

AGREEMENT BETWEEN  
THE BOARD OF TRUSTEES OF THE  
LARKSPUR-CORTE MADERA  
SCHOOL DISTRICT

AND

THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION  
LARKSPUR CHAPTER #790

TERM

JULY 1, 2023 – JUNE 30, 2026

(Reflects all changes through April 19, 2023)

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## **PREAMBLE**

This contract, hereinafter referred to as the "Contract", is effective this 1<sup>st</sup> day of July 2023, by and between the Larkspur-Corte Madera School District, hereinafter referred to as the "District", and the California School Employees Association and its Larkspur Chapter #790, hereinafter referred to as the "CSEA".

The term "Contract" as used herein means the written contract provided under Section 3540.1(h) of the Government Code.

## **ARTICLE 1**

### **RECOGNITION**

- 1.1 The District recognizes CSEA as the exclusive representative for the employees in the Classified Unit.
- 1.2 The Classified Unit consists of all employees not requiring a teaching credential and excluding those appropriately designated Management, Supervisory or Confidential employees.
- 1.3 The Unit as recognized by the District may be modified by 1) mutual agreement of the parties or 2) by decision rendered by the Public Employment Relations Board on any contested positions.

## ARTICLE 2

### ORGANIZATIONAL RIGHTS

- 2.1 The CSEA shall have the right of access at reasonable times to areas in which employees work.
- 2.2 In addition, the CSEA shall have the right to use bulletin boards designated for such use by the supervisor or building principal and to use existing mail boxes for delivery of CSEA communications.
- 2.3 In addition, the CSEA shall have the right to hold meetings subject to applicable facility use regulations.
- 2.4 The District shall bear the costs of printing this agreement and provide a copy of this contract and any amendments to every employee in the bargaining unit.
- 2.5 The District shall not discriminate against any employee represented by CSEA on the basis of race, color, creed, age, sex, physical handicap, membership in any employee organization, or participation in the activities of an employee organization.
- 2.6 One delegate from CSEA, if that delegate is a 12-month employee, shall be granted paid release time of up to five (5) days per year for the purpose of attending the CSEA Annual State Conference.
  - 2.6.1 The CSEA president/designee shall be provided up to three (3) hours a month or thirty (30) hours per year release time to conduct CSEA business. The president/designee will arrange his or her absences with his or her supervisor.
  - 2.6.2 Members of the negotiating team will be provided release time for negotiating purposes. Negotiations will occur during duty as well as non-duty time. If negotiations are scheduled for times other than the employees' regularly scheduled work hours, the employees will have the option of receiving compensation either by payment or the equivalent time off.
- 2.7 CSEA and every member of the bargaining unit shall be furnished annually, no later than October 31, with an updated seniority list representing every member of the bargaining unit.
- 2.8 Agency Fee Agreement
  - 2.8.1 Organizational Security
    - 2.8.1.1 It is the mutual intention of the parties that the provisions of this Article protect the rights of individual workers without restricting CSEA's right to require every bargaining unit employee, except those exempt from these provisions, to pay a fair share of the cost of collective bargaining activities.
    - 2.8.1.2 Except as expressly exempted herein, all employee in the bargaining unit who do not maintain membership in good standing in CSEA are required, as a condition of continued employment, to pay service fees to CSEA, in amounts

that do not exceed the periodic dues of CSEA, for the duration of this agreement.

2.8.1.3 No employee shall be obligated to pay dues or service fees to CSEA until the first of the month following 30 calendar days after the employee first comes into the bargaining unit.

2.8.1.4 Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to CSEA as a condition of employment. However, such an employee shall be required, in lieu of a service fee required by this agreement, to pay sums equal to such service fee to one of the following nonreligious, nonlabor organization, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:

2.8.1.4.1 The Marin Chapter of the United Way

2.8.1.4.2 Larkspur-Corte Madera Schools Foundation

2.8.1.4.3 Neil Cummins PTA

2.8.1.4.4 Hall Middle School PTA

2.8.1.5 Any employee claiming this religious exemption must file a written request for exemption with CSEA, Legal Department, San Jose, CA. If the request is granted, the employee shall, as a condition of continued exemption from the requirement of paying service fees to CSEA, furnish CSEA with copies of receipts from the charity selected, as proof that such payments have been made, or shall authorize payroll deduction of such payment.

## 2.8.2 Dues and Service Fee Deductions

2.8.2.1 CSEA has the sole and exclusive right to have employee organization membership dues and service fees deducted by the employer for employees in the bargaining unit.

2.8.2.2 The employer shall deduct, in accordance with the CSEA dues and service fee schedule, dues, service fees or payments to charity in lieu of service fees from the wages of all employees who are members of the bargaining unit and who have submitted payroll deduction authorization forms to the district. Such authorizations shall remain in effect until expressly revoked in writing by the employee.

2.8.2.3 The employer shall, without charge, pay to CSEA within 15 days of the deduction all sums so deducted, except that the employer shall pay to the designated charity sums deducted in lieu of service fees from the wages of

employees whose requests for religious exemption pursuant to this agreement have been approved by CSEA.

- 2.8.2.4 Along with each monthly payment to CSEA, the employer shall, without charge, furnish CSEA with an alphabetical list of all workers in the bargaining unit, identifying them by name, social security number, months per year in paid status and annual salary, and indicating the amount deducted, if any, and whether such deduction is for dues, service fees or charitable contributions.
- 2.8.2.5 Nothing contained herein shall prohibit an employee from paying service fees directly to CSEA.
- 2.8.2.6 The employer shall immediately notify the CSEA chapter treasurer if any employee in the bargaining unit revokes a dues, service fee or payment in lieu of service fee deduction authorization.
- 2.8.2.7 The employer shall deduct and pay to CSEA service fees for each bargaining unit employee who is not a CSEA member in good standing and who is obligated to pay such fees, pursuant to this agreement, unless CSEA notifies the employer that the employee is paying such fees directly to CSEA. A payroll deduction authorizations form shall not be required for such deductions.
- 2.8.2.8 CSEA will furnish all service fee payers with an adequate explanation of the basis for the fee and the calculation of that portion of the fee which is chargeable to activities related to collective bargaining. CSEA will provide all service fee payers with a reasonably prompt opportunity to challenge this calculation before an impartial decision maker and will deposit into an interest-bearing escrow account all amounts reasonably in dispute while such challenges are pending.

### 2.8.3 Hold Harmless

- 2.8.3.1 CSEA agrees to reimburse the employer, its officers and agents for reasonable attorney's fees and legal costs incurred after notice to CSEA in defending against any court or administrative action challenging the legality of the organizational security provisions of this agreement or the implementation thereof.
- 2.8.3.2 CSEA agrees to reimburse the employer, its officers and agents for any award or compromise of damages or liability arising out of any court or administrative action challenging the legality of the organizational security provisions of this agreement or the implementation thereof, provided the employer has complied with the terms of the Article and has promptly notified CSEA of its awareness of such an action.
- 2.8.3.3 CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.

## ARTICLE 3

### HOURS OF EMPLOYMENT

- 3.1 The normal work week shall consist of five (5) consecutive days, Monday through Friday, and forty (40) hours. The work day for full-time employees shall be eight (8) consecutive hours exclusive of lunch periods. The length of the work day shall be designated by the District for each employee at the time of initial employment. Each employee shall be assigned fixed and regular hours. The beginning and ending times of an employee may not be changed by more than thirty (30) minutes without the agreement of the employee and a CSEA representative.

Employees regular hours may be temporarily rescheduled in case of an emergency. Employees shall have the right to refuse for good cause. An emergency is defined as a condition that cannot be reasonably foreseen and is threatening to the health or safety of students or staff or to District property. This provision shall not be used by the District to circumvent the overtime section of this Contract nor to deny an employee any other rights.

- 3.2 All employees shall be entitled to a scheduled, uninterrupted lunch period. The length of the lunch period shall be no longer than one (1) hour nor less than one-half (1/2) hour and shall be scheduled insofar as it is practical at or about midpoint of the work shift.
- 3.3 Employees shall be entitled to rest periods which, insofar as is practicable, shall be scheduled in the middle of each work period. The rest periods are granted at the rate of fifteen (15) minutes per four (4) hours worked.

3.3.1 Each classified employee shall be provided a written schedule that includes their break times at the start of each school year and during the school year if modifications are required.

3.3.2 District will provide opportunity for any specialized training for employees who are assigned to support specialized student needs.

- 3.4 Adjustment of Assigned Time (Part-time Employees): Employees who are assigned a minimum of thirty (30) minutes per day in excess of their part-time assignments for a period of twenty (20) consecutive working days or more shall have their basic assignments changed to reflect the longer hours in order to acquire all benefits on a properly pro-rated basis effective with the next pay period.

3.4.1 Any part-time employee who attends grade level meetings, monthly staff meetings or monthly yard duty meetings upon the authorization of the Principal shall be compensated at his/her regular hourly salary.

- 3.5 Shift Differential Compensation: Full time employees whose assigned work shift commences at 1:00 p.m. or after, shall receive a shift differential in the form of an assigned shift of seven and one-half (7 1/2) hours for which the employee shall be paid for eight (8) hours at the regular rate. Such employees shall be considered as eight (8) hour employees for all other intents and purposes including computations for seniority, absence from duty, and retirement credit. When evening employees are assigned to the day shift during school holidays, the regular shift shall be eight (8) hours.



3.6 Reduction: Any reduction in assigned time shall be accomplished in accordance with provisions of the law, PERB decisions and the District's duty to bargain. The District agrees to submit a proposal to negotiate any reductions at least two (2) weeks prior to school board action on such reductions.

3.7 Overtime

Overtime shall include work assigned to employees which causes employees to work over and above eight (8) hours daily or forty (40) hours weekly. Overtime shall be paid at a rate equal to time and one-half of the regular rate of pay for each hour worked or paid through granting of compensatory time off which shall be granted at the rate of one and one-half hours for each hour worked. Overtime shall be distributed on an equal basis among employees at the same site in the same classification as often as possible, utilizing seniority when necessary.

3.8 Overtime - Part-time Employees

Employees having an average work day of four (4) hours or more during a work week, and who work five (5) consecutive days, shall be paid at the overtime rate if required and assigned to work on the sixth (6) or seventh (7) day. Employees having an average work day of less than four (4) hours during a work week shall be paid at the overtime rate for the seventh (7) consecutive assigned work day following the commencement of the work week.

## ARTICLE 4

### HOLIDAYS AND VACATION DAYS

#### 4.1.1 Chart for Holidays

<u>Holiday</u>	<u>Twelve (12) Mo. Employees</u>	<u>School Year Employees</u>
Independence Day	X	
Labor Day	X	X
Veteran's Day	X	X
Thanksgiving Day	X	X
Friday after Thanksgiving	X	X
December 24 or 26	X	X
December 25	X	X
December 31 or January 2	X	X
New Year's Day	X	X
Martin Luther King Day	X	X
Lincoln's Day Observance	X	X
President's Day Observance	X	X
Memorial Day	X	X
Juneteenth Day Observance	X	N/A

Note: An employee shall be entitled to the paid holidays listed above provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday.

- 4.1.2 When a legal holiday listed in this section falls on a Sunday the following Monday shall be deemed to be the holiday in lieu of the day observed. When the holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. E. C. 37220/45203

#### 4.2 Vacation

No vacation leave may be used before it has been earned. Employees may take vacation time accrued after having been employed for six (6) months in the District. Vacation time must be taken within the year following that in which it was earned and may not be accumulated. Upon separation from employment, vacation time accrued and not used shall be paid at the regular rate of pay of the employee. E. C. 45197. Vacation time must be pre-approved by the employee's immediate supervisor. Twelve month custodial and maintenance employees are encouraged to request vacation time during periods when school is in session. Vacation requests during break periods may not be approved. Vacation requests for the period of October 1 to January 31 must be received by September 1, requests for the period of February 1 to May 31 must be received by the first school day in January and requests for the period of June 1 to August 31 must be received by May 1.

##### 4.2.1 Twelve (12) Month Employees

Members of the classified service who are employed for twelve (12) months per year shall receive vacation credit at the rate of one (1) day of annual leave with pay for each month of employment. After five (5) years of continuous service with the District they shall receive fifteen (15) days vacation time per year. Leave will be prorated for less than one year's time. After ten (10) years of continuous service with the District they shall receive twenty (20) days of vacation time per year.

##### 4.2.2 Ten (10) Month Employees (school year)

For the purpose of salary calculation only, members of the classified service who are employed for ten (10) months per year shall receive vacation credit at the rate of one (1) day of annual leave with pay for each month worked. After five (5) years of continuous service with the District and through the tenth (10<sup>th</sup>) year, they shall be granted thirteen (13) days annually; thereafter they shall be granted eighteen (18) vacation days annually.

##### 4.2.3 Hourly classified employees hired before the 2003-04 school year, working less than 10 months per year, shall be granted vacation pay at the rate of 10 cents per dollar earned. This excludes substitutes, short term or temporary employees.

