

STOCKTON UNIFIED SCHOOL  
DISTRICT  
AND  
STOCKTON UNIFIED SCHOOL  
DISTRICT POLICE OFFICERS'  
ASSOCIATION



July 1, 2024 – June 30, 2027

# CONTRACT

Between

STOCKTON UNIFIED SCHOOL DISTRICT

And

STOCKTON UNIFIED SCHOOL DISTRICT  
POLICE OFFICERS' ASSOCIATION

STOCKTON UNIFIED SCHOOL DISTRICT

SUSD POLICE OFFICERS ASSOCIATION

Dr. Michelle Rodriguez, Superintendent of Schools

Adam Alejo-Havens, Police Corporal/ President

Glendaly Gascot-Rios, Asst. Supt. Of Human Resources

Jeremy Nida, Police Corporal/ Vice President

Mayra Franco, Chief of Police

Trenton George, Police Officer/ Secretary

Roberto Marquez, Interim Lieutenant

Erica A. Chavez, Police Officer/ Treasurer

Mary Aguilar, Coordinator of Labor Relations

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INDEX

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
Preamble .....	4
1. Recognition .....	5
2. Check-Off and Organizational Security .....	6
3. Hold Harmless Clause .....	8
4. Release Records .....	9
5. Management .....	10
6. Organizational Rights .....	11
7. Safety Conditions .....	12
8. Hours and Overtime .....	13
9. Holidays .....	17
10. Pay and Allowances .....	19
11. PORAC/Legal Defense Fund .....	22
12. Vacation .....	23
13. Leaves .....	25
14. Health and Welfare Benefits .....	30
15. Grievance Policy .....	33
16. Concerted Activities .....	37
17. Employee Expenses and Materials .....	38
18. Layoff and Reemployment .....	40
19. Disciplinary Procedures .....	42
20. Policies and Procedures .....	48
21. Job Steward .....	49
22. Severability .....	50
23. Procedures of Evaluation .....	51
24. Duration of Agreement .....	53

## PREAMBLE

This agreement is entered on June 30, 2024, by and between the Stockton Unified School District, hereinafter referred to as the “District” and the Stockton Unified School District Police Officers’ Association or its successors, hereinafter referred to as SUSDPOA, pursuant to Government Code Section 3540, et. seq.

ARTICLE 1  
RECOGNITION

1.1 Acknowledgement

The district hereby recognizes the Stockton Unified School District Police Officers' Association as the exclusive bargaining representative for all classified employees in the Police Officers' Unit. All newly created positions, except those that are lawfully management, confidential, or supervisory, shall be assigned to the appropriate bargaining unit. Disputed cases shall be submitted to the Public Employment Relations Board for resolution.

1.2 Scope of Representation

The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. Terms and conditions of employment mean health and welfare benefits, leave, transfer policies, safety conditions of employment, procedures to be used to evaluate employees, organizational security, and procedures for processing grievances.

1.2.1 All matters not specifically enumerated are reserved to the District and may not be subject to meeting and negotiating, provided that nothing herein may be construed to limit the right of the District to consult with any employee's organization on any matter outside the scope of representation.

## ARTICLE 2

### CHECK OFF AND ORGANIZATIONAL SECURITY

#### 2.1 Check-Off

SUSDPOA shall have the sole and exclusive right to have membership dues, initiation, and/or service fees deducted from employees in the bargaining unit by the District. The District shall pay to the designated payee within fifteen (15) days of the deduction of all sums so deducted.

#### 2.2 Dues Deduction

The District shall deduct in accordance with the SUSDPOA dues and service schedule, dues from the wages of all employees who are members of SUSDPOA on the date of execution of this agreement, and who have submitted dues authorization forms to the District.

2.3 The District will provide SUSDPOA with contact information for the new hires. The information will be provided to SUSDPOA electronically via a mutually agreeable secured site or service, within 30 days of hiring the employee. The contact information will include the following items (if provided by the employee):

- i. First name
- ii. Middle Initial
- iii. Last Name
- iv. Suffix (e.g. Jr., III)
- v. Job Title / Classification
- vi. Department
- vii. Primary Worksite Name
- viii. Work Telephone Number
- ix. Home Street Address (incl. Apartment #)
- x. City
- xi. State
- xii. Zip Code (5 or 9 digits)
- xiii. Home Telephone Number (10 digits)
- xiv. Personal Cellular Telephone Number (10 digits)
- xv. Personal Email Address of the Employee
- xvi. Birth Date
- xvii. Employee ID
- xviii. CalPERS Status (“Y” if in CalPERS; “N” if not in CalPERS)
- xix. Hire Date

2.4 SUSDPOA President or designee will be provided by the District with a list of each bargaining unit member’s name and contact information, as authorized by each represented employee, on the last working day of October, February and June.

2.4.1 “New Employee Orientation” means the onboarding process for newly hired bargaining unit employees whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties, and responsibilities, or any other employment-related matters.

2.4.2 The District will provide SUSDPPOA access and notice of new employee orientation no less than ten (10) days’ notice in advance of orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operation that was not reasonably foreseeable.

- i. SUSDPPOA may send employees up to two (2) representatives and/or a SUSDPPOA Labor Representative to the employee orientation, and those representatives will have up to thirty (30) minutes total to address the new employees.
- ii. The intent of the District may include SUSDPPOA membership application, in any employee orientation packer of District materials provided to any newly hired employee. SUSPOA shall provide copies of any SUSPOA literature/membership applications to the District for distribution.

## ARTICLE 3

### HOLD HARMLESS CLAUSE

#### 3.1 Hold Harmless Clause

SUSDPOA shall indemnify and hold the District harmless from any and all claims, demands, suits, or any other action arising from the organizational security provisions contained herein.



ARTICLE 4  
RELEASE RECORDS

4.1 Release Records

Nothing contained in this article shall deprive bargaining unit employees of the right to terminate their obligation to SUSDPPOA in accordance with Government Code Section 3540.1(i)(1) and 3546(b).

ARTICLE 5  
MANAGEMENT

- 5.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work and training requirements of its employees; determine the times and hours of operation; determine the type and level of service to be provided and the method and means of providing them; establish its educational policies, goals, and objectives, ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and type of personnel required; maintain the efficiency of District operation; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work as legally allowed under the Education and Government Codes; and take action on any matter in the event of an emergency. In addition, the District retains the right to hire, assign, classify, evaluate, promote, terminate, and discipline employees.
- 5.2 The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.
- 5.3 The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement, exclusive of wage and fringe benefit provision, in emergencies arising from unforeseen events or an act of God. Such changes, if any, will remain in effect only for the duration of the emergency.
- 5.4 The exercise of any right reserved to the District herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right or preclude the District from exercising the right differently at a different time.
- 5.5 Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the above-described rights of the District is not subject to the grievance provisions outlined in this Agreement unless such dispute is otherwise grieved under another article of the Agreement.

