

AGREEMENT

BETWEEN

THE LASSEN TEACHERS' ASSOCIATION

AND

THE LASSEN UNION HIGH SCHOOL DISTRICT

July 1, 2023 – June 30, 2026



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ARTICLE 1
PREAMBLE

- 1.1 This bilateral agreement ("Agreement") is made and entered into between the Lassen Union High School District (hereinafter referred to as the "District") and the Lassen Teachers' Association (hereinafter referred to as the "Association"), collectively referred to as the "Parties."
- 1.2 This agreement is entered pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code ("Act").
- 1.3 Any contract between the District and an individual unit member executed after signing of this agreement shall not conflict with provisions of this agreement.
- 1.4 When contract language and district policy or regulations do not agree on specific issues, the language of this contract shall prevail.
- 1.5 The Association and the Superintendent mutually agree that it is in the best interest of the District, bargaining unit members, and the public they serve that there be open uninhibited communication between the Superintendent and the Association leadership and membership on all matters of concern. To that end, the Superintendent and Association leadership and members will meet at reasonable times at either's request to discuss such matters.

ARTICLE 2
RECOGNITION

- 2.1 The District recognizes the Lassen Teachers' Association as exclusive representative of the certificated staff employed by the school district as defined below:
 - 2.1.1 All full-time and part-time permanent, probationary, and temporary teachers who teach in grades 9-12.
 - 2.1.2 Special education teachers, grades 9-12.
 - 2.1.3 Counselors and Media Center Specialist
- 2.2 This bargaining unit excludes all management personnel, the District nurse, student teachers, and substitute teachers.

ARTICLE 3
NEGOTIATION PROCEDURES

- 3.1 Each year this contract is in effect, representatives of the Parties shall meet to determine the intention of the parties to seek to modify, amend, or terminate the contract.
- 3.2 Either party may submit interests and reopen negotiations covering any two articles of choice in addition to Salary and Benefits annually unless the parties mutually agree otherwise.
- 3.3 Initial negotiations shall commence as soon as practical considering the time constraints created by providing opportunity for the community to respond to the initial proposals of the Association and the District.
- 3.4 Either party may utilize the services of an outside consultant. By mutual agreement between the Parties there will be no representation in negotiation meetings by outside parties such as California Teachers' Association (CTA) for the Association, or legal representation for the District in negotiation meetings unless and until either party elects to reinstate representation. Upon election to reinstate outside representation, the electing party will notify the other party a minimum of 24 hours prior to the first scheduled negotiation meeting at which the representative will be present.
- 3.5 The District and the Association may discharge their respective duties required in this agreement by means of authorized officers, individual representatives, or committee.
- 3.6 Negotiations shall take place at mutually agreeable times and places during and outside the regular school day, provided that meetings shall be held within fifteen days from receipt of a written request.
- 3.7 The Association will be allocated release time to attend and consummate negotiations. The District agrees to provide paid release time which may be allocated between as many as five (5) and one (1) alternate, unit members designated by the Association.
- 3.8 The District shall make available to the Association upon written request a copy of state financial reports, budgetary information it produces for the county, and personnel information necessary for the Association to fulfill its role as exclusive bargaining agent.
- 3.9 Not later than November 1st, the District shall furnish the Association with names, addresses, telephone numbers, and the placement of personnel on the certificated salary schedule as of October 1st.
- 3.10 The agreement reached between the parties shall be made in writing and signed by them.
- 3.11 The negotiations team for the Association shall be not more than five, plus one alternate bargaining unit members appointed by the Association. In addition to the five-member Association team, the Association may have present, during negotiations sessions a field representative of the California Teachers Association.

ARTICLE 4
RIGHTS OF THE ASSOCIATION AND DISTRICT

4.1 This District recognizes the following rights of the Association and its members.

- 4.1.1 The District recognizes the rights of employees to form, join, and participate in lawful activities of employee organizations.
- 4.1.2 The District authorizes the Association's use of school facilities and equipment for Association business provided that the Association shall contact the site principal to determine the availability of equipment and facilities. The principal will authorize facility and equipment use as long as it does not interfere with instructional programs or normal District use. After notifying the principal, authorized representatives of the Association shall be permitted to transact Association business on school property outside of instructional hours during the school day, as long as it does not interfere with educational programs or normal district use. School clerical staff will be advised of copy machine use for Association purposes and supplies will be provided at Association expense.
- 4.1.3 The Association may post notices of activities and matters of Association business on the staff bulletin board. One bulletin board shall be provided at each school in an area frequented by unit members.
- 4.1.4 The Association may use intra-district mail services and unit members' mailboxes for periodic communications with unit members provided the Association recognizes the District's right to place reasonable limits on volume and frequency of such communications.
- 4.1.5 At each school, the Association shall be provided a school mailbox located with those of unit members. This mailbox shall be used for official organizational communications.
- 4.1.6 The District will send agendas and minutes for Board of Trustees' regular meetings and agendas for special meetings to the Association through email. Materials will be sent to the Association at the same time that Board packets are mailed/emailed.
- 4.1.7 Each month, on the written request of the Association, the Superintendent shall meet with the Association representative(s) to review and discuss the administration of this Agreement.
- 4.1.8
 - 4.1.8.4 The Association agrees to furnish any information needed by the District to deduct dues from members.
 - 4.1.8.5 With respect to all such deductions deducted by the District, for membership dues, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members for whom such

deductions have been made, categorizing them as to membership or non-membership in the Association.

- 4.1.9 Compulsory deductions include federal income tax, state income tax, and State Teachers' Retirement System contribution. Upon appropriate written authorization from the unit member, the District shall also deduct from the salary of any unit member and make appropriate remittance for annuities, credit unions, savings bonds, charitable donations, and insurance. Further, the District shall deduct from the salary of any unit member on their written request and shall make appropriate remittance for any plans or programs jointly approved by the Association and the District.
- 4.1.10 The District shall authorize a total of ten (10) days paid leave so that the Association's representatives may attend local, state, or national meetings. These representatives shall be excused from school duties upon two (2) business days advance notice to the District Superintendent.
- 4.1.11 Within thirty (30) business days of ratification of this agreement by both parties herein, the District shall email the Agreement and any policy statement having to do with teacher rights and privileges prepared and delivered to the Association and all unit members. Copies of the Agreement, when revised pursuant to any reopening provisions, shall be