Hourly classified employees hired after the 2003-04 school year shall be credited with one (1) hour of vacation time per twenty (20) hours worked.

- 4.2.4 Should any hourly employee who receives the vacation calculation in 4.2.2 or 4.2.3 become full time, that employee's vacation pay shall revert to the rate as specified in the current bargaining agreement for full-time employees
- 4.2.5 CSEA agrees that this adjustment in the rate of vacation pay for hourly employees creates an inequity in the vacation pay formula between full-time and part-time employees, as well as between 10-month and 12-month full-time employees, and CSEA also agrees that it will not seek to alter the rate of full-time employees' vacation pay at a later date to "equal out" the rates.
- 4.2.6 Vacation time is not cumulative, except when an employee is required by the District, or the District has requested and the employee has agreed, to work during periods that would preclude that employee from using his/her full vacation allowance. If an illness or injury prevents an employee from using up vacation prior to the June 30 deadline specified in Section 4.2.4, that portion of the vacation time not taken due to illness or injury shall be carried over into the following fiscal year.
- 4.2.7 Vacation time is earned by June 30 of one year and must be taken by June 30 of the following year.
- 4.2.8 If an employee, while on vacation, becomes ill, the days of the illness shall be taken from accumulated sick leave and not counted as vacation. Before this sick leave is granted, the District may request, at employee expense, verification of the illness.
- 4.2.9 For the purpose of this article, years of service shall be determined by the period of time between an employee's original date of hire with the District and each succeeding anniversary of that date.

## ARTICLE 5

### LEAVES

#### 5.1 Personal Illness or Injury

5.1.1 Every classified employee employed five (5) days a week by the District shall be entitled to twelve (12) days leave of absence for illness or injury with full pay for a fiscal year of service. Sick leave may be accumulated indefinitely.

5.1.1.1 The District may require a physician's verification of illness of any unit member who has been on sick leave for five (5) or more consecutive days.

5.1.2 Classified employees employed five (5) days a week, who are employed for less than a full fiscal year are entitled to that proportion of twelve (12) days of leave of absence for illness or injury with pay as the number of months he/she is employed bears to twelve (12).

5.1.3 Classified employees employed less than five (5) days a week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days of leave of absence for illness or injury with pay as the number of days he/she is employed per week bears to five (5). (E. C. 45191)

5.1.4 Credit for leave of absence need not be accrued prior to taking such leave by the employee, provided, however, that a new employee of the District shall not be eligible to take more than six (6) days or the proportionate amount to which he/she is entitled under this provision until the first day of the calendar month after completion of six (6) months of service with the District.

5.1.5 Except in case of emergency, all employees shall give notice of their impending absence to their immediate supervisor during the working day preceding the absence. In addition, it shall be the responsibility of the employee claiming sick leave to contact his or her immediate supervisor or designee on the first (1<sup>st</sup>) day of absence at the beginning of the shift and at least once each week in cases of extended sick leave use.

5.1.6 When an employee is absent from his/her duties on account of illness or accident for a period of five (5) months or less, the amount deducted from salary due him/her for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his/her position during his/her absence.

#### 5.2 Use of Sick Leave to Care for the Illness of Family Members (Kin Care)

5.2.1 An employee may use up to six (6) days for 12 month employees and five (5) days for 10 month employees of accrued sick leave per calendar year to care for the illness of an "immediate family" member as defined in section 5.5.2. Leave taken under this section shall be known as "Kin Care" leave.

5.2.1.1 "Designated Person" for the purpose of this section 5.2 means "a person identified by the employee at the time the employee requests paid sick days."

5.2.1.2 Unit members shall identify the designated person at the time they request the leave. Unit members may only identify one designated person per 12-month period (rolling forward).

5.2.1.3 The terms here regarding "designated person" are intended to reflect the law and do not extend leave availability beyond legal requirements.

5.2.2 All conditions and restrictions on the use of sick leave as outlined in this Article apply. Personal necessity leave shall be deducted on a day for day basis concurrently with leave taken pursuant to this section.

### 5.3 Pregnancy Disability Leave

5.3.1 A unit member who is expecting the birth of a child is required to notify the Superintendent, in writing, requesting pregnancy disability leave beginning not later than their physician's recommendation. Upon completion of pregnancy, an employee may return to work upon filing with the Superintendent a written medical opinion stating they are able to return and resume full responsibilities of their position.

5.3.2 Payment of accumulated sick leave will be made upon written request, beginning with the first day of disability due to pregnancy and terminated at the end of the disability due to pregnancy.

5.3.3 A unit member who is disabled by pregnancy shall be entitled to differential pay in which the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute for up to five (5) school months from the first day of leave taken for pregnancy disability. The District may ask for a medical opinion at any time in order to verify the unit member's capability to return to work and resume the full responsibilities of their position.

### 5.4 Parental Leave

5.4.1 A unit member shall be entitled to use up to 12 workweeks of parental leave for reason of the birth of a child or the placement of a child with the employee in connection with the adoption or foster care of the child by the employee. Current and accumulated sick leave shall be used for parental leave until it is exhausted. Thereafter, the employee shall be entitled to differential pay in which the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute for the remainder up to a 12 workweek period or 50 percent pay, whichever is greater.

5.4.2 The leave entitlement shall be in addition to leave available under Section 5.3 (Pregnancy Disability.)

- 5.4.3 Parental Leave shall run concurrently with unpaid Family Care leave under Section 5.10. The total aggregate Parental Leave and Family Care leave taken shall not exceed 12 workweeks in a 12-month period.
- 5.4.4 Parental Leave need not be continuous from the birth, adoption or foster care placement of the child and may be taken up to one calendar year from the birth, adoption or foster care placement of the child.
- 5.4.5 Parental Leave may be taken intermittently, but must be taken in blocks of two (2) weeks duration, except that leaves of shorter duration may be taken twice during the 12-month period. When both parents of a child are employees of the District, each parent shall be entitled to 12 workweeks of Parental Leave.
- 5.4.6 A unit member is not required to have 1,250 hours of service with the District in the previous 12-month period to qualify to take Parental Leave under this section.

## 5.5 Bereavement Leave

- 5.5.1 Classified employees are entitled to a leave of absence not to exceed three (3) days, or five (5) days if two hundred (200) miles or more of travel is required on account of the death of any member of their immediate families. If travel exceeding 200 miles is not required, an employee is entitled to up to two (2) additional days leave of absence without pay (for a total of five (5) days); however, an employee may use vacation, personal leave, accrued and available sick leave or compensatory time off for these additional days of bereavement leave.

A sixth (6<sup>th</sup>) day may be added at the discretion of the Superintendent of his designee to avoid undue hardship. No deduction shall be made from the salary of such employees nor shall such leave be deducted from leave granted by other sections of this Agreement.

- 5.5.2 "Immediate family" means parent, step-parent, grandparent, step-grandparent, grandchild, or step-grandchild of the employee or spouse, and the spouse, domestic partner, child (or unborn child), step-child, spouse or domestic partner of child or step-child, sibling, step-sibling, spouse or domestic partner of sibling or step-sibling, child of sibling or step-sibling, sibling or step-sibling of parent or step-parent, spouse or domestic partner of sibling, or step-sibling of parent or step-parent, or any other person living in the house as the employee's family, or any designated person related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employee may designate only one such person as an "immediate family" member per 12-month period (rolling forward.)
- 5.5.3 An employee shall notify the District as soon as possible and also state the expected duration of the absence to enable the District to secure a substitute.

5.5.4 Bereavement leave must be used within three (3) months of the date of death of the immediate family member unless otherwise approved by the Superintendent or designee.

5.5.5 Bereavement leave used shall be reported in the month in which the leave is taken, by the employee submitting leave on electronic leave report.

#### 5.6 Industrial Accident/Illness Leave of Absence

5.6.1 Employee shall be allowed up to sixty (60) working days leave in any year for the same accident.

5.6.2 Allowable leave shall not be accumulative from year to year.

5.6.3 Industrial accident or illness leave will commence on the first day of absence.

5.6.4 Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under workers' compensation.

5.6.5 When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred for the same illness or injury.

5.6.6 When entitlement to industrial accident or illness leave has been exhausted, entitlement to their sick leave will then be used; but if an employee is receiving worker's compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

5.6.7 During all paid leaves of absence, under this section, whether industrial accident leave, sick leave, vacation compensated time off or other available leave provided by law or the action of a governing board, the employee shall endorse to the District wage loss benefits checks received under the workers' compensation laws of this state.

5.6.8 When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume his/her assigned duties, the employee shall be placed on a re-employment list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period the employee shall be re-employed in a vacant position in the class of the employee's previous assignment over all other available employee's except for those on a re-employment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with seniority procedures.

5.6.9 An employee who has been placed on a re-employment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate

assignment, when offered, shall be subject to disciplinary action in accordance with provisions of this contract.

- 5.6.10 An employee who has been placed on a re-employment list and who returns to service shall be returned to the salary placement and seniority placement based on seniority prior to commencement of the leave.

## 5.7 Personal Necessity Leave

An employee may use a maximum of seven (7) days of sick leave annually for cases of personal necessity, per Education Code 45207, including any of the following reasons in 5.4.1 through 5.4.5. Except in cases in which the nature of the emergency precludes it, the employee will notify the site Principal and Superintendent five (5) days in advance of the anticipated need. The Superintendent shall specify the form for this notice. Personal necessity leave used in conjunction with paid holidays or break periods needs to have prior approval of the site Principal, unless extenuating circumstances prohibit it.

- 5.7.1 Illness of a member of the immediate family as defined under Section 5.5.2.
- 5.7.2 Death of a member of his/her immediate family when additional leave is required beyond that provided under bereavement leave.
- 5.7.3 Accident, involving his/her person or property, or the person or property of a member of the immediate family
- 5.7.4 To conduct legal or other personal and pressing obligations which require the presence of the employee during regularly scheduled working hours in order to prevent a family or financial hardship. Such obligations do not include any extension of holidays, and/or weekends or any recreational matters of personal convenience.
- 5.7.5 Religious holidays.

## 5.8 Military Leave

- 5.8.1 Military leave of absence shall be granted as provided for in the Military and Veteran's Code of the State of California. Such leave must be verified by copy of the military orders requiring military duty. E.C. 45198

## 5.9 Court Appearance

- 5.9.1 Absence due to jury duty or for court appearance other than as a litigant or as a witness under official order from another governmental agency for reasons not brought about through the connivance or misconduct of the employee, will be granted with pay up to the difference between the employee's regular pay and any amount received as jury or witness fee. An employee who works an evening shift shall receive this benefit in the same manner as he/she would if he/she worked on the day shift. In case of appearance as a court witness, absence with pay shall not exceed two (2) days.



## 5.10 Adoption/Child Care Leave

- 5.10.1 An employee who is adopting a child may be granted up to ten (10) days of unpaid leave for the purposes of processing the adoption.
- 5.10.2 An employee who has adopted, given birth or whose spouse has given birth to a child may be granted up to ten (10) days of unpaid leave for the purposes of care of the child immediately after the adoption or birth.

## 5.11 Flexible Leave Day

- 5.11.1 All employees will be entitled to one (1) day of paid personal leave to use at their discretion so long as they give a minimum of seventy-two (72) hours (three (3) full working days) advance notice to the immediate supervisor. This paid leave shall not accumulate from year to year and shall not be deducted from sick leave. The personal leave day used in conjunction with paid holidays or break periods needs to have prior approval from the site Principal, unless extenuating circumstances prohibit it.

## 5.12 Family Care and Medical Leave (Unpaid)

- 5.12.1 Each unit member who has been employed by the District for more than one continuous year is eligible for an unpaid Family Care and Medical Leave not to exceed twelve (12) weeks within a twelve (12) month period, unless a longer leave is agreed upon by the District and the unit member.
- 5.12.2 Family Care and Medical Leave may be used for the birth of the unit member's child, placement of a child for adoption or foster care, to care for an "immediate family" member as defined in section 5.5.2 with a serious health condition, or a serious health condition which renders the unit member unable to perform essential job functions.
- 5.12.3 Each unit member who has been employed by the District for more than one continuous year is eligible for an unpaid Family Care Leave not to exceed twelve (12) weeks within a twelve (12) month period, unless a longer leave is agreed upon by the District and the unit member.
- 5.12.4 During the period of such leave, the District shall maintain the unit member's group health and welfare benefits, if any, on the same basis as if the unit member were in paid status. Upon return from Family Care and Medical Leave, the unit member is entitled to return to the same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
- 5.12.5 The unit member must provide the District with at least thirty (30) days advance notice for the leave if the need is foreseeable. Otherwise, notice must be given as soon as practicable under the circumstances.

- 5.12.6 Other issues involving interpretation of Family Care and Medical Leave rights shall be in accordance with the Federal Family and Medical Leave act (FMLA), the California Family rights Act (CFRA) and BP 4161.8 (Family Care and Medical Leave).

