33,509.64	2	\$34,924.41	3	\$36,556.64	4	\$38,187.98	5	\$39,874.70	6	\$41,891.47	7	\$43,567.38
	1	\$2,792.47	2	\$2,910.37	3	\$3,046.39	4	\$3,182.33	5	\$3,322.89	6	\$3,490.96	7	\$3,630.62
	1	\$16.05	2	\$16.73	3	\$17.51	4	\$18.29	5	\$19.10	6	\$20.06	7	\$20.87
28	1	\$34,189.84	2	\$35,740.46	3	\$37,399.68	4	\$38,977.54	5	\$40,691.00	6	\$42,748.45	7	\$44,458.51
	1	\$2,849.15	2	\$2,978.37	3	\$3,116.64	4	\$3,248.13	5	\$3,390.92	6	\$3,562.37	7	\$3,704.88
	1	\$16.37	2	\$17.12	3	\$17.91	4	\$18.67	5	\$19.49	6	\$20.47	7	\$21.29
29	1	\$34,924.41	2	\$36,556.64	3	\$38,187.98	4	\$39,874.70	5	\$41,724.12	6	\$43,834.42	7	\$45,587.80
	1	\$2,910.37	2	\$3,046.39	3	\$3,182.33	4	\$3,322.89	5	\$3,477.01	6	\$3,652.87	7	\$3,798.98
	1	\$16.73	2	\$17.51	3	\$18.29	4	\$19.10	5	\$19.98	6	\$20.99	7	\$21.83
30	1	\$35,740.46	2	\$37,399.68	3	\$38,977.54	4	\$40,691.00	5	\$42,676.38	6	\$44,834.90	7	\$46,628.45
	1	\$2,978.37	2	\$3,116.64	3	\$3,248.13	4	\$3,390.92	5	\$3,556.37	6	\$3,736.24	7	\$3,885.70
	1	\$17.12	2	\$17.91	3	\$18.67	4	\$19.49	5	\$20.44	6	\$21.47	7	\$22.33
31	1	\$36,556.64	2	\$38,187.98	3	\$39,874.70	4	\$41,724.12	5	\$43,656.02	6	\$45,863.62	7	\$47,698.10
	1	\$3,046.39	2	\$3,182.33	3	\$3,322.89	4	\$3,477.01	5	\$3,638.00	6	\$3,821.97	7	\$3,974.84
	1	\$17.51	2	\$18.29	3	\$19.10	4	\$19.98	5	\$20.91	6	\$21.97	7	\$22.84
32	1	\$37,399.68	2	\$38,977.54	3	\$40,691.00	4	\$42,676.38	5	\$44,526.18	6	\$46,778.10	7	\$48,649.24
	1	\$3,116.64	2	\$3,248.13	3	\$3,390.92	4	\$3,556.37	5	\$3,710.51	6	\$3,898.18	7	\$4,054.10
	1	\$17.91	2	\$18.67	3	\$19.49	4	\$20.44	5	\$21.32	6	\$22.40	7	\$23.30

Grade	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly
33	1	\$38,187.98	2	\$39,874.70	3	\$41,724.12	4	\$43,656.02	5	\$45,614.16	6	\$47,921.20	7	\$49,838.04
	1	\$3,182.33	2	\$3,322.89	3	\$3,477.01	4	\$3,638.00	5	\$3,801.18	6	\$3,993.43	7	\$4,153.17
	1	\$18.29	2	\$19.10	3	\$19.98	4	\$20.91	5	\$21.85	6	\$22.95	7	\$23.87
34	1	\$38,977.54	2	\$40,691.00	3	\$42,676.38	4	\$44,526.18	5	\$46,728.76	6	\$49,092.54	7	\$51,056.21
	1	\$3,248.13	2	\$3,390.92	3	\$3,556.37	4	\$3,710.51	5	\$3,894.06	6	\$4,091.05	7	\$4,254.68
	1	\$18.67	2	\$19.49	3	\$20.44	4	\$21.32	5	\$22.38	6	\$23.51	7	\$24.45
35	1	\$39,874.70	2	\$41,724.12	3	\$43,656.02	4	\$45,614.16	5	\$47,789.75	6	\$50,206.64	7	\$52,214.87
	1	\$3,322.89	2	\$3,477.01	3	\$3,638.00	4	\$3,801.18	5	\$3,982.48	6	\$4,183.89	7	\$4,351.24
	1	\$19.10	2	\$19.98	3	\$20.91	4	\$21.85	5	\$22.89	6	\$24.05	7	\$25.01
36	1	\$40,691.00	2	\$42,676.38	3	\$44,526.18	4	\$46,728.76	5	\$49,014.08	6	\$51,492.73	7	\$53,552.44
	1	\$3,390.92	2	\$3,556.37	3	\$3,710.51	4	\$3,894.06	5	\$4,084.51	6	\$4,291.06	7	\$4,462.70
	1	\$19.49	2	\$20.44	3	\$21.32	4	\$22.38	5	\$23.47	6	\$24.66	7	\$25.65
37	1	\$41,724.12	2	\$43,656.02	3	\$45,614.16	4	\$47,789.75	5	\$50,264.77	6	\$52,807.20	7	\$54,919.51
	1	\$3,477.01	2	\$3,638.00	3	\$3,801.18	4	\$3,982.48	5	\$4,188.73	6	\$4,400.60	7	\$4,576.63
	1	\$19.98	2	\$20.91	3	\$21.85	4	\$22.89	5	\$24.07	6	\$25.29	7	\$26.30
38	1	\$42,676.38	2	\$44,526.18	3	\$46,728.76	4	\$49,014.08	5	\$51,461.85	6	\$54,064.67	7	\$56,227.33
	1	\$3,556.37	2	\$3,710.51	3	\$3,894.06	4	\$4,084.51	5	\$4,288.49	6	\$4,505.39	7	\$4,685.61
	1	\$20.44	2	\$21.32	3	\$22.38	4	\$23.47	5	\$24.65	6	\$25.89	7	\$26.93
39	1	\$43,656.02	2	\$45,614.16	3	\$47,789.75	4	\$50,264.77	5	\$52,740.16	6	\$55,407.39	7	\$57,623.78
	1	\$3,638.00	2	\$3,801.18	3	\$3,982.48	4	\$4,188.73	5	\$4,395.01	6	\$4,617.28	7	\$4,801.98
	1	\$20.91	2	\$21.85	3	\$22.89	4	\$24.07	5	\$25.26	6	\$26.54	7	\$27.60
40	1	\$44,526.18	2	\$46,728.76	3	\$49,014.08	4	\$51,461.85	5	\$53,964.48	6	\$56,693.35	7	\$58,961.22
	1	\$3,710.51	2	\$3,894.06	3	\$4,084.51	4	\$4,288.49	5	\$4,497.04	6	\$4,724.45	7	\$4,913.43
	1	\$21.32	2	\$22.38	3	\$23.47	4	\$24.65	5	\$25.85	6	\$27.15	7	\$28.24
41	1	\$45,614.16	2	\$47,789.75	3	\$50,264.77	4	\$52,740.16	5	\$55,242.67	6	\$58,036.57	7	\$60,357.92
	1	\$3,801.18	2	\$3,982.48	3	\$4,188.73	4	\$4,395.01	5	\$4,603.56	6	\$4,836.38	7	\$5,029.83
	1	\$21.85	2	\$22.89	3	\$24.07	4	\$25.26	5	\$26.46	6	\$27.80	7	\$28.91
42	1	\$46,728.76	2	\$49,014.08	3	\$51,461.85	4	\$53,964.48	5	\$56,629.70	6	\$59,494.04	7	\$61,873.89
	1	\$3,894.06	2	\$4,084.51	3	\$4,288.49	4	\$4,497.04	5	\$4,719.14	6	\$4,957.84	7	\$5,156.16
	1	\$22.38	2	\$23.47	3	\$24.65	4	\$25.85	5	\$27.12	6	\$28.49	7	\$29.63
43	1	\$47,789.75	2	\$50,264.77	3	\$52,740.16	4	\$55,242.67	5	\$58,071.60	6	\$61,008.37	7	\$63,448.74
	1	\$3,982.48	2	\$4,188.73	3	\$4,395.01	4	\$4,603.56	5	\$4,839.30	6	\$5,084.03	7	\$5,287.39
	1	\$22.89	2	\$24.07	3	\$25.26	4	\$26.46	5	\$27.81	6	\$29.22	7	\$30.39
44	1	\$49,014.08	2	\$51,461.85	3	\$53,964.48	4	\$56,629.70	5	\$59,377.03	6	\$62,380.09	7	\$64,875.32
	1	\$4,084.51	2	\$4,288.49	3	\$4,497.04	4	\$4,719.14	5	\$4,948.09	6	\$5,198.34	7	\$5,406.28
	1	\$23.47	2	\$24.65	3	\$25.85	4	\$27.12	5	\$28.44	6	\$29.88	7	\$31.07
45	1	\$50,264.77	2	\$52,740.16	3	\$55,242.67	4	\$58,071.60	5	\$60,899.78	6	\$63,980.30	7	\$66,539.68
	1	\$4,188.73	2	\$4,395.01	3	\$4,603.56	4	\$4,839.30	5	\$5,074.98	6	\$5,331.69	7	\$5,544.97
	1	\$24.07	2	\$25.26	3	\$26.46	4	\$27.81	5	\$29.17	6	\$30.64	7	\$31.87
46	1	\$51,461.85	2	\$53,964.48	3	\$56,629.70	4	\$59,377.03	5	\$62,477.51	6	\$65,637.76	7	\$68,263.31
	1	\$4,288.49	2	\$4,497.04	3	\$4,719.14	4	\$4,948.09	5	\$5,206.46	6	\$5,469.81	7	\$5,688.61
	1	\$24.65	2	\$25.85	3	\$27.12	4	\$28.44	5	\$29.92	6	\$31.44	7	\$32.69
47	1	\$52,740.16	2	\$55,242.67	3	\$58,071.60	4	\$60,899.78	5	\$63,973.52	6	\$67,209.22	7	\$69,897.54
	1	\$4,395.01	2	\$4,603.56	3	\$4,839.30	4	\$5,074.98	5	\$5,331.13	6	\$5,600.77	7	\$5,824.80
	1	\$25.26	2	\$26.46	3	\$27.81	4	\$29.17	5	\$30.64	6	\$32.19	7	\$33.48

Grade	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly
48	1	\$53,964.48	2	\$56,629.70	3	\$59,377.03	4	\$62,477.51	5	\$65,497.02	6	\$68,809.93	7	\$71,562.41
	1	\$4,497.04	2	\$4,719.14	3	\$4,948.09	4	\$5,206.46	5	\$5,458.09	6	\$5,734.16	7	\$5,963.53
	1	\$25.85	2	\$27.12	3	\$28.44	4	\$29.92	5	\$31.37	6	\$32.95	7	\$34.27
49	1	\$55,242.67	2	\$58,071.60	3	\$60,899.78	4	\$63,973.52	5	\$67,047.52	6	\$70,438.27	7	\$73,255.77
	1	\$4,603.56	2	\$4,839.30	3	\$5,074.98	4	\$5,331.13	5	\$5,587.29	6	\$5,869.86	7	\$6,104.65
	1	\$26.46	2	\$27.81	3	\$29.17	4	\$30.64	5	\$32.11	6	\$33.73	7	\$35.08
50	1	\$56,629.70	2	\$59,377.03	3	\$62,477.51	4	\$65,497.02	5	\$68,843.20	6	\$72,324.72	7	\$75,217.81
	1	\$4,719.14	2	\$4,948.09	3	\$5,206.46	4	\$5,458.09	5	\$5,736.93	6	\$6,027.06	7	\$6,268.15
	1	\$27.12	2	\$28.44	3	\$29.92	4	\$31.37	5	\$32.97	6	\$34.64	7	\$36.02
51	1	\$58,071.60	2	\$60,899.78	3	\$63,973.52	4	\$67,047.52	5	\$70,501.67	6	\$74,067.05	7	\$77,029.69
	1	\$4,839.30	2	\$5,074.98	3	\$5,331.13	4	\$5,587.29	5	\$5,875.14	6	\$6,172.25	7	\$6,419.14
	1	\$27.81	2	\$29.17	3	\$30.64	4	\$32.11	5	\$33.77	6	\$35.47	7	\$36.89
52	1	\$59,377.03	2	\$62,477.51	3	\$65,497.02	4	\$68,843.20	5	\$72,297.10	6	\$75,953.51	7	\$78,991.47
	1	\$4,948.09	2	\$5,206.46	3	\$5,458.09	4	\$5,736.93	5	\$6,024.76	6	\$6,329.46	7	\$6,582.62
	1	\$28.44	2	\$29.92	3	\$31.37	4	\$32.97	5	\$34.63	6	\$36.38	7	\$37.83
53	1	\$60,899.78	2	\$63,973.52	3	\$67,047.52	4	\$70,501.67	5	\$74,064.92	6	\$77,810.71	7	\$80,923.00
	1	\$5,074.98	2	\$5,331.13	3	\$5,587.29	4	\$5,875.14	5	\$6,172.08	6	\$6,484.23	7	\$6,743.58
	1	\$29.17	2	\$30.64	3	\$32.11	4	\$33.77	5	\$35.47	6	\$37.27	7	\$38.76
54	1	\$62,477.51	2	\$65,497.02	3	\$68,843.20	4	\$72,297.10	5	\$75,778.37	6	\$79,610.92	7	\$82,795.27
	1	\$5,206.46	2	\$5,458.09	3	\$5,736.93	4	\$6,024.76	5	\$6,314.86	6	\$6,634.24	7	\$6,899.61
	1	\$29.92	2	\$31.37	3	\$32.97	4	\$34.63	5	\$36.29	6	\$38.13	7	\$39.65
55	1	\$63,973.52	2	\$67,047.52	3	\$70,501.67	4	\$74,064.92	5	\$77,655.03	6	\$81,582.49	7	\$84,845.94
	1	\$5,331.13	2	\$5,587.29	3	\$5,875.14	4	\$6,172.08	5	\$6,471.25	6	\$6,798.54	7	\$7,070.49
	1	\$30.64	2	\$32.11	3	\$33.77	4	\$35.47	5	\$37.19	6	\$39.07	7	\$40.64
56	1	\$65,497.02	2	\$68,843.20	3	\$72,297.10	4	\$75,778.37	5	\$79,586.43	6	\$83,611.57	7	\$86,956.12
	1	\$5,458.09	2	\$5,736.93	3	\$6,024.76	4	\$6,314.86	5	\$6,632.20	6	\$6,967.63	7	\$7,246.34
	1	\$31.37	2	\$32.97	3	\$34.63	4	\$36.29	5	\$38.12	6	\$40.04	7	\$41.65
57	1	\$67,047.52	2	\$70,501.67	3	\$74,064.92	4	\$77,655.03	5	\$81,598.69	6	\$85,726.27	7	\$89,155.43
	1	\$5,587.29	2	\$5,875.14	3	\$6,172.08	4	\$6,471.25	5	\$6,799.89	6	\$7,143.86	7	\$7,429.62
	1	\$32.11	2	\$33.77	3	\$35.47	4	\$37.19	5	\$39.08	6	\$41.06	7	\$42.70
58	1	\$68,843.20	2	\$72,297.10	3	\$75,778.37	4	\$79,586.43	5	\$83,611.94	6	\$87,840.46	7	\$91,354.12
	1	\$5,736.93	2	\$6,024.76	3	\$6,314.86	4	\$6,632.20	5	\$6,967.66	6	\$7,320.04	7	\$7,612.84
	1	\$32.97	2	\$34.63	3	\$36.29	4	\$38.12	5	\$40.04	6	\$42.07	7	\$43.75
59	1	\$70,501.67	2	\$74,064.92	3	\$77,655.03	4	\$81,598.69	5	\$85,706.81	6	\$90,041.04	7	\$93,642.70
	1	\$5,875.14	2	\$6,172.08	3	\$6,471.25	4	\$6,799.89	5	\$7,142.23	6	\$7,503.42	7	\$7,803.56
	1	\$33.77	2	\$35.47	3	\$37.19	4	\$39.08	5	\$41.05	6	\$43.12	7	\$44.85
60	1	\$72,297.10	2	\$75,778.37	3	\$79,586.43	4	\$83,611.94	5	\$87,664.82	6	\$92,098.61	7	\$95,782.38
	1	\$6,024.76	2	\$6,314.86	3	\$6,632.20	4	\$6,967.66	5	\$7,305.40	6	\$7,674.88	7	\$7,981.87
	1	\$34.63	2	\$36.29	3	\$38.12	4	\$40.04	5	\$41.99	6	\$44.11	7	\$45.87
61	1	\$74,064.92	2	\$77,655.03	3	\$81,598.69	4	\$85,706.81	5	\$89,758.93	6	\$94,298.30	7	\$98,070.08
	1	\$6,172.08	2	\$6,471.25	3	\$6,799.89	4	\$7,142.23	5	\$7,479.91	6	\$7,858.19	7	\$8,172.51
	1	\$35.47	2	\$37.19	3	\$39.08	4	\$41.05	5	\$42.99	6	\$45.16	7	\$46.97
62	1	\$75,778.37	2	\$79,586.43	3	\$83,611.94	4	\$87,664.82	5	\$92,125.48	6	\$96,784.87	7	\$100,656.21
	1	\$6,314.86	2	\$6,632.20	3	\$6,967.66	4	\$7,305.40	5	\$7,677.12	6	\$8,065.41	7	\$8,388.02
	1	\$36.29	2	\$38.12	3	\$40.04	4	\$41.99	5	\$44.12	6	\$46.35	7	\$48.21