## ARTICLE 6

### ORGANIZATIONAL RIGHTS

- 6.1 In addition to the rights and/or privileges contained in any other section of this Agreement, SUSDPOA shall be permitted to:
- a. Access to reasonable times to areas in which unit members work
  - b. Use designated institutional bulletin boards, mailboxes, and the intra-school mail system for the posting or transmitting of information or notices. Posted or transmitted material shall neither be personal nor defamatory in nature. A copy of all materials placed on the bulletin board shall be submitted to the designated supervisor and shall be distributed only by SUSDPOA representatives.
  - c. Use of institutional facilities and buildings, subject to the Civic Center Act requirements.
  - d. The right to be supplied with a roster of all bargaining unit members within three (3) months of the effective date of this Agreement and once a year thereafter. The roster shall indicate the unit member's present classification.
  - e. Receive one (1) copy of Public Board of Education materials on or before scheduled meeting dates of the Board of Education.
  - f. SUSDPOA shall have the right to review, at reasonable times, material in possession or produced by the District which is relevant and necessary for SUSDPOA to fulfill its role as the exclusive bargaining representative. The District agrees to provide SUSDPOA with copies of all public information which shall be made available upon request.
  - g. The District will adhere to and follow the mandate of Assembly Bill 119 (AB119) known as California's New Employee Orientation Law.

## ARTICLE 7

### SAFETY CONDITIONS

- 7.1 The responsibility for providing reasonably safe working conditions, which are in conformance with applicable law and which are within fiscal constraints, shall be the District's. Employees shall be responsible for complying with safety procedures and practices and for reporting to the immediate supervisor as soon as possible any unsafe condition, facility, or equipment. The parties recognize the need to work cooperatively in correcting unsafe conditions.

ARTICLE 8  
HOURS AND OVERTIME

8.1 Workday and Workweek

The length of the workweek and the workday shall be designated by the District for each unit member.

8.2 The workweek for full-time unit members shall normally consist of eighty (80) hours in a fourteen (14) day period and the workday shall normally consist of eight (8) hours including an on-duty meal period.

- a. The District may establish a workweek of less or more than forty (40) hours or a workday of less or more than eight (8) hours. The shift will equal eighty (80) hours in a 14 day work period and may include mandated overtime to cover the entirety of the shift
- b. This article shall not restrict the extension of a regular work day or workweek on an overtime basis when such is necessary to carry on the business of the District.
- c. The District agrees that the employee's lunch and rest periods shall be included within their workday. Employees shall schedule with their supervisor or designee these breaks when the workload will most allow them to be taken. The employees agree that these breaks are not release time and are subject to being called for assignment.
  - i. Employees shall not be permitted to shorten their workday by forgoing rest breaks and/or meal breaks.
  - ii. A thirty (30) minute meal period shall be allocated for each eight (8) hours of assigned duty.
  - iii. A fifteen (15) minute rest period shall be allocated for each four (4) hours of assigned duty.

8.3 The District shall designate and have the right to change the starting times of all shifts.

- a. In the event a new position or assignment is created or an existing one becomes vacant, the District shall consider and may grant requests from unit members to fill these assignments. This shall exclude specialized assignments.

- b. Shift assignments will be held annually from July 1<sup>st</sup> through June 30<sup>th</sup> unless unforeseen circumstances require an adjustment or for training needs or probationary status. In the event it is necessary to adjust shift assignments at any other time, the District shall notify SUSDPOA as soon as practicable.
  - i. Shifts shall be selected by bid based on seniority. Seniority for the purpose of this article shall be based upon service time with the Stockton Unified School District, Police Department in classification.
  - ii. An officer may be prevented from bidding the same shift for more than three consecutive years. Shifts shall be defined as day, swing, or graveyard shift. If an officer has worked more than three consecutive years in the same shift, they may be bumped by an officer with less seniority.
  - iii. Corporals shall rotate shifts on a yearly basis and may be prevented from bidding the same shift for more than two consecutive years
  - iv. Officers bidding on a site location with a commitment of a full year will count the selection once consecutive bids.
  - v. The District will give seven (7) working days prior to changing shifts for training purposes.
  - vi. Shift bids will be done by seniority in classification.
  - vii. The Chief of Police may reassign personnel to meet operational needs or for identified performance issues.
  - viii. Specialized positions such as SRO, FTO, K-9 Handler, Detective, and G.R.E.A.T. officer, Emergency Services will not be bid on seniority but will be selected through an interview and selection process.
  - ix. If a substitute is hired for an absent bargaining unit member, the substitute shall fill the position of that bargaining unit member.

#### 8.4 Overtime Hours

- a. All overtime hours as defined in this section shall be compensated at a rate equal to time and one-half of the regular rates of pay of the employee.
- b. Overtime is defined to include any time required to be worked more than eight (8) hours in any one day and more than forty (40) hours in any calendar week; except when an employee is assigned an alternative work schedule.

- c. The District agrees to distribute overtime opportunities as equitably as practical among all employees. The supervisor shall inform the employee as to the method of compensation being offered, either compensatory time or overtime pay, at the time overtime is offered.
- d. Employees who attend training, court hearings, administrative hearings, and/or department meetings outside of the employee's regular work hours shall receive payment for a minimum of three (3) hours, or the actual time (including travel time), whichever is greater.

#### 8.5 Compensatory Time Off

- a. Because of the Fair Labor Standards Act, compensatory time off in lieu of pay as defined in the Education Code will be allowed as defined in Section 6.8.2 The term "hours worked" for these purposes under the Fair Labor Standards Act does not include paid time such as vacation, holidays, or paid leave. An employee in the bargaining unit shall have the option to elect to take CTO in lieu of cash compensation for overtime worked. Such election shall be submitted in writing to the immediate supervisor within two (2) workdays following the overtime worked.
- b. If the CTO has been elected, an employee may accumulate up to a maximum of 160 hours of overtime. CTO must be taken within twelve (12) months of when it was earned regardless of the number of accumulated hours. If CTO is not taken as prescribed above, the employee shall be paid in cash at the overtime rate of pay.
- c. The limitation upon earning of CTO in 6.8 herein shall not preclude the District from reducing the workweek so as not to exceed the forty (40) hours limit. Such reduction in the workweek can be made only upon the written request of the individual employee.
- d. CTO shall be granted without impairing the services rendered by the District and scheduled at times requested by unit employees so far as practicable within the District's work requirements and shall not exceed two weeks at a time unless authorized by the Chief of Police.

#### 8.6 Call Back Time is an unscheduled request to return to work

- a. Unit employees called in for work outside of the regularly scheduled hours or recalled to work after completing their regular shift, shall be paid according to the following schedule:
  - i. 2 hours or less worked = 3 hours at a time and one-half times the regular rate of pay
  - ii. 2 – 4 hours worked = 4 hours at a time and one-half times the regular rate of pay

- iii. 4 hours or more worked = Actual hours worked at one and one-half times the regular rate of pay

## 8.7 Hours Worked

Seniority will be calculated by the date on which the employee began in classification

## 8.8 Stand-by Pay

Employees who are placed on standby on their normal day off shall be paid at the rate of three dollars (\$3.00) per hour for each hour on standby assignment. An employee shall earn time and one-half (1½) for all actual time worked while on standby duty status only if eligible for overtime. An employee shall not continue to receive the “standby” premium during actual time worked or for any hours paid as overtime or call back. Standby is not considered as time in “paid status because of work performed” for purposes of calculating overtime.

- a. An employee on standby pay is required to take their department issued cell phone home and be available for call back. If unable to answer the phone, an employee on standby shall call back within 30 minutes, absent exigent circumstances, and if not may be subject to discipline. Such employees shall be available to the Police Department within a sixty (60) minute response time.

## 8.9 The District may establish a twenty-eight (28) day pay period consisting of fourteen (14), twelve (12) hour workdays, for certain police officer shifts.