5.13 Other Leaves

- 5.13.1 The Governing Board may grant leave for reasons not listed herein which leave shall be without pay. Written requests for such leaves must be submitted to the Administration. Pursuant to E. C. 45190 employees granted leave under this Section shall be entitled to continued benefits coverage at their own expense.
- 5.13.2 Pursuant to the Family Medical Leave Act, the District shall make the provisions of the Federal and State Family Medical Leave Act available to all employees eligible by the act. This leave shall be consecutive to other leaves in this article.

5.14 Catastrophic Illness Leave

A unit member who has exhausted all available sick leave, vacation time, compensatory time, and other paid leaves may request the District to issue a request to unit members for a donation of sick leave because of catastrophic illness or injury. The following conditions shall all be met:

- 5.14.1 The illness or injury is catastrophic and is suffered by the unit member or his/her family. Family means spouse, child, parent, domestic partner or any member of the immediate family living in the immediate household of the unit member.
- 5.14.2 "Catastrophic illness" or "injury" mean an illness or injury is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking time off creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.
- 5.14.3 A committee consisting of one (1) Association member and one (1) District administrator shall determine whether the condition is catastrophic and requires verification, if necessary
- 5.14.4 Donations and withdrawals shall be calculated on an FTE basis (number of hours worked per day). Authorization for donations shall be in writing.
- 5.14.5 The maximum hours which can be donated in one school year to one unit member generally shall not exceed ten (10) days at the unit member's FTE (number of hours worked per day). With the agreement of CSEA and the District, additional days may be authorized for a unit member for a school year. Donations may be made in one day increments at the unit member's FTE (number of hours worked per day).
- 5.14.6 In consultation with the CSEA, the District shall be responsible to solicit donations.

- 5.14.7 Once the leave is donated by a unit member it shall be irrevocable.
- 5.14.8 Participation in the Catastrophic Illness Leave is voluntary. CSEA will be provided an accounting of donations received and the current Bank balance annually electronically on or before June 30 and upon request as needed. The donations shall remain in the bank until used and will roll over from year to year. If the bank should fall below 320 hours, a request for donations will be sent to all classified employees.

## ARTICLE 6

### PAY AND BENEFITS

#### 6.1 General provisions – Salaries

6.1.1 The parties agree to an on-schedule increase to the existing 2022-2023 salary schedule of 9% for the 2023-2024 school year effective July 1, 2023. The parties agree to an on-schedule increase to the 2024-2025 salary schedule of 3% for the 2024-2025 school year, effective July 1, 2024 and an on-schedule increase to the 2025-2026 salary schedule of 3% for the 2025-2026 school year, effective July 1, 2025.

For 2023-2024, 2024-2025, and 2025-2026, bargaining unit members employed less than four (4) hours per day shall receive a \$500 annual retention bonus. To be eligible, the bargaining unit members must work 75% of the school year and be in a paid status on the last day of the school year. This provision shall expire on June 30, 2026 unless extended by the parties.

For 2023-2024, 2024-2025, and 2025-2026, should the District's funding based on the final County of Marin Department of Finance property tax roll in August of each year be 1% or higher than budgeted by the District, then \$1,000 will be added to the benefit cap beginning in that current school year. This provision shall expire on June 30, 2026 unless extended by the parties.

Campus Support whose hours were reduced to 3.75 hours as identified in the MOU on Effects of Layoff dated April 2, 2019 shall have the same benefit cap allocation as unit members continued for the level of benefits on the plans they were enrolled in during the 2022-2023 school year.

For settlement of 2018-19 salaries, effective July 1, 2018, the entire Classified Employee Salary Schedule shall be increased by two percent (2%)

The 2017-18 salary schedule shall be revised to reflect a new Step 7 which shall be five percent (5%) higher than Step 6 effective July 1, 2017. All cells on the salary schedule shall maintain the same progressive percentage increases as are currently in place.

For settlement of 2017-18 salaries, each cell of the 2016-17 Classified Employee Salary Schedule shall be increased by one and a quarter percent (1.25%) effective July 1, 2017. In addition, the 2016-17 Classified Employee Salary Schedule shall be increased by one percent (1%) effective February 1, 2018. All cells on the salary schedule shall maintain the same progressive percentage increases as are currently in place. These changes shall constitute the new 2017-18 Classified Salary Schedule.

District shall provide an annual one percent (1%) increase in salary for each year of service beyond year twenty as shown on the salary schedule. This annual increase shall not exceed a cumulative total of more than ten percent (10%), which would be achieved after 30 years of service.

The 2016-17 Classified Employee Salary Schedule shall be revised to reflect a new structure for longevity steps, Steps 15 and 20 will be removed in their current structure. Steps 13, 16, and a new Step 20 will be added to the schedule and will reflect four percent (4%) increases over Step 10, 13, and 16 respectively.

For settlement 2016-17 salaries, retroactive to July 1, 2016, the 2015-16 Classified Employee Salary Schedule shall be increased by two percent (2.0%). See Appendix A.

The parties do not believe that any unit members are currently on Step 15 for 2016-17. If any unit members are placed on Step 15 for 2016-17, they will be paid based upon the 2015-16 salary scheduled increased by two percent (2%). This paragraph is in effect only for 2016-17.

- 6.1.2 All employees shall be paid once per month for those months in which they have worked. Payment shall be made to employees on the last working day of the month, except for employees who submit a supplemental timesheet, who shall receive that payment no later than the fifteenth (15th) of each month. If a regular pay day falls on a holiday, the payment shall be issued, when possible, on the preceding work day.
- 6.1.3 Any paycheck which is lost after issuance shall be replaced by the next regular pay date if the employee's request for replacement is made in time to allow inclusion of the replacement check among those being processed for payment on that pay date.
- 6.1.4 Employees who are required to use their vehicles as part of their assignment shall be reimbursed at the current District-approved rate.
- 6.1.5 Employees who are required as part of their assignments to have meals or take lodging away from the District may file a claim and be reimbursed for their actual and necessary travel expenses within current District policies, rules and regulations.
- 6.1.6 When the District requires employees to take physical examinations as a condition of continued employment, or when required by law, the District shall provide for the examination and the employee will be compensated at his/her regular rate of pay.
- 6.1.7 Errors in payroll shall be corrected and a supplemental check issued within five (5) working days.
- 6.1.8 No later than September 30 of each school year, all classified employees shall be furnished with a copy of the computation of their salary. A revised computation shall be sent to the employees whenever a new salary schedule is negotiated and ratified by both parties. Copies shall be filed in the affected employees' personnel files.
- 6.1.9 When fingerprints are required, such fingerprinting shall take place during normal working hours and the employee shall be released from duty for this purpose without loss of pay. The employee will be reimbursed by the District for any expense incurred.

- 6.1.10 Maintenance, Grounds, Custodial and Crossing Guard personnel shall be provided or reimbursed for foul weather gear.
- 6.1.11 The District may provide in-service training for employees before, during, or after regular work hours. If attendance is required, then each employee so affected shall be compensated at the appropriate rate of pay according to the Salary and the Hours and Overtime Articles of this Contract.
- 6.1.12 When employees attend a training course that is required as a condition of the continuance of employment, the employees shall be compensated for the time spent in the training program at the appropriate rate of pay according to the Hours and Overtime Articles of this Contract.
- 6.1.13 When new technology is introduced to a job classification, the District may provide the in-service needed to incorporate that technology. If additional training is required by the District as a condition of continued employment, the district shall pay for said training.
- 6.1.14 Employees may be required to perform duties higher than their classification provided that the employees' salaries are adjusted upward to at least five (5%) percent above their regular salary and at least Step 1 of the higher position for the entire period of required out-of-class work.
- 6.1.15 Normally, all new employees will be hired on the first step of the salary schedule except in unusual circumstances where the District determines that an employee has exceptional qualifications, in which case an employee may be hired up to but no higher than Step 6.
- 6.1.16 All employees shall be granted appropriate step increases on July 1<sup>st</sup> of each year.
- 6.1.17 Upon voluntary demotion, or in lieu of layoff assignment to a lower classification, the salary of the demoted employee shall be adjusted to the step on the salary range of the lower position which corresponds most closely to the salary received by the employee, provided such salary does not exceed the present salary or the maximum step of the lower classification.
- 6.1.18 Call-in time: Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay. The employee shall have the option of receiving pay or comp-time.
- 6.1.19 Call-back time: Any employee called back to work after completion of their regular assignment shall be compensated for a minimum two (2) hours of work at the appropriate overtime rate, irrespective of the number of hours actually worked on call-back. The employee shall have the option of receiving pay or comp-time.
- 6.1.20 Within ten (10) working days following board action, the CSEA president will be provided with the names, salary range and appropriate step of new and promoted bargaining unit employees.

## 6.2 Health Benefits

6.2.1 The District shall contribute a maximum of \$11,250 per health plan year for each classified employee working at least one-half (1/2) time to be used toward the cost of coverage under the District sponsored medical, dental and vision plans, as selected by the employee. Dental coverage is mandatory. This contribution amount for the same benefits shall also be extended to unit members holding the position of Campus Support Assistant and working four (4) hours a day or more.

### 6.2.2 Tax Shelter Annuity

Effective October 1, 2005 all employees on the salary schedule who work six (6) hours a day or more and with evidence of medical double-coverage may receive a \$356.00 (\$3,560 annually) per month tax shelter annuity in lieu of medical and vision coverage.

## 6.3 Retiree Benefits

6.3.1 Classified employees who were/are hired on or before June 30, 2001, and who are at least fifty five (55) years of age, and who have been employed by the District for at least ten (10) consecutive years prior to retirement, and who take PERS retirement directly from their employment with the District, shall be eligible for retiree benefits as described in this section.

6.3.2 Qualifying retirees shall have allocated by the District up to \$3,000 annually toward any of the following: dental, medical, and vision insurance coverage, regardless of date of retirement. Such payments will be made by the District directly to the carrier. If the retiree wishes to receive coverage which costs more than the \$3,000 annual amount, and if the carrier accepts such coverage, the retiree shall remit any additional premium balance to the District.

6.3.3 The period of this eligibility shall be until the age of 65 or 10 years after retirement, whichever is earlier.

6.3.4 Future premium increases shall be borne by the retiree. Retiree coverage rates may reflect retiree status, as opposed to "active" employee status, depending upon the plan and the carrier.

6.3.5 For the purposes of this section only, the percentage of the \$3,000 paid shall be equal to the percentage of full time employment of the employee at retirement.

6.3.6 Classified employees, who otherwise do not meet the eligibility requirements of 6.3.1, may continue on the District's medical plan at their own expense by pre-paying to the District the full cost of the medical premium. This provision will remain in effect as long as there is carrier approval.

## ARTICLE 7

### TRANSFERS, REASSIGNMENTS AND PROMOTIONS

#### 7.1 Definitions:

- 7.1.1 A voluntary transfer is the assignment of an employee on a voluntary basis from one job site to another job site in the same classification.
- 7.1.2 An involuntary transfer is the assignment of an employee without the employee's consent from one job site to another job site in the same job classification.
- 7.1.3 A voluntary reassignment is the movement of an employee for all or part of his/her assignment on a voluntary basis from one position to another within the same classification and at the same job site.
- 7.1.4 An involuntary reassignment is the movement of an employee without the employee's consent for all or part of his/her assignment from one position to another within the same classification and at the same job site.
- 7.1.5 A promotion is the movement of an employee from one classification to a higher classification. An increase in hours is not considered a promotion.
- 7.1.6 A vacancy exists when a position or portion of such a position is unfilled.

#### 7.2 Procedure - Voluntary Transfers

- 7.2.1 When a new position is created in an existing classification, or an existing position becomes vacant, the District shall give the opportunity to transfer to all employees serving in the same classification. Vacancy notices shall be emailed to all employees at least five (5) work days before the vacancy is filled.
- 7.2.2 Notices of opportunities for transfer shall be emailed to all employees in the appropriate classification. Employees on leave or on vacation may authorize a CSEA designee or the CSEA Chapter President to file for a transfer on their behalf.
- 7.2.3 Employees may apply for a transfer by submitting a letter of application and/or resume with the district application form to the Superintendent or his designee.
- 7.2.4 The appointing supervisor shall interview those employees who have applied and shall make a selection based upon the following criteria:
  - 7.2.4.1 The requirements of the position;
  - 7.2.4.2 The qualifications, background, and experience of the applicants;



7.2.4.3 The evaluations and recommendations of the employee's present and previous supervisors;

7.2.4.4 All things being equal, seniority shall be the determining factor.

7.2.5 If there are no requests for voluntary transfer then a separate vacancy notice shall be sent to the work locations of other employees as well as those who are not employees of the District.

### 7.3 Procedure - Involuntary Transfers

7.3.1 Voluntary transfers will be solicited before involuntary transfers are made. Unless the district needs to initiate an involuntary transfer in order to fulfill a legal obligation (e.g. in response to a complaint). When the district receives volunteers for the transfer, they shall be considered under the Voluntary Transfer process under 7.2.4.