Grade	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly
63	1	\$77,655.03	2	\$81,598.69	3	\$85,706.81	4	\$89,758.93	5	\$94,436.78	6	\$99,213.18	7	\$103,181.69
	1	\$6,471.25	2	\$6,799.89	3	\$7,142.23	4	\$7,479.91	5	\$7,869.73	6	\$8,267.77	7	\$8,598.47
	1	\$37.19	2	\$39.08	3	\$41.05	4	\$42.99	5	\$45.23	6	\$47.52	7	\$49.42
64	1	\$79,586.43	2	\$83,611.94	3	\$87,664.82	4	\$92,125.48	5	\$96,694.98	6	\$101,585.38	7	\$105,648.68
	1	\$6,632.20	2	\$6,967.66	3	\$7,305.40	4	\$7,677.12	5	\$8,057.91	6	\$8,465.45	7	\$8,804.06
	1	\$38.12	2	\$40.04	3	\$41.99	4	\$44.12	5	\$46.31	6	\$48.65	7	\$50.60
65	1	\$81,598.69	2	\$85,706.81	3	\$89,758.93	4	\$94,436.78	5	\$99,034.40	6	\$104,042.69	7	\$108,204.42
	1	\$6,799.89	2	\$7,142.23	3	\$7,479.91	4	\$7,869.73	5	\$8,252.87	6	\$8,670.22	7	\$9,017.03
	1	\$39.08	2	\$41.05	3	\$42.99	4	\$45.23	5	\$47.43	6	\$49.83	7	\$51.82
66	1	\$83,611.94	2	\$87,664.82	3	\$92,125.48	4	\$96,694.98	5	\$101,590.52	6	\$106,728.87	7	\$110,997.94
	1	\$6,967.66	2	\$7,305.40	3	\$7,677.12	4	\$8,057.91	5	\$8,465.88	6	\$8,894.07	7	\$9,249.83
	1	\$40.04	2	\$41.99	3	\$44.12	4	\$46.31	5	\$48.65	6	\$51.12	7	\$53.16
67	1	\$85,706.81	2	\$89,758.93	3	\$94,436.78	4	\$99,034.40	5	\$104,093.16	6	\$109,357.68	7	\$113,732.09
	1	\$7,142.23	2	\$7,479.91	3	\$7,869.73	4	\$8,252.87	5	\$8,674.43	6	\$9,113.14	7	\$9,477.67
	1	\$41.05	2	\$42.99	3	\$45.23	4	\$47.43	5	\$49.85	6	\$52.37	7	\$54.47
68	1	\$87,664.82	2	\$92,125.48	3	\$96,694.98	4	\$101,590.52	5	\$106,541.18	6	\$111,929.24	7	\$116,406.47
	1	\$7,305.40	2	\$7,677.12	3	\$8,057.91	4	\$8,465.88	5	\$8,878.43	6	\$9,327.44	7	\$9,700.54
	1	\$41.99	2	\$44.12	3	\$46.31	4	\$48.65	5	\$51.03	6	\$53.61	7	\$55.75
69	1	\$89,758.93	2	\$94,436.78	3	\$99,034.40	4	\$104,093.16	5	\$109,207.03	6	\$114,729.80	7	\$119,319.01
	1	\$7,479.91	2	\$7,869.73	3	\$8,252.87	4	\$8,674.43	5	\$9,100.59	6	\$9,560.82	7	\$9,943.25
	1	\$42.99	2	\$45.23	3	\$47.43	4	\$49.85	5	\$52.30	6	\$54.95	7	\$57.15
70	1	\$92,125.48	2	\$96,694.98	3	\$101,590.52	4	\$106,541.18	5	\$111,926.61	6	\$117,587.23	7	\$122,290.82
	1	\$7,677.12	2	\$8,057.91	3	\$8,465.88	4	\$8,878.43	5	\$9,327.22	6	\$9,798.94	7	\$10,190.90
	1	\$44.12	2	\$46.31	3	\$48.65	4	\$51.03	5	\$53.60	6	\$56.32	7	\$58.57
71	1	\$94,436.78	2	\$99,034.40	3	\$104,093.16	4	\$109,207.03	5	\$114,673.93	6	\$120,473.54	7	\$125,292.37
	1	\$7,869.73	2	\$8,252.87	3	\$8,674.43	4	\$9,100.59	5	\$9,556.16	6	\$10,039.46	7	\$10,441.03
	1	\$45.23	2	\$47.43	3	\$49.85	4	\$52.30	5	\$54.92	6	\$57.70	7	\$60.01
72	1	\$96,694.98	2	\$101,590.52	3	\$106,541.18	4	\$111,926.61	5	\$117,447.62	6	\$123,388.21	7	\$128,323.68
	1	\$8,057.91	2	\$8,465.88	3	\$8,878.43	4	\$9,327.22	5	\$9,787.30	6	\$10,282.35	7	\$10,693.64
	1	\$46.31	2	\$48.65	3	\$51.03	4	\$53.60	5	\$56.25	6	\$59.09	7	\$61.46
73	1	\$99,034.40	2	\$104,093.16	3	\$109,207.03	4	\$114,673.93	5	\$120,276.80	6	\$126,360.02	7	\$131,414.38
	1	\$8,252.87	2	\$8,674.43	3	\$9,100.59	4	\$9,556.16	5	\$10,023.07	6	\$10,530.00	7	\$10,951.20
	1	\$47.43	2	\$49.85	3	\$52.30	4	\$54.92	5	\$57.60	6	\$60.52	7	\$62.94
74	1	\$101,590.52	2	\$106,541.18	3	\$111,926.61	4	\$117,447.62	5	\$123,241.95	6	\$129,475.19	7	\$134,654.09
	1	\$8,465.88	2	\$8,878.43	3	\$9,327.22	4	\$9,787.30	5	\$10,270.16	6	\$10,789.60	7	\$11,221.17
	1	\$48.65	2	\$51.03	3	\$53.60	4	\$56.25	5	\$59.02	6	\$62.01	7	\$64.49
75	1	\$104,093.16	2	\$109,207.03	3	\$114,673.93	4	\$120,276.80	5	\$126,260.96	6	\$132,646.61	7	\$137,952.44
	1	\$8,674.43	2	\$9,100.59	3	\$9,556.16	4	\$10,023.07	5	\$10,521.75	6	\$11,053.88	7	\$11,496.04
	1	\$49.85	2	\$52.30	3	\$54.92	4	\$57.60	5	\$60.47	6	\$63.53	7	\$66.07
76	1	\$106,541.18	2	\$111,926.61	3	\$117,447.62	4	\$123,241.95	5	\$129,361.57	6	\$135,904.53	7	\$141,340.68
	1	\$8,878.43	2	\$9,327.22	3	\$9,787.30	4	\$10,270.16	5	\$10,780.13	6	\$11,325.38	7	\$11,778.39
	1	\$51.03	2	\$53.60	3	\$56.25	4	\$59.02	5	\$61.95	6	\$65.09	7	\$67.69
77	1	\$109,207.03	2	\$114,673.93	3	\$120,276.80	4	\$126,260.96	5	\$132,571.16	6	\$139,276.20	7	\$144,847.18
	1	\$9,100.59	2	\$9,556.16	3	\$10,023.07	4	\$10,521.75	5	\$11,047.60	6	\$11,606.35	7	\$12,070.60
	1	\$52.30	2	\$54.92	3	\$57.60	4	\$60.47	5	\$63.49	6	\$66.70	7	\$69.37

Grade	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly	Step	Annual Monthly Hourly
78	1	\$111,926.61	2	\$117,447.62	3	\$123,241.95	4	\$129,361.57	5	\$135,889.47	6	\$142,762.11	7	\$148,472.58
	1	\$9,327.22	2	\$9,787.30	3	\$10,270.16	4	\$10,780.13	5	\$11,324.12	6	\$11,896.84	7	\$12,372.71
	1	\$53.60	2	\$56.25	3	\$59.02	4	\$61.95	5	\$65.08	6	\$68.37	7	\$71.11
79	1	\$114,673.93	2	\$120,276.80	3	\$126,260.96	4	\$132,571.16	5	\$139,180.41	6	\$146,219.78	7	\$152,068.59
	1	\$9,556.16	2	\$10,023.07	3	\$10,521.75	4	\$11,047.60	5	\$11,598.37	6	\$12,184.98	7	\$12,672.38
	1	\$54.92	2	\$57.60	3	\$60.47	4	\$63.49	5	\$66.66	6	\$70.03	7	\$72.83
80	1	\$117,447.62	2	\$123,241.95	3	\$129,361.57	4	\$135,889.47	5	\$142,499.34	6	\$149,706.44	7	\$155,694.61
	1	\$9,787.30	2	\$10,270.16	3	\$10,780.13	4	\$11,324.12	5	\$11,874.95	6	\$12,475.54	7	\$12,974.55
	1	\$56.25	2	\$59.02	3	\$61.95	4	\$65.08	5	\$68.25	6	\$71.70	7	\$74.57

For Classified Hourly salary rates (Schedule C2) please use the hourly rates listed above.

#### NOTES REGARDING TYPES OF EARNINGS:

**Retention Incentive:** Indicated on Step 7 of the salary schedule. An employee is eligible when he or she has served for two years on the top step of the salary schedule in the same grade.

**Longevity Award:** Longevity increments are awarded to acknowledge continued “good solid performance” with the District. The monthly increments are cumulative (and subject to proration) and will be paid at the completion of the year as follows:

Full-Time Employees		Classified Hourly Employees	
Eighth Year	\$130 per month	Year 15	\$130 per month
Thirteenth Year	\$140 per month	Year 20	\$140 per month
Eighteenth Year	\$150 per month	Year 25	\$150 per month
Twenty-Third Year	\$170 per month	Year 30	\$170 per month
Maximum	\$7,080 per year	Maximum	\$7,080 per year

**Professional Growth Award:** \$1,080 per year for employees who meet the requirements of the award. Maximum of \$12,960.

#### **Shift Differential Pay:**

Swing Shift - A full-time employee whose normal workday extends after 9:00 p.m. will be entitled to the swing shift differential of 4.5% per month.

Grave Shift - A full-time employee whose normal workday extends after 5:00 a.m. will be entitled to the graveyard shift differential of 6.0% per month.

(Part-time workers in the bargaining unit who have a normal workday of six hours or more shall be eligible for a shift differential of \$50.00 per month.)

Weekend Shift - Premium pay of \$75 per month shall be paid to any worker whose regular workweek assignment falls outside of the normal workweek (Monday-Friday).

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**APPENDIX D**

**CLASSIFICATION TITLES AND GRADES**

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<b>Title</b>	<b>Grade</b>
Academic Advisor	46
Academic Scheduling Coordinator	56
Academic Services Technician	46
Academic Services Technician, Senior	50
Accommodations Coordinator	48
Accommodations Instructional Technology Coordinator	58
Accountant	51
Accountant, Senior	63
Accountant, Senior-Grants Monitor	63
Accounting Assistant	40
Accounting Technician, Senior	46
Accounts Payable Assistant	41
Adapted Physical Education Specialist	46
Administrative Assistant I	42
Administrative Assistant II	46
Administrative Assistant, Senior	52
Admissions & Records Assistant	41
Admissions & Records Coordinator, Senior	55
Allied Health & Nursing Specialist	42
Alternative Media Specialist	60
Articulation Specialist	46
Assessment Specialist	46
Athletic Trainer	46
Automotive Technician	50
Benefits Specialist	54
Benefits Technician	46
Bookstore Coordinator	52

<b>Title</b>	<b>Grade</b>
Bookstore Courseware Coordinator	39
Bookstore Shipping & Receiving Assistant	35
Broadcast Production Coordinator	54
Budget Analyst	56
Business Analyst	53
Buyer	48
Buyer, Senior	54
Buyer, Senior – Special Projects	60
Call Center Support Technician	50
Campus Budget & Enrollment Analyst	54
Campus Facilities Rental Coordinator	56
Campus Personnel Assistant	44
Cashier, Senior	41
Cashiering Services Coordinator	48
Child Development Center Teacher	45
Clinic Nurse	60
College Web Coordinator, Senior	70
Communications Associate	54
Communications and Development Coordinator	48
Communications Operator/Receptionist	33
Community Education & Planetarium Assistant	46
Community Education Programs, Lead	60
Community Education Web Support/Marketing Specialist	54
Community Service Officer	39
Computer Lab Instructional Coordinator	52
Computer Lab Operations Coordinator	52
Computer Project Coordinator	73

<b>Title</b>	<b>Grade</b>
Computer Systems Integration Specialist	60
Counseling Services Specialist	46
Curriculum Coordinator	55
Customer Service Assistant	37
Database Administrator, Senior	70
Database Programmer Analyst	70
Dental Clinic Administrative Assistant	42
Division Administrative Assistant	44
Enrollment Services Specialist	46
Environmental Studies Technician	45
EOPS Services Coordinator	48
EOPS Specialist	41
EOPS Specialist, Senior	46
Evaluation Specialist	49
Evaluation Specialist, Senior	52
Executive Assistant	46
Executive Director, Kirsch Center for Environment Studies & The Environmental Study Area	54
Facilities & Equipment Assistant	39
Facilities & Equipment Coordinator	42
Financial Aid Assistant	41
Financial Aid Coordinator	48
Financial Aid Outreach Assistant	41
Financial Aid Outreach Coordinator	48
Flea Market Coordinator	41
Furniture, Fixtures & Equipment (FF&E) Coordinator	56
Graduation & Evaluation Coordinator	55
Graphic Design Technician	48

<b>Title</b>	<b>Grade</b>
Health Services Assistant	39
Human Resources Technician I	46
Human Resources Technician II	48
Instructional Associate	45
Instructional Computer Lab Administrator	57
Instructional Computer Lab Administrator, Senior	60
Instructional Designer	60
Instructional Facilities Coordinator, Discipline	46
Instructional Services Coordinator	55
Instructional Support Coordinator	46
Instructional Support Technician, Discipline	45
Instructional Technology Coordinator	66
Instructional Technology Solutions Systems Engineer	64
International Operations Analyst	58
Internship/Job Developer	50
Laboratory Technician	45
Laboratory Technician, Art	45
Laboratory Technician, Photography	45
Laboratory Technician, Physical Therapy	45
Learning Management Systems Administrator	70
Library Technician	38
Library Technician, Senior	44
Machine Tool Technician	50
Mobility Assistant/Van Driver	33
Multimedia Coordinator	56
Multimedia Producer	64
Museum Programs Coordinator	52

<b>Title</b>	<b>Grade</b>
Network & Communications Administrator	65
Network & Communications Technician	60
Network Engineer	72
Network Security Engineer	73
Network Specialist	56
Nurse Practitioner	74
Office Assistant	33
Office Coordinator	46
Office Coordinator, Printing Services	46
Outreach Assistant	41
Payroll Technician II	46
Payroll Technician, Senior	51
Physical Education/Wellness Assistant	45
Planetarium Coordinator	52
Police Dispatcher	42
Police Records Specialist	41
Police Support Services Coordinator, Sr.	52
Postal Services Assistant	35
Press Operator II	40
Press Operator, Senior	44
Printing Services Coordinator	46
Program Coordinator I	48
Program Coordinator II	52
Program Coordinator, Senior	56
Programmer Analyst I	55
Programmer Analyst II	64
Programmer Analyst, Senior	70

<b>Title</b>	<b>Grade</b>
Project Analyst	60
PSME Laboratory Instructional Coordinator	52
Publications, Publicity & Editorial Coordinator	56
Real Time Captioner	59
Research Analyst	52
Research Analyst, Sr./Data Warehouse Coordinator	70
Sales Coordinator, Senior	56
School Relations Specialist	46
Secretary	37
Secretary, Senior	41
Sign Language Interpreter II	57
Student Activities Specialist	44
Student Success Specialist	46
Systems & Network Programmer I	60
Systems & Network Programmer II	66
Systems & Network Programmer, Senior	72
Technology Services Technician	45
Technology Services Technician II	48
Technology Training Specialist	54
Television Systems Engineer	64
Testing Assistant	33
Testing Technician	41
Theater & Fine Arts Assistant	46
Theater & Fine Arts Facilities Coordinator	52
Veterans Resources Specialist	46
Web Content Developer	60
Web & Print Communications Design Coordinator	62

<b>Title</b>	<b>Grade</b>
Web Support Technician	54
Workstation & Systems Support Technician I	50
Workstation & Systems Support Technician II	55
Workstation & Systems Support Technician, Senior	60

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## **APPENDIX D.1**

# **CLASSIFIED HOURLY CLASSIFICATION TITLES AND GRADES**

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**Classification Titles and Grades  
Classified Hourly**

<b>Title</b>	<b>Grade</b>
1. Adaptive Learning Assistant – Foothill	30
2. Adapted PE Class Assistant – De Anza	30
3. Automotive Technology Tool Room Assistant	30
4. Biology/Biotechnology Laboratory Technician	45
5. Ceramics Technician – De Anza	33
6. Ceramics Technician – Foothill	33
7. Customer Support Associate, Bookstore	35
8. Evening Assistant	37
9. Evening Clinic Nurse	60
10. Language Arts Lab Assistant	40
11. Massage Therapy Assistant	35
12. Math Center Assistant	40
13. Performance Class Accompanist	41
14. Planetarium Presenter and Technical Assistant	45
15. PM Stockroom Clerk	35
16. Radio Station Coordinator	40
17. Short Course Assistant	40
18. Teacher Assistant, Child Development Center (CDC)	30
19. Tutorial Assistant	35
20. Weekend Library Assistant – De Anza	37
21. Weekend Library Assistant – Foothill	37

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## **APPENDIX E**

# **ELIGIBILITY CRITERIA FOR DOMESTIC PARTNERS' BENEFITS AND AFFIDAVIT FOR ENROLLMENT**

## **APPENDIX E**

### **ELIGIBILITY CRITERIA FOR DOMESTIC PARTNERS' BENEFITS**

#### **I. Definitions**

Domestic Partnership. Domestic partners are two persons, each aged 18 or older, who have chosen to live together in a committed relationship, who are not legally allowed to marry in the state in which they reside, and who have agreed to be jointly responsible for living expenses incurred during the domestic partnership.

- Live Together. "Live together" means that two people share the same living quarters. Each partner must have the legal right, documented in writing, to possess the living quarters.
- Living Expenses. "Responsible for living expenses" means that the partners are jointly responsible for the common welfare and financial obligations of each other which are incurred during the domestic partnership.

#### **II. Eligibility and Enrollment Criteria**

- A. In order to enroll for coverage of the domestic partner, the employee and his or her domestic partner must complete, sign under penalty of perjury, and file with the District an affidavit attesting to their meeting eligibility requirements, as provided below.
- B. In order to be eligible for domestic partner coverage, the following criteria must be met:
  - 1. The benefit must be one for which the employee's spouse would be eligible, if the employee were married.
  - 2. The employee and the non-employee must be domestic partners according to the definition in Section I above.
  - 3. Both members of the domestic partnership must have reached the age of 18 and be mentally competent to consent to contract.
  - 4. The employee and non-employee must be each other's sole domestic partner.
  - 5. Neither member of the domestic partnership may be married.
  - 6. Neither member of the domestic partnership may have had another domestic partner within the previous six months, unless that domestic partnership terminated by death.

7. Neither of the partners is related to the other by blood as would prevent them from marrying under California law (i.e., parent, child, sibling, half-sibling, grandparent, grandchild, niece, nephew, aunt, uncle).
8. The domestic partners must share the same principal place of residence and intend to do so indefinitely. They must disclose the address of that residence.
9. The domestic partners must agree that they both are jointly responsible for the common welfare and financial obligations of each other which are incurred during the domestic partnership. The partners' practice need not be to contribute equally to the cost of the living expenses as long as they agree that both are responsible for the total cost.
10. The domestic partners must intend that the circumstances which render them eligible for enrollment will remain so indefinitely.
11. The domestic partners must acknowledge that they understand and agree that the employee domestic partner may make health plan and other benefit elections on behalf of the non-employee domestic partners.
12. The domestic partners must acknowledge that the District may require supportive documentation satisfactory to the District concerning any and all eligibility criteria. Such documentation may include but not be limited to: a deed showing joint ownership of property, a lease stating both partners' names as lessees, a joint bank account, or other similar documentation.
13. The domestic partners must acknowledge that they understand that in addition to the eligibility requirements of the District for domestic partner coverage, there are terms and conditions and limitations of coverage set forth in the offered benefit plans themselves. The domestic partners must agree that by executing the affidavit, each agrees to be bound by the terms and conditions of coverage of the plans.
14. The employee must acknowledge that he or she understands that under applicable federal and state tax law, District-provided benefits coverage of the non-employee domestic partner could result in imputed taxable income to the employee, subject to income tax withholding and applicable payroll taxes.
15. The domestic partners must agree to notify the District within 30 days if there is any change of circumstances attested to in their affidavit. The notice is to be in the form of an amendment of their affidavit. The non-employee domestic partner must agree that the employee domestic partner may terminate the domestic partner benefits unilaterally, at any time,

irrespective of the view of the non-employee. If the employee executes such an option, that employee shall notify the non-employee domestic partner as soon as possible that his or her benefits have been terminated and it shall be sole responsibility of that employee to make such notification.