- a. Weeks one (1) and three (3) of the pay period will consist of three (3) workdays and four (4) non-workdays. Weeks two (2) and four (4) of the pay period will consist for four (4) workdays and three (3) non-work days. The start order may vary between weeks one (1) and three (3) and weeks two (2) and week four (4).
- b. Notwithstanding Section 6.4 (b) of the parties' collective agreement, employees regularly assigned to a twelve (12) hour shift will accrue overtime for hours over twelve (12) hours in one day only for hours in a paid status or over eighty (80) hours in a two (2) week workweek. A twelve (12) hour shift may have eight (8) hours of mandatory overtime in a month unless department staffing needs are deemed unnecessary.
- c. Employees assigned to a twelve (12) hour shift who are required to testify in court or at an administrative hearing at a time other than when they are on-duty will be placed on phone notification status. The time on this status shall be non-compensable until the employee arrives at the office to log on duty prior to testifying. Compensable time shall end after the employees have completed their testimony for the day. (We pay from the office to the court and back).
- d. The District shall periodically review the efficiency and effectiveness of the twelve (12) hour shift to determine whether the shift should be continued.



## ARTICLE 9

### HOLIDAYS

#### 9.1 District Holidays

- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. Lincoln Day\*
- d. President's Day\*
- e. Friday of the week of Spring recess
- f. Memorial Day
- g. Juneteenth
- h. Independence Day
- i. Labor Day
- j. Veteran's Day\*
- k. Thanksgiving Day
- l. Day following Thanksgiving Day
- m. Christmas Eve
- n. Christmas Day
- o. Day after Christmas Day
- p. New Year's Eve
- q. Floating Holiday – One (1) additional holiday designated as a Floating Holiday shall be granted to employees in the bargaining unit on a date to be selected by the employee with the approval of the supervisor which if elected by the employee will be provided for at least three (3) consecutive days off.

\*Or such other day in lieu thereof as designated by the District

#### 9.2 Holidays on Regular Days off

When a scheduled holiday falls on a regular day off. The employee will receive eight (8) hours of straight-time pay in lieu of time for the holiday.

#### 9.3 Holidays Hours Worked

All hours worked on the actual calendar holidays shall be compensated at time and a half of their regular hourly rate in addition to the pay for the holiday.

#### 9.4 Sick on Holidays

Any employee who is assigned to work on a legal or declared holiday and who is absent from duty because of sick leave shall be compensated at straight-time holiday pay and their accrued sick leave is debited by the number of hours they are absent.

9.5 Additional Holidays

Employees are also entitled to holidays declared by the President or Governor of California or any other day designated and approved by the Board of Education.

ARTICLE 10  
PAY AND ALLOWANCES

10.1 Rate of Pay

For the school years below, compensation will be as follows:

- 2022-2023: Effective July 1, 2022, the salary schedule shall be increased by 4%; retroactive to July 1, 2022. Retroactive payment will be made on base salary only and not timesheets, subs, etc.
- 2023-2024: Effective July 1, 2023, the salary schedule shall be increased by 3%; retroactive to July 1, 2023, and a one-time lump sum payment of \$5,000.
- Effective July 1, 2024, the salary schedule shall be increased by 1% with an additional \$2,500 one-time lump sum payment only IF we can close 2024-2025 year for wages

Tax Sheltered Annuities

The District will contribute \$25 a month toward any district-eligible tax-sheltered annuity (403b or 257b) provided the unit member voluntarily contributes a minimum of \$425 per month to the plan. An enrollment form will be made available for plan selection.

Progression on Salary Schedule

A new employee who successfully completes an initial probationary period of twelve (12) months and becomes a permanent employee of the District will be advanced one (1) increment on the salary schedule and shall thereafter serve twelve (12) calendar months before becoming eligible for each subsequent step increment on the salary schedule. Employees must have a satisfactory or better overall evaluation to be eligible for a full step increase on the salary schedule.

A permanent bargaining unit member who is promoted shall be placed on the next higher salary amount in the new classification which shall be no less than a five percent (5%) increase on the highest step. For the initial implementation of the new July 1 salary step anniversary date change, a new anniversary date of July 1 shall be established for each subsequent step increment.

a. Anniversary Date

All bargaining unit members shall have a salary step anniversary date of July 1. In order to implement this new section in 2002, all incumbent bargaining unit members whose salary step anniversary date falls after July 1 will have their salary step anniversary date advanced to July 1. For any bargaining unit members hired after July 1, 2002, their anniversary date shall be July 1, 2003. This change in anniversary date shall not affect the length of the probationary period. Employees with an anniversary date between May 15, 2002 and June 30, 2002 shall receive their anniversary date step increase July 1, 2002.

## 10.2 Mileage

Any employee in the bargaining unit required and authorized to use his/her personal vehicle on District business shall be reimbursed for all miles driven on behalf of the District in accordance with Board Policy 3350 which provides such reimbursement at the allowable rate established by the Internal Revenue Service. This will not include to and from work.

## 10.3 Out-Of-District Travel

Employees in the bargaining unit on authorized District business shall be reimbursed in accordance with Board Policy 3350 which is incorporated herein by reference. Exceptions to the above-mentioned policy may be authorized by the Superintendent or designee, but in no case may the reimbursement exceed the actual cost. The District Business Office will reimburse the employees within 45 days once the business office receives the approved report.

## 10.4 Payroll Errors

Any payroll error resulting in insufficient payment for an employee in the bargaining unit shall be corrected and a supplemental check issued not later than five (5) working days after the employee provides notice to the Payroll Department and the district confirms the error.

## 10.5 Professional Growth

- a. Once per year, at the satisfactory completion of the course and upon submission of official transcripts, the District will provide a lump sum professional growth increment in courses that apply to the profession as follows:
  - \$100.00 per unit
  - \$80.00 for 20 hours of instruction in non-graded courses

For ungraded coursework, suitable documentation from the instructor will be considered in lieu of an official transcript.

- b. Degree Increments
  - i. Five Percent (5%) for an Associate's Degree
  - ii. Five Percent (5%) for a Bachelor's Degree
  - iii. Five Percent (5%) for a Master's Degree
- c. Post Increments
  - i. Five Percent (5%) for Intermediate POST
  - ii. Five Percent (5%) for Advanced POST

10.6 Salary Placement for Employee who Resigns and is Reemployed

A classified employee who resigns after three (3) years of satisfactory service in the District and who is reemployed in the same classification within one year shall be placed at the same step on the salary schedule with the reinstatement of rights and privileges which were in effect at the time of the resignation.

10.7 Longevity

Effective July 1, 2014, through June 30, 2016 the District agrees to additionally compensate long service employees in accordance with the following:

Commencing with the 10th year of service - \$25.00 per month

Commencing with the 15th year of service - \$45.00 per month

Commencing with the 20th year of service - \$65.00 per month

Payment shall become effective on the first (1st) day of the month following the employee's anniversary date. Years of service need not be uninterrupted.

10.8 Field Training Officer Stipend

When an Officer or Dispatcher is assigned by the Chief of Police as a Field Training Officer (FTO), the Officer shall receive five percent (5%) for all hours worked in the assignment (i.e. hours worked with the assigned trainee).

10.9 Bilingual Pay Stipend

Effective July 1, 2014, members who receive a certification of bilingual proficiency through a process determined solely by the District Office shall be paid five percent (5%) of their salary.