7.3.2 When no volunteers are solicited, the district shall determine the involuntary transfer considering the following: student needs, site needs, and seniority.

7.3.3: An involuntary transfer shall not result in a loss of pay or benefits to the employee who shall be given at least ten (10) work days advance notice and an opportunity to discuss the reasons for the transfer with the immediate supervisor before it becomes effective.

### 7.4 Procedure - Voluntary Reassignments

7.4.1 A request for reassignment may be made by any employee in the following manner:

7.4.1.1 The request shall be submitted in writing to the Superintendent or his/her designee;

7.4.1.2 The request shall be kept confidential and on file by the Superintendent or the designee;

7.4.1.3 Upon determination of an existing vacancy these requests will be reviewed and given first consideration by the Principals involved in the reassignment who will use the following criteria as the basis for selection:

7.4.1.3.1 Requirements of the position;

7.4.1.3.2 Qualifications, background, and experience of the applicants;

7.4.1.3.3 Evaluations and recommendations of the employee's present and previous supervisors;

7.4.1.3.4 All things being equal seniority shall be the determining factor.

7.4.2 If the reassignment is not affected as requested, the applicant shall be informed in writing by the Superintendent or his/her designee, as to why it was not.

7.4.3 Every attempt will be made to inform the employee of his/her assignment for the following school year prior to June 1<sup>st</sup>.

#### 7.5 Procedure - Involuntary Reassignments

7.5.1 Involuntary reassignments shall be done in accordance with the relevant provisions of the Education Code.

7.5.2 Persons being involuntarily reassigned shall be given the opportunity, upon request, to meet with the Superintendent or designee to discuss the reassignment.

#### 7.6 Promotions

7.6.1 First consideration: Employees in the bargaining unit shall be given first consideration in filling any job vacancy within the bargaining unit which can be considered a promotion after the announcement of the vacancy.

7.6.2 Notices of all job vacancies within the bargaining unit shall be sent to all classified employees' email addresses with at least five (5) work days before being filled during which time employees within the unit may file for the vacancy by sending a letter of application, resume and district application form to the personnel office. Any employees on leave or vacation may authorize their Job Representative or Chapter President to file on their behalf.

7.6.3 Except in the case of a new classification, the transfer/reassignment provisions specified in this Article shall be applied before the promotion provisions.

7.6.4 The recommending administrator shall interview those employees who have applied and shall make a selection based upon the following criteria:

7.6.4.1 Requirements of the position;

7.6.4.2 Qualification, background and experience of the applicants;

7.6.4.3 Evaluations and recommendation of the employee's present and previous supervisors;

7.6.4.4 All things being equal, seniority shall be the determining factor.

7.6.5        Salary Placement: Employees temporarily or permanently promoted to a position of a range higher on the salary schedule shall receive the salary of the new position. Placement on the appropriate step of the new range shall be at a point which is at least five (5%) percent above that received in the former position, except that the placement shall not be higher than the highest step of the new position.

7.6.6        There shall be a four-month (4) probationary period in promotional positions. If the employee receives an unsatisfactory evaluation the employee shall be returned to his/her former position. The employee has the option to return to his/her former position at any time up to the end of the first ten (10) workdays in the new position.

## 7.7        General Provisions

7.7.1        The District may consider alternative work or transfer for employees who have become medically unable to satisfactorily perform the work assigned to them.

7.7.2        Two (2) employees within the same classification but working at different schools/work sites may request from the Superintendent or his/her designee to exchange schools/work sites. In order to protect rights of all employees, the Superintendent or his/her designee shall obtain approval from CSEA and the supervisors affected before finalizing the "Voluntary Exchange Transfer."

## ARTICLE 8

### SAFETY

- 8.1 Employees are encouraged to report any unsafe or unhealthful working condition or equipment of which they are aware to their immediate supervisor in writing. The supervisor shall report such condition or equipment to the Superintendent or his/her designee.
- 8.2 The Superintendent or his/her designee shall, within ten (10) working days of receipt of the written report, respond in writing to the employee stating corrective action taken; or, if no action will be taken stating the reason why.
- 8.3 The District shall make available at each work site adequate lunchroom, restroom, and lavatory facilities for employees and shall provide a safe working environment for all employees.

## ARTICLE 9

### GRIEVANCES

#### 9.1 Definitions

- 9.1.1 A "grievance" is a complaint by a grievant that he/she has been affected by a misapplication or violation of a specific provision of this Contract.
- 9.1.2 As used in this section, the term "grievant" shall mean an employee or group of employees of the bargaining unit or the CSEA.
- 9.1.3 A working day shall be defined as a regular work day for the District Office.

#### 9.2 Procedure: Employee Grievance

##### 9.2.1 Informal Discussion with Supervisor

- 9.2.1.1 A grievant shall go to his/her supervisor either (1) individually or (2) accompanied by a representative with the objective of resolving the matter informally. If the problem is resolved, or if the grievance shall be judged to be resolved, no further steps shall be taken.

##### 9.2.2 Level I - Formal Discussion with Supervisor

- 9.2.2.1 If the problem is still unresolved, the grievant shall, within twenty (20) working days of the occurrence, present a statement of grievance in writing to his/her supervisor. If the grievance involves more than one (1) employee and with different supervisors it may be filed at Level II.
- 9.2.2.2 The written grievance shall include:
  - 9.2.2.2.1 A citation of the portion of this Contract alleged to have been violated.
  - 9.2.2.2.2 A description of the grounds of the grievance, including date(s) of events leading to it, and including date(s) and outcome of any informal attempts at resolution of the grievance.
  - 9.2.2.2.3 A statement of the reasons why the specific actions identified above are in issue.
  - 9.2.2.2.4 A list of the specific remedies which the grievant desires.

- 9.2.2.3 After the grievance has been presented it may be discussed with the supervisor:
- 9.2.2.3.1 By the grievant on his/her own behalf.
  - 9.2.2.3.2 By the grievant accompanied by another employee who is a member of the bargaining unit.
  - 9.2.2.3.3 By the grievant accompanied by a representative of the CSEA if the grievant so requests.
  - 9.2.2.3.4 By CSEA on behalf of the employee(s).
- 9.2.2.4 The supervisor shall communicate his/her decision to the grievant and his/her representative, if any, within ten (10) days after receiving the written notice.
- 9.2.2.5 Either party to the grievance shall have the right to request a conference in order to resolve the grievance.
- 9.2.2.6 If the problem is resolved or if the grievant does not wish to take further steps, the grievance is closed.

9.2.3 Level II - Superintendent or Designee

- 9.2.3.1 Within ten (10) working days after receiving the decision of the supervisor, the grievant, or his/her representative, may appeal the decision to the Superintendent or his/her designee. The appeal shall be accompanied by a copy of the decision reached at Level I. A grievance involving more than one (1) employee and more than one (1) supervisor may be filed at this level.
- 9.2.3.2 Within ten (10) working days after delivery of the appeal, the Superintendent or his/her designee shall investigate the grievance giving all persons who participated in Level I and representatives, if any, an opportunity to be heard. Upon request of the Superintendent or his/her designee, or of the employee and/or his/her representative, the parties will meet together.
- 9.2.3.3 Within twenty (20) working days after delivery of the appeal, the Superintendent or his/her designee shall communicate the decision in writing, together with supporting reasons, to the grievant and, if any, to the representative of the employee who participated at this level and to the supervisor/administrator. The decision of the Superintendent or his/her designee shall be final, unless appealed to the next level.

9.2.4 Level III – Arbitration

- 9.2.4.1 If the grievance is not resolved satisfactorily, the CSEA may request that the grievance be submitted to arbitration within twenty (20) working days of receipt of the Superintendent or his/her designee's decision by informing the District and requesting from the State Conciliation/Mediation Service a list of five (5) arbitrators.
- 9.2.4.2 Within five (5) working days of receipt of the list, the parties' designated representatives shall alternately strike names to arrive at the agreed-to-arbitrator.
- 9.2.4.3 The decision and award of the arbitrator shall be in writing and shall set forth opinions and conclusions of the issues submitted at the time of the hearing and in writing (if post-hearing briefs are submitted).
- 9.2.4.4 The decision of the arbitrator shall be final and binding on all parties.
- 9.2.4.5 Each party shall bear its own costs of advocacy and the expenses or fees of the arbitrator and court reporter, if any, shall be shared equally.

9.3 General Provisions: Grievance

- 9.3.1 If an employee does not request representation by the CSEA, the CSEA shall receive a copy of the written grievance filed at Level I.
- 9.3.2 No agreement to a resolution of a grievance shall be declared until the CSEA has been given a copy of the grievance, the proposed resolution, and an opportunity to file a written response to the proposed resolution.
- 9.3.3 Time allowances set forth in these procedures may be extended by mutual consent.
- 9.3.4 During the pendency of any grievance, the grievant shall continue the assigned functions until a resolution of the grievance is final.
- 9.3.5 The grievant, CSEA representative and any necessary witnesses shall be granted a reasonable amount of release time to attend any hearings, meetings, or to inspect personnel or grievance files required by this grievance process between the District and the grievant.
- 9.3.6 Materials relative to a grievance will not be filed in an employee's personnel file.

## ARTICLE 10

### LAYOFF PROCEDURE

- 10.1 A layoff for the purpose of this Article shall be considered as an involuntary separation of a permanent or probationary classified employee from active service due to lack of funds and/or lack of work as a result of a bona fide reduction or elimination of the service performed by any department or when reemployment, reassignment or displacement (bumping rights of an employee) cause such an action.
- 10.2 Layoffs shall be conducted on a District-wide basis in reverse order of seniority in the job classification in which the layoff occurs.
- 10.2.1 The employee who has been employed the shortest time in the class plus higher classes shall be laid off first.
- 10.2.2 Employees hired prior to July 1, 1999 shall have their seniority based on the number of hours in each classification. Seniority for employees hired on or after July 1, 1999 shall be based on date of hire.
- 10.2.3 If two (2) or more employees subject to layoff have equal seniority, the determination as to who shall be laid off shall be made on the hire date seniority with the employee hired first being retained and if that is equal, the determination shall be made by lot.
- 10.3 When a layoff of classified employees is anticipated by the administration at least ten (10) working days advance written notice shall be given to CSEA prior to the time the Board acts upon the matter. With such notification, the District will provide CSEA with an updated seniority roster for all classifications affected by the anticipated layoff, a list of positions to be eliminated and any documents supporting the need for layoff.
- 10.3.1 The District and CSEA shall meet following the receipt of such initial notice to negotiate the impact (effects) of the layoff beyond the provisions of this Article. Failure by the District to comply with California Education Code provisions pertaining to layoff shall be grievable.
- 10.3.2 After a Board action has been taken on a layoff, a written notice of layoff shall be sent by certified mail to affected employees to their last address given to the District no less than sixty (60) calendar days prior to the effective date of layoff. A termination interview with the Superintendent or designee may be scheduled during normal working hours if requested by the employee. A copy of each notice shall be concurrently sent to the President of the CSEA local chapter or designee; such notice shall indicate the layoff effective date and inform the employee of his/her displacement rights, if any, and reemployment rights.
- 10.4 Prior to the effective date of layoff, employees may challenge their place on the seniority roster by making objections to the Superintendent or designee who shall review the objections and conduct an audit, if requested and make the results of such audit known to CSEA and the employee(s) prior to the effective date of any layoff(s) involving such employee(s).



## 10.5 Displacement ("Bumping") Rights

- 10.5.1 A permanent or probationary employee who is laid off from a classification and who has previous service in a lateral or lower classification shall have the right to displace (bump) an employee with less seniority in the classification previously held by the laid off employee. Laid off employees shall not be compelled to accept a vacant position.
- 10.5.2 Seniority for the purpose of bumping shall include the total of the previous service in the lateral or lower classification plus service in the classification from which layoff occurs and in higher classification(s). In order to exercise his/her bumping rights, the employee must notify the District within ten (10) working days of receipt of the layoff notice.
- 10.5.3 A permanent or probationary employee who has been laid off for lack of work or lack of funds and who has no bumping rights, or does not wish to exercise his/her bumping rights, shall be granted a voluntary demotion to a vacant position in a lower classification or transfer to an equal classification provided that the employee is qualified to perform the duties thereof. Such employee shall maintain his/her reemployment rights as defined in this Article.

## 10.6 Demoted Employees

Upon voluntary demotion or assignment to a lower classification, in lieu of layoff, the salary shall be adjusted to the step on the salary range of the lower position which corresponds most closely to the salary received by the employee provided such salary does not exceed the present salary or the maximum step of the lower classification.

## 10.7 Substitute or Short-term Employees.

No regular employee shall be laid off from any position while employees serving in a substitute or short-term capacity in positions of the same classification are retained unless the employee to be laid off declines the substitute or short-term assignment.

## 10.8 Reemployment and Displacement ("Bumping") Rights.

This provision shall take precedence over the Classified Agreement Article VII Transfers.