16. The domestic partners must acknowledge that they understand that, if either has made a false statement regarding his or her qualification as a domestic partner or has failed to comply with the terms of the affidavit, the District shall have the absolute right to terminate any and all of the domestic partner's benefits in accordance with the eligibility procedures specified in the health benefits plan. Additionally, if the District suffers any loss thereby, the District may bring a civil action against either or both of the domestic partners to recover its losses, including reasonable attorney's fees and court costs.
17. The domestic partners must acknowledge that the District Administrator of any benefit plan at issue will be the sole and final judge of whether a domestic partner is qualified for benefits.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
**AFFIDAVIT FOR ENROLLMENT OF DOMESTIC PARTNERS**

I, \_\_\_\_\_,  
(print name of employee)

And

I, \_\_\_\_\_,  
(print name of non-employee domestic partner)

certify that:

1. We are domestic partners of one another within the following definitions:

**Definitions**

Domestic Partnership. Domestic partners are two persons, each aged 18 or older, who have chosen to live together in a committed relationship, who are not legally allowed to marry in the state in which they reside, and who have agreed to be jointly responsible for living expenses incurred during the domestic partnership.

- Live Together. "Live together" means that two people share the same living quarters. Each partner must have the legal right, documented in writing, to possess the living quarters.
- Living Expenses. "Responsible for living expenses" means that the partners are jointly responsible for the common welfare and financial obligations of each other which are incurred during the domestic partnership.

2. Each of us understands that in addition to meeting the definition of domestic partnership provided in Section I above, we must satisfy the additional eligibility criteria provided herein.
3. We are both eighteen (18) years of age or older and are mentally competent to consent to contract.
4. We are each other's sole domestic partner.
5. Neither of us is married.
6. Neither of us has been a member of another domestic partnership within the previous six (6) months, unless that domestic partnership terminated by death.
7. Neither of us is related to the other by blood as would prevent us from marrying under California law (i.e., parent, child, sibling, half-sibling, grandparent, grandchild, niece, nephew, aunt, uncle).

8. We share the same principal place of residence and we intend to do so indefinitely. Currently the address of our principal place of residence is:
- 
- 
- 
9. By signing this Affidavit for enrollment of a Domestic Partner for District benefits, we agree that we both are jointly responsible for the common welfare and financial obligations of each other which are incurred during the domestic partnership. We understand that our practice need not be to contribute equally to the cost of our living expenses but we agree that both of us are responsible for the total cost.
10. Each of us intends that the circumstances which render us eligible for enrollment will remain so indefinitely.
11. Each of us understands and agrees that the employee domestic partner may make health plan and other benefits elections on behalf of the non-employee domestic partner.
12. Each of us understands and agrees that the District may in its discretion, require supportive documentation satisfactory to the District concerning the eligibility criteria and assertions herein. Such documentation may include but not be limited to: a deed showing joint ownership of property, a lease stating both partners' names as lessees, a joint bank account, or other similar documentation.
13. Each of us understands that, in addition to the eligibility requirements of the District for domestic partner coverage, there are terms and conditions and limitations of coverage and eligibility criteria set forth in the offered benefit plans themselves. We understand that we are also bound by the terms of these policies and agreements.
14. Each of us understands that under applicable federal and state tax law, District-provided benefits coverage of the non-employee domestic partner could result in imputed taxable income to the employee, subject to income tax withholding and applicable payroll taxes.
15. Each of us agrees that if there is any change of circumstances attested to in this affidavit, we will, within thirty (30) days of such change of circumstances, file an amendment of this affidavit. The non-employee domestic partner agrees that the employee domestic partner may terminate the domestic partner benefits unilaterally, at any time, irrespective of the view of the non-employee. If the employee-domestic partner executes such an option, the employee shall notify the non-employee domestic partner as soon as possible that his or her benefits have been terminated and it shall be the sole responsibility of that employee to make such notification.
16. Each of us understands that if either of us has made a false statement regarding his or her qualifications as a domestic partner or has failed to comply with the terms of the Affidavit, the District shall have the absolute right to terminate any and all of the domestic partner's benefits in accordance with the eligibility procedures specified in the health benefits plan. Additionally, if the District suffers any loss thereby, the District may bring a civil action against either or both of the domestic partners to recover its losses, including reasonable attorneys' fees and court costs.

17. Each of us understands and agrees that the District Administrator of any benefit plan at issue shall be the sole judge of determining whether we qualify as domestic partners.
18. Each of us declares under penalty of perjury under the laws of the State of California that the assertions in this Affidavit are true and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Non-Employee  
Domestic Partner

\_\_\_\_\_  
Date of Birth

State of California     )  
                                      ) ss.  
County of Santa Clara)

On this \_\_\_\_\_ day of \_\_\_\_\_,  
in the year \_\_\_\_\_, before  
me, \_\_\_\_\_,  
a Notary Public, State of California, duly  
commissioned and sworn, personally appeared  
\_\_\_\_\_ personally known to me (or  
proved to me on the basis of satisfactory evidence) to  
be the person(s) whose name(s) \_\_\_\_\_  
subscribed to the within instrument and  
acknowledged to me that \_\_\_\_\_ he \_\_\_\_\_ executed the  
same in his/her/their authorized capacity(ies), and  
that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the  
person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF CALIFORNIA

My commission expires:

\_\_\_\_\_



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## **APPENDIX F**

# **FAMILY MEDICAL LEAVE ACT**

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
Board of Trustees, Policy 4205, Approved September 1995, Revised April 2002

**FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT**

**Policy**

In compliance with the Family Medical Leave Act (FMLA) and the California Family Rights Act, eligible District employees may take unpaid leave of up to 12 weeks for qualified medical and family reasons. The purpose of the Family Medical Leave Act is to provide employees reasonable leave to care for an eligible family member, or the employee himself or herself, in the event of a serious medical condition, or to enable the employee to care for a child within one year of the child's adoption or receipt into foster care. While on leave, employees are entitled to District paid benefits.

**Note**

Family Medical Leave runs concurrently with other applicable leaves. This means that the leave is granted only to ensure a total of 12 weeks of leave with benefits for certain qualifying events (see below). For example, if an employee has paid personal necessity leave of one week available, the Family Medical Leave will be for an additional 11 weeks, making a total of 12 weeks of leave in any 12 month period.

**Eligibility**

Full-time or part-time employees are eligible for this leave who have been employed for more than 12 months with the District and have worked at least 1,250 hours in the 12-month period prior to the date the leave begins.

**Qualifying Events for Purpose of Family Medical Leave**

The conditions for which Family Medical Leave may be taken are:

1. birth or adoption of a child, or the receipt of a child into foster care, within one year of such birth or placement, or
2. the employee's own serious health condition that makes the employee unable to work at all or unable to perform essential job functions, or
3. a serious health condition of an employee's child, spouse, parent or member of the immediate household, which requires the employee to care for the family member.

A serious health condition means an illness, injury, impairment, or physical or mental condition which involves either inpatient care or continuing treatment or supervision by a health care provider.

### **Eligible Child**

An eligible child is defined as:

1. a biological, adopted or foster child, a stepchild, or a legal ward under the age of 18, or
2. an adult dependent child over the age of 18 who is incapable of self-help due to a mental or physical disability, or
3. a child under 18 who is treated as the employee's child or for whom the employee has been "in loco parentis."

### **Applications for Leave**

A request for Family Medical Leave must be made in writing by completing the Family Medical Leave application form. The application must be submitted to the employee's administrator and then forwarded to the Office of Human Resources at least thirty days before the requested start of the leave unless the reason for the leave is due to an emergency, in which case the request must be made immediately. The completed application must state the reason for the leave and the beginning and ending dates of the leave.

### **Conditions of Leave**

1. An employee who requests medical leave for his or her own serious health condition is required to use all accrued paid leave, including vacation time, sick leave and extended sick leave if applicable concurrently with the Family Medical Leave Act leave. Because Family Medical Leave is limited to twelve workweeks, it is unlikely that an employee will run out of extended sick leave within the duration of this leave.
2. An employee who requests Family Medical Leave to care for his or her spouse, child, parent or member of the immediate household with a serious medical condition must first use all available paid leave, including vacation time and personal necessity and then sick leave to the extent allowed in the employee's relevant bargaining unit agreement for care of family members. At the exhaustion of all paid leaves, the remainder of the leave - up to a maximum of twelve weeks - will be unpaid.
3. Leave taken because of the serious health condition of an employee, spouse, child, parent or member of the immediate household may be taken intermittently or on a reduced medical schedule when medically necessary. Leave may be counted in full or partial days or full or partial weeks. Such intermittent or reduced time schedule leave may require the employee to transfer temporarily to another position. Leave taken because of the birth or placement of a child may not be taken intermittently or on a reduced schedule leave unless expressly approved by the Director of Human Resources.

4. While in unpaid status under Family Medical Leave, an employee will not accrue additional benefits such as sick leave, vacation, or seniority. However, Family Medical Leave is counted as active work status for the purposes of pension vesting or eligibility in pension plans.
5. If both a husband and wife work for the District, their leave is limited to a combination of twelve weeks for the qualifying event of a birth, adoption, or foster care placement.

### **Medical Certification Statement**

An application for leave based on the serious health condition of the employee or the employee's spouse, child, parent or member of the immediate household must be accompanied by a Medical Certification Statement completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If leave is for the care of a family member, it should also estimate the amount of time that the employee will be needed to care for the patient. If leave is for the employee's own health condition, certification should also state that the employee is unable to perform the functions of his or her own position. The District may require the employee to obtain a second medical opinion at District expense. If the two medical opinions conflict, the opinion of a third medical provider, approved jointly by the employee and the District, may be required at District expense, and the third opinion will be final and binding. If additional leave is requested beyond the period stated in the certification, the District may require recertification in accordance with these procedures.

### **Return From or Failure To Return From Leave**

The employee is expected to return to work on the date stated in the application for leave. If the employee wishes to return earlier, both the employee's administrator and the office of Human Resources should be notified at least 5 days before the employee's planned return. Failure to return from leave without notification may be construed as an abandonment of the employee's position. The District will require a certification that the employee is physically able to return to work upon return from leave due to the employee's own serious health condition. However, if an employee returning from Family Medical Leave due to his or her own serious medical condition is unable to perform the essential functions of his or her job because of a physical or mental condition, the Americans with Disabilities Act may govern.

### **Reinstatement Rights**

Unless considered a "key" employee, an employee on Family Medical Leave is entitled to be returned to the same position held prior to the leave, if still available, or to a comparable position with equivalent pay, benefits, if applicable, and other terms and conditions of employment, subject to provisions of the contract with the relevant bargaining unit. A "key" employee is one who is among the highest paid 10% of the District's employees and whose reinstatement would cause substantial economic injury to the district's operations. An employee on Family Medical Leave will not suffer the loss of any other employment benefit that the employee earned or was entitled to before using the leave.

**Health Care Benefits (if applicable):**

District paid benefits will continue during the period of Family Medical Leave. If the employee does not return from leave for a reason other than continuation or recurrence of the serious health condition that entitled the employee to leave in the first place and employment is terminated, the District can recover the cost of the health care premiums from the employee.

**Coordination with Pregnancy Disability Leave**

Family Medical Leave is separate and distinct from disability leave for pregnant employees. Pregnant employees may be entitled to a disability leave in addition to the Family Medical Leave.

An eligible employee may be entitled to take a pregnancy disability leave of up to four months and a Family Medical Leave of up to twelve weeks for a combination of approximately seven months.

**Reference**

The Family Medical Leave Act became effective on August 5, 1993.

The California Family Rights Act was amended by AB 1460 to conform the state law to the federal Family Medical Leave Act. These amendments were effective on October 5, 1993.

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## **APPENDIX G**

# **JOINT CLASSIFICATION AND COMPENSATION STUDY IMPLEMENTATION AGREEMENT**

**APPENDIX G**  
**Implementation of the District and SEIU, Local 715 Joint**  
**Classification and Compensation Study, Agreed to March 1, 1999**

- Implementation Effective September 1, 1998 (see Exhibit I).
- Moratorium on individual reclassifications for twelve (12) months, effective February 1, 1999 and ending January 31, 2000.
- All persons whose positions are down graded will continue to receive their current wage and benefits, including all future steps and COLA's.
- A successor class list was agreed upon by the District and Union for use in the case of layoff (see Exhibit II).
- Seniority will be determined by date of hire in the current classification, or if the worker was employed prior to September 1, 1998, date of hire in the classification held immediately prior to September 1, 1998.

The implementation plan will apply to all unit members in paid status at the time of ratification by the Union and District Board of Trustees. Workers who have changed classifications since September 1, 1998 will receive any increases applicable to their prior classification effective September 1, 1998.





<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
38	ADMISSIONS & REGISTRATION ASST. III	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
41	CASHIER II	CASHIER, SENIOR	41	ADMISSIONS & RECORDS	1
38	ADMISSIONS & REGISTRATION ASST. III	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
46	SUPERVISOR, ADMISSIONS REG. & RECORDS	ADMISSIONS AND RECORDS SUPERVISOR	46	ADMISSIONS & RECORDS	1
46	SENIOR EVALUATION TECHNICIAN	EVALUATION SPECIALIST, SENIOR	49	ADMISSIONS & RECORDS	1
35	ADMISSIONS & REGISTRATION ASST. II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
38	ADMISSIONS & REGISTRATION ASST. III	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
46	SUPERVISOR, ADMISSIONS REG. & RECORDS	ADMISSIONS AND RECORDS SUPERVISOR	46	ADMISSIONS & RECORDS	1
35	ADMISSIONS & REGISTRATION ASST. II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
35	ADMISSIONS & REGISTRATION ASST. II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
35	ADMISSIONS & REGISTRATION ASST. II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
35	ADMISSIONS & REGISTRATION ASST. II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
41	ADMISSIONS & REG. VETERAN PROG ASST. III	ADMISSIONS AND RECORDS VETERAN'S PROGRAM COORDINATOR	41	ADMISSIONS & RECORDS	1
41	DEGREE AUDIT SPECIALIST	DEGREE AUDIT SPECIALIST	41	ADMISSIONS & RECORDS	1
35	ADMISSIONS & REG. ASSISTANT II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	1
41	LABORATORY TECHNICIAN II	LABORATORY TECHNICIAN	45	BIOLOGY & HEALTH SCIENCES	1
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	BIOLOGY & HEALTH SCIENCES	1
35	SECRETARY II	SECRETARY	37	BIOLOGY & HEALTH SCIENCES	1
34	BOOKSTORE TEXTBOOK ASSISTANT	BOOKSTORE TEXTBOOK ASSISTANT	34	BOOKSTORE, BUILDINGS & GROUNDS	1
36	ACCOUNT CLERK III	ACCOUNTING ASSISTANT	40	BOOKSTORE, BUILDINGS & GROUNDS	1
35	BOOKSTORE SHIPPING & REC. CLERK II	BOOKSTORE SHIPPING & RECEIVING ASSISTANT	35	BOOKSTORE, BUILDINGS & GROUNDS	1
56	BOOKSTORE SUPERVISOR	BOOKSTORE COORDINATOR	56	BOOKSTORE, BUILDINGS & GROUNDS	1
39	COURSEWARE SUPERVISOR	BOOKSTORE COURSEWARE COORDINATOR	39	BOOKSTORE, BUILDINGS & GROUNDS	1
41	BOOKSTORE ASSISTANT	BOOKSTORE ASSISTANT	41	BOOKSTORE, BUILDINGS & GROUNDS	1
41	MANAGER I				
52	COMPUTER LAB INSTRUCTIONAL COORDINATOR	INSTRUCTIONAL ASSOCIATE	45	BUSINESS & SOCIAL SCIENCE	1
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	BUSINESS & SOCIAL SCIENCE	1
41	STAFF ASSISTANT I - CHILD DEVEL CENTER	ADMINISTRATIVE ASSISTANT I	42	CHILD DEVELOPMENT	1
48	PEACE OFFICER	POLICE OFFICER	50	COLLEGE POLICE	1
48	PEACE OFFICER	POLICE OFFICER	50	COLLEGE POLICE	1

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
48	PEACE OFFICER	POLICE OFFICER	50	COLLEGE POLICE	1
46	RECORDS SUPERVISOR - PUBLIC SAFETY	POLICE SUPPORT SERVICES COORDINATOR	46	COLLEGE POLICE	1
28	PARKING OFFICER	COMMUNITY SERVICES OFFICER	35	COLLEGE POLICE	1
48	PEACE OFFICER	POLICE OFFICER	50	COLLEGE POLICE	1
48	PEACE OFFICER	POLICE OFFICER	50	COLLEGE POLICE	1
56	SUPERVISOR, CTIS - INSTR LAB	COMPUTER LABORATORY SUPERVISOR	56	COMPUTERS, TECHNOLOGY & INFO SYSTEMS	1
52	COMPUTER LAB INSTRUCTIONAL COORDINATOR	COMPUTER LAB OPERATIONS COORDINATOR	52	COMPUTERS, TECHNOLOGY & INFO SYSTEMS	1
46	STAFF ASSISTANT II COMPUTER	DIVISION ADMINISTRATIVE ASSISTANT	44	COMPUTERS, TECHNOLOGY & INFO SYSTEMS	1
50	INSTRUCTIONAL COORDINATOR I INSTRUCTIONAL	COMPUTER LAB INSTRUCTIONAL COORDINATOR	52	COMPUTERS, TECHNOLOGY & INFO SYSTEMS COMPUTERS, TECHNOLOGY &	1
44	ASSOCIATE, CTIS TRANSFER CENTER	INSTRUCTIONAL ASSOCIATE	45	INFO SYSTEMS	1
46	COORDINATOR	PROGRAM COORDINATOR I ADMINISTRATIVE	48	COUNSELING & STUDENT SERVICES COUNSELING & STUDENT	1
41	STAFF ASSISTANT I	ASSISTANT I	42	SERVICES	1
46	STAFF ASSISTANT II	PROGRAM COORDINATOR I	48	COUNSELING & STUDENT SERVICES	1
41	STAFF ASSISTANT I	PROGRAM COORDINATOR I	48	COUNSELING & STUDENT SERVICES	1
38	SECRETARY III	SECRETARY	37	COUNSELING & STUDENT SERVICES	1
41	EOPS/VOCATIONAL ED SPECIALIST	EOPS SPECIALIST	41	COUNSELING & STUDENT SERVICES	1
31	OFFICE CLERK III	OFFICE ASSISTANT ADMINISTRATIVE	33	COUNSELING & STUDENT SERVICES	1
41	STAFF ASSISTANT I	ASSISTANT I	42	DEVELOPMENT OFFICE	1
38	ECONOMIC DEVELOPMENT SECRETARY	DIVISION ADMINISTRATIVE ASSISTANT	44	ECONOMIC DEVELOPMENT	1
52	STAFF ASSISTANT III	ADMINISTRATIVE ASSISTANT, SENIOR	52	ECONOMIC DEVELOPMENT	1
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	EVENING COLLEGE	1
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	FACULTY & STAFF	1
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	FACULTY & STAFF	1
41	SMART SCHOOL SPECIALIST	ASSISTANT I	42	FACULTY & STAFF	1
52	NETWORK/WORKSTATION TECHNICIAN	NETWORK SYSTEMS TECHNICIAN	56	FACULTY & STAFF	1
52	STAFF ASSISTANT III	ADMINISTRATIVE ASSISTANT, SENIOR	52	FACULTY ASSOCIATION	1