10.10 Canine Handler

Effective July 1, 2015, sworn officers assigned canine responsibilities shall be paid a monthly flat rate of ten percent (10%) as compensation for the officer's time spent off duty of the canine if the officer separates employment with the District. The District will be responsible for all food, veterinarian service, and equipment expenses.

ARTICLE 11  
PORAC/ LEGAL DEFENSE FUND

- 11.1 Due to the special needs and requirements of the Police Officers to belong to PORAC and the Legal Defense Fund of PORAC, the SUSPOA requests an additional payroll deduction slot with the monies withheld deposited to the SUSDPOA bank account. The purpose of the deduction is to pay the quarterly assessments by PORAC for the benefits granted membership. With the understanding that all Police Officers must participate, and Dispatchers must participate.

## ARTICLE 12

### VACATION

#### 12.1 Eligibility

All employees in the bargaining unit shall earn paid vacation time under this Article. Vacation benefits accrue monthly when completing more than fifty percent (50%) of the work days within the month.

#### 12.2 Except as otherwise provided in this Article, paid vacation shall be taken no later than January thirty-first (31st) of the fiscal year immediately following the fiscal year in which it is earned. Where requested by the employee, the paid vacation shall be approved in the fiscal year in which it is earned, if granting it does not interfere with District work requirements and needs

#### 12.3 Accumulation

Vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules:

- a. From the first month of service through the first year of service, vacation shall be earned and accumulated at the rate of one (1.00) day for each month of service, not to exceed twelve (12) days per fiscal year.
- b. Commencing with the second through sixth year of service, vacation shall be earned and accumulated at the rate of one and one-quarter (1.25) days for each month of service, not exceeding eighteen (18) days per fiscal year.
- c. Commencing the seventh (7<sup>th</sup>) through thirteenth (13<sup>th</sup>) year of service, vacation shall be earned at the rate of one and one-half (1.50) days for each month of service, not to exceed eighteen (18) days per fiscal year.
- d. Commencing with the fourteenth (14<sup>th</sup>) through the twentieth (20<sup>th</sup>) year of service, vacation shall be earned at the rate of one and three-quarters (1.75) days for each month of service, not to exceed twenty-one (21) days per fiscal year.
- e. Commencing with the twenty-first (21<sup>st</sup>) year of service, employees shall be entitled to a maximum annual vacation of twenty-four (24) days.

#### 12.4 Vacation Pay Upon Separation

Bargaining unit employees will be entitled to receive compensation for accrued vacation leave at the time of their separation from the District.

12.5 Vacation time earned by bargaining unit employees shall be taken before January thirty-one (31) of the following fiscal year, unless carry-over is approved in writing by the Superintendent or designee.

- a. Unused vacation carryover will be paid out at the end of the fiscal year. The maximum amount of carryover will not exceed twelve (12) days. Unused vacation will be paid out at the end of the fiscal year
- b. Except as provided in Section 9.5, any bargaining unit employee who has been employed for more than four (4) years may elect to carry-over five (5) days of vacation to the second half of the following year upon receiving prior approval from his/her immediate supervisor.

12.6 Vacation Scheduling

- a. Vacation shall be scheduled at the times requested by bargaining unit members unless it would result in the inability to meet the District's work requirements.
- b. If there is a conflict between employees who are working on the same or similar operations as to when vacation shall be taken, the employee with the greatest Department seniority in classification shall be given preference unless the least senior employee's request has prior written approval.



## ARTICLE 13

### LEAVES

#### 13.1 Bereavement Leave

Employees shall be granted leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for up to five (5) days of bereavement leave. The immediate family is defined as husband, wife, registered domestic partner, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, grandfather, grandmother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, foster parent, step-parent, step-son, stepdaughter, foster son, foster daughter, or any relative of either spouse or registered domestic partner living in the immediate household of the employee.

#### 13.2 Military Leave

An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

#### 13.3 Sick Leave

Unit members shall be granted one (1) eight (8) hours of sick credit for each calendar month in which the employee is in full pay status for more than fifty percent (50%) of the regular work days in the month.

- a. The total number of sick leave accruing to each school year shall be credited from the first day of paid service in that school year. Unused sick leave credit may be accumulated without limit and may be transferred to any other California school district with the transferring employee pursuant to law. The unused credit at retirement age will count as a service credit for retirement purposes as permitted by law.
- b. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.
- c. At the beginning of each fiscal year, the full amount of sick leave granted under this Section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six (6) months of active service with the District.

- d. Temporary disability resulting from pregnancy, birth, or miscarriage shall be treated as an illness for the purpose of sick leave.

#### 13.4 Industrial Accident and Illness Leave

An employee suffering an injury or illness arising out of employment shall be entitled to a leave up to sixty (60) working days in any one fiscal year for any one accident or illness. This leave shall not be accumulated from year to year. The leave shall commence with the first day of absence and must be reported to the immediate supervisor within twenty-four (24) hours of the injury or illness.

- a. Payment for wages lost on any day shall not, when added to an award granted to the employee under Worker's Compensation laws of this state, exceed the normal salary.
- b. The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Worker's Compensation laws of this State at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave, which when added to the Worker's Compensation award, provides the employee's regular salary.
- c. Any time an employee on industrial accident or illness leave is able to return to work, the employee will be afforded the first available position, but shall not be given that position over a laid-off employee with more seniority

#### 13.5 Break in Service

No absence under any paid leave provisions of this Article shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.

#### 13.6 Personal Necessity Leave

Six (6) days (1 day =eight (8) hours) of unused sick leave earned under Section 10.3 of this Article may be used by the employee in case of personal necessity on the following basis:

- a. The death of a member of the employee's immediate family when additional leave is required beyond that provided in Section 10.1;
- b. As a result of an accident or illness involving an employee's person or property, or the person or property of their immediate family;

- c. Appearance in a court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction;
- d. Such other reason approved by the District.
- e. Except in emergency and/or unforeseen circumstances classified employee shall request the use of sick leave for personal necessity under any of the reasons listed above in writing from his/her immediate supervisor. Two (2) days advance permission is required. An employee may be required to submit additional proof to substantiate personal necessity.
  - i. Discretionary Day:
    - 1. One (1) (eight (8) hour) day in each school year, which is to be included as a part of the six (6) days as shown above, may be used for any personal business reason except recreation or employment by another person. A classified employee must request the use of this discretionary sick leave day in advance in writing from the administrator. Such leave may be denied if it would, in the sole judgment of the District, have an adverse impact on the operation of the Department.

### 13.7 Emergency Leave

The Superintendent or designee may authorize leave up to two (2) working days when an accident, sudden business or injury of a member of the employee's immediate household or immediate family as defined herein is hospitalized or delivered to a physician's office or treatment facility or when the identified person is in need of such emergency treatment. The circumstances of the emergency must be verified in writing to the Superintendent or designee within seventy-two (72) hours after the return of the employee to regular duties. Day of leave taken under this Section shall be deducted from the entitlement of sick leave at the rate of one-half (1/2) day per day of emergency leave. A total of four (4) emergency leave days may be authorized.

### 13.8 Child Rearing Leave

An employee may be granted an unpaid leave of absence from the date of the birth or the adoption of a child. Such leave shall be for a maximum period of six (6) months and may be granted upon giving the District four (4) week's notice prior to the anticipated date on which the leave is to commence.