## 10.9 Reemployment Rights

- 10.9.1 Laid off employees are eligible for reemployment in the classification from which laid off for a thirty-nine (39) month period from the effective date of layoff and shall be reemployed in the reverse order of layoff as vacancies become available.
- 10.9.2 Employees who, at the time of layoff, took voluntary demotions or voluntary reductions in assigned time in lieu of being laid off shall be at the employee's option returned to a

position in their former classification or to a position with increased assigned time as vacancies become available, and for a period of sixty-three (63) months from the effective date of layoff. Such employees shall be ranked in accordance with their seniority on the reemployment list(s).

- 10.9.3 An employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of opening(s). Such notice shall be sent by certified mail to the last address given to the district by the employee. A copy of each notice shall be sent concurrently to the President of the CSEA local chapter.
- 10.9.4 An employee on a reemployment list shall have ten (10) calendar days to respond to an offer of reemployment from the date of its receipt. Any acceptance by such employee of an assignment to a classification lower than the classification from which he/she was laid off or to the same classification but with fewer hours shall not affect his/her original thirty-nine (39) month rights to reemployment in his/her former classification and with the same number of hours.
- 10.9.5 An employee given an offer of employment does not need to accept reemployment to maintain his/her eligibility on the reemployment list provided the employee notified the District of his/her refusal of reemployment within ten (10) calendar days from receipt of the reemployment offer. If the employee accepts reemployment, he/she must report to work within fifteen (15) calendar days following receipt of the reemployment offer unless a later reporting date is indicated on the reemployment offer.
- 10.9.6 Upon reemployment, the employee shall have seniority and all other benefits of the position reinstated as if there were no break in service including, but not limited to, step placement, vacation, sick leave and other rights and benefits.

## ARTICLE 11

### PERSONNEL FILE

- 11.1 The personnel file of each employee shall be maintained at the District's Central Administration Office.
- 11.2 The employee's personnel file shall be made available for review by the employee involved or by his/her authorized representative. If desired, the employee may be accompanied by a representative while making this examination. The examination shall be made in the presence of the administrator or designee. Copies of materials in the employee's personnel file shall be provided to the employee upon request or to his/her representative.
- 11.3 Information or statements of a derogatory nature, except material obtained for the purposes of hiring, shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon within ten (10) working days. An employee shall have the right to enter comments and have them attached to any such derogatory statement. Such review shall take place during normal working hours and the employee shall be released from duty for this purpose without loss of pay. Material will automatically be placed in the personnel file at the end of the ten (10) day period if the employee does not review/comment as provided above.
- 11.4 Information or statements of a derogatory nature shall be placed in the personnel file within thirty (30) working days of the occurrence of the incident upon which it is based. Evaluations may not refer to material which has not been placed in the personnel file before the evaluation period.
- 11.5 Anonymous material shall not be placed in personnel files.
- 11.6 All material placed in an employee's personnel file shall be dated.
- 11.7 Information of a positive nature shall be placed in an employee's file, such as indications of special competencies, achievements, performances or contributions of an academic, professional, or civic nature. Material of a similar nature received from responsible outside sources shall also be included in the employee's file. Copies of such material shall be provided to the employee.

## ARTICLE 12

### EVALUATION PROCEDURE

- 12.1 Purpose - The major purpose of evaluation is to assess performance and to critique, commend, and improve performance. The evaluation process is also designed to help all employees perform their jobs more effectively to the mutual benefit of the employees and the District.
- 12.2 Procedure - Probationary employees shall serve a probationary period of one hundred thirty (130) work days in their positions. Probationary employees shall be evaluated by their immediate supervisors no later than the end of the one hundred twentieth (120<sup>th</sup>) work day of service in his/her position, on the report form agreed upon between the District and CSEA. The performance rating completed at the end of the one hundred twenty (120) work days of service must indicate at least overall satisfactory job performance in order for employees to successfully complete his/her one hundred thirty (130) working day probationary period and achieve permanency in the District.
- 12.3 The immediate supervisor is one who has direct knowledge of the employees' work performance and duties, and is not a member of the CSEA bargaining unit.
- 12.4 A permanent employee shall be evaluated annually by his/her immediate supervisor, no later than March 31<sup>st</sup>. In an effort to reduce paperwork, the District and CSEA agrees to the following: After the first two (2) years of employment with satisfactory or above evaluations, all CSEA members will be evaluated every other year beginning with their third (3<sup>rd</sup>) year of employment. CSEA employees reserve the right to request an evaluation on an as-needed basis. The District reserves the right to evaluate employees on an as-needed basis.
- 12.5 The following shall be subject to evaluation: Quality of work performed, safety, cooperation, dependability and initiative. The evaluation form shall provide for statements of commendations and recommendation. Employees shall be notified at least ten (10) work days prior to their evaluation meeting. At the evaluation meeting, an employee, at his or her option, may provide his/her self-evaluation to the evaluator.
- 12.6 The immediate supervisor shall present the evaluation to the employee being evaluated and discuss with the employee the evaluation, including the criteria, evaluation goals, and any written material used as a basis for the evaluation. A copy of the evaluation shall be given to the employee at this meeting. The employee's signature on the form indicates receipt of a copy and review of the evaluation, not necessarily agreement with its contents. The employee may request a representative to be present at such meeting to discuss an unsatisfactory evaluation. This evaluation meeting shall take place during working hours or other mutually agreed on time with pay and the employee being evaluated shall be released from duty, for this purpose without any loss of pay.
- 12.7 Negative/unsatisfactory evaluations shall include written specific recommendations for improvement.
- 12.8 When an employee receives an unsatisfactory evaluation, there shall be an additional formal written evaluation within a six-month (6) period.
- 12.9 The employee shall have the right to respond in writing to the evaluation. Said response shall be attached to the evaluation.

12.10 Commendation - Special Evaluation: An employee's supervisor may at any time prepare a notice of commendation. The completed form is to be signed by the employee to indicate receipt and the employee shall be given a signed copy.

## ARTICLE 13

### DISCIPLINARY PROCEDURE

#### Definition of Probationary Period and Permanent Status

- 13.1 All bargaining unit members shall be subject to discipline only in accordance with this procedure.
- 13.2 The probationary period of all bargaining unit members shall be one hundred thirty (130) days of employment.
- 13.3 During the probationary period, any bargaining unit member shall be subject to disciplinary action including termination. The bargaining unit member shall not have a right to a hearing regarding any disciplinary action taken during the probationary period.
- 13.4 This probationary period shall be the only probationary period to determine permanency.
- 13.5 Upon completion of this probationary period by any bargaining unit member, such person is hereby designated as a permanent employee who shall be subject to disciplinary action only for just cause as prescribed in these rules and regulations.

#### Just Cause for Discipline and Progressive Procedure

- 13.6 A permanent bargaining unit member shall be subject to disciplinary action including suspension, demotion and dismissal, for one or more of the following reasons:
  - 13.6.1 Incompetency or inefficiency in the performance of the duties of his/her position;
  - 13.6.2 Insubordination (including, but not limited to, refusal to do properly assigned work);
  - 13.6.3 Carelessness or negligence in the performance of duty or in the case of district property;
  - 13.6.4 Discourteous offensive or abusive language or conduct toward another employee, a pupil, or a member of the public;
  - 13.6.5 Dishonesty;
  - 13.6.6 Drinking alcoholic beverages on the job or reporting for work while intoxicated;
  - 13.6.7 Addiction to the use of narcotics;
  - 13.6.8 Personal conduct unbecoming an employee of the District;
  - 13.6.9 Engaging in political activity during assigned hours of employment or otherwise in violation of applicable regulations or policies of the Governing Board;

- 13.6.10. Conviction of any crime involving moral turpitude;
  - 13.6.11 Arrest for a sex offense as defined in Education Code Section 44010 (suspension), and dismissal if found guilty;
  - 13.6.12 Conviction of a narcotics offense as defined in Education Code Section 44011.
  - 13.6.13 Repeated and unexcused absence or tardiness;
  - 13.6.14 Abuse of leave privileges;
  - 13.6.15 Falsifying any information supplied to the school district, such as information supplied on application forms, employment records, or other district records;
  - 13.6.16 Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Governing Board or the laws and regulations of the state;
  - 13.6.17 Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public;
  - 13.6.18 Willful or persistent violation of the Education Code or policies or regulations of this District;
  - 13.6.19 Any willful failure of good conduct tending to injure the public service;
  - 13.6.20 Abandonment of position;
  - 13.6.21 Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.
- 13.7 No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two (2) years preceding the filing date of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed the employee should have disclosed the facts to the District. (E.C. 45113)
- 13.8 Discipline shall be progressive as follows:
- 13.8.1 Verbal warning, or in cases of a serious violation, a written reprimand;
  - 13.8.2 Written reprimand;

13.8.3 Suspension without pay ("without pay" means a unit member's daily wage not including fringe benefits). Total suspension(s) for any individual employee shall not exceed thirty (30) days per calendar year;

13.8.4 Dismissal or demotion.

13.9 The Superintendent or his/her designee, for reasons stated in writing to the employee and CSEA, may skip one or more steps in the above progressive discipline sequence in those cases involving a serious threat to the district property or health or safety of any persons.

#### Procedures for Discipline

##### 13.10 Warnings and Reprimands

13.10.1 It is agreed between the parties that disciplinary questions and/or issues are best resolved by means of objective discussion between the employee and his/her immediate supervisor. A verbal warning may, upon request of the employee, be recorded on a form which is mutually acceptable to the parties.

13.10.2 Subsequent to a verbal warning, a written reprimand shall be shared with the employee in a meeting with his/her supervisor.

13.10.3 At the employee's option, a written response may be attached to the written warning or written reprimand.

##### 13.11 Preliminary Written Notice for Suspension, Demotion or Dismissal

13.11.1 A permanent bargaining unit member and CSEA shall receive a preliminary written notice of any proposed discipline. The written notice must contain a specific statement of charges or grounds upon which the proposed disciplinary action is based and the date the disciplinary action will be effective.

13.11.2 Any written materials, reports, or documentation upon which the disciplinary action is based must be attached to the preliminary written notice.

13.11.3 The bargaining unit member and /or CSEA shall have the right to respond either orally or in writing within ten (10) working days to the Superintendent or his/her designee.

13.11.4 The Superintendent or designee shall consider the bargaining unit member's response and recommend within five (5) calendar days that the proposed disciplinary action either be taken or not taken.

13.11.5 By written mutual agreement between the parties the timelines in Section 13.11 may be extended.



### 13.12 Notice of Intention to Suspend, Demote or Dismiss

- 13.12.1 Any permanent bargaining unit member against whom disciplinary action is initiated by the District shall be given written notice by the Superintendent or his/her authorized representative of the specific charges against him/her. The notice shall contain a statement of his/her rights to a hearing on such charges. The time within which such hearing may be requested shall not be less than five (5) working days after service of the notice on the employee, and the notice shall be accompanied by a paper, the signing and filing of which with the Superintendent or his/her authorized representative shall constitute a demand for a hearing and a denial of all charges. Failure of the employee to file a request for hearing within the time specified shall constitute a waive of the employee's right to a hearing. CSEA shall also be served a copy of the charges at the same time they are served on the bargaining unit member.

### 13.13 The Notice of Proposed Disciplinary Action

Shall be served on the person to be dismissed, suspended or demoted, either personally or by certified mail to the employee's last know address. The Notice shall be effective either upon personal service or deposit in the U.S. Postal Service.

### 13.14 Employee's Rights to Representation

- 13.14.1 A unit member shall, upon request, be entitled to Association representation in any disciplinary action under this procedure.
- 13.14.2 If a unit member designates an independent counsel as his or her representative, the District shall immediately notify CSEA. CSEA shall have the right to approve/review any formal hearings before a third (3<sup>rd</sup>) party and submit such amicus briefs as it deems appropriate.

### 13.15 Administrative Leave

The Superintendent or his/her designee may place any permanent bargaining unit member on administrative leave from duty with pay pending a determination of whether or not discipline will be recommended by the Superintendent or his/her designee.

### 13.16 Appeal Procedure for Bargaining Unit Members Subject to Discipline

The procedure set forth below will govern the conduct of the hearing which will be granted at the request of a permanent classified employee who has received a Notice of Proposed Dismissal, Demotion, or Suspension. Where this procedure is silent, or good cause is shown, the person conducting the hearing may apply other rules of adjudication.