32	FINANCIAL AID ASSISTANT I	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	1
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	1

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
46	ASSISTANT FINANCIAL AID OFFICER	FINANCIAL AID COORDINATOR	46	FINANCIAL AID	1
38	FINANCIAL AID ASSISTANT II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	1
39	LABORATORY TECHNICIAN I	INSTRUCTIONAL ASSOCIATE	45	FINE ARTS & COMMUNICATION	1
38	SECRETARY III INSTRUCTIONAL	DIVISION ADMINISTRATIVE ASSISTANT	44	FINE ARTS & COMMUNICATION	1
44	ASSOCIATE - IDEA	INSTRUCTIONAL ASSOCIATE	45	FINE ARTS & COMMUNICATION	1
52	THEATRE & FINE ARTS FACILITY COORDINATOR	THEATRE & FINE ARTS FACILITIES COORDINATOR	52	FINE ARTS & COMMUNICATION	1
45	ELECTRONIC TECHNICIAN I	COMPUTER/ELECTRONICS REPAIR TECHNICIAN, SR	50	INSTRUCTION & TECHNOLOGY	1
45	ELECTRONIC TECHNICIAN I	COMPUTER/ELECTRONICS REPAIR TECHNICIAN, SR	50	INSTRUCTION & TECHNOLOGY	1
50	ELECTRONIC TECHNICIAN II	COMPUTER/ELECTRONICS REPAIR TECHNICIAN, SR	50	INSTRUCTION & TECHNOLOGY	1
45	ELECTRONIC TECHNICIAN I	COMPUTER/ELECTRONICS REPAIR TECHNICIAN, SR	50	INSTRUCTION & TECHNOLOGY	1
50	ELECTRONIC TECHNICIAN II	COMPUTER/ELECTRONICS REPAIR TECHNICIAN, SR	50	INSTRUCTION & TECHNOLOGY	1
34	PRESS OPERATOR I	PRESS OPERATOR II	40	INSTRUCTION & EDUCATIONAL RESOURCES	1
32	DUPLICATING SERVICES ASSISTANT	PRESS OPERATOR I	36	INSTRUCTION & EDUCATIONAL RESOURCES	1
46	STAFF ASSISTANT II	ADMINISTRATIVE ASSISTANT, SENIOR	52	INSTRUCTION & EDUCATIONAL RESOURCES	1
35	POSTAL SERVICES SPECIALIST	POSTAL SERVICES ASSISTANT	35	INSTRUCTION & EDUCATIONAL RESOURCES	1
46	PERSONNEL ASSISTANT	HUMAN RESOURCES TECHNICIAN II	48	INSTRUCTION & EDUCATIONAL RESOURCES	1
30	COMM OPERATOR-RECEPTIONIST II	COMMUNICATIONS OPERATOR/RECEPTIONIST	33	INSTRUCTION & EDUCATIONAL RESOURCES	1
52	STAFF ASSISTANT III	ACADEMIC SCHEDULING COORDINATOR	52	INSTRUCTION & EDUCATIONAL RESOURCES	1
44	ADMIN SERVICES ASSISTANT	ADMINISTRATIVE ASSISTANT I	42	INSTRUCTION & EDUCATIONAL RESOURCES	1
52	STAFF ASSISTANT III	CAMPUS BUDGET/ENROLLMENT ANALYST	54	INSTRUCTION & EDUCATIONAL RESOURCES	1
52	STAFF ASSISTANT III	ADMINISTRATIVE ASSISTANT, SENIOR	52	INSTRUCTION & INSTITUTIONAL RESEARCH	1
52	STAFF ASSISTANT III	RESEARCH ANALYST	52	INSTRUCTION & INSTITUTIONAL RESEARCH	1
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	INSTRUCTION & INSTITUTIONAL RESEARCH	1
41	TESTING TECHNICIAN	TESTING TECHNICIAN	41	INSTRUCTION & INSTITUTIONAL RESEARCH	1
41	STAFF ASSISTANT I - JRN	ADMINISTRATIVE ASSISTANT I	42	INSTRUCTION & INSTITUTIONAL RESEARCH	1
41	STAFF ASSISTANT I	EXECUTIVE ASSISTANT	46	INSTRUCTION & STUDENT AFFAIRS	1
39	MEDICAL ASSISTANT	ADMINISTRATIVE ASSISTANT I	42	INSTRUCTION & STUDENT AFFAIRS	1

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
52	OUTREACH OFFICER	OUTREACH SPECIALIST	52	INSTRUCTION & STUDENT DEVELOPMENT	1
41	SECRETARY IV	EXECUTIVE ASSISTANT TECHNOLOGY SERVICES	46	INSTRUCTION & STUDENT DEVELOPMENT	1
39	AUDIO VISUAL SCHEDULER	ASSISTANT ADMINISTRATIVE	40	INSTRUCTION & TECHNOLOGY	1
38	SECRETARY III	ASSISTANT I LIBRARY TECHNICIAN,	42	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	SENIOR	41	INSTRUCTION & TECHNOLOGY	1
38	SECRETARY III	SECRETARY, SENIOR LIBRARY TECHNICIAN,	41	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	SENIOR	41	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	SENIOR LIBRARY TECHNICIAN,	41	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	SENIOR LIBRARY TECHNICIAN,	41	INSTRUCTION & TECHNOLOGY	1
48	TEACHING RESOURCE CENTER SPEC.	TECHNOLOGY TRAINER LIBRARY TECHNICIAN,	50	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	SENIOR	41	INSTRUCTION & TECHNOLOGY	1
54	NETWORK COORDINATOR	NETWORK ADMINISTRATOR	60	INSTRUCTION & TECHNOLOGY	1
44	TUTORIAL COORDINATOR I	PROGRAM COORDINATOR I	48	INSTRUCTION & TECHNOLOGY	1
38	SECRETARY III INSTRUCTIONAL	DIVISION ADMINISTRATIVE ASSISTANT	44	INSTRUCTION & TECHNOLOGY	1
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	INSTRUCTION & TECHNOLOGY	1
46	STAFF ASSISTANT II INSTRUCTIONAL	EXECUTIVE ASSISTANT	46	INSTRUCTION & TECHNOLOGY	1
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	INSTRUCTION & TECHNOLOGY	1
56	COORDINATOR OF ISC & YOUTH PROGRAMS	PROGRAM COORDINATOR, SENIOR	56	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	INSTRUCTION & TECHNOLOGY	1
52	AUDIO VISUAL SUPERVISOR	TECHNOLOGY SERVICES SUPERVISOR	56	INSTRUCTION & TECHNOLOGY	1
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	INSTRUCTION & TECHNOLOGY	1
50	PUBLIC ACCESS DIRECTOR	PROGRAM COORDINATOR, SENIOR	56	INTERNATIONAL & DISTANCE EDUCATION	1
52	STAFF ASSISTANT III	PROGRAM COORDINATOR, SENIOR	56	INTERNATIONAL & DISTANCE EDUCATION	1
52	STAFF ASSISTANT III	PROGRAM COORDINATOR, SENIOR	56	INTERNATIONAL & DISTANCE EDUCATION	1
41	T V SPECIALIST IEP NO CALIFORNIA	ADMINISTRATIVE ASSISTANT I	42	INTERNATIONAL & DISTANCE EDUCATION	1
46	COORDINATOR IEP SO CALIFORNIA	PROGRAM COORDINATOR I	48	INTERNATIONAL & DISTANCE EDUCATION	1
46	COORDINATOR	PROGRAM COORDINATOR I	48	INTERNATIONAL & DISTANCE EDUCATION	1
50	TV TECHNICAL COORDINATOR	TELEVISION TECHNICAL COORDINATOR	50	INTERNATIONAL & DISTANCE EDUCATION	1
41	STAFF ASSISTANT I - IC	ADMINISTRATIVE ASSISTANT I	42	INTERNATIONAL & DISTANCE EDUCATION	1

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
46	IEP NO CALIFORNIA COORDINATOR	PROGRAM COORDINATOR I	48	INTERNATIONAL & DISTANCE EDUCATION	1
46	COORDINATOR, INTERNATIONAL PROGRAMS	PROGRAM COORDINATOR I	48	INTERNATIONAL & DISTANCE EDUCATION	1
41	STAFF ASSISTANT I INSTRUCTIONAL ASSOCIATE II	ADMINISTRATIVE ASSISTANT, SENIOR	52	INTERNATIONAL & DISTANCE EDUCATION	1
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	LANGUAGE ARTS	1
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	LANGUAGE ARTS	1
41	TYPESETTER/GRAPHIC PROD TECH	GRAPHIC DESIGN TECHNICIAN	44	MARKETING, PUBLIC RELATIONS, DESIGN SERV.	1
44	GRAPHIC ARTIST	GRAPHIC DESIGN TECHNICIAN	44	MARKETING, PUBLIC RELATIONS, DESIGN SERV.	1
46	STAFF ASSISTANT II	EXECUTIVE ASSISTANT	46	MARKETING, PUBLIC RELATIONS, DESIGN SERV.	1
52	SENIOR GRAPHIC DESIGNER	COORDINATOR	52	MARKETING, PUBLIC RELATIONS, DESIGN SERV.	1
52	PUBLIC, PRESS & PROMOTION COORDINATOR	PUBLIC, PRESS & PROMOTION COORDINATOR	52	MARKETING, PUBLIC RELATIONS, DESIGN SERV.	1
54	ASSISTANT DEVELOPMENT OFFICER	ASSISTANT DEVELOPMENT OFFICER	54	MARKETING, PUBLIC RELATIONS, DESIGN SERV.	1
41	STUDENT SERVICES COORDINATOR	ADMINISTRATIVE ASSISTANT I	42	MIDDLEFIELD CAMPUS	1
33	SECRETARY I	SECRETARY	37	MIDDLEFIELD CAMPUS	1
46	SUPERVISOR, OFF-CAMPUS REG. & ADMISSIONS	ADMISSIONS AND RECORDS SUPERVISOR	46	MIDDLEFIELD CAMPUS	1
60	PROGRAM COORDINATOR OFF-CAMPUS COORDINATOR, MIDDLEFIELD	PROGRAM COORDINATOR, SENIOR	56	MIDDLEFIELD CAMPUS	1
52	MIDDLEFIELD	CAMPUS COORDINATOR	56	MIDDLEFIELD CAMPUS	1
38	SECRETARY III OFF-CAMPUS COORDINATOR, MIDDLEFIELD	SECRETARY, SENIOR	41	MIDDLEFIELD CAMPUS	1
52	MIDDLEFIELD	CAMPUS COORDINATOR	56	MIDDLEFIELD CAMPUS	1
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	MIDDLEFIELD CAMPUS	1
39	ATHLETIC/PE FACILITY & EQUIP ATTENDANT	FACILITIES AND EQUIPMENT ASSISTANT	39	NASA AMES INTERNSHIP & TRAINING PROG. PHYSICAL EDU. & HUMAN PERFORMANCE	1
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	PHYSICAL EDU. & HUMAN PERFORMANCE	1
41	FACILITIES COORDINATOR	DIVISION ADMINISTRATIVE ASSISTANT	44	PHYSICAL EDU. & HUMAN PERFORMANCE	1
39	ATHLETIC/PE FACILITY & EQUIP ATTENDANT	FACILITIES AND EQUIPMENT ASSISTANT	39	PHYSICAL EDU. & HUMAN PERFORMANCE	1
44	LABORATORY TECHNICIAN III	LABORATORY TECHNICIAN	45	PHYSICAL SCIENCE, MATH & ENGINEERING	1
45	ELECTRONIC TECHNICIAN I - PHY	LABORATORY TECHNICIAN, PHYSICS	45	PHYSICAL SCIENCE, MATH & ENGINEERING	1
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	PHYSICAL SCIENCE, MATH & ENGINEERING	1
52	STAFF ASSISTANT III	ADMINISTRATIVE ASSISTANT, SENIOR	52	PRESIDENT'S OFFICE	1

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38	SECRETARY III	EXECUTIVE ASSISTANT	46	PRESIDENT'S OFFICE	1
35	SECRETARY II	SECRETARY	37	SPECIAL EDUCATION	1
44	PROGRAM COORD, DEAF, SERV & ACCESS CENTER DISABILITY RESOURCE	DEAF SERVICES/ACCESS CENTER INSTR ASSOC. DISABLED STUDENT	45	SPECIAL EDUCATION	1
54	CENTER COORDINATOR	SERVICES COORDINATOR	54	SPECIAL EDUCATION	1
46	STAFF ASSISTANT II	ADMINISTRATIVE ASSISTANT II	46	SPECIAL EDUCATION	1
38	SECRETARY III	SECRETARY	37	SPECIAL EDUCATION	1
35	SECRETARY II INTERMEDIATE	SECRETARY	37	SPECIAL EDUCATION	1
51	ACCOUNTANT	ACCOUNTANT	51	STUDENT SERVICES STUDENT SERVICES &	1
33	SECRETARY I INTRAMURAL	SECRETARY	37	ACTIVITIES	1
52	COORDINATOR	PROGRAM COORDINATOR I	48	STUDENT SERVICES & ACTIVITIES	1
44	STUDENT ACTIVITIES ASSISTANT	STUDENT ACTIVITIES SPECIALIST	44	STUDENT SERVICES & ACTIVITIES	1
45	EXECUTIVE SECRETARY	EXECUTIVE ASSISTANT	46	ADMIN SERVICES	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
52	GRADUATION & EVALUATION SUPERVISOR	GRADUATION & EVALUATIONS SUPERVISOR	52	ADMISSIONS & RECORDS	2
46	REGISTRATION/ADMISSIONS DAY SUPERVISOR	ADMISSIONS AND RECORDS SUPERVISOR	46	ADMISSIONS & RECORDS	2
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	ADMISSIONS & RECORDS	2
46	REGISTRATION/ADMISSIONS EVENING SUPERVISOR	ADMISSIONS AND RECORDS SUPERVISOR	46	ADMISSIONS & RECORDS	2
35	EVALUATION CLERK	EVALUATION ASSISTANT	38	ADMISSIONS & RECORDS	2
52	OUTREACH OFFICER	OUTREACH SPECIALIST	52	ADMISSIONS & RECORDS	2
38	SECRETARY III	SECRETARY, SENIOR	41	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
41	VETERANS PROGRAM COORDINATOR	VETERAN'S PROGRAM COORDINATOR	41	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
41	SUPERVISOR, STUDENT RECORDS	ADMISSIONS AND RECORDS SUPERVISOR	46	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2
35	ADMISSIONS & RECORDS CLERK II	ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS	2

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	ADMISSIONS & RECORDS	ADMISSIONS AND RECORDS			
35	CLERK II	ASSISTANT	38	ADMISSIONS & RECORDS	2
	NETWORK/WORKSTATION	NETWORK SYSTEM		ADVANCE	
52	TECHNICIAN	TECHNICIAN	56	TECH./TELECOMMUNICATIONS	2
	SERVER ADMIN/SYSTEM	SYSTEMS AND NETWORK		ADVANCE	
72	PROGRAM III	PROGRAMMER, SENIOR	72	TECH./TELECOMMUNICATIONS	2
	INSTRUCTIONAL			ADVANCE	
38	ASSOCIATE I	INSTRUCTIONAL ASSOCIATE	45	TECH./TELECOMMUNICATIONS	2
	TELEVISION CHIEF	TELEVISION SYSTEMS		ADVANCE	
64	ENGINEER	ENGINEER	64	TECH./TELECOMMUNICATIONS	2
	FACILITY & STAFFING	STAFFING AND FACILITIES		ADVANCE	
50	COORDINATOR	COORDINATOR	50	TECH./TELECOMMUNICATIONS	2
		ADMINISTRATIVE		ADVANCE	
41	STAFF ASSISTANT I	ASSISTANT I	42	TECH./TELECOMMUNICATIONS	2
	ASSISTANT COORDINATOR,	PROGRAM COORDINATOR,		ADVANCE	
52	DISTANCE LEARN CENTER	SENIOR	56	TECH./TELECOMMUNICATIONS	2
				ADVANCE	
50	PUBLIC ACCESS DIRECTOR	PUBLIC ACCESS SPECIALIST	50	TECH./TELECOMMUNICATIONS	2
	TECHNOLOGY SERVICES	COMPUTER/ELECTRONICS		ADVANCE	
37	SPEC I	REPAIR TECHNICIAN	45	TECH./TELECOMMUNICATIONS	2
	PRODUCTIONS/OPERATIONS	PRODUCTION OPERATIONS		ADVANCE	
56	SUPERVISOR	COORDINATOR	56	TECH./TELECOMMUNICATIONS	2
	TV TECHNICAL	TELEVISION TECHNICAL		ADVANCE	
50	COORDINATOR	COORDINATOR, SENIOR	54	TECH./TELECOMMUNICATIONS	2
	INSTRUCTIONAL			ADVANCE	
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	TECH./TELECOMMUNICATIONS	2
		COMPUTER/ELECTRONICS		ADVANCE	
50	ELECTRONIC TECHNICIAN II	REPAIR TECHNICIAN, SR	50	TECH./TELECOMMUNICATIONS	2
		DIVISION ADMINISTRATIVE		ADVANCE	
46	STAFF ASSISTANT II	ASSISTANT	44	TECH./TELECOMMUNICATIONS	2
				ADVANCE	
41	STAFF ASSISTANT I	SECRETARY, SENIOR	41	TECH./TELECOMMUNICATIONS	2
	NETWORK/WORKSTATION	NETWORK SYSTEM		ADVANCE	
52	TECHNICIAN	TECHNICIAN	56	TECH./TELECOMMUNICATIONS	2
	AUDIO VISUAL & MEDIA	TECHNOLOGY SERVICES		ADVANCE	
56	CENTER COORDINATOR	SUPERVISOR, SENIOR	60	TECH./TELECOMMUNICATIONS	2
		COMPUTER/ELECTRONICS		ADVANCE	
50	ELECTRONIC TECHNICIAN II	REPAIR TECHNICIAN, SR	50	TECH./TELECOMMUNICATIONS	2
	NETWORK/WORKSTATION	NETWORK SYSTEM		ADVANCE	
52	TECHNICIAN	TECHNICIAN	56	TECH./TELECOMMUNICATIONS	2
	TELECONFERENCE	VIDEO CONFERENCE		ADVANCE	
50	COORDINATOR	COORDINATOR	50	TECH./TELECOMMUNICATIONS	2
	PROGRAM SUPERVISOR,	PROGRAM COORDINATOR,		ADVANCE	
58	FACILITY TECH TRAINING	SENIOR	56	TECH./TELECOMMUNICATIONS	2
	NETWORK/WORKSTATION	NETWORK SYSTEMS		ADVANCE	
52	TECHNICIAN	TECHNICIAN	56	TECH./TELECOMMUNICATIONS	2
		COMPUTER/ELECTRONICS		ADVANCE	
50	ELECTRONIC TECHNICIAN II	REPAIR TECHNICIAN, SR	50	TECH./TELECOMMUNICATIONS	2
		ADMINISTRATIVE		ADVANCE	
41	STAFF ASSISTANT I	ASSISTANT I	42	TECH./TELECOMMUNICATIONS	2
	TECHNOLOGY SERVICES	COMPUTER/ELECTRONICS		ADVANCE	
37	SPEC I	REPAIR TECHNICIAN	45	TECH./TELECOMMUNICATIONS	2
	MACHINE TOOL	MACHINE TOOL			
50	TECHNICIAN II	TECHNICIAN	50	APPLIED TECHNOLOGY	2
	AUTOMOTIVE EQUIPMENT	FACILITIES AND EQUIPMENT			
33	ASSISTANT	ASSISTANT	39	APPLIED TECHNOLOGY	2