### 13.9 Adoption and Bonding Leave

An employee who is adopting a child shall be entitled to three (3) days of paid leave at the time of adoption for the purpose of caring for the needs of the adopted child. The parties agree to Bonding Leave provisions contained in Education Code section 45196.1

### 13.10 General Leave

A leave of absence may be granted in six (6) month increments up to a maximum of one (1) year to an employee on an unpaid basis at any time upon terms acceptable to the District. An unpaid leave of absence may be granted to a permanent bargaining unit member at any time upon terms acceptable to the District. Leave under this section, shall not be granted for purposes of study, retraining, or to try other employment. Day-to-day leave granted under this section requires prior approval of the site/department administrator. Leaves of ten (10) days or more granted under this section require prior approval of the site/department administrator, the Human Resources Department, and may require Board approval.

13.11 An employee may be absent for up to three (3) consecutive days without being required to produce verification of illness by a medical practitioner. In other than normal circumstances the Personnel Office may require proof of illness.

### 13.12 Judicial Leave

Each classified employee shall be granted a leave of absence to appear as a witness in court other than a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. The employee will be paid his/her regular salary less the amount received for witness fees, with the exception of mileage expense. Such leave shall not be provided for SUSDPOA related activities or actions.

13.13 Failure to return to the District after the expiration of an approved leave except under unusual circumstances shall subject employees to disciplinary action.

### 13.14 Extended Illness Leave

When a bargaining unit member is absent from duty on account of illness or accident, for a period of five (5) months or less, whether or not the absence arises out of or in the course of employment of the bargaining unit member, the amount deducted from the salary due him/her for any month in which the absence occurs shall not exceed fifty percent (50%) deduction from the employee's regular pay.

All bargaining unit members shall once a year be credited with a total of not less than 100 working days of paid sick leave, including days to which s/he is entitled under Education Code section 45196 shall be compensated at fifty percent (50%) of the employee's hourly rate. For employees who are less than eight (8) hours, the deduction from their sick leave will be based on their previous monthly average accrual.

13.15 The District may require a full medical release in order to return to duty.

13.16 Reemployment List

When all available paid leaves of absence have been exhausted, and if the employee is not medically able to return to work, he/she shall be placed on a reemployment list for a period of 39 months.

- a. An employee who has been placed on a reemployment list, and who has been medically released for return to duty, and who fails to accept a position in his/her prior classification, shall be dismissed.

13.17 Jury Duty

An employee shall be entitled to leave without loss of pay when he/she is required to perform jury duty. If an employee is not due to appear for jury duty until an afternoon court session, he/she shall be expected to work his/her morning schedule. If an employee is required to appear for a morning court session and is sent home before noon, he/she shall be expected to work his/her usual afternoon schedule.

- a. The employee shall be paid the employee's regular salary less the amount received for jury duty or witness fees. Any mileage allowance provided the employee for jury duty shall not be included in the amount received for jury duty.

ARTICLE 14

HEALTH AND WELFARE BENEFITS

14.1 Benefits Specifications

The District’s health and welfare benefits provide for bargaining unit members in the unit employed four (4) hours or more per day, and their dependents.

a. Payments and Continuation of Payments

The District shall pay the premium of the CalPERS Blue Shield Access PLUS plan, less one hundred dollars (\$100.00), or the full cost of Kaiser HMO, whichever is higher. The District’s monthly contribution toward any plan shall be adjusted accordingly and on-going.

All co-pays shall be the employee's responsibility and are limited only to the co-pay amounts presented annually by the District. Each eligible bargaining unit member who selects a medical plan will be obligated to pay the full difference above the District contribution for the health benefit allowance.

**Cash In Lieu of Healthcare Benefits**

The District shall reduce the Medical Rebate to \$350 as shown below:

The “Medical Rebate” section shall be retitled “Cash In Lieu of Healthcare Benefits”. The reduction/increase to the existing rebate will take effect end of month December payroll 2024 as follows:

<b>Calendar Year</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Higher-Tier Medical Rebate - 12 month	\$797.95	\$648.63	\$499.31	\$350.00
Lower-Tier Medical Rebate - 12 month	\$398.98	\$350.00	\$350.00	\$350.00

14.2 Dental Insurance

District will offer each eligible member a dental plan (with orthodontic) that is substantially equivalent to the current dental plan, with no reductions. The plan will be subject to the health benefit contribution.

14.3 Retiree Insurance Coverage

a. SUSDPOA Members Hired Prior to July 1, 2003:

Bargaining union members who retire from the District under PERS regulations and who meet the following criteria will receive medical coverage under the District plan until age sixty-five (65) or are eligible for Medicare, whichever comes first, subject to the terms below:

- i. Ten (10) years of District service immediately preceding retirement.
- ii. Retire between the ages of fifty (50) and sixty-five (65).
- iii. Retire on or after October 27, 1980.

Any qualified SUSDPPOA members will have the same right as active employees to select a more costly medical plan and will be obligated to pay the full difference above the least expensive plan. The SUSDPPOA retiree is eligible to participate in the District's group dental, vision, and chiropractic plans by purchasing benefit coverage at the eligible group rate.

b. SUSDPPOA Members Hired After July 1, 2003:

Any qualifying member who retires from the District under PERS regulations and who meets the criteria in 12.3.1 will receive the same medical plan options for the bargaining unit member as active bargaining unit members. Any qualifying bargaining unit member who retires from the District under PERS regulations will be required to make a proportional payment for the medical plan. SUSDPPOA and the District reserve the right to mutually amend or modify this benefit in the future for current and/or future bargaining unit members. This benefit will last until the age of 65 or until the bargaining unit member is eligible for Medicare, whichever comes first.

The SUSDPPOA retiree is eligible to participate in the District's group dental, vision, and chiropractic plans by purchasing benefit coverage at the eligible group rate.

14.4 Mental Health/Chemical Dependency Program

Unless otherwise agreed, the District will offer each eligible member a managed mental health/chemical dependency program through the HMO or PPO if selected. The plan will be subject to the health benefit contribution.

14.5 Vision Care

The District will offer each eligible member a vision plan. The plan will be subject to the health benefit allowance.

14.6 PERS Public Safety Requirement

Employees of this unit shall be members of the California Public Employees' Retirement System (CalPERS). Any contract with CalPERS currently in effect, shall remain in effect as they may apply to the members of the unit. Retirement benefits shall be consistent to the laws of the State of California and the United States.

Definitions:

*Retired Employee:*

An employee who retires from the Stockton Unified School District under the provisions of the California Public Employees' Retirement System.

*New Member:*

\*A new member who becomes a member of CalPERS for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.

\*A unit member who becomes a member of another public retirement system proper to that date, but who was not subject to reciprocity under Gov. Code §7522.02 and related CalPERS reciprocity requirements; or

\*A unit member who was an active member in CalPERS with another employer and who, after a break in service of more than six (6) months, returned to active membership in CalPERS with the district.

\*New Sworn Members will receive two point seven percent (2.7%) @ age 57.

\*New Non-Sworn Members will receive two percent (2%) @ age 62.

*Classic Member:*

A unit member who entered into membership with a qualifying public retirement system on or before December 31, 2012 who does not meet the definition of "New Member" under Government Code §(f) and related CalPERS membership requirements.

\*Sworn Classic Members will receive three percent (3%) @ age 50.

\*Non-Sworn Classic Members will receive two percent (2%) @age 55.