### 13.17 Hearing Procedures

- 13.17.1 Upon receipt of request for hearing, the District shall hold a hearing within thirty (30) calendar days, which time may be extended by mutual agreement
- 13.17.2 The Governing Board shall conduct the hearing unless CSEA elects to proceed to advisory arbitration. Such arbitrator shall be selected by the alternate striking method from a list of seven (7) persons experienced in arbitration of disciplinary matters supplied by the American Arbitration Association or the California Mediation/Conciliation Service. Cost of the arbitrator shall be equally shared by the District and CSEA.
- 13.17.3 Notice of Hearing: The Governing Board or the arbitrator shall set the matter for hearing on a date mutually agreeable between CSEA and district counsel.
- 13.17.4 The hearing shall be a closed hearing unless the employee makes a written request for a public hearing at least three (3) days prior to the hearing date.
- 13.17.5 Employees called as witnesses during their regular work period will be provided release time without loss of pay.
- 13.17.6 The employee and the District may be represented, may call witnesses, may introduce evidence, may testify, and may question adverse witnesses. Technical rules of evidence shall not apply. Relevant non-cumulative evidence may be admitted if it is the kind of evidence upon which reasonable persons are accustomed to rely on in the conduct of serious affairs.
- 13.17.7 Witnesses shall be sworn in.
- 13.17.8 Exclusion of Witnesses: The Board or advisory arbitrator may, in its discretion, exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and their respective counsel. When hearing testimony which may bring disrepute to persons other than the accused employee, all persons not having a direct interest in the hearing shall be excluded.
- 13.17.9 Burden of Proof: The burden of proof shall be upon the employer.
- 13.17.10 Report of Hearings: There shall be an electronic record of the hearing. A stenographic record may be substituted by mutual agreement of the parties.

### 13.18 Finding and decision

Within thirty (30) calendar days of conclusion of the hearing, findings of fact and conclusions of law shall be signed and filed by the Governing Board which shall constitute its decision. If the hearing is not before the Governing Board, written findings and conclusions shall be submitted

by the arbitrator to the Governing Board within thirty (30) calendar days of conclusion of the hearing process.

#### 13.19 Board Deliberation

- 13.19.1 The Governing Board, at its next regularly scheduled board meeting, shall adopt such findings and conclusions. However the determination of the discipline imposed rests solely and exclusively with the Governing Board.
- 13.19.2 The Governing Board shall deliberate on the advisory decision of the arbitrator in closed session. Counsel representing both parties at the hearing may comment but then be excluded from such deliberations.
- 13.19.3 Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the employee and his/her counsel or representative.
- 13.19.4 Except for the correction of clerical error, the decision shall be final and conclusive, subject only to judicial review.

#### 13.20 Post Hearing Action

If, after a disciplinary hearing is held as provided herein, the Board or an arbitrator makes findings of fact which do not substantiate that any or all of the acts charged as constituting cause for discipline were committed, a unit member shall be entitled to removal from the personnel file of all materials relating to the unsubstantiated act or acts and the charges based on the act or acts.

## ARTICLE 14

### SAVINGS CLAUSE

- 14.1 If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by government authority other than the District, which shall render invalid or restrain compliance with, or enforcement of, any provision of this Agreement, such provision shall be immediately suspended, and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 14.2 Upon request by CSEA, the District and CSEA shall meet and negotiate language to replace the invalid provision(s).

## ARTICLE 15

### PROFESSIONAL GROWTH

#### Professional Growth Program

This program has been developed jointly by the Larkspur-Corte Madera School District and CSEA to recognize and reward professional development and personal growth that employees may seek on their own initiative and that will contribute to the employees knowledge and skills they bring to their job in the District.

#### Eligibility

All bargaining unit members are eligible to participate.

#### Committee

Shall consist of two (2) CSEA representatives and two (2) District representatives and shall meet only as the need arises.

#### Program

Unit members may request staff development funds to cover costs of an approved seminar, workshop, course, etc. Unit members will be eligible for a maximum of five-hundred (\$500.00) dollars of staff development funds each fiscal year and shall be pro-rated for part-time unit members in the ratio that their daily hours bear to eight (8).

If a course, seminar, or workshop is on the pre-approved list, the employee shall submit a receipt and proof of attendance to the District Office within one (1) month of attendance and will receive reimbursement within one (1) month. If the course, seminar, or workshop is not on the pre-approved list, the employee may request reimbursement prior to or up to one (1) month following attendance. The committee shall then meet to determine if such a seminar, workshop, or course is appropriate for this program. The committee shall inform the employee of its decision on reimburse in a timely manner.

#### On-Going Negotiations

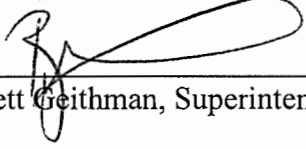
The District and CSEA will continue to meet and discuss an additional staff development program designed for staff seeking on-going education in a degree program. The goal is to utilize part of the staff development funds to provide on-going stipends for employees earning college credit toward a degree.

## ARTICLE 16

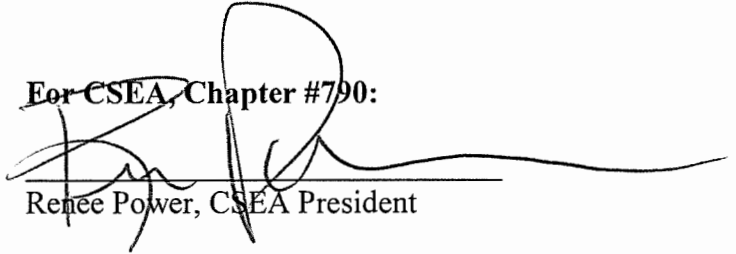
### TERM AND REOPENERS

A three-year terms – July 1, 2023 to June 30, 2026. For 2025-2026, the parties may reopen any Article if both parties mutually agree to do so.

**For District:**

  
\_\_\_\_\_  
Dr. Brett Geithman, Superintendent

**For CSEA, Chapter #790:**

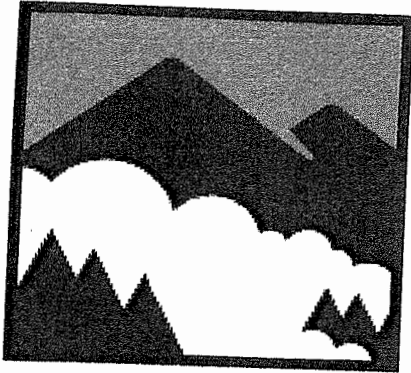
  
\_\_\_\_\_  
Renee Power, CSEA President

\_\_\_\_\_  
Stanley Bransgrove, CSEA Labor  
Relations Representative

3.22.2023  
Date

March 22, 2023  
Date

APPENDIX A



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

# ***SALARY SCHEDULE 2023-2024***

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**Brett Geithman, Ed.D, Superintendent**

**BOARD OF TRUSTEES**

Elizabeth Blair  
Natalie Medved  
Amir Movafaghi  
Eric Schmautz  
Annie Sherman

# Classified Salary Schedule: CSEA 12 Month (Hourly)

## 2023-2024

Salary Schedule #30-00 (Effective July 1, 2023; 9%)

Step	Custodian	Maintenance	Maintenance Lead	Data Manager	Technology Assistant
1	\$24.58	\$29.08	\$30.54	\$33.58	\$24.09
2	\$25.80	\$29.99	\$31.49	\$34.64	\$25.30
3	\$27.12	\$31.30	\$32.87	\$36.15	\$26.56
4	\$28.46	\$32.89	\$34.52	\$37.98	\$27.89
5	\$29.88	\$28.83	\$36.25	\$39.87	\$29.28
6	\$31.38	\$36.23	\$38.04	\$41.85	\$30.75
7	\$32.96	\$38.04	\$39.94	\$43.94	\$32.30
8	\$34.50	\$39.84	\$41.82	\$46.01	\$33.80
9	\$35.30	\$40.74	\$42.79	\$47.07	\$34.59
10	\$36.13	\$41.71	\$43.78	\$48.17	\$35.40
11	\$36.60	\$42.26	\$44.36	\$48.81	\$35.86
12	\$37.09	\$42.83	\$44.96	\$49.46	\$36.34
13	\$37.57	\$43.37	\$45.54	\$50.09	\$36.81
14	\$38.07	\$43.95	\$46.14	\$50.76	\$37.30
15	\$38.58	\$44.54	\$46.76	\$51.44	\$37.79
16	\$39.08	\$45.11	\$47.35	\$52.10	\$38.28
17	\$39.46	\$45.55	\$47.83	\$52.63	\$38.67
18	\$39.86	\$46.01	\$48.31	\$53.14	\$39.05
19	\$40.26	\$46.47	\$48.80	\$53.68	\$39.44
20	\$40.64	\$46.92	\$49.25	\$54.18	\$39.82
21	\$41.05	\$47.38	\$49.76	\$54.72	\$40.21
22	\$41.45	\$47.85	\$50.25	\$55.27	\$40.62
23	\$41.87	\$48.33	\$50.75	\$55.82	\$41.03
24	\$42.29	\$48.82	\$51.25	\$56.38	\$41.42
25	\$42.70	\$49.30	\$51.77	\$56.95	\$41.85
26	\$43.13	\$49.80	\$52.28	\$57.52	\$42.27
27	\$43.57	\$50.30	\$52.81	\$58.09	\$42.68
28	\$44.01	\$50.79	\$53.33	\$58.67	\$43.11
29	\$44.44	\$51.30	\$53.87	\$59.26	\$43.54
30	\$44.89	\$51.82	\$54.42	\$59.85	\$43.98

Steps 21-30 - 1% Over Previous Step at each step

Salary based on 12-month employment (246 working days + 14 holidays = 260 paid days)

Full time (1.0 FTE) is based on 8 hours per day/40 hours per week

Effective February 2018 the position of Grounds/Custodian has been reclassified to Custodian and the position of Maintenance/Custodian has been reclassified to Maintenance.

### BENEFITS

Benefit Packet: see CSEA AGREEMENT

Paid Sick Leave: 1 day per month accumulative (12 days annually)

Personal Necessity: 7 days per year, deducted from sick leave balance

Personal Leave Day: 1 day per year, prorated based on FTE – must be approved by supervisor

Paid Holidays: 14 per year (see contract for list of paid holidays)

Paid Vacation: See agreement for details

- 00-05- yrs @ = 12 days/yr, prorated based on FTE
- 06-10- yrs @ = 15 days/yr, prorated based on FTE
- 11+ - yrs @ = 20 days/yr, prorated based on FTE

**Board Approved: 4.19.2023**



# Classified Salary Schedule: CSEA 11 Month (Hourly)

## 2023-2024

Salary Schedule #31-00 & 32-00 (Effective July 1, 2023; 9%)

Step	Campus Support/Yard Supervisor/Campus Supervisor (1)(2)	Courier/Crossing Guard (1)(2)	Para Professional - Specialized (3)	Library Clerk (4)	School Community Health Liaison (5)	Secretary 1 (6) Secretary 2 (7)	Child Nutrition Services Technician (6)	Licensed Vocational Nurse (LVN) (8)
1	\$19.00	\$21.48	\$24.05	\$24.05	\$24.05	\$27.27	\$27.27	\$33.58
2	\$19.95	\$22.55	\$25.22	\$25.22	\$25.22	\$28.65	\$28.65	\$34.64
3	\$20.91	\$23.66	\$26.47	\$26.47	\$26.47	\$30.06	\$30.06	\$36.15
4	\$21.97	\$23.66	\$27.79	\$27.79	\$27.79	\$31.58	\$31.58	\$37.98
5	\$23.08	\$23.66	\$29.16	\$29.16	\$29.16	\$33.15	\$33.15	\$39.87
6	\$24.23	\$23.66	\$30.66	\$30.66	\$30.66	\$34.80	\$34.80	\$41.85
7	\$25.44	\$24.83	\$32.17	\$32.17	\$32.17	\$36.55	\$36.55	\$43.94
8	\$26.63	\$25.99	\$33.69	\$33.69	\$33.69	\$38.26	\$38.26	\$46.01
9	\$27.25	\$26.60	\$34.45	\$34.45	\$34.45	\$39.13	\$39.13	\$47.07
10	\$27.89	\$27.21	\$35.28	\$35.28	\$35.28	\$40.06	\$40.06	\$48.17
11	\$28.26	\$27.58	\$35.75	\$35.75	\$35.75	\$40.59	\$40.59	\$48.81
12	\$28.63	\$27.94	\$36.22	\$36.22	\$36.22	\$41.13	\$41.13	\$49.46
13	\$29.00	\$28.32	\$36.68	\$36.68	\$36.68	\$41.66	\$41.66	\$50.09
14	\$29.39	\$28.68	\$37.17	\$37.17	\$37.17	\$42.22	\$42.22	\$50.76
15	\$29.78	\$29.07	\$37.66	\$37.66	\$37.66	\$42.78	\$42.78	\$51.44
16	\$30.17	\$29.45	\$38.15	\$38.15	\$38.15	\$43.33	\$43.33	\$52.10
17	\$30.46	\$29.73	\$38.53	\$38.53	\$38.53	\$43.76	\$43.76	\$52.63
18	\$30.77	\$30.03	\$38.92	\$38.92	\$38.92	\$44.19	\$44.19	\$53.14
19	\$31.07	\$30.32	\$39.32	\$39.32	\$39.32	\$44.64	\$44.64	\$53.68
20	\$31.36	\$30.63	\$39.67	\$39.67	\$39.67	\$45.06	\$45.06	\$54.18
21	\$31.69	\$30.92	\$40.08	\$40.08	\$40.08	\$45.50	\$45.50	\$54.72
22	\$32.00	\$31.24	\$40.48	\$40.48	\$40.48	\$45.96	\$45.96	\$55.27
23	\$32.32	\$31.54	\$40.88	\$40.88	\$40.88	\$46.43	\$46.43	\$55.82
24	\$32.64	\$31.86	\$41.29	\$41.29	\$41.29	\$46.89	\$46.89	\$56.38
25	\$32.97	\$32.17	\$41.70	\$41.70	\$41.70	\$47.35	\$47.35	\$56.95
26	\$33.30	\$32.50	\$42.11	\$42.11	\$42.11	\$47.83	\$47.83	\$57.52
27	\$33.63	\$32.82	\$42.54	\$42.54	\$42.54	\$48.31	\$48.31	\$58.09
28	\$33.96	\$33.15	\$42.96	\$42.96	\$42.96	\$48.80	\$48.80	\$58.67
29	\$34.30	\$33.49	\$43.40	\$43.40	\$43.40	\$49.29	\$49.29	\$59.26
30	\$34.66	\$33.81	\$43.83	\$43.83	\$43.83	\$49.78	\$49.78	\$59.85