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38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	APPLIED TECHNOLOGY	2
33	AUTOMOTIVE EQUIPMENT ASSISTANT	FACILITIES AND EQUIPMENT ASSISTANT	39	APPLIED TECHNOLOGY	2
50	AUTOMOTIVE TECHNICIAN INSTRUCTIONAL	AUTOMOTIVE TECHNICIAN	50	APPLIED TECHNOLOGY	2
44	ASSOCIATE ATC INSTRUCTIONAL	INSTRUCTIONAL ASSOCIATE	45	APPLIED TECHNOLOGY	2
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	BIOLOGY & HEALTH SCIENCES	2
36	SCREENING & SELECTION SECRETARY	ADMINISTRATIVE ASSISTANT I	42	BIOLOGY & HEALTH SCIENCES	2
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	BIOLOGY & HEALTH SCIENCES	2
41	LABORATORY TECHNICIAN II	LABORATORY TECHNICIAN	45	BIOLOGY & HEALTH SCIENCES	2
41	INSTRUCTIONAL ASSOCIATE II	LABORATORY TECHNICIAN	45	BIOLOGY & HEALTH SCIENCES	2
44	PHYS THPY ASSISTANT/TEACHING ASSOCIATE	LABORATORY TECHNICIAN, PHYSICAL THERAPY	45	BIOLOGY & HEALTH SCIENCES	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	BIOLOGY & HEALTH SCIENCES	2
52	COMPUTER LAB INSTRUCTIONAL COORDINATOR	COMPUTER LAB INSTRUCTIONAL COORDINATOR	52	BUSINESS/COMPUTER SYSTEMS	2
44	INSTRUCTIONAL ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	BUSINESS/COMPUTER SYSTEMS	2
44	INSTRUCTIONAL ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	BUSINESS/COMPUTER SYSTEMS	2
44	INSTRUCTIONAL ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	BUSINESS/COMPUTER SYSTEMS	2
52	COMPUTER LAB INSTRUCTIONAL COORDINATOR	COMPUTER LAB INSTRUCTIONAL COORDINATOR	52	BUSINESS/COMPUTER SYSTEMS	2
44	INSTRUCTIONAL ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	BUSINESS/COMPUTER SYSTEMS	2
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	BUSINESS/COMPUTER SYSTEMS	2
44	INSTRUCTIONAL ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	BUSINESS/COMPUTER SYSTEMS	2
56	TRANSFER, CAREER PLN & PLC COORDINATOR	PROGRAM COORDINATOR II	52	CAREER PLANNING & PLACEMENT	2
38	SECRETARY III	CAREER SERVICES ASSISTANT	38	CAREER PLANNING & PLACEMENT	2
38	CACT SECRETARY III	CACT SECRETARY, SENIOR	41	CENTER FOR APPLIED COMPETITIVE TECH.	2
45	CACT/CALSIP PROGRAM ASSISTANT	PROGRAM COORDINATOR I	48	CENTER FOR APPLIED COMPETITIVE TECH.	2
41	SECRETARY II	DIVISION ADMINISTRATIVE ASSISTANT	44	CHILD DEVELOPMENT	2
41	STAFF ASSISTANT I - CHLD DEVEL. CENTER	ADMINISTRATIVE ASSISTANT I	42	CHILD DEVELOPMENT	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	COLLEGE READINESS	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	COLLEGE READINESS	2

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	INSTRUCTIONAL				
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	COLLEGE READINESS	2
35	SECRETARY II	SECRETARY	37	COLLEGE READINESS	2
	INSTRUCTIONAL	TUTORIAL CENTER			
41	ASSOCIATE II	ASSOCIATE	45	COLLEGE READINESS	2
35	SECRETARY II	SECRETARY	37	COLLEGE READINESS	2
	INSTRUCTIONAL				
41	ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	COLLEGE READINESS	2
32	PRINT SHOP ASSISTANT III	PRESS OPERATOR I	36	COLLEGE SERVICES	2
37	PRESS OPERATOR II	PRESS OPERATOR II	40	COLLEGE SERVICES	2
	COMM OFFICE SUPERVISOR	PEACE OFFICER SUPPORT			
41	- SECURITY	SERVICES SPECIALIST	41	COLLEGE SERVICES	2
	COMMUNITY SERVICE	COMMUNITY SERVICES			
35	OFFICER	OFFICER	35	COLLEGE SERVICES	2
		ADMINISTRATIVE			
41	STAFF ASSISTANT I	ASSISTANT I	42	COLLEGE SERVICES	2
	BOOKSTORE TEXTBOOK	BOOKSTORE TEXTBOOK			
34	ASSISTANT	ASSISTANT	34	COLLEGE SERVICES	2
	SUPERVISOR OF STUDENT				
48	OFFICERS	PEACE OFFICER	48	COLLEGE SERVICES	2
	POSTAL SERVICES	POSTAL SERVICES			
35	SPECIALIST	ASSISTANT	35	COLLEGE SERVICES	2
	SUPERVISOR OF STUDENT				
48	OFFICERS	PEACE OFFICER	48	COLLEGE SERVICES	2
41	PRESS OPERATOR III	PRESS OPERATOR, SENIOR	44	COLLEGE SERVICES	2
	COMMUNITY SERVICE	COMMUNITY SERVICES			
35	OFFICER	OFFICER	35	COLLEGE SERVICES	2
	EVENING CAMPUS				
54	COORDINATOR	CAMPUS COORDINATOR	56	COLLEGE SERVICES	2
		PRINTING SERVICES			
32	PRINT SHOP ASSISTANT III	SPECIALIST, FISCAL	38	COLLEGE SERVICES	2
	SUPERVISOR OF STUDENT				
48	OFFICERS	PEACE OFFICER	48	COLLEGE SERVICES	2
	PROGRAM COORDINATOR,	ADMINISTRATIVE			
52	COLLEGE SERVICES	ASSISTANT, SENIOR	52	COLLEGE SERVICES	2
52	STAFF ASSISTANT III	PROGRAM COORDINATOR II	52	COMMUNITY SERVICES	2
52	STAFF ASSISTANT III	PROGRAM COORDINATOR II	52	COMMUNITY SERVICES	2
	OFFICE COORDINATOR,	ADMINISTRATIVE			
41	COMM ED/SHORT CRS	ASSISTANT I	42	COMMUNITY SERVICES	2
54	MARKETING ASSISTANT	PROGRAM COORDINATOR I	48	CONTRACT INSTRUCTION	2
	OFFICE				
	COORDINATOR/PROGRAM	ADMINISTRATIVE			
41	ASSISTANT	ASSISTANT I	42	CONTRACT INSTRUCTION	2
				COUNSELING & STUDENT	
38	EOPS ASSISTANT II	EOPS SPECIALIST	41	SERVICES	2
	LABORATORY TECHNICIAN				
44	III	LABORATORY TECHNICIAN	45	CREATIVE ARTS	2
		EXECUTIVE DIRECTOR,			
54	GALLERY DIRECTOR	MUSEUM	54	CREATIVE ARTS	2
	INSTRUCTIONAL				
44	ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	CREATIVE ARTS	2
	LABORATORY TECHNICIAN				
41	II	LABORATORY TECHNICIAN	45	CREATIVE ARTS	2

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
		DIVISION ADMINISTRATIVE			
38	SECRETARY III	ASSISTANT	44	CREATIVE ARTS	2
52	SUPERVISOR, CASHIERING SERVICE	CASHIERING SERVICES SUPERVISOR	52	FINANCE/COLLEGE SERVICES	2
51	INTERMEDIATE ACCOUNTANT	ACCOUNTANT	51	FINANCE/COLLEGE SERVICES	2
		CAMPUS			
54	CAMPUS BUDGET/ENROLL ANALYST	BUDGET/ENROLLMENT ANALYST	54	FINANCE/COLLEGE SERVICES	2
41	CASHIER II	CASHIER, SENIOR	41	FINANCE/COLLEGE SERVICES	2
36	ACCOUNT CLERK III	ACCOUNTING ASSISTANT	40	FINANCE/COLLEGE SERVICES	2
35	EVENING CASHIER	CASHIER	35	FINANCE/COLLEGE SERVICES	2
		HUMAN RESOURCES			
46	PERSONNEL ASSISTANT	TECHNICIAN II	48	FINANCE/COLLEGE SERVICES	2
		ADMINISTRATIVE			
44	PAYROLL ASSISTANT	ASSISTANT I	42	FINANCE/COLLEGE SERVICES	2
		ADMINISTRATIVE			
41	STAFF ASSISTANT I	ASSISTANT I	42	FINANCE/COLLEGE SERVICES	2
		ADMINISTRATIVE			
41	STAFF ASSISTANT I	ASSISTANT I	42	FINANCE/COLLEGE SERVICES	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	ASSISTANT FINANCIAL AID	FINANCIAL AID			
46	OFFICER	COORDINATOR	46	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	FINANCIAL AID ASSISTANT				
38	II	FINANCIAL AID ASSISTANT	38	FINANCIAL AID	2
	ASST. SUPERVISOR,	ASSISTANT COORD.,			
50	CAMPUS CENTER FOOD SER.	CAMPUS CTR, FOOD SER.	48	FOOD SERVICES	2
	FOOD SERVICE EVENING	FOOD SERVICE OPERATIONS			
32	SUPERVISOR	COORDINATOR	32	FOOD SERVICES	2
	FOOD SERVICE ASSISTANT				
23	II	FOOD SERVICE ASSISTANT II	23	FOOD SERVICES	2
35	SECRETARY II	SECRETARY	37	FOOD SERVICES	2
	FOOD SERVICE ASSISTANT	FOOD SERVICE ASSISTANT			
26	III	III	26	FOOD SERVICES	2
	FOOD SERVICE ASSISTANT	FOOD SERVICE ASSISTANT			
26	III	III	26	FOOD SERVICES	2
	FOOD SERVICE DISHROOM	FOOD SERVICE DISHROOM			
13	ASSISTANT	ASSISTANT	13	FOOD SERVICES	2
	FOOD SERVICE ASSISTANT	FOOD SERVICE ASSISTANT			
26	III	III	26	FOOD SERVICES	2
	FOOD SERVICE ASSISTANT	FOOD SERVICE ASSISTANT			
26	III	III	26	FOOD SERVICES	2

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
59	HEALTH EDUCATOR	HEALTH EDUCATOR	56	HEALTH SERVICES	2
39	HEALTH SERVICE ASSISTANT I	HEALTH SERVICES ASSISTANT	39	HEALTH SERVICES	2
39	HEALTH SERVICE ASSISTANT I	HEALTH SERVICES ASSISTANT	39	HEALTH SERVICES	2
48	TEACHING RESOURCE CENTER SPEC	PROGRAM COORDINATOR I	48	INSTRUCTION	2
52	ACADEMIC SCHEDULING COORDINATOR	ACADEMIC SCHEDULING COORDINATOR	52	INSTRUCTION	2
35	STAFF ASSISTANT III	SECRETARY	37	INSTRUCTION	2
38	TEACHING RESOURCE CENTER ASSISTANT	ACADEMIC SCHEDULING ASSISTANT	38	INSTRUCTION	2
48	SCHEDULING ASSISTANT	TECHNOLOGY TRAINER	50	INSTRUCTION	2
38	TECHNOLOGY TRAINER	DIVISION ADMINISTRATIVE ASSISTANT	44	INSTRUCTION	2
41	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	LANGUAGE ARTS	2
44	STAFF ASSISTANT I	INSTRUCTIONAL ASSOCIATE	45	LANGUAGE ARTS	2
44	INSTRUCTIONAL ASSOCIATE ATC	DIVISION ADMINISTRATIVE ASSISTANT	44	LANGUAGE ARTS	2
41	STAFF ASSISTANT I	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	INSTRUCTIONAL ASSOCIATE	45	LEARNING RESOURCES	2
44	INSTRUCTIONAL ASSOCIATE ATC	LIBRARY TECHNICIAN	38	LEARNING RESOURCES	2
38	LIBRARY TECHNICIAN I	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	LIBRARY TECHNICIAN, SENIOR	41	LEARNING RESOURCES	2
41	LIBRARY TECHNICIAN II	ADMINISTRATIVE ASSISTANT, SENIOR	52	MARKETING	2
46	STAFF ASSISTANT II	ASSISTANT DEVELOPMENT OFFICER	54	MARKETING	2
54	ASSISTANT DEVELOPMENT OFFICER	MEDIA RELATIONS/EDITORIAL COORDINATOR	52	MARKETING	2
52	STAFF ASSISTANT III	GRAPHIC DESIGN TECHNICIAN	44	MARKETING	2
44	GRAPHIC ARTIST	GRAPHIC DESIGN COORDINATOR	52	MARKETING	2
52	TECHNICIAN	GRAPHIC DESIGN COORDINATOR	52	MARKETING	2
52	SENIOR GRAPHIC DESIGNER	TESTING TECHNICIAN	41	MATRICULATION	2
41	TESTING TECHNICIAN	ACADEMIC ADVISOR	46	MATRICULATION	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	MATRICULATION	2

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
56	ASSISTANT DIR. OF ADMISSIONS & RECORDS SLAMS PROGRAM	ASSISTANT DIRECTOR, ADMISSIONS & RECORDS	56	MATRICULATION	2
53	COORDINATOR	PROGRAM COORDINATOR II	52	MATRICULATION	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	MATRICULATION	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	MATRICULATION	2
33	TESTING CLERK	TESTING ASSISTANT	33	MATRICULATION	2
45	EVALUATION TECHNICIAN	EVALUATION SPECIALIST	46	MATRICULATION	2
45	EVALUATION TECHNICIAN	EVALUATION SPECIALIST	46	MATRICULATION	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	MATRICULATION	2
33	TESTING CLERK	TESTING ASSISTANT	33	MATRICULATION	2
41	DEGREE AUDIT SUPERVISOR	DEGREE AUDIT SPECIALIST	41	MATRICULATION	2
39	OTI STAFF ASSISTANT	OTI STAFF ASSISTANT	39	OCCUPATIONAL TRAINING INSTITUTE	2
35	EMPLOYMENT TRAINING ASSOCIATE II	EMPLOYMENT TRAINING ASSISTANT	37	OCCUPATIONAL TRAINING INSTITUTE	2
41	OTI INSTRUCTIONAL ASSOCIATE II	OTI INSTRUCTIONAL ASSOCIATE	45	OCCUPATIONAL TRAINING INSTITUTE	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	OCCUPATIONAL TRAINING INSTITUTE	2
48	TRAINING SPECIALIST - OTI	OTI SERVICES COORDINATOR	48	OCCUPATIONAL TRAINING INSTITUTE	2
41	OTI INSTRUCTIONAL ASSOCIATE	OTI INSTRUCTIONAL ASSOCIATE	45	OCCUPATIONAL TRAINING INSTITUTE	2
41	INSTRUCTIONAL ASSOCIATE II	OTI INSTRUCTIONAL ASSOCIATE	45	OCCUPATIONAL TRAINING INSTITUTE	2
53	PROGRAM COORDINATOR, JTPA GRANTS	OTI PROGRAM COORDINATOR, SENIOR	56	OCCUPATIONAL TRAINING INSTITUTE	2
48	TRAINING SPECIALIST - OTI	OTI SERVICES COORDINATOR	48	OCCUPATIONAL TRAINING INSTITUTE	2
35	EMPLOYMENT TRAINING ASSOCIATE II	EMPLOYMENT TRAINING ASSISTANT	37	OCCUPATIONAL TRAINING INSTITUTE	2
35	EMPLOYMENT TRAINING ASSOCIATE II	EMPLOYMENT TRAINING ASSISTANT	37	OCCUPATIONAL TRAINING INSTITUTE	2
38	OTI FISCAL ASSISTANT	OTI STAFF ASSISTANT	39	OCCUPATIONAL TRAINING INSTITUTE	2
38	OTI INTERNSHIP ASSOCIATE	OTI INTERNSHIP ASSOCIATE	38	OCCUPATIONAL TRAINING INSTITUTE	2
46	EMPLOYMENT TRAINING ADVISOR	EMPLOYMENT TRAINING ADVISOR	46	OCCUPATIONAL TRAINING INSTITUTE	2
28	EMPLOYMENT TRAINING SUPPORT AIDE II	OTI OFFICE ASSISTANT	33	OCCUPATIONAL TRAINING INSTITUTE	2
53	PROGRAM COORD, SPEC GRANT & COMM SER.	OTI PROGRAM COORDINATOR, SENIOR	56	OCCUPATIONAL TRAINING INSTITUTE	2
28	EMPLOYMENT TRAINING SUPPORT AIDE II	OTI OFFICE ASSISTANT	33	OCCUPATIONAL TRAINING INSTITUTE	2
46	JTPA GRANTS PROGRAM ANALYST	OTI OFFICE ASSISTANT	33	OCCUPATIONAL TRAINING INSTITUTE	2
46	EMPLOYMENT & TRAINING ADVISOR	OTI PROGRAM ANALYST	46	OCCUPATIONAL TRAINING INSTITUTE	2
46	EMPLOYMENT & TRAINING ADVISOR	EMPLOYMENT TRAINING ADVISOR	46	OCCUPATIONAL TRAINING INSTITUTE	2
33	OTI SECRETARY I	OTI SECRETARY	37	OCCUPATIONAL TRAINING INSTITUTE	2