## ARTICLE 15

### GRIEVANCE POLICY

#### 15.1 Definition

A grievance is a dispute regarding the interpretation, application, or violation involving a specific term or provision of this collective agreement. A grievant is either a unit member directly affected by the dispute or SUSDPOA on behalf of a specifically named unit member who otherwise qualifies as a grievant.

#### 15.2 Preliminary Step – Solution of Potential Grievance

Prior to the utilization of the grievance procedure, the employee must discuss any problem in an informal conference with his/her immediate supervisor and/or responsible administrator. This shall be arranged by the supervisor and/or the responsible administrator at a mutually convenient time. Other persons may be present at the request of the employee.

#### 15.3 Grievance Procedure

- a. Level I: In the event the matter is not resolved at the informal conference, the employee may present a grievance in writing to the administrator with immediate administrative responsibility for the position to which the employee is assigned.
  - i. If presented in writing, the grievance shall be on the form provided by the District. All pertinent information should be supplied.
  - ii. The written grievance shall be presented within twenty (20) working days after the employee knows or should reasonably have known of the occurrence which gives rise to the dispute.
  - iii. Either party may request a personal conference within five (5) working days of the receipt of the grievance by the supervisor.
  - iv. If a conference is requested, such conference shall be held within five (5) working days of such request, to be arranged by the supervisor at a mutually convenient time. The supervisor shall present an answer in writing to the grievant within five (5) working days of the conference or ten (10) working days after receipt, whichever is later.
  - v. If no answer is received within the time limit established, the grievant may appeal to Level II.

- b. Level II: If satisfactory settlement cannot be obtained at Level I, the grievant may appeal the decision on the form provided by the District to the Superintendent's office or designee within five (5) working days after receiving the Level I answer.
- i. A conference may be requested by either party and shall be held with the grievant within five (5) working days of the receipt of the Level I appeal. This conference shall be arranged at a mutually convenient time. The Level I administrator may also be present at the conference.
  - ii. The Superintendent of Schools or the authorized designee may present an answer to the grievant in writing within five (5) working days after the date of the conference.
  - iii. If no answer is received at Level II within the time limit established, the grievant may request that SUSDPOA pursue the matter to Level III Conciliation.
- c. Level III: Conciliation

If the aggrieved person is not satisfied with the Level Two decision, or if no decision is rendered within the specified time limits, (s) he may request the Association to seek conciliation pursuant to this section. Such a request must be made within twenty (20) work days, or the Level Two decision will be final. By mutual agreement, the conciliation step may be waived and the Association shall have twenty (20) work days to request arbitration.

- i. The Association, if concurring with the grievant's request to seek conciliation, will request State Mediation and Conciliation Service to provide a conciliator to assist the Association and the District in resolving the grievance. Copies of the written request to the Conciliation Service will be sent to the Superintendent and the grievant when the request is made.
- ii. State Mediation and Conciliation Service will appoint a mediator (who shall be mutually acceptable to the District and Association) within ten (10) workdays of receipt of the letter, who shall attempt to resolve the grievance. If for any reason State Mediation and Conciliation Service fails to or refuses to act as provided herein, the Parties shall meet and seek alternative conciliation methods.
- iii. The mediator shall not make written or public recommendations relative to the grievance.
- iv. If satisfactory settlement cannot be obtained at Level III, the decision may be referred to an arbitrator within ten (10) working days or by agreement of the parties.

- d. The arbitrator shall be selected from a list to be provided by State Mediation and Conciliation Service. The manner of selection shall be by alternate strike by the District and union until only one name is left. The order of the striking shall be determined by the flip of a coin.
  - i. The arbitrator so selected shall hold hearings and shall issue findings that shall be binding on both parties not later than thirty (30) working days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements have been submitted to the arbitrator.
  - ii. The arbitrator's recommendation shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted unless agreed to by the parties.
  - iii. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement or which adds to, subtracts from, or modifies any of its terms.

#### 15.4 General Provisions

- a. The grievant must be personally present at each level of the grievance procedure.
- b. The grievant may request a representative at any stage in the grievance procedure. Such representative shall normally be limited to one person at all levels.
- c. All conferences and investigations by or on behalf of the grievant pursuant to this procedure shall be conducted outside of the time the grievant or other persons involved are responsible for students.
- d. All conferences and investigations by or on behalf of the grievant pursuant to this procedure shall be conducted outside of the time the grievant or other persons involved are responsible for students.
  - i. The date such writing is personally delivered to the recipient or the day after such writing is deposited in the United States certified mail, addressed to the recipient at his/her last known home address.
  - ii. For purposes of this procedure, the term writing shall include the grievance, the grievance appeal, the answer to the grievant, or, grievance appeal, or any other required writing.
- e. The presence of advisors may be requested at any stage of the procedure by the administrator hearing the grievance or the grievant.

- f. Requests for necessary and relevant information shall be made prior to any conference at the beginning level. Clarification of information shall be granted but new issues which constitute a separate grievance beyond those originally presented shall not be introduced at any succeeding level.
- g. Any grievance not appealed to the next step of the procedure within the prescribed time limit shall be considered settled on the basis of the answer given in the preceding step.
- h. Time limits set forth in this procedure may be extended by mutual consent of the grievant or representative and of the Superintendent or designee.
- i. Until the final disposition of a grievance takes place, the grievant is required to conform to the original direction of his/her supervisor unless there exists a clear and present danger to the employee at which time the employee has the right to appeal directly to the Superintendent or designee.
- j. Resolution of an individual grievance shall be deemed to rectify the grievance only and shall not necessarily be deemed as establishing precedent.
- k. Disposition of grievances shall not be used in the evaluation of employees. A grievant may terminate a grievance at any time.
- l. Materials utilized in this procedure which is contained in an employee's personnel file shall be returned to said file without indication or notation of its use herein.
- m. The grievance procedure as presented in this article must be utilized unless portions are waived by consent of the parties.
- n. Group grievances may be filed if each grievance involves the same or related facts and conditions. Group grievances that involve employees with different immediate supervisors may be filed at Level II.

## ARTICLE 16

### CONCERTED ACTIVITIES

- 16.1 It is agreed and understood that there will be no strike, work stoppage, slow-down or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operation of the District by the SUSDPOA, or by any of the SUSDPOA, agents or members during the term of this Agreement, including compliance with the request of other bargaining units to engage in such activity. The District agrees not to engage in a lockout during the term of this Agreement.
- 16.2 The SUSDPOA recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all unit members to do so. In the event of a strike, work stoppage, slow down, or other interference with the operation of the District by unit members who are represented by SUSDPOA, the SUSDPOA agrees in good faith to take all necessary steps to cause those unit members to cease such action.

## ARTICLE 17

### EMPLOYEE EXPENSES AND MATERIALS

#### 17.1 Uniforms

If an employee is required by the District to wear uniforms, duty equipment protective clothing, or any type of protective device as a condition of employment, such uniform, protective clothing, or protective device, shall be furnished to the employee by the District under the following conditions:

- o. The employee must sign for and be responsible for the duty equipment issued to him/her;
- p. Duty equipment damaged beyond repair, as determined by the District, during the employees required course of employment shall be replaced at no cost to the employee;
- q. The employee must reimburse the District for lost duty equipment and/or for duty equipment damaged through negligence or misuse;
- r. To obtain replacement, the damaged or worn-out articles must be turned in and noted on a report. If all or any part thereof is not turned in, the employee must pay for replacement with the District retaining ownership of same
- s. Upon separation of employment, the employee is to return all duty equipment issued and signed for. The employee will be financially liable for full set or any part thereof not returned.
- t. The purchase and maintenance of optional items shall be the financial responsibility of the purchasing employee.