Steps 21-30 - 1% Over Previous Step at each step

Full time (1.0 FTE) is based on 8 hours per day/40 hours per week

(1) Campus Support is a combination of any one or more of these positions

Paraprofessional has been reclassified to Paraprofessional – Specialized - Effective February 2018

Child Nutrition Services Technician – Board Approved October 19, 2022

### WORK YEAR

(2) Position includes 180 work days; (3) Position includes 182 work days; (4) Position includes 187 work days;

(5) Position includes 190 work days; (6) Position includes 200 work days; (7) Position includes 193 work days;

(8) Position includes 195 work days

### BENEFITS

Benefit Packet: see CSEA AGREEMENT

Paid Sick Leave: 1 day per month accumulative (10 days annually). Prorated based on FTE. Accrued in September

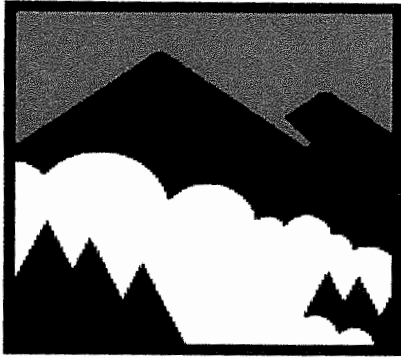
Personal Necessity: 7 days per year, deducted from sick leave balance

Personal Leave Day: 1 day per year, prorated based on FTE – must be approved by supervisor

Paid Holidays: 12 holidays per year (see contract for list of paid holidays)

Paid Vacation: 10 paid vacation days per year. Vacation pay is incorporated into salary and paid out monthly

**Board Approved: 4.19.2023**



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

# ***SALARY SCHEDULE*** ***2024-2025***

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**Brett Geithman, Ed.D, Superintendent**

**BOARD OF TRUSTEES**

Elizabeth Blair  
Natalie Medved  
Amir Movafaghi  
Eric Schmautz  
Annie Sherman

# Classified Salary Schedule: CSEA 12 Month (Hourly)

## 2024-2025

**Salary Schedule #30-00 (Effective July 1, 2024; 3%)**

Step	Custodian	Maintenance	Maintenance Lead	Data Manager	Technology Assistant
1	\$25.32	\$29.96	\$31.46	\$34.59	\$24.81
2	\$26.57	\$30.89	\$32.43	\$35.68	\$26.06
3	\$27.94	\$32.24	\$33.85	\$37.23	\$27.36
4	\$29.31	\$33.88	\$35.55	\$39.12	\$28.72
5	\$30.78	\$29.70	\$37.34	\$41.07	\$30.15
6	\$32.33	\$37.31	\$39.18	\$43.10	\$31.67
7	\$33.95	\$39.18	\$41.14	\$45.26	\$33.27
8	\$35.53	\$41.04	\$43.08	\$47.39	\$34.81
9	\$36.36	\$41.96	\$44.08	\$48.48	\$35.62
10	\$37.21	\$42.96	\$45.10	\$49.62	\$36.46
11	\$37.70	\$43.52	\$45.70	\$50.27	\$36.94
12	\$38.21	\$44.11	\$46.31	\$50.94	\$37.43
13	\$38.70	\$44.67	\$46.90	\$51.59	\$37.91
14	\$39.22	\$45.27	\$47.53	\$52.28	\$38.42
15	\$39.73	\$45.87	\$48.16	\$52.98	\$38.92
16	\$40.25	\$46.46	\$48.77	\$53.67	\$39.43
17	\$40.65	\$46.92	\$49.26	\$54.21	\$39.83
18	\$41.06	\$47.39	\$49.76	\$54.73	\$40.23
19	\$41.47	\$47.87	\$50.26	\$55.29	\$40.62
20	\$41.86	\$48.32	\$50.73	\$55.80	\$41.01
21	\$42.28	\$48.81	\$51.25	\$56.37	\$41.41
22	\$42.69	\$49.29	\$51.75	\$56.93	\$41.83
23	\$43.13	\$49.78	\$52.27	\$57.49	\$42.26
24	\$43.56	\$50.29	\$52.79	\$58.07	\$42.67
25	\$43.98	\$50.78	\$53.33	\$58.65	\$43.10
26	\$44.43	\$51.29	\$53.85	\$59.24	\$43.54
27	\$44.87	\$51.81	\$54.39	\$59.83	\$43.96
28	\$45.33	\$52.32	\$54.93	\$60.43	\$44.40
29	\$45.78	\$52.84	\$55.49	\$61.04	\$44.85
30	\$46.24	\$53.37	\$56.05	\$61.65	\$45.30

Steps 21-30 - 1% Over Previous Step at each step

Salary based on 12-month employment (246 working days + 14 holidays = 260 paid days)

Full time (1.0 FTE) is based on 8 hours per day/40 hours per week

Effective February 2018 the position of Grounds/Custodian has been reclassified to Custodian and the position of Maintenance/Custodian has been reclassified to Maintenance.

### BENEFITS

Benefit Packet: see CSEA AGREEMENT

Paid Sick Leave: 1 day per month accumulative (12 days annually)

Personal Necessity: 7 days per year, deducted from sick leave balance

Personal Leave Day: 1 day per year, prorated based on FTE – must be approved by supervisor

Paid Holidays: 14 per year (see contract for list of paid holidays)

Paid Vacation: See agreement for details

- 00-05- yrs @ = 12 days/yr, prorated based on FTE
- 06-10- yrs @ = 15 days/yr, prorated based on FTE
- 11+ - yrs @ = 20 days/yr, prorated based on FTE

**Board Approved: 4.19.2023**

# Classified Salary Schedule: CSEA 11 Month (Hourly)

## 2024-2025

Salary Schedule #31-00 & 32-00 (Effective July 1, 2024; 3%)

Step	Campus Support/Yard Supervisor/ Campus Supervisor (1)(2)	Courier/ Crossing Guard (1)(2)	Para Professional - Specialized (3)	Library Clerk (4)	School Community Health Liaison (5)	Secretary 1 (6) Secretary 2 (7)	Child Nutrition Services Technician (6)	Licensed Vocational Nurse (LVN) (8)
1	\$19.57	\$22.13	\$24.77	\$24.77	\$24.77	\$28.09	\$28.09	\$34.59
2	\$20.55	\$23.23	\$25.98	\$25.98	\$25.98	\$29.51	\$29.51	\$35.68
3	\$21.54	\$24.37	\$27.27	\$27.27	\$27.27	\$30.96	\$30.96	\$37.23
4	\$22.63	\$24.37	\$28.63	\$28.63	\$28.63	\$32.53	\$32.53	\$39.12
5	\$23.77	\$24.37	\$30.04	\$30.04	\$30.04	\$34.15	\$34.15	\$41.07
6	\$24.95	\$24.37	\$31.57	\$31.57	\$31.57	\$35.85	\$35.85	\$43.10
7	\$26.20	\$25.58	\$33.14	\$33.14	\$33.14	\$37.64	\$37.64	\$45.26
8	\$27.43	\$26.77	\$34.70	\$34.70	\$34.70	\$39.40	\$39.40	\$47.39
9	\$28.07	\$27.40	\$35.48	\$35.48	\$35.48	\$40.31	\$40.31	\$48.48
10	\$28.72	\$28.03	\$36.34	\$36.34	\$36.34	\$41.26	\$41.26	\$49.62
11	\$29.11	\$28.41	\$36.82	\$36.82	\$36.82	\$41.81	\$41.81	\$50.27
12	\$29.49	\$28.78	\$37.30	\$37.30	\$37.30	\$42.36	\$42.36	\$50.94
13	\$29.87	\$29.17	\$37.78	\$37.78	\$37.78	\$42.91	\$42.91	\$51.59
14	\$30.27	\$29.54	\$38.29	\$38.29	\$38.29	\$43.49	\$43.49	\$52.28
15	\$30.67	\$29.94	\$38.79	\$38.79	\$38.79	\$44.06	\$44.06	\$52.98
16	\$31.07	\$30.33	\$39.30	\$39.30	\$39.30	\$44.63	\$44.63	\$53.67
17	\$31.38	\$30.62	\$39.69	\$39.69	\$39.69	\$45.07	\$45.07	\$54.21
18	\$31.69	\$30.93	\$40.08	\$40.08	\$40.08	\$45.52	\$45.52	\$54.73
19	\$32.00	\$31.23	\$40.50	\$40.50	\$40.50	\$45.98	\$45.98	\$55.29
20	\$32.30	\$31.55	\$40.86	\$40.86	\$40.86	\$46.41	\$46.41	\$55.80
21	\$32.64	\$31.84	\$41.28	\$41.28	\$41.28	\$46.87	\$46.87	\$56.37
22	\$32.96	\$32.17	\$41.69	\$41.69	\$41.69	\$47.34	\$47.34	\$56.93
23	\$33.29	\$32.49	\$42.10	\$42.10	\$42.10	\$47.82	\$47.82	\$57.49
24	\$33.62	\$32.82	\$42.53	\$42.53	\$42.53	\$48.30	\$48.30	\$58.07
25	\$33.96	\$33.14	\$42.95	\$42.95	\$42.95	\$48.77	\$48.77	\$58.65
26	\$34.30	\$33.48	\$43.37	\$43.37	\$43.37	\$49.26	\$49.26	\$59.24
27	\$34.64	\$33.81	\$43.82	\$43.82	\$43.82	\$49.76	\$49.76	\$59.83
28	\$34.98	\$34.15	\$44.25	\$44.25	\$44.25	\$50.26	\$50.26	\$60.43
29	\$35.33	\$34.50	\$44.70	\$44.70	\$44.70	\$50.77	\$50.77	\$61.04
30	\$35.69	\$34.83	\$45.14	\$45.14	\$45.14	\$51.27	\$51.27	\$61.65

Steps 21-30 - 1% Over Previous Step at each step

Full time (1.0 FTE) is based on 8 hours per day/40 hours per week

(1) Campus Support is a combination of any one or more of these positions

Paraprofessional has been reclassified to Paraprofessional – Specialized - Effective February 2018

Child Nutrition Services Technician – Board Approved October 19, 2022

### WORK YEAR

(2) Position includes 180 work days; (3) Position includes 182 work days; (4) Position includes 187 work days;

(5) Position includes 190 work days; (6) Position includes 200 work days; (7) Position includes 193 work days;

(8) Position includes 195 work days

### BENEFITS

Benefit Packet: see CSEA AGREEMENT

Paid Sick Leave: 1 day per month accumulative (10 days annually). Prorated based on FTE. Accrued in September

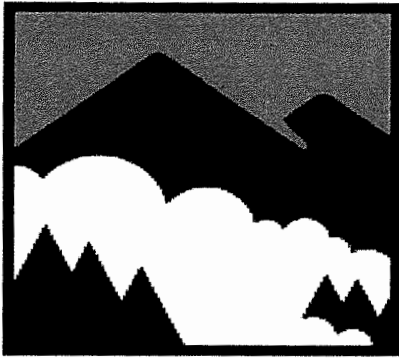
Personal Necessity: 7 days per year, deducted from sick leave balance

Personal Leave Day: 1 day per year, prorated based on FTE – must be approved by supervisor

Paid Holidays: 12 holidays per year (see contract for list of paid holidays)

Paid Vacation: 10 paid vacation days per year. Vacation pay is incorporated into salary and paid out monthly

**Board Approved: 4.19.2023**



**LARKSPUR-  
CORTE MADERA  
SCHOOL DISTRICT**

# ***SALARY SCHEDULE 2025-2026***

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**Brett Geithman, Ed.D, Superintendent**

**BOARD OF TRUSTEES**

Elizabeth Blair  
Natalie Medved  
Amir Movafaghi  
Eric Schmautz  
Annie Sherman