<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	SOCIAL SCIENCES	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SOCIAL SCIENCES	2
54	EXEC DIRECTOR, CA HISTORY CENTER	EXECUTIVE DIRECTOR, CALIF. HISTORY CENTER	54	SOCIAL SCIENCES	2
38	SECRETARY III	DIVISION ADMINISTRATIVE ASSISTANT	44	SOCIAL SCIENCES	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
44	COORDINATOR, ASSISTANT PROGRAM	ADAPTIVE PHYSICAL EDUCATION SPECIALIST	46	SPECIAL EDUCATION	2
41	INTERPRETER	INTERPRETER	46	SPECIAL EDUCATION	2
41	SPEC/SCHEDULER	SPECIALIST/SCHEDULER	46	SPECIAL EDUCATION	2
41	HTCTU ADMIN ASSISTANT	ADMINISTRATIVE ASSISTANT I	42	SPECIAL EDUCATION	2
38	SECRETARY III	SECRETARY, SENIOR	41	SPECIAL EDUCATION	2
58	DIS STUDENTS PROGRAM & SERV COORDINATOR	DISABLED STUDENT SERVICES SUPERVISOR	56	SPECIAL EDUCATION	2
38	SECRETARY III	SECRETARY, SENIOR	41	SPECIAL EDUCATION	2
33	MOBILITY ASSISTANT/VAN DRIVER	MOBILITY ASSISTANT/VAN DRIVER	33	SPECIAL EDUCATION	2
41	STAFF ASSISTANT I - PLP	ADMINISTRATIVE ASSISTANT I	42	SPECIAL EDUCATION	2
35	HTCTU CLERICAL ASSISTANT	SECRETARY	37	SPECIAL EDUCATION	2
52	HTCTU TECHNICAL SPECIALIST	NETWORK SPECIALIST	56	SPECIAL EDUCATION	2
52	SENIOR WORKSHOP COORDINATOR	ADMINISTRATIVE ASSISTANT, SENIOR	52	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
44	ASSOCIATE ATC	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
35	SECRETARY II	SECRETARY	37	SPECIAL EDUCATION	2
35	SECRETARY II	SECRETARY	37	SPECIAL EDUCATION	2
41	INSTRUCTIONAL ASSOCIATE II	INSTRUCTIONAL ASSOCIATE	45	SPECIAL EDUCATION	2
44	SPECIAL EVENTS COORDINATOR	SPECIAL EVENTS COORDINATOR	44	STUDENT ACTIVITIES	2
39	COURSEWARE SUPERVISOR	BOOKSTORE COURSEWARE COORDINATOR	39	STUDENT ACTIVITIES	2

<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
34	BOOKSTORE TEXTBOOK ASSISTANT	BOOKSTORE TEXTBOOK ASSISTANT	34	STUDENT ACTIVITIES	2
41	ASSISTANT BOOKSTORE MANAGER	BOOKSTORE COORDINATOR	56	STUDENT ACTIVITIES	2
35	BOOKSTORE SHIPPING & REC CLERK II	BOOKSTORE SHIPPING & RECEIVING ASSISTANT	35	STUDENT ACTIVITIES	2
51	INTERMEDIATE ACCOUNTANT	ACCOUNTANT	51	STUDENT ACTIVITIES	2
36	ACCOUNT CLERK III	ACCOUNTING ASSISTANT	40	STUDENT ACTIVITIES	2
34	PRESS OPERATOR I	PRESS OPERATOR II	40	STUDENT ACTIVITIES	2
40	CAMPUS CENTER ACCOUNT CLERK	ACCOUNTING ASSISTANT	40	STUDENT ACTIVITIES	2
41	STUDENT AFFM/ACTION SPECIALIST	EOPS SPECIALIST	41	STUDENT SERVICES	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	STUDENT SERVICES	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	STUDENT SERVICES	2
38	EOPS ASSISTANT II	ADMINISTRATIVE ASSISTANT I	42	STUDENT SERVICES	2
46	EOPS ASSISTANT III	EOPS SPECIALIST, SENIOR	46	STUDENT SERVICES	2
52	OUTREACH OFFICER	OUTREACH SPECIALIST	52	STUDENT SERVICES	2
31	OFFICE CLERK III	OFFICE ASSISTANT	33	STUDENT SERVICES	2
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	STUDENT SERVICES	2
46	OFF SUPV, COUNSELING & ADVISING	OFFICE SUPERVISOR	46	STUDENT SERVICES	2
41	STAFF ASSISTANT I	ADMINISTRATIVE ASSISTANT I	42	STUDENT SERVICES	2
53	ASSOCIATE COORDINATOR - EOPS	EOPS SUPERVISOR	56	STUDENT SERVICES	2
33	COUNSELING RECEPTIONIST	OFFICE ASSISTANT	33	STUDENT SERVICES	2
46	ACADEMIC ADVISOR	ACADEMIC ADVISOR	46	STUDENT SERVICES	2
41	SECRETARY IV	DIVISION ADMINISTRATIVE ASSISTANT	44	STUDENT SERVICES	2
35	SECRETARY II	SECRETARY	37	STUDENT SERVICES	2
56	OTI ASSISTANT DIRECTOR	OTI ASSISTANT DIRECTOR	56	STUDENT SERVICES	2
33	SECRETARY I	SECRETARY	37	STUDENT SERVICES	2
48	PROGRAM COORDINATOR, INTRL STUDENTS CARE PROGRAM	PROGRAM COORDINATOR II	52	STUDENT SERVICES	2
50	COORDINATOR	PROGRAM COORDINATOR II	52	STUDENT SERVICES	2
44	STUDENT ACTIVITIES ASSISTANT	STUDENT ACTIVITIES SPECIALIST	44	STUDENT SERVICES	2
46	RENEW COORDINATOR	PROGRAM COORDINATOR I	48	STUDENT SERVICES	2
45	EXECUTIVE SECRETARY	EXECUTIVE ASSISTANT	46	VP - EDUCATIONAL PROGRAMS, SERVICES	2
45	EXECUTIVE SECRETARY	EXECUTIVE ASSISTANT	46	VP - EDUCATIONAL PROGRAMS, SERVICES	2
46	PAYROLL TECHNICIAN II	PAYROLL TECHNICIAN II	46	ACCOUNTING SERVICES	4
36	ACCOUNT CLERK III	ACCOUNTING ASSISTANT	40	ACCOUNTING SERVICES	4
63	SENIOR ACCOUNTANT	ACCOUNTANT, SENIOR	63	ACCOUNTING SERVICES	4



<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
	ACCOUNTS REC. COORDINATOR & FIN ANALYST	FINANCIAL ANALYST	44	ACCOUNTING SERVICES	4
44	PAYROLL ASSISTANT	PAYROLL TECHNICIAN I	41	ACCOUNTING SERVICES	4
41	ACCOUNT CLERK III	ACCOUNTING ASSISTANT	40	ACCOUNTING SERVICES	4
36	ACCOUNTS PAYABLE COORDINATOR	ACCOUNTS PAYABLE SUPERVISOR	48	ACCOUNTING SERVICES	4
44	ACCOUNT CLERK III	ACCOUNTS PAYABLE ASSISTANT	40	ACCOUNTING SERVICES	4
36	PAYROLL TECHNICIAN I	PAYROLL TECHNICIAN II	46	ACCOUNTING SERVICES	4
44	ACCOUNT CLERK III	ACCOUNTS PAYABLE ASSISTANT	40	ACCOUNTING SERVICES	4
36	INTERMEDIATE ACCOUNTANT	ACCOUNTANT	51	ACCOUNTING SERVICES	4
51	PAYROLL TECHNICIAN III	PAYROLL TECHNICIAN, SENIOR	51	ACCOUNTING SERVICES	4
51	SENIOR BUDGET ANALYST	BUDGET ANALYST	56	ACCOUNTING SERVICES	4
60	INTERMEDIATE ACCOUNTANT	ACCOUNTANT	51	ACCOUNTING SERVICES	4
51	SENIOR ACCOUNTANT	ACCOUNTANT, SENIOR	63	ACCOUNTING SERVICES	4
63	GRANTS MONITOR/SR ACCOUNTANT	ACCOUNTANT, SENIOR/GRANTS MONITOR	63	ACCOUNTING SERVICES	4
63	ADMINISTRATIVE ASSISTANT I	ASSISTANT I	42	BUSINESS SERVICES	4
41	STAFF ASSISTANT I	HUMAN RESOURCES TECHNICIAN I	46	HUMAN RESOURCES	4
41	SR RECRUIT/EO SPEC, EMPLOYMENT SUPERVISOR	EMPLOYMENT/EQUAL OPP. SUPERVISOR	60	HUMAN RESOURCES	4
60	PERSONNEL ASSISTANT	HUMAN RESOURCES TECHNICIAN I	46	HUMAN RESOURCES	4
46	STAFF ASSISTANT I	HUMAN RESOURCES TECHNICIAN I	46	HUMAN RESOURCES	4
41	EMPLOYEE BENEFITS SPECIALIST	EMPLOYEE BENEFITS SPECIALIST	52	HUMAN RESOURCES	4
52	STAFF ASSISTANT I	EMPLOYMENT SERVICES TECHNICIAN	42	HUMAN RESOURCES	4
41	COMPUTER OPERATIONS COORDINATOR	COMPUTER OPERATIONS COORDINATOR	55	INFORMATION SYSTEMS & SERVICES	4
55	SYSTEMS PROGRAMMER II	SYSTEMS AND NETWORK PROGRAMMER	66	INFORMATION SYSTEMS & SERVICES	4
66	PROGRAMMER ANALYST III	COMPUTER PROJECT COORDINATOR	73	INFORMATION SYSTEMS & SERVICES	4
70	PROGRAMMER ANALYST I	PROGRAMMER ANALYST I	55	INFORMATION SYSTEMS & SERVICES	4
55	PROGRAMMER I	PROGRAMMER ANALYST I	55	INFORMATION SYSTEMS & SERVICES	4
45	SUPERVISOR, COMPUTER SERVICES	COMPUTER AND NETWORK SUPERVISOR	78	INFORMATION SYSTEMS & SERVICES	4
74	SYSTEMS PROGRAMMER I	SYSTEMS AND NETWORK PROGRAMMER	66	INFORMATION SYSTEMS & SERVICES	4
60	COMPUTER OPERATOR II	COMPUTER OPERATOR	41	INFORMATION SYSTEMS & SERVICES	4
39	SUPERVISOR, APPLICATIONS PROGRAM	APPLICATIONS PROGRAMMING SUPV	78	INFORMATION SYSTEMS & SERVICES	4
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<b>RANGE</b>	<b>CURRENT JOB TITLE</b>	<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>DIVISION</b>	<b>CMP</b>
55	COMPUTER SUPPORT ANALYST I	COMPUTER SUPPORT ANALYST I	55	INFORMATION SYSTEMS & SERVICES	4
70	PROGRAMMER ANALYST III	COMPUTER PROJECT COORDINATOR	73	INFORMATION SYSTEMS & SERVICES	4
70	PROGRAMMER ANALYST III	PROGRAMMER ANALYST, SENIOR	70	INFORMATION SYSTEMS & SERVICES	4
64	PROGRAMMER ANALYST II	PROGRAMMER ANALYST II ADMINISTRATIVE	64	INFORMATION SYSTEMS & SERVICES	4
46	STAFF ASSISTANT II	ASSISTANT II	46	INFORMATION SYSTEMS & SERVICES	4
39	COMPUTER OPERATOR II	COMPUTER OPERATOR	41	INFORMATION SYSTEMS & SERVICES	4
60	SYSTEMS PROGRAMMER I	SYSTEMS AND NETWORK PROGRAMMER, SENIOR	72	INFORMATION SYSTEMS & SERVICES	4
45	COMPUTER OPERATOR III	COMPUTER OPERATOR, SENIOR	45	INFORMATION SYSTEMS & SERVICES	4
70	PROGRAMMER ANALYST III	PROGRAMMER ANALYST, SENIOR	70	INFORMATION SYSTEMS & SERVICES	4
64	PROGRAMMER ANALYST II	PROGRAMMER ANALYST II	64	INFORMATION SYSTEMS & SERVICES	4
72	PROJECT COORDINATOR	COMPUTER PROJECT COORDINATOR	73	INFORMATION SYSTEMS & SERVICES	4
55	PROGRAMMER II	PROGRAMMER ANALYST I	55	INFORMATION SYSTEMS & SERVICES	4
52	SENIOR BUYER	BUYER, SENIOR	52	OPERATIONS	4
41	SECRETARY IV	EXECUTIVE ASSISTANT	46	OPERATIONS	4
41	STAFF ASSISTANT I	SECRETARY, SENIOR	41	OPERATIONS	4
41	STAFF ASSISTANT I	SECRETARY, SENIOR	41	OPERATIONS	4
46	BUYER	BUYER	46	OPERATIONS	4
51	INTERMEDIATE ACCOUNTANT	ACCOUNTANT	51	OPERATIONS	4
38	PURCHASING ASSISTANT	BUYER	46	OPERATIONS	4

NEW JOB TITLE	NEW RANGE	PRIOR JOB TITLE	PRIOR RANGE
ACADEMIC ADVISOR	46	ACADEMIC ADVISOR	46
ACADEMIC SCHEDULING ASSISTANT	38	SCHEDULING ASSISTANT	38
ACADEMIC SCHEDULING COORDINATOR	52	STAFF ASSISTANT III	52
ACCOUNTANT	51	INTERMEDIATE ACCOUNTANT	51
ACCOUNTANT, SENIOR	63	SENIOR ACCOUNTANT	63
ACCOUNTANT, SENIOR /GRANTS MONITOR	63	GRANTS MONITOR/SR ACCOUNTANT	63
ACCOUNTING ASSISTANT	40	ACCOUNT CLERK III CAMPUS CENTER ACCOUNT CLERK	36 40
ACCOUNTS PAYABLE ASSISTANT	40	ACCOUNT CLERK III	36
ACCOUNTS PAYABLE SUPERVISOR	48	ACCOUNTS PAYABLE COORDINATOR	44
ADAPTIVE PHYSICAL EDUCATION SPECIALIST	46	COORDINATOR, ASST PROGRAM	44
ADMINISTRATIVE ASSISTANT I	42	SECRETARY III STAFF ASST I - CHILD DEVEL CTR HTCTU ADMIN ASSISTANT OFFICE COORD/PROGRAM ASSISTANT STAFF ASSISTANT I TV SPECIALIST SCREENING & SELECTION SECRETARY STAFF ASSISTANT I - PLP EOPS ASSISTANT II STUDENT SERVICES COORDINATOR ADMIN SERVICES ASSISTANT STAFF ASST I - CHILD DEVEL CTR PAYROLL ASSISTANT STAFF ASSISTANT I - IC STAFF ASSISTANT I - JRN OFFICE COORD, COMM ED/SHORT CRS MEDICAL ASSISTANT	38 41 41 41 41 41 36 41 38 41 44 41 44 41 41 41 41 39
ADMINISTRATIVE ASSISTANT II	46	STAFF ASSISTANT II	46

NEW JOB TITLE	NEW RANGE	PRIOR JOB TITLE	PRIOR RANGE
ADMINISTRATIVE ASSISTANT, SENIOR	52	STAFF ASSISTANT II	46
		STAFF ASSISTANT III	52
		PROGRAM COORD, COLLEGE SERVICES	52
		STAFF ASSISTANT I	41
ADMISSIONS AND RECORDS ASSISTANT	38	ADMISSIONS & RECORDS CLERK II	35
		ADMS & REGISTRATION ASST III	38
		ADMS & REGISTRATION ASST II	35
ADMISSIONS AND RECORDS SUPERVISOR	46	REG/ADMIS DAY SUPERVISOR	46
		SUPERVISOR, ADMS REG & RECORDS	46
		REG/ADM EVENING SUPERVISOR	46
		SUPV, OFF-CAMPUS REG & ADM	46
		SUPERVISOR, STUDENT RECORDS	41
APPLICATIONS PROG., SUPERVISOR	78	SUPERVISOR, APPLICATIONS PROG	74
ASSISTANT DEVELOPMENT OFFICER	54	ASSISTANT DEVELOPMENT OFFICER	54
ASST DIRECTOR, ADMISSIONS & RECORDS	56	ASST DIRECTOR, ADMISSIONS & RECORDS	56
		ASSOCIATE REGISTRAR	60
ASST. COORD. CAMPUS CENTER FOOD SER.	48	ASST SUPV, CAMPUS CTR FOOD SER	50
ATHLETIC TRAINER	46	ATHLETIC TRAINER	46
AUTOMOTIVE TECHNICIAN	50	AUTOMOTIVE TECHNICIAN	50
BOOKSTORE ASSISTANT	41	BOOKSTORE ASSISTANT MANAGER I	41
BOOKSTORE COORDINATOR	56	ASSISTANT BOOKSTORE MANAGER	41
		BOOKSTORE SUPERVISOR	56
BOOKSTORE COURSEWARE COORDINATOR	39	COURSEWARE SUPERVISOR	39
BOOKSTORE SHIPPING/RECEIVING ASST.	35	BKSTR SHIPPING & REC CLK II	35
BOOKSTORE TEXTBOOK ASSISTANT	34	BOOKSTORE TEXTBOOK ASSISTANT	34

<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>PRIOR JOB TITLE</b>	<b>PRIOR RANGE</b>
BUDGET ANALYST	56	SENIOR BUDGET ANALYST	60
BUYER	46	BUYER PURCHASING ASSISTANT	46 38
BUYER, SENIOR	52	SENIOR BUYER	52
CACT SECRETARY, SENIOR	41	CACT SECRETARY III	38
CAMPUS CENTER ASSISTANT	13	CAMPUS CENTER ASSISTANT	13
CAMPUS BUDGET/ENROLLMENT ANALYST	54	CAMPUS BUDGET/ENROLL ANALYST STAFF ASSISTANT III	54 52
CAMPUS COORDINATOR	56	EVENING CAMPUS COORDINATOR OFF-CAMPUS COORD, MIDDLEFIELD	54 52
CAREER SERVICES ASSISTANT	38	SECRETARY III	38
CASHIER	35	EVENING CASHIER	35
CASHIER, SENIOR	41	CASHIER II	41
CASHIERING SERVICES SUPERVISOR	52	SUPERVISOR, CASHIERING SERVICE	52
COMMUNICATIONS OPERATOR-RECEPTIONIST	33	COMM OPERATOR-RECEPTIONIST II	30
COMMUNITY SERVICE OFFICER	35	COMMUNITY SERVICE OFFICER PARKING OFFICER	35 28
COMPUTER AND NETWORK SUPERVISOR	78	SUPERVISOR, COMPUTER SERVICES	74
COMPUTER LAB INSTRUCTIONAL COORDINATOR	52	INSTRUCTIONAL ASSOCIATE ATC COMPUTER LAB INSTR COORDINATOR COMPUTER INSTRUCTIONAL COORD I	44 52 50
COMPUTER LAB OPERATIONS COORDINATOR	52	COMPUTER LAB INSTR COORDINATOR	52
COMPUTER LABORATORY SUPERVISOR	56	SUPERVISOR, CTIS	56

NEW JOB TITLE	NEW RANGE	PRIOR JOB TITLE	PRIOR RANGE
COMPUTER OPERATIONS COORDINATOR	55	COMPUTER OPERATIONS COORD	55
COMPUTER OPERATOR	41	COMPUTER OPERATOR II	39
COMPUTER OPERATOR, SENIOR	45	COMPUTER OPERATOR III	45
COMPUTER PROJECT COORDINATOR	73	PROGRAMMER ANALYST III	70
		PROJECT COORDINATOR	72
COMPUTER SUPPORT ANALYST I	55	COMPUTER SUPPORT ANALYST I	55
COMPUTER SUPPORT ANALYST II	64	COMPUTER SUPPORT ANALYST II	64
COMPUTER SUPPORT ANALYST SENIOR	70	COMPUTER SUPPORT ANALYST SENIOR	70
COMPUTER/ELECTRONICS REPAIR TECHNICIAN	45	TECHNOLOGY SERVICES SPEC I	37
COMPUTER/ELECTRONICS REPAIR TECHNICIAN, SENIOR	50	ELECTRONIC TECHNICIAN I	45
		ELECTRONIC TECHNICIAN II	50
DEAF SERVICES/ACCESS CENTER INSTR. ASSOC.	45	PROG COORD, DEAF, SERV & ACCES CTR	44
DEGREE AUDIT SPECIALIST	41	DEGREE AUDIT SPECIALIST	41
		DEGREE AUDIT SUPERVISOR	41
DISABLED STUDENT SERVICES COORDINATOR	54	DSS/CMP COORDINATOR	54
DISABLED STUDENT SERVICES SUPERVISOR	56	DIS STUDENTS PRG & SERV COORD	58
DIVISION ADMINISTRATIVE ASSISTANT	44	SECRETARY III	38
		SECRETARY II	35
		STAFF ASSISTANT I	41
		ECONOMIC DEVEL SECRETARY	38
		SECRETARY IV	41
		STAFF ASSISTANT II	46
		FACILITIES COORDINATOR	41
EMPLOYEE BENEFITS SPECIALIST	52	EMPLOYEE BENEFITS SPECIALIST	52

NEW JOB TITLE	NEW RANGE	PRIOR JOB TITLE	PRIOR RANGE
EMPLOYMENT AND EQUAL OPP. SUPERVISOR	60	SR RECRUIT/AA SPEC, EMPL SUPV	60
EMPLOYMENT SERVICES TECHNICIAN	42	EMPLOYMENT SERVICES COORD	41
EMPLOYMENT TRAINING ADVISOR	46	EMPLOYMENT TRAINING ADVISOR	46
EMPLOYMENT TRAINING ASSISTANT	37	EMPLOYMENT TRAINING ASSOC II	35
EOPS SPECIALIST	41	STUDENT AFFM/ACTION SPECIALIST	41
		EOPS ASSISTANT II	38
		EOPS/VOCATIONAL ED SPECIALIST	41
EOPS SPECIALIST, SENIOR	46	EOPS ASSISTANT III	46
EOPS SUPERVISOR	56	ASSOCIATE COORDINATOR - EOPS	53
EVALUATION ASSISTANT	38	EVALUATION CLERK	35
EVALUATION SPECIALIST	46	EVALUATION TECHNICIAN	45
EVALUATION SPECIALIST, SENIOR	49	SENIOR EVALUATION TECHNICIAN	46
EXECUTIVE ASSISTANT	46	STAFF ASSISTANT I	41
		EXECUTIVE SECRETARY	45
		STAFF ASSISTANT II	46
		SECRETARY IV	41
		SECRETARY III	38
EXECUTIVE DIRECTOR CALIFORNIA HISTORY CENTER	54	EXEC DIRECTOR, CA HISTORY CTR	54
EXECUTIVE DIRECTOR MUSEUM	54	GALLERY DIRECTOR	54
FACILITIES AND EQUIPMENT ASSISTANT	39	ATHLETIC/PE FAC & EQUIP ATTNDT	39
		ATHLETIC EQUIPMENT ATTENDANT	38
		AUTOMOTIVE EQUIPMENT ASSISTANT	33
FINANCIAL AID ASSISTANT	38	FINANCIAL AID ASSISTANT II	38
		FINANCIAL AID ASSISTANT I	32
FINANCIAL AID COORDINATOR	46	ASST FINANCIAL AID OFFICER	46

<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>PRIOR JOB TITLE</b>	<b>PRIOR RANGE</b>
FINANCIAL ANALYST	44	ACCTS REC COORD & FIN ANALYST	44
FOOD SERVICE ASSISTANT I	20	FOOD SERVICE ASSISTANT I	20
FOOD SERVICE ASSISTANT II	23	FOOD SERVICE ASSISTANT II	23
FOOD SERVICE ASSISTANT III	26	FOOD SERVICE ASSISTANT III	26
FOOD SERVICE COOK	20	FOOD SERVICE COOK	20
FOOD SERVICE DISHROOM ASSISTANT	13	FOOD SERVICE DISHROOM ASST	13
FOOD SERVICE OPERATIONS COORDINATOR	32	FOOD SERVICE EVENING SUPV	32
GRADUATION & EVALUATIONS SUPERVISOR	52	GRADUATION & EVALUATION SUPV	52
GRAPHIC DESIGN COORDINATOR	52	SENIOR GRAPHIC DESIGNER	52
GRAPHIC DESIGN TECHNICIAN	44	TYPESETTER/GRAPHIC PROD TECH GRAPHIC ARTIST TECHNICIAN	41 44
HEALTH EDUCATOR	56	HEALTH EDUCATOR	59
HEALTH SERVICE ASSISTANT	39	HEALTH SERVICE ASSISTANT I	39
HUMAN RESOURCES TECHNICIAN I	46	STAFF ASSISTANT I PERSONNEL ASSISTANT	41 46
HUMAN RESOURCES TECHNICIAN II	48	PERSONNEL ASSISTANT	46
INSTRUCTIONAL ASSOCIATE	45	INSTRUCTIONAL ASSOCIATE II INSTRUCTIONAL ASSOC I INSTRUCTIONAL ASSOCIATE ATC COMPUTER LAB INSTR COORDINATOR	41 38 44 52
INSTRUCTIONAL ASSOCIATE	45	LABORATORY TECHNICIAN I INSTRUCTIONAL ASSOC II INSTRUCTIONAL ASSOCIATE ATC INSTRUCTIONAL ASSOCIATE, CTIS	39 41 44 44
INTERPRETER SPEC/SCHEDULER	46	INTERPRETER SPEC/SCHEDULER	41
LABORATORY TECHNICIAN	45	LABORATORY TECHNICIAN III LABORATORY TECHNICIAN II INSTRUCTIONAL ASSOC II	44 41 41



<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>PRIOR JOB TITLE</b>	<b>PRIOR RANGE</b>
LABORATORY TECHNICIAN, PHYSICAL THERAPY	45	PHYS THPY ASST/TEACHING ASSOC	44
LABORATORY TECHNICIAN, PHYSICS	45	ELECTRONIC TECHNICIAN I - PHY	45
		LABORATORY TECHNICIAN II	41
LIBRARY TECHNICIAN	38	LIBRARY TECHNICIAN I	38
LIBRARY TECHNICIAN, SENIOR	41	LIBRARY TECHNICIAN II	41
MACHINE TOOL TECHNICIAN	50	MACHINE TOOL TECHNICIAN II	50
MEDIA RELATIONS/EDITORIAL COORDINATOR	52	STAFF ASSISTANT III	52
MOBILITY ASST/VAN DRIVER	33	MOBILITY ASSISTANT/VAN DRIVER	33
NETWORK ADMINISTRATOR	60	NETWORK COORDINATOR	54
NETWORK SPECIALIST	56	HTCTU TECHNICAL SPECIALIST	52
NETWORK SYSTEM TECHNICIAN	56	NETWORK/WORKSTATION TECHNICIAN	52
OFFICE ASSISTANT	33	OFFICE CLERK III	31
		COUNSELING RECEPTIONIST	33
OFFICE SUPERVISOR	46	OFF SUPV, COUNSELING & ADVISING	46
OTI ASSISTANT DIRECTOR	56	OTI ASSISTANT DIRECTOR	56
OTI INSTRUCTIONAL ASSOCIATE	45	OTI INSTRUCTIONAL ASSOCIATE II	41
		OTI INSTRUCTIONAL ASSOCIATE	41
		INSTRUCTIONAL ASSOC II	41
OTI INTERNSHIP ASSOCIATE	38	OTI INTERNSHIP ASSOCIATE	38
OTI OFFICE ASSISTANT	33	EMPL TRAINING SUPPORT AIDE II	28
OTI PROGRAM ANALYST	46	JTPA GRANTS PROG. ANALYST	46
OTI PROGRAM COORDINATOR II	52	PROGRAM COORDINATOR SPECIAL GRANTS	50
OTI PROGRAM COORDINATOR, SENIOR	56	PROG COORD, JTPA GRANTS ANALYST	53
OTI SECRETARY	37	OTI SECRETARY I	33

<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>PRIOR JOB TITLE</b>	<b>PRIOR RANGE</b>
OTI SERVICES COORDINATOR	48	TRAINING SPECIALIST - OTI	48
OTI STAFF ASSISTANT	39	OTI FISCAL ASSISTANT	38
		OTI STAFF ASSISTANT	39
OUTREACH SPECIALIST	52	OUTREACH OFFICER	52
PAYROLL TECHNICIAN I	41	PAYROLL ASSISTANT	41
PAYROLL TECHNICIAN II	46	PAYROLL TECHNICIAN II	46
		PAYROLL TECHNICIAN I	44
PAYROLL TECHNICIAN, SENIOR	51	PAYROLL TECHNICIAN III	51
PEACE OFFICER	48	SUPERVISOR OF STUDENT OFFICERS	48
PEACE OFFICER SUPPORT SERVICES SPECIALIST	41	COMM OFFICE SUPVR - SECURITY	41
PLANETARIUM SPECIALIST	41	COORDINATOR/D A PLANETARIUM	41
POLICE OFFICER	50	PEACE OFFICER	48
POLICE SUPPORT SERVICES COORDINATOR	46	RECORDS SUPVR - PUBLIC SAFETY	46
POSTAL SERVICES ASSISTANT	35	POSTAL SERVICES SPECIALIST	35
PRESS OPERATOR I	36	PRINT SHOP ASSISTANT III	32
		DUPLICATING SERVICES ASSISTANT	32
PRESS OPERATOR II	40	PRESS OPERATOR II	37
		PRESS OPERATOR I	34
PRESS OPERATOR, SENIOR	44	PRESS OPERATOR III	41
PRINTING SERVICES SPECIALIST (FISCAL)	38	PRINT SHOP ASSISTANT III	32
PRODUCTION OPERATIONS COORDINATOR	56	PRODUCTIONS/OPERATIONS SUPV	56
PROGRAM COORDINATOR I	48	TRANSFER CENTER COORDINATOR	46
		MARKETING ASSISTANT	54
		TEACHING RESOURCE CTR SPEC	48
		STAFF ASSISTANT II	46

NEW JOB TITLE	NEW RANGE	PRIOR JOB TITLE	PRIOR RANGE
PROGRAM COORDINATOR I - Cont.		STAFF ASSISTANT I	41
		TUTORIAL COORDINATOR I	44
		INTRAMURAL COORDINATOR	52
		CACT/CALSIP PROGRAM ASSISTANT	45
		IEP NO CALIFORNIA COORDINATOR	46
		IEP SO CALIFORNIA COORDINATOR	46
		STAFF ASST I, CO-OP CAREER TRN	41
		SWISS COORD FOR INTL PROGRAM	46
		RENEW COORDINATOR	48
PROGRAM COORDINATOR II	52	COORD, INTERNATIONAL PROGRAMS	46
		PROGRAM COORD, INTRL STUDENTS	48
		SLAMS PROGRAM COORDINATOR	53
		SPECIAL GRANTS PROGRAM COORD	50
		TRNSF, CAREER PLN & PLC COORD	56
		STAFF ASSISTANT III	52
		CARE PROGRAM COORDINATOR	50
PROGRAM COORDINATOR, SENIOR	56	PUBLIC ACCESS DIRECTOR	50
		STAFF ASSISTANT III	52
		PROGRAM COORD, JTPA GRANTS	53
		ASST COORD, DISTANCE LEARN CTR	52
		PROGRAM COORDINATOR	60
		COORD OF ISC & YOUTH PROGRAMS	56
PROGRAMMER ANALYST I	55	PROGRAMMER ANALYST I	55
		PROGRAMMER I	45
		PROGRAMMER II	55
PROGRAMMER ANALYST II	64	PROGRAMMER ANALYST II	64
PROGRAMMER ANALYST, SENIOR	70	PROGRAMMER ANALYST III	70
PUBLICATIONS PRODUCTION TECHNICIAN	41	PUBLICATIONS PRODUCTION TECHNICIAN	41
PUBLIC ACCESS SPECIALIST	50	PUBLIC ACCESS DIRECTOR	50
PUBLIC, PRESS & PROMOTION COORDINATOR	52	PUBL, PRESS & PROMOTION COORD	52
RESEARCH ANALYST	52	STAFF ASSISTANT III	52
SECRETARY	37	SECRETARY I	33
		HTCTU CLERICAL ASSISTANT	35
		SECRETARY II	35
		SECRETARY III	38
		TEACHING RESOURCE CTR ASST	35

NEW JOB TITLE	NEW RANGE	PRIOR JOB TITLE	PRIOR RANGE
		FINANCIAL AID ASSISTANT II	38
SECRETARY, SENIOR	41	SECRETARY III	38
		STAFF ASSISTANT I	41
SPECIAL EVENTS COORDINATOR	44	SPECIAL EVENTS COORDINATOR	44
STAFFING AND FACILITY COORDINATOR	50	FACILITY & STAFFING COORD	50
STUDENT ACTIVITIES SPECIALIST	44	STUDENT ACTIVITIES ASSISTANT	44
SYSTEMS AND NETWORK PROGRAMMER I	60	SYSTEMS PROGRAMMER I	60
SYSTEMS AND NETWORK PROGRAMMER II	66	SYSTEMS PROGRAMMER II	66
		SYSTEMS PROGRAMMER I	60
SYSTEMS AND NETWORK PROGRAMMER, SENIOR	72	SYSTEMS PROGRAMMER I	60
		SERVER ADMIN/SYSTEMS PROGRAM III	72
TECHNOLOGY SERVICES ASSISTANT	40	AUDIO VISUAL SCHEDULER	39
TECHNOLOGY SERVICES SUPERVISOR	56	AUDIO VISUAL SUPERVISOR	52
TECHNOLOGY SERVICES SUPERVISOR, SENIOR	60	AUDIO VISUAL & MEDIA CTR COORD	56
TECHNOLOGY TRAINER	50	TEACHING RESOURCE CTR SPEC	48
		TECHNOLOGY TRAINER	48
TELEVISION SYSTEMS ENGINEER	64	TELEVISION CHIEF ENGINEER	64
TELEVISION TECHNICAL COORDINATOR	50	T V TECHNICAL COORDINATOR	50
TELEVISION TECHNICAL COORDINATOR, SENIOR	54	TV TECHNICAL COORDINATOR	50
TESTING ASSISTANT	33	TESTING CLERK	33
TESTING TECHNICIAN	41	TESTING TECHNICIAN	41
THEATER & FINE ARTS FAC. COORDINATOR	52	THEATRE & FINE ARTS FAC COORD	52

<b>NEW JOB TITLE</b>	<b>NEW RANGE</b>	<b>PRIOR JOB TITLE</b>	<b>PRIOR RANGE</b>
TUTORIAL CENTER ASSOCIATE	45	INSTRUCTIONAL ASSOC II	41
VETERANS PROGRAM COORDINATOR	41	VETERAN'S ASSISTANT	41
		VETERANS PROGRAM COORDINATOR	41
VIDEO CONFERENCE COORDINATOR	50	TELECONFERENCE COORDINATOR	50

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## ~~APPENDIX H~~

# ~~TEMPORARY HIRES AND WORKING OUT OF CLASS OPPORTUNITIES~~

## **Appendix H**

### **Temporary Hires and Working Out of Class Opportunities**

~~The following terms for hiring a Temporary Employee or offering a Working Out of Class assignment to fill a vacancy shall be implemented with a review of the process following an 18-month period. Following and during the 18 months the parties shall review the process to evaluate its effectiveness. The ACE and the District may negotiate changes subject to agreement of the parties. Continuation of the program at the end of the 18 month period shall be subject to mutual agreement.~~

#### **Purpose:**

- ☐ ~~To improve opportunities for current Classified employees to be considered for temporary assignments through a “working out of class” status.~~
- ☐ ~~To provide a consistent framework for announcing such opportunities and considering interested employees.~~
- ☐ ~~To allow for a temporary employee to remain employed for a reasonable time while proceeding with:
  - ☐ ~~recruitment to fill a vacancy.~~
  - ☐ ~~review of the position or department that may result in changes affecting the position which have not yet been determined.~~~~

#### **Applies to:**

~~These terms and conditions apply to hiring of temporary employees and the hiring of current classified employees for a Working out of Class Announcement (WOCA) applicable to a vacant position. These processes apply while waiting to complete a recruitment to fill the position with a regular/probationary status employee, or while conducting a review of the position or department that may result in changes affecting the position which have not yet been determined.~~

~~If a position is left vacant without hire in order to capture “float” savings, the district shall not employ a temporary employee in the vacancy. This does not, however, preclude short term temporary hires to fulfill limited special projects or responsibilities that otherwise would be provided under Ed Code 88003 as short term employees. It is recognized however that such hires are not intended to circumvent a WOCA opportunity or recruitment procedures.~~

~~This process does not apply to:~~

- ☐ ~~Short term temporary employees who may be hired to fulfill special projects or responsibilities;~~
- ☐ ~~Substitute temporary hires to fill a position while an employee is on leave from the position or absent to fulfill other duties.~~

#### **Definitions:**

~~*Vacant position:* is defined as a position that is vacant due to promotion, transfer, demotion, reassignment, separation, resignation, or retirement of the prior incumbent.~~

~~Temporary employee: a person hired under Ed Code 88003.~~

~~Classified employee: a non-probationary classified or classified hourly employee who has otherwise attained regular status with the district.~~

### **Terms and Conditions:**

- ~~☐ Temporary hires are not intended to serve as long term substitutes to fill vacancies.~~
- ~~☐ This process shall not change the terms of Article 8.9 Working out of Class, including a hiring manager's discretion to make a Working Out of Class assignment to a current employee.~~
- ~~☐ This process shall not change the terms of Article 7.6 Reorganization.~~

### ~~Hiring a Temporary Without a WOCA~~

- ~~☐ In accordance with current practices and Article 4.4 regarding temporary hires and the terms of the Agreement, a hiring manager may proceed with hiring a temporary employee without conducting a WOCA. In that event:~~
  - ~~○ The temporary employee may be employed to fill the vacancy up to 90 days while recruiting to fill the vacancy.~~

### ~~Implementing a WOCA~~

- ~~☐ Alternatively, a hiring manager may proceed with announcing a Working out of Class opportunity. In that event:~~
  - ~~○ A Working out of Class Announcement (WOCA) shall be made available to all ACE classified employees of the district.~~
    - ~~\*\* A WOCA shall normally be made via the district's recruitment and applicant tracking system (currently Taleo). The District shall provide notice of a WOCA to employees by email blast. The District may continue its review of more efficient and effective alternatives to email such as an applicable WOC pool, or by employees registering in the recruitment and applicant tracking system to receive automated notices of opportunities. The parties will continue dialogue and may make changes to the notification process during the 18-month period by mutual agreement.~~
    - ~~\*\* Employees shall have a minimum of 5 business days to indicate their interest by submitting the documents, such as a resume and/or application and/or cover letter, requested by the WOCA.~~
  - ~~○ The hiring manager shall consider each qualified employee who has properly submitted the requested documents indicating his/her interest in the WOCA~~
    - ~~\*\* An employee shall be deemed qualified if he/she meets the minimum education and experience requirements as well as other qualifications expressly identified as essential to the position.~~
    - ~~\*\* Such consideration shall normally be made by conducting an interview with qualified employees.~~
    - ~~\*\* Consideration of current Classified employee applicants shall be concluded prior to the review of any non-Classified employee applicant.~~



- ☐ ~~The hiring manager shall retain full discretion to determine which employees are deemed qualified and will receive further consideration, and to make the hiring decision.~~
- ☐ ~~The hiring manager may, but shall not be obligated to, re-interview an employee who has been interviewed for the same classification with the same hiring manager within the last 12 months, unless such employee has demonstrated a substantial change in education, training, or experience relevant to the position. The hiring manager shall retain discretion to determine if a substantial change has occurred.~~
- ☐

~~.....Resulting in a WOC Hire~~

- ☐ ~~In the event an employee is hired to fill a WOCA, Article 8.9 of the Agreement shall apply.~~

~~.....Resulting in No WOC Hire~~

- ☐ ~~In the event there are no successful candidates for a WOCA, the hiring manager may proceed to consider non-employees and non-Classified employees for the position.~~
  - ☐ ~~A temporary employee may then be employed to fill the vacancy:
 
    - ~~\*\* up to 150 days while recruiting to fill the vacancy; or~~
    - ~~\*\* up to 10 months if proceeding with a review of the position (classification review) or department (reorganization) that may result in changes affecting the position which have not yet been determined.~~
      - ☐ ~~Reclassification requests shall normally be submitted within 75 days of the temporary hire. Failing to do so shall convert the time limit to 165 days from date of hire of the temporary employee while recruiting to fill the vacancy.~~
      - ☐ ~~A review of the department for possible reorganization shall include notice of the intended review to the Union within 75 days. Failing to do so shall convert the time limit to 165 days from date of hire of the temporary employee while recruiting to fill the vacancy. All other steps regarding reorganization shall follow Article 7.6.~~~~

*Timelines*

- ☐ ~~In accordance with the current Agreement, timelines may be extended by mutual agreement between ACE and the district.~~

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## **APPENDIX I**

# **MEMORANDUM OF UNDERSTANDING ON PROVISIONS OF HEALTH INSURANCE PLANS**

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
AND  
THE PARTICIPATING UNIONS OF THE JOINT LABOR MANAGEMENT COUNCIL  
("JLMBC") COMPOSED AS FOLLOWS:  
ASSOCIATION OF CLASSIFIED EMPLOYEES,  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,  
FACULTY ASSOCIATION,  
OPERATING ENGINEERS LOCAL 3,  
AND TEAMSTERS

This Memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District (District) and the following Unions: the Association of Classified Employees (ACE), the California School Employees Association (CSEA), the Faculty Association (FA), the Operating Engineers Local 3 (OE3), and the Teamsters.