#### 17.2 Required Uniforms

In view of the requirement that all police officers must wear uniforms, the District agrees to provide four (4) BDU uniforms and one (1) Class A uniform for each employee pursuant to the regulations set forth in this Article.

- a. The District has determined that bargaining unit members in the SUSDPPOA positions are required to wear a uniform. Uniforms and duty equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed. Effective July 1, 2024, in lieu of the previous uniform monthly stipend, the District shall engage and compensate a service provider for the cleaning and maintenance of uniforms, with all associated costs to be borne by the District.

- b. The District retains and reserves the right to select the type of uniform and to direct the employee as to where such uniform shall be obtained in accordance with the SUSD DPS Police Uniform Manual.
- c. The District agrees to provide a stipend up to two hundred (\$200.00) on an annual basis to employees when the District requires specific shoes as part of the employee uniform
- d. It is the understanding of the parties that both the District and the employee/s are responsible for paying the statutory requirement of the retirement contribution on the special compensation.

17.3 Physical Examination

The District agrees to provide the full cost of any medical examination required as a condition of employment or continued employment. The employee may be required to submit a medical release to return to full duty.

17.4 Hold Harmless

The District will provide such legal support to employees as is available through the District's blanket liability insurance policy.

## ARTICLE 18

### LAYOFF AND REEMPLOYMENT

- 18.1 Classified employees shall be subject to layoff for lack of work or lack of funds. After due consideration of District priorities, financial status and projections, the Board of Trustees and Administration may make a firm decision to reduce specific services/programs affecting the employment status of the regular classified staff. Such action shall take place in accordance with procedures provided by Sections 45114, 45117, 45298, 45308 of the Education Code.
- 18.2 Order of Layoff (Procedure):
- a. Whenever a bargaining unit employee is laid off, the order of layoff within the class shall be determined by length of service. The employee, who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.
  - b. For the purpose of this article, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis.
  - c. "Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service.
  - d. Bargaining unit employees who are laid off shall have the right to exercise bumping rights into any current or previously held class, providing they meet minimum qualifications and that the class in which they are bumping is equal or lower than that class in which the employee is serving.
  - e. No regular bargaining unit employee shall be laid off from any position while employees serving under limited term appointment are retained in positions of the same class in the same organizational unit unless the regular bargaining unit employee declines the limited term position.
- 18.3 Notification of Layoff (Procedure):
- a. The District shall transmit a copy of the board agenda to the union regarding any proposed layoff. This shall constitute notice to the union of said layoff.
  - b. Within a reasonable time of a written request by the union, the District will provide the union with a seniority roster and a list of employees to be laid off.



#### 18.4 Reemployment from Layoff:

- a. Employees laid off because of lack of work or lack of funds are eligible to reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional placement processes within the District during the period of thirty-nine (39) months.
- b. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months; provided that the same tests for fitness under which they qualified for appointment to the class shall still apply.
- c. An employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of an opening. Such notice shall be sent by mail to the last address given the District by the employee.
- d. A laid off employee shall notify the District of his or her intent to accept or refuse reemployment within five (5) work days following the delivery/or first notice of mailing of the reemployment notice. Failure to respond constitutes a refusal. After three refusals, for reemployment, an employee shall be considered unavailable for reemployment and shall not be notified of future vacancies until the laid off employee notifies the Personnel Office, in writing, that he/she is available for reemployment.
- e. Upon return to work, eligibility for vacation and sick leave entitlement shall be computed in accordance with seniority.
- f. Unused sick leave benefits, accumulated prior to layoff, will be reinstated upon return to work.

## ARTICLE 19

### DISCIPLINARY ACTIONS

19.1 The disciplinary procedures set forth in this article shall satisfy all administrative appeal rights and protections afforded by the Public Safety Officers Procedural Bill of Rights, Government Code Sections 3300, et seq. to the extent such rights are applicable to bargaining unit members.

#### 19.2 For-Cause Discipline

Any employee designated as a permanent employee shall be subject to disciplinary action for cause, including reprimand, suspension, demotion, and dismissal. Such cause shall include, but not be limited to, those as set forth below in this Article. Probationary employees are not entitled to the due process provisions of this Article.

#### 19.3 Cause for Suspension or Termination:

Cause for discipline shall include the following items listed. However, this list does not constitute all of the causes for discipline.

- a. Incompetency or inefficiency; unsatisfactory performance of job.
- b. Absence and/or repeated tardiness without authority or sufficient reason;
- c. Insobriety or unauthorized use or possession of alcohol or narcotics during duty hours;
- d. Insubordination;
- e. Dishonesty
- f. Conviction of a felony or misdemeanor, any crime involving moral turpitude, or any crime bringing discredit upon the District. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed a conviction. Convictions for offenses listed as infractions in the Vehicle Code will not result in suspension or termination.
- g. Immoral or unprofessional conduct;
- h. Evident unfitness for service;
- i. Physical or mental condition unfitting for service;
- j. Persistent violation of or refusal to obey the school laws of the state or rules and regulations of the district;

- k. Discourteous treatment of the public, staff or pupils;
- l. Conduct in violation of Section 1028 of the Government Code, which provides: "It shall be sufficient cause for the dismissal of any public employee when such public employee advocates or is knowingly a member of the Communist Party or of an organization which during the time of his/her membership he/she knows advocates overthrow of the Government of the United States or of any state by force or violence;"
- m. For employees who drive a vehicle in the regular course of their employment:
  - i. Failure to maintain a good business driving record;
  - ii. Failure to satisfy the insurability requirements of the District's Insurance carrier under the district's regular insurance policies. The district's ability to obtain insurance for the employee under a high risk or any policy other than the regular insurance policies does not mitigate this failure.
- n. Neglect of duty;
- o. Intentional misrepresentation or concealment of any fact in connection with obtaining employment;
- p. Willful damage to public property, excessive waste of public supplies or equipment, or excessive carelessness with district property or funds;
- q. Failure to possess or keep in effect any license, certificate or other similar requirement specified in the law or the employee's class specification or otherwise necessary for the employee to perform the duties of the position;
- r. Failure to comply with procedures, rules and policies adopted for operation of the Police Department.
- s. The willful misuse or damage to property of SUSD, its employees or the general public except if required by officer's lawful performance of his or her duty.
- t. Consistent patterns of sick leave that may constitute abuse.
- u. Possession of or being under the influence of illegal drugs as defined by State and/or Federal law while on duty.
- v. Theft.