# Classified Salary Schedule: CSEA 12 Month (Hourly)

## 2025-2026

**Salary Schedule #30-00 (Effective July 1, 2025; 3%)**

Step	Custodian	Maintenance	Maintenance Lead	Data Manager	Technology Assistant
1	\$26.08	\$30.85	\$32.40	\$35.63	\$25.56
2	\$27.37	\$31.82	\$33.40	\$36.75	\$26.84
3	\$28.77	\$33.21	\$34.87	\$38.35	\$28.18
4	\$30.19	\$34.89	\$36.62	\$40.30	\$29.58
5	\$31.70	\$30.59	\$38.46	\$42.30	\$31.06
6	\$33.30	\$38.43	\$40.36	\$44.39	\$32.62
7	\$34.96	\$40.36	\$42.38	\$46.62	\$34.26
8	\$36.60	\$42.27	\$44.37	\$48.81	\$35.86
9	\$37.45	\$43.22	\$45.40	\$49.93	\$36.69
10	\$38.33	\$44.25	\$46.45	\$51.10	\$37.55
11	\$38.83	\$44.83	\$47.07	\$51.78	\$38.05
12	\$39.35	\$45.43	\$47.70	\$52.47	\$38.56
13	\$39.86	\$46.01	\$48.31	\$53.14	\$39.05
14	\$40.39	\$46.63	\$48.95	\$53.85	\$39.57
15	\$40.92	\$47.25	\$49.61	\$54.57	\$40.09
16	\$41.46	\$47.85	\$50.23	\$55.28	\$40.61
17	\$41.87	\$48.32	\$50.74	\$55.83	\$41.02
18	\$42.29	\$48.81	\$51.25	\$56.38	\$41.43
19	\$42.71	\$49.30	\$51.77	\$56.94	\$41.84
20	\$43.11	\$49.77	\$52.25	\$57.48	\$42.24
21	\$43.55	\$50.27	\$52.79	\$58.06	\$42.65
22	\$43.97	\$50.77	\$53.30	\$58.64	\$43.09
23	\$44.42	\$51.27	\$53.84	\$59.22	\$43.52
24	\$44.87	\$51.79	\$54.37	\$59.81	\$43.95
25	\$45.30	\$52.30	\$54.93	\$60.41	\$44.39
26	\$45.76	\$52.83	\$55.47	\$61.02	\$44.84
27	\$46.22	\$53.37	\$56.03	\$61.62	\$45.28
28	\$46.69	\$53.89	\$56.58	\$62.24	\$45.74
29	\$47.15	\$54.43	\$57.15	\$62.87	\$46.20
30	\$47.62	\$54.97	\$57.73	\$63.50	\$46.66

Steps 21-30 - 1% Over Previous Step at each step

Salary based on 12-month employment (246 working days + 14 holidays = 260 paid days)

Full time (1.0 FTE) is based on 8 hours per day/40 hours per week

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### BENEFITS

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Paid Vacation: See agreement for details

- 00-05- yrs @ = 12 days/yr, prorated based on FTE
- 06-10- yrs @ = 15 days/yr, prorated based on FTE
- 11+ - yrs @ = 20 days/yr, prorated based on FTE

**Board Approved: 4.19.2023**

# Classified Salary Schedule: CSEA 11 Month (Hourly)

## 2025-2026

Salary Schedule #31-00 & 32-00 (Effective July 1, 2025; 3%)

Step	Campus Support/Yard Supervisor/ Campus Supervisor (1)(2)	Courier/ Crossing Guard (1)(2)	Para Professional - Specialized (3)	Library Clerk (4)	School Community Health Liaison (5)	Secretary 1 (6) Secretary 2 (7)	Child Nutrition Services Technician (6)	Licensed Vocational Nurse (LVN) (8)
1	\$20.15	\$22.79	\$25.51	\$25.51	\$25.51	\$28.93	\$28.93	\$35.63
2	\$21.17	\$23.93	\$26.76	\$26.76	\$26.76	\$30.39	\$30.39	\$36.75
3	\$22.19	\$25.10	\$28.09	\$28.09	\$28.09	\$31.89	\$31.89	\$38.35
4	\$23.31	\$25.10	\$29.49	\$29.49	\$29.49	\$33.50	\$33.50	\$40.30
5	\$24.48	\$25.10	\$30.94	\$30.94	\$30.94	\$35.17	\$35.17	\$42.30
6	\$25.70	\$25.10	\$32.52	\$32.52	\$32.52	\$36.92	\$36.92	\$44.39
7	\$26.98	\$26.34	\$34.13	\$34.13	\$34.13	\$38.77	\$38.77	\$46.62
8	\$28.25	\$27.58	\$35.74	\$35.74	\$35.74	\$40.59	\$40.59	\$48.81
9	\$28.91	\$28.22	\$36.55	\$36.55	\$36.55	\$41.52	\$41.52	\$49.93
10	\$29.58	\$28.87	\$37.43	\$37.43	\$37.43	\$42.50	\$42.50	\$51.10
11	\$29.98	\$29.26	\$37.93	\$37.93	\$37.93	\$43.06	\$43.06	\$51.78
12	\$30.37	\$29.64	\$38.42	\$38.42	\$38.42	\$43.63	\$43.63	\$52.47
13	\$30.77	\$30.04	\$38.92	\$38.92	\$38.92	\$44.20	\$44.20	\$53.14
14	\$31.18	\$30.43	\$39.44	\$39.44	\$39.44	\$44.79	\$44.79	\$53.85
15	\$31.59	\$30.84	\$39.96	\$39.96	\$39.96	\$45.39	\$45.39	\$54.57
16	\$32.00	\$31.24	\$40.48	\$40.48	\$40.48	\$45.97	\$45.97	\$55.28
17	\$32.32	\$31.54	\$40.88	\$40.88	\$40.88	\$46.43	\$46.43	\$55.83
18	\$32.64	\$31.86	\$41.29	\$41.29	\$41.29	\$46.89	\$46.89	\$56.38
19	\$32.96	\$32.17	\$41.71	\$41.71	\$41.71	\$47.36	\$47.36	\$56.94
20	\$33.27	\$32.50	\$42.09	\$42.09	\$42.09	\$47.80	\$47.80	\$57.48
21	\$33.62	\$32.80	\$42.52	\$42.52	\$42.52	\$48.28	\$48.28	\$58.06
22	\$33.95	\$33.14	\$42.94	\$42.94	\$42.94	\$48.76	\$48.76	\$58.64
23	\$34.29	\$33.47	\$43.37	\$43.37	\$43.37	\$49.25	\$49.25	\$59.22
24	\$34.63	\$33.80	\$43.80	\$43.80	\$43.80	\$49.75	\$49.75	\$59.81
25	\$34.98	\$34.13	\$44.24	\$44.24	\$44.24	\$50.23	\$50.23	\$60.41
26	\$35.33	\$34.48	\$44.67	\$44.67	\$44.67	\$50.74	\$50.74	\$61.02
27	\$35.68	\$34.82	\$45.13	\$45.13	\$45.13	\$51.25	\$51.25	\$61.62
28	\$36.03	\$35.17	\$45.58	\$45.58	\$45.58	\$51.77	\$51.77	\$62.24
29	\$36.39	\$35.53	\$46.04	\$46.04	\$46.04	\$52.29	\$52.29	\$62.87
30	\$36.77	\$35.87	\$46.50	\$46.50	\$46.50	\$52.81	\$52.81	\$63.50

Steps 21-30 - 1% Over Previous Step at each step

Full time (1.0 FTE) is based on 8 hours per day/40 hours per week

(1) Campus Support is a combination of any one or more of these positions

Paraprofessional has been reclassified to Paraprofessional – Specialized - Effective February 2018

Child Nutrition Services Technician – Board Approved October 19, 2022

### WORK YEAR

(2) Position includes 180 work days; (3) Position includes 182 work days; (4) Position includes 187 work days;

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### BENEFITS

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Paid Sick Leave: 1 day per month accumulative (10 days annually). Prorated based on FTE. Accrued in September

Personal Necessity: 7 days per year, deducted from sick leave balance

Personal Leave Day: 1 day per year, prorated based on FTE – must be approved by supervisor

Paid Holidays: 12 holidays per year (see contract for list of paid holidays)

Paid Vacation: 10 paid vacation days per year. Vacation pay is incorporated into salary and paid out monthly

**Board Approved: 4.19.2023**

## APPENDIX B

### PRE-APPROVED PROFESSIONAL GROWTH CLASSES FOR CLASSIFIED EMPLOYEES

#### All Classifications

Safety	District Orientations
First Aid & CPR	Public Relations
Languages & Language Arts	Human Psychology
Educational Psychology	Human Relations
Sociology	Logic
Philosophy	Physical Fitness
Stress Reduction	Math & Reading Skill Courses
Computer Technology	Communications
Ethnic, Minority & Cultural Studies	Diet and Nutrition
Child Development	Gym Membership

Any course recommended or offered by District Administration.

Courses designed to improve employee on-the-job performance as determined by site administrator.

#### Paraprofessional Classification

Creative Activities	Instructional Materials & Media
School, Parent, Child Interaction	Literature & Storytelling
School, Home, & Community Relationship	Education Courses
Teaching Practice	Principles of Elementary Education
Instructional Methods & Trends	Children's Literature
Art & Music in Elementary Schools	History
Personality & Emotional Problems of Children	Natural Sciences
Theories of Behavior & Discipline	Handicapped & Disabilities
Recreation Studies	Awareness
Family Studies	



## **Clerical**

Business Practices & Procedures  
Bookkeeping & Accounting  
Business English & Grammar  
Personnel Management  
Business Management  
Business Skills

Office Practices & Procedures  
Office Management  
Business Correspondence &  
Communication  
Spelling & Vocabulary

## **Maintenance & Operations**

Equipment Operation & Maintenance  
Sanitation  
Machine Shop  
Chemistry  
Engineering  
Pest Control  
Hazardous Materials  
Mechanical Engineering  
Electronics

Building Maintenance  
Mechanics  
Pest Control  
Circuits & Systems  
Statistics  
Woodworking  
Stationary Engineering  
Construction  
Technical Drafting

## **Grounds**

Agriculture  
Landscape & Garden Maintenance  
Soils  
Technical Drafting  
Chemistry  
Chemical Control Applications  
Equipment Maintenance &  
Operation  
Botany

Horticulture  
Landscape Construction & Design  
Irrigation Systems & Water  
Conservation  
Entomology  
Pesticides & Pest Control  
Horticulture  
Hazardous Materials

## **Supervisory Positions**

Supervision  
Personnel Management  
Business Management  
Cost & Job Control

Evaluation Procedures & Practices  
Labor Relations  
Business Practices & Procedures

## APPENDIX C

### LARKSPUR-CORTE MADERA SCHOOL DISTRICT SUMMARY OF LEAVES FOR CLASSIFIED EMPLOYEES

Type of Leave	Amount of Leave Time	Description of Leave	Contract Reference *
<b>Sick Leave</b>	12 days/year for F.T. employees (pro-rated for P.T. employees)	Unit member's own illness or injury	5.1
<b>Long Term Illness/ Accident Leave</b>	Up to 5 months of differential pay	Long term illness/accident that commences on the 1 <sup>st</sup> day of the absence	5.1.6
<b>Maternity Leave</b>	Use of sick leave and then differential leave if unit member exhausts her sick leave	Doctor and mother determine length of maternity disability; effective as of the sixth month of pregnancy	5.2
<b>Industrial Accident/ Illness Leave</b>	60 working days/year; not cumulative from year to year	On the job injury or illness	5.3
<b>Personal Necessity Leave</b>	7 days/year chargeable to sick leave	For reasons of personal necessity (illness of immediate family member, bereavement leave extended time, accident of unit member or immediate family member, court appearance, religious holidays)	5.4
<b>Bereavement Leave</b>	3 days or 5 days if travel 200 miles or greater	Death of an immediate family member of the unit member	5.5
<b>Military Leave</b>	Per Military and Veterans Code	Pursuant to Code provisions	5.6
<b>Court Appearance</b>	Full Pay: Witness leave up to 2 days	Jury duty or court appearance	5.7
<b>Adoption/Child Care</b>	Ten days of unpaid leave	For adoption or child care immediately after adoption or birth	5.8
<b>Personal Leave</b>	1 day/year	Personal reason – Prior application/approval required	5.9
<b>Other Leaves</b>	Unpaid	Requires Board approval	5.10.1
<b>Family Care Leave</b>	Unpaid 12 weeks per year; Health and Welfare benefits paid by District as if the employee was not on leave	For birth of unit member's child; adoption; care for spouse, child, or parent with a serious health condition; or unit member's own serious health condition	5.10.2
<b>Sick Leave Bank</b>	Access to sick leave bank not to exceed 80 hours/year per unit member	Catastrophic illness/injury of unit member/immediate family member	5.11

\* Reference collective bargaining contract for detailed information regarding the leave provision.