The parties agree that the following provisions, described in Sections I through VIII, shall constitute an agreement between the Unions and the District on the topic of Paid Benefits. The provisions of this agreement are subject to ratification by members of the bargaining units where required and approval by the Board itself.

SECTION I: BENEFITS PLAN PROVIDER

Affecting the 2016 Plan Year, CalPERS shall remain the provider for all District medical health insurance plans for all qualified employees and retirees and their eligible dependents.

SECTION II: HEALTH PLAN OPTIONS

Qualified employees shall continue to have the option to enroll in any one of the plans offered by CalPERS and available in the participant's geographic area. Currently, CalPERS offers *three PPO plans*: PERS Select, PERS Choice, and PERS Care; and *nine HMO plans*: Anthem Select, Anthem Traditional, Blue Shield Access+, Blue Shield NetValue, Health Net Salud y Más, Health Net SmartCare, Kaiser CA, Sharp, and UnitedHealthcare. Brief information, including benefits, coverage limitations, deductibles, copays, and coinsurance, is contained in the CalPERS Health Benefit Summary published by CalPERS for each Plan Year. Full information is provided in the plan documents provided by the respective provider.

SECTION III: EMPLOYEE CONTRIBUTION RATES

All plans shall require employees to contribute for each plan choice and tier placement as described below. In accordance with the principles developed by the Joint Labor Management Benefits Council (JLMBC), the parties agree to the employee monthly contribution rates specified below. The CalPERS Select Plan shall be the "basic" plan; all other plans shall be a "buy-up" or "buy-down", except that Kaiser rates shall be \$3/6/9 higher than a true buy-up, and PERS Choice shall be \$5/10/15 lower than a true buy-up. Further, the PERS Care and United Healthcare HMO plans contributions shall remain at the same rate as

2015 without change. The contributions for plans only available in Southern California shall be the same as Anthem Select.

Contribution rates in each plan shall have three tiers: employee only; employee plus one; employee plus family. The rate for each tier shall be based on a proportional formula: employee only = employee rate x 1; employee plus one = employee rate x 2; employee plus family = employee rate x 3.

Rates for each plan and tier are expressed monthly, i.e., 1/12<sup>th</sup> of the employee annual contribution as specified below [based On Active-Retiree Contribution Illustration #19D, JLMBC, 6/25/15]:

*Three PPO Plans*

PERS Care January 1, 2016

E	\$480
E + 1	\$960
E + family	\$1440

PERS Choice January 1, 2016

E	\$152
E + 1	\$304
E + family	\$456

PERS Select January 1, 2016

E	\$89
E + 1	\$178
F + family	\$267

*Seven HMO Plans: Bay Area*

Anthem Select January 1, 2016

E	\$81
E + 1	\$162
E + family	\$243

Anthem Traditional January 1, 2016

E	\$214
E + 1	\$428
E + family	\$642

Blue Shield Access+ January 1, 2016

E	\$375
E + 1	\$750
E + family	\$1125

<u>Blue Shield NetValue</u>	<u>January 1, 2016</u>
E	\$393
E + 1	\$786
E + family	\$1179

<u>Healthnet SmartCare</u>	<u>January 1, 2016</u>
E	\$167
E + 1	\$334
E + family	\$501

<u>Kaiser CA</u>	<u>January 1, 2016</u>
E	\$108
E + 1	\$216
E + family	\$324

<u>UnitedHealthcare</u>	<u>January 1, 2016</u>
E	\$480
E + 1	\$960
E + family	\$1440

*Four HMO Plans: Other Southern California*

<u>Healthnet Salud y Más</u>	<u>January 1, 2016</u>
E	\$89
E + 1	\$178
E + family	\$267

<u>Healthnet SmartCare</u>	<u>January 1, 2016</u>
E	\$89
E + 1	\$178
E + family	\$267

<u>Sharp</u>	<u>January 1, 2016</u>
E	\$89
E + 1	\$178
E + family	\$267

<u>UnitedHealthcare</u>	<u>January 1, 2016</u>
E	\$89
E + 1	\$178
E + family	\$267

*Retiree Only: UHC Medicare Advantage Plan*

<u>UnitedHealthcare</u>	
<u>Medicare Advantage Plan</u>	<u>January 1, 2016</u>

E	\$81
E + 1	\$162
E + family	\$243

In addition, employees shall have the option of enrolling in vision and dental coverage offered by the District. The respective monthly contribution rates all include the cost of vision and dental coverage. If a subscriber opts out of dental and vision coverage, the reduction in rates will be \$6 for employee-only, \$12 for employee-plus-one, and \$18 for employee-plus-family. The vision coverage remains identical to the plan currently in place. The dental coverage shall be modified by adding diagnostic/preventive care deductible waiver to the plan.

Employee contributions shall be recovered through twelve (12) equal monthly payroll deductions. For employees on less than 12-month contracts, i.e. 10- and 11-month contracts, the contributions required during the non-contract month(s) shall normally be deducted from the first paycheck following the non-contract month(s), typically, the following September.

In the event the required monthly contribution exceeds compensation in any regular pay period, or the employee is not in pay status, or the employee is eligible for District paid-benefits under Long-Term Disability (LTD) status, in order to continue health benefit coverage the employee must enroll with CalPERS under the DirectPay Plan or COBRA Program, depending on the enrollee's status at the time of change in pay status. The District Benefits Unit shall assist the member with the transition and forward the request to CalPERS, in accordance with CalPERS processes.

When DirectPay status is applicable:

The following CalPERS process generally applies – CalPERS will contact the individual insurance carrier to set up DirectPay, a process that normally takes one month. In the intervening period before DirectPay is established, CalPERS will bill the District (since the invoice is issued in advance) and the District shall invoice the member for the employee's contribution for the intervening period.

Once DirectPay is established, the employee must prepay the full cost of the monthly premium for the CalPERS plan selected when receiving the bill from the plan provider. DirectBill payments cannot, by law, be pre-tax.

To seek reimbursement in arrears for the *Employer Share of Cost* (the plan's monthly premium minus the employee's required monthly contribution), the employee shall submit proof of payment and invoice for each month to the Benefits Unit. Payment is calculated month-by-month based on 12 calendar months.

When the employee returns to work within the applicable benefits plan year, the Benefits Unit shall transition the member back to Active Account with the next regular payroll cycle.

When COBRA status is applicable:

COBRA is an option for anyone who incurs a life-qualifying event but who is not eligible to continue benefits under DirectPay status.

The employee must prepay the full cost of the monthly premium plus any administrative fees for the CalPERS plan selected upon receiving the bill from the plan provider. There is no reimbursement for benefits coverage under COBRA status.

#### SECTION IV: RETIREE BENEFITS

##### *(a): Retired Employees Hired Before July 1, 1997*

Retirees who qualify under the terms of their respective “paid benefits for retired employees hired before July 1, 1997” contract provisions are eligible to participate in the District’s medical health insurance plans in the same manner as eligible employees and may select from the same plan choices offered to eligible employees.

The parties acknowledge that for Medicare-eligible retirees and their Medicare-eligible dependent(s), the CalPERS Choice and CalPERS Select plans offer identical benefits.

In accord with CalPERS regulations, the entire CalPERS retiree monthly premium for the plan selected is deducted from the monthly retirement warrant (e.g. STRS or PERS pension check), and the District shall reimburse the retiree the difference between the CalSTRS deduction and the subscriber’s required monthly contribution (as specified above in Section III: Employee Contribution Rates). In the event the CalPERS retiree monthly premium exceeds the retiree’s monthly retirement warrant, the retiree shall have the responsibility for paying CalPERS directly for the required retiree monthly premium in accord with CalPERS procedures.

The District shall provide reimbursement in arrears for the District’s monthly contribution towards the Retired employee’s benefit. Reimbursement shall be made upon submission to the Benefits Unit of proof of payment and invoice by CalPERS or the Retiree, as applicable, for each month of coverage.

Election of a medical health plan shall also include vision and dental coverage offered by the District. The respective monthly contribution rates include the cost of vision and dental coverage. Retirees may not opt out of dental and vision coverage, nor elect only vision and dental coverage. The vision coverage remains identical to the plan currently in place. The dental coverage shall be modified by adding diagnostic/preventive care deductible waiver to the plan.

##### *(b): Retired Employees Hired After July 1, 1997*

Retirees who qualify under the term of their respective “paid benefits for retired employees hired after July 1, 1997” contract provisions are eligible to participate in the District’s medical health insurance plans by contracting directly with CalPERS.

To seek reimbursement in arrears for the District's monthly contribution towards the Retired employee's *Bridge Program* benefit, the Retiree shall submit proof of payment and invoice to the Benefits Unit for each month of coverage.

#### SECTION V: DISTRICT CONTRIBUTION AND DRAWDOWN OF THE BENEFITS RATE STABILIZATION FUND (RSF)

District health benefit funding for the period of January 1, 2016 through December 31, 2016 shall be based on a super-composite rate (an average of employee and retiree costs in the three tiers—employee-only; employee plus one; and, employee plus family) of \$976 per employee/retiree per month (PEPM).

In addition to Employee/Retiree monthly premium contributions and the District super-composite rate contribution of \$976 per month, the Benefits Rate Stabilization Fund shall supplement projected total cost of the health insurance benefits participation by approximately \$1,536,761.

#### SECTION VI: DISTRICT HEALTH PLAN WAIVER

Employees and retirees may elect to waive coverage. An opt-out election shall remain in effect during the entire Plan Year, and the employee/retiree may not re-enroll in a CalPERS plan except during Open Enrollment or as a consequence of an IRS Section 125 qualifying life event. Waiver of coverage shall not result in a compensated allowance in lieu of coverage.

#### SECTION VII: TERMS AND CONDITIONS

- a) The health insurance plan provider, employee/retiree monthly contribution rates, terms and conditions specified herein are based on the recommendations of the Joint Labor Management Benefits Council;
- b) The parties have created a Post-97 Fund – i.e., the VEBA Trust – dedicated to a post-age-65 retiree benefit for District employees hired after July 1, 1997. The Post-97 Fund was established with the FA Post-1997 Health Benefits Reserve (\$250,000), the ACE Post-1997 Health Benefits Reserve (\$250,000), \$500,000 from Fund 600, and previously agreed to funding on the basis of tiered contributions per enrolled employee/retiree per month at the rate of \$2 employee-only; \$4 employee-plus-one; and \$6 employee-plus-family. In addition, for the 2016 Plan Year, funding on the basis of tiered contributions per enrolled employee/retiree per month shall continue at the rate of \$2 employee-only; \$4 employee-plus-one; and \$6 employee-plus-family. Future funding shall be subject to negotiation. The Post-97 Fund shall not increase the District's GASB unfunded liability;
- d) The parties acknowledge that (a) the employee/retiree contribution rates specified herein are based on a gradual drawdown of Fund 600 – Benefits Rate Stabilization Fund; (b) and Fund 600 is one-time money and, dependent on future negotiations, may be depleted within several years;
- e) The parties further acknowledge that the \$976 PEPM District contribution specified in Part V and used in the funding model shall not be deemed a “cap” for the purposes of negotiations upon expiration of this agreement; and



- f) Finally, the parties acknowledge that the District is still facing uncertain fiscal stability. The parties agree that the JLMBC shall continue to review the health insurance benefit costs and make recommendations regarding health insurance benefits, including plan coverage, associated costs and contribution structures subsequent to the duration of this agreement.

#### SECTION VIII: ADDITIONAL PROVISIONS FOR SPECIFIC BARGAINING UNIT

The parties acknowledge there may be specific provision(s) relevant to each union's collective bargaining agreement (CBA) and exclusively related to health benefits. Further, the parties agree to bring to the JLMBC any such benefit provision that may be relevant to, or have an impact on, the total cost of health insurance or the coverage provided to the other bargaining groups.

The additional provisions pertaining to the Faculty Association (FA) Paid Benefits Program (for Part-Time Faculty) are contained in Section VIII (a) attached at the end of this document.

_____ Date	_____ Print Name	_____ Signature
<i>Association of Classified Employees (ACE)</i>		

_____ Date	_____ Print Name	_____ Signature
<i>California School Employees Association (CSEA)</i>		

_____ Date	_____ Print Name	_____ Signature
<i>Faculty Association (FA)</i>		

_____ Date	_____ Print Name	_____ Signature
<i>FHDA District</i>		

_____ Date	_____ Print Name	_____ Signature
<i>Operating Engineers Local 3 (OE3)</i>		

_____ Date	_____ Print Name	_____ Signature
<i>Teamsters</i>		

#### SECTION VIII (a): ARTICLE 22A – PART-TIME FACULTY PAID BENEFITS

Affecting the 2016 Plan Year, qualified part-time faculty employees shall continue to have the option to enroll in any one of the plans offered by CalPERS and available in the participant's geographic area. Currently, CalPERS offers *three PPO plans*: PERS Select, PERS Choice, and PERS Care; and *nine HMO plans*: Anthem Select, Anthem Traditional, Blue Shield Access+, Blue Shield NetValue, Health Net Salud y Más, Health Net SmartCare, Kaiser CA, Sharp, and UnitedHealthcare. Brief information, including benefits, coverage limitations, deductibles, copays, and coinsurance, is contained in the CalPERS Health Benefit Summary published by CalPERS for each Plan Year. Full information is provided in the plan documents provided by the respective provider.

Benefits shall be provided in accordance with Article 22A. Eligibility for District-provided subsidy in accordance with Article 22A of the *Agreement* shall be determined annually for the period January 1 through December 31, 2016 based upon the part-time faculty employee's load and attainment of reemployment preference during the 2014-2015 academic year.

The CalPERS Select plan shall be the "basic" plan and all other plans shall be a "buy-up." The benefits shall have three load thresholds, each with a respective District contribution to the premium cost. For employees with loads of .4 up to .499, the District shall be responsible for payment of forty percent (40%) of the Select monthly plan premium or the dollar equivalent under the other plan options. For employees with loads of .5 up to .599, the District shall be responsible for payment of fifty percent (50%) of the Select monthly plan premium or the dollar equivalent under the other plan options. For employees with loads of .6 up to .67, the District shall be responsible for payment of sixty percent (60%) of the Select monthly plan premium or the dollar equivalent under the other plan options. The employee shall be responsible for the remainder of the monthly plan premium for the coverage elected.

The contribution rates shall have three tiers: employee-only; employee plus one; employee plus family. Rates are established in June, 2015 when CalPERS publishes its premium rates; employee contribution rates will be expressed monthly, i.e., 1/12<sup>th</sup> of the employee's annual contribution.

Part-time faculty participating in the 2016 Plan Year shall have contributions recovered in twelve (12) equal monthly payroll deductions. This shall mean that the twelve months of coverage will be paid in twelve equal installments deducted from the regular payroll periods.

In the event the required employee monthly contribution exceeds compensation in any regular pay period, or the part-time faculty member is not in paid status during a regular academic quarter (i.e., has no paid assignment in that particular quarter), in order to continue health benefit coverage the employee must enroll with CalPERS under the DirectPay Plan or COBRA program, depending on the enrollee's status at the time of

change in pay status. The District Benefits Unit shall assist the member with the transition and forward the request to CalPERS.

When DirectPay status is applicable:

The following CalPERS process generally applies – CalPERS will contact the individual insurance carrier to set up DirectPay, a process that normally takes one month. In the intervening period before DirectPay is established, CalPERS will bill the District (since the invoice is issued in advance). The District shall invoice the member for the employee's contribution for the intervening period.

Once DirectPay is established, the part-time faculty employee must prepay the full cost of the monthly premium for the CalPERS plan selected when receiving the bill from the plan provider. DirectPay payments cannot, by law, be pre-tax.

To seek reimbursement in arrears for the *Employer Share of Cost* (the plan's monthly premium minus the employee's required monthly contribution), the part-time faculty employee shall submit proof of payment and invoice to the Benefits Unit for each month of coverage. Payment is calculated month-by-month based on 12 calendar months.

When COBRA status is applicable:

Under COBRA, the maximum extension of benefits is 18 months as permissible by law. The employee is required to enroll for COBRA benefits and prepay directly with the insurance carrier.

The District shall provide the monthly premium variance reimbursement in arrears for the *Employer Share of Cost* (the plan's monthly premium minus the employee's required monthly contribution and applicable COBRA administrative fees) for the remainder of the plan year. The employee shall submit proof of payment and invoice for each month to the Benefits Unit. The COBRA premium variance reimbursement is calculated month-by-month based on 12 calendar months.

A part-time faculty employee is eligible for reimbursement under COBRA status when continuing to meet the eligibility requirements for the remaining months in the applicable plan year. A part-time faculty employee who separates employment or otherwise no longer meets eligibility requirements for benefits is not eligible for COBRA reimbursement.

When the part-time faculty employee returns to work in a subsequent quarter of the academic year and which occurs within the applicable benefits plan year, the Benefits Unit shall transition the member back to Active Account with the next regular payroll cycle.

The parties acknowledge that CalPERS regulations and administrative procedures for providing Part-Time Faculty Paid Benefits coverage continue to evolve and may

necessitate future modifications. The parties agree to work together in good faith to protect the benefits provided by Article 22A and to resolve in the best interests of all parties any issues that may arise.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foothill-De Anza Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foothill-De Anza Faculty Association

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