#### 19.4 Procedure for Suspension or Termination:

- a. Preliminary Written Notice

- i. A permanent classified employee shall receive a preliminary written notice of any proposed suspension without pay or termination. 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.
- ii. Any known written materials, reports or documentation upon which the disciplinary action is based must be attached to the preliminary written notice.
- iii. The classified employee shall have the right to respond either orally or in writing, within a specified reasonable time to the Superintendent or Superintendent's designee. The Superintendent or designee shall consider the employee's response and recommend within fifteen (15) calendar days that the proposed disciplinary action either be taken or not taken.

b. Notice of Suspension or Dismissal

- i. A permanent classified employee who is suspended without pay, or terminated shall be given written notice of the specific charges by the Superintendent or his authorized representative. The dismissal or suspension shall be effective the day of service of the notice; and all pay shall cease as of that date, and benefits shall continue until the end of the month in which the written notice is served upon the employee, unless specified otherwise by the District.
- ii. The notice shall contain a statement of his rights to a hearing on such charges. The time within which such hearing may be requested shall not be less than eight (8) calendar days after service of the notice on the employee, and said notice shall be accompanied by a paper, the signing and filing of which the Superintendent or his 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 waiver of the employee's right to a hearing and appeal.

c. Administrative Leave

Any permanent classified employee may be placed on administrative leave from duty with pay pending a determination of whether or not discipline will be recommended by the Superintendent.

d. Sex or Narcotics Offenses: Compulsory Leave

Any classified employee charged with the commission of any sex offense as defined in, but not limited to, Education Code Section 44010, or with the commission of any narcotics offense as defined in, but not limited to, Education Code Section 44011, may be placed upon compulsory leave of absence pending a final disposition of such charges pursuant to Education Code Section 45304.

e. Appeal Procedure:

i. Hearing Authority

The Governing Board shall determine whether any hearing will be conducted before the entire Governing Board or a Hearing Officer appointed by the Governing Board. The term "Hearing Officer" shall mean any person who is selected by the employer and SUSDPOA from a list of five arbitrators provided by the California State Mediation and Conciliation Services.

ii. Notice of Hearing

The Governing Board or the Hearing Officer shall set the matter for hearing and shall give the employee at least twenty (20) calendar days' notice in writing of the date and place of such hearing.

iii. Rights of Employee

The employee shall attend any hearing, unless excused by the Governing Board or the Hearing Officer, and shall be entitled to:

1. be represented by counsel or any other person at such hearing;
2. testify under oath;
3. compel the attendance of other employees of the District to testify on behalf of the accused employee;
4. cross examine all witnesses;
5. present such evidence as the Hearing Authority deems necessary;
6. argue the case.

iv. Evidence

The hearing shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper an admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil

actions. The rules of privileges and of official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

v. Exclusion of Witness

The Hearing Officer may, at his/her 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 on conduct which may bring disrepute to persons other than the accused employee, all persons not having a direct interest in the hearing, may be excluded.

vi. Burden of Proof

The burden of proof shall be upon the party attempting to substantiate the charges.

vii. Findings and Decision

Upon completion of the hearing, a written decision 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 recommendations shall be submitted by the Hearing Officer to the Governing Board for its approval. If the Governing Board accepts such findings and conclusions, it need not read the record of the hearing; if it declines to accept such findings and conclusions, it must review the record or provide for an additional opportunity to be heard, after which it may adopt the findings and conclusions made by the Hearing Officer, or make its own findings and conclusions.

viii. Report of Hearings

Hearings may be conducted without stenographic reporter or electronic recording machine unless the employee requests in writing, at least three (3) full business days before the day set for the hearing, that such hearing be reported or recorded and pays the cost or fee for such reporting or recording.

ix. Transcripts of Hearings

Transcripts of hearings shall be furnished to any person on payment of the cost of preparing such transcripts. When transcripts are provided by the employees of the District, the cost shall be determined by the employee in charge of business affairs of the District. When transcripts are provided by an

independent contractor, the cost will be established by the independent contractor.

- x. The Hearing Officer may grant a continuance of any hearing upon such terms and conditions as it may deem proper. Any request for continuance made less than 48 hours prior to the time set for the hearing will be denied unless good cause is shown for the continuance.

## ARTICLE 20

### POLICIES AND PROCEDURES

#### 20.1 Department Policies and Procedures:

Bargaining unit members agree to comply with procedures, rules and policies adopted for operation of the Police Department.

#### 20.2 Peace Officer Standards and Training (POST):

Bargaining unit members shall complete all training required by State law, POST regulations, and/or District rules, regulations and policies to maintain the appropriate certifications for their assigned classification.



## ARTICLE 21

### JOB STEWARD

#### 21.1 Assignment of Job Steward:

SUSDPOA shall designate a job steward and shall notify the District in writing of the name of such. If a change is made, the District shall be advised in writing of such change.

#### 21.2 Duties and Responsibilities of Job Steward

After receiving permission from the immediate supervisor, a job steward may participate in the investigation, preparation, writing and presentation of grievances. The job steward shall arrange with the grievant's supervisor for a suitable time to conduct such business.

ARTICLE 22  
SEVERABILITY

22.1 Savings Clause

If, during the life of this Agreement, there exists any applicable law or rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of the 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.

22.2 The District SUSDPOA, upon mutual consent, shall meet and negotiate in an attempt to replace the severed clause.

## ARTICLE 23

### PROCEDURES OF EVALUATION

- 23.1 An evaluation of an employee shall be placed in a personnel file only after an opportunity for discussion between the employee and the evaluator has been afforded. Evaluations shall be made based primarily upon the direct observation and knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made.
- 23.2 Unit members of permanent status shall normally be evaluated every year. Such evaluation shall consist of an overview of the prescribed period of time.
- 23.3 Procedures
- a. Employees shall be given the opportunity to review and comment in any evaluation before it is entered into the District Personnel File.
  - b. Unit members shall be required to sign all formal written evaluations; however, the signing of such evaluation shall only acknowledge that the unit member has seen the document. A unit member shall receive a copy of the evaluation.
  - c. If there are any deficiencies noted, the employee shall be informed of how the District will assist in correcting them.
- 23.4 Personnel Files
- a. Unit members shall be provided with copies of any derogatory written materials, including letters of reprimand and negative evaluations, and have an opportunity to comment within thirty (30) calendar days before it is placed in the unit member's personnel file. The unit member shall be given no more than two (2) hours release time without loss of pay to review and comment on any negative material placed in the personnel file.
  - b. Any person who places written material or drafts written material for placement in a unit member's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.
  - c. 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 years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such unit member when it could be reasonably assumed that the unit member should have disclosed the facts to the employing district.

- 23.5 The personnel file of each unit member shall be maintained at the District's central administration office. No adverse action of any kind shall be taken against an employee based upon materials which are not in the District personnel file.
- 23.6 All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the unit member.
- 23.7 Any employee in the bargaining unit or SUSDP OA shall have the right to utilize the grievance procedure regarding violations of the procedural aspects of evaluations arising under the provisions of this article.
- 23.8 Every unit member of probationary status shall be evaluated in writing twice during the probationary period; once at the completion of the Field Training Program and once prior to the end of the probationary period.
- 23.9 Upon written request of a unit member, derogatory written materials exclusive of performance evaluations in the personnel file which are more than three (3) years old may be placed in a sealed envelope. Personnel management shall review the request to determine if granting the request is appropriate and shall notify the employee of the decision to grant or deny the request. Once sealed, the envelope may only be opened by the Assistant Superintendent, Human Resources, or designee. A notation will be made on the envelope upon each opening indicating the date, time, name and reason for the opening. Any decision to deny the request shall not be subject to the grievance procedure.

## ARTICLE 24

### DURATION OF AGREEMENT

- 24.1 This agreement shall be effective July 1, 2024 and shall continue in effect until midnight June 30, 2027. The parties agree that there shall be a salary reopener only for 2025-2026 and 2026-2027.
- 24.2 Parties may propose reopeners for subsequent successor agreements after February 1, 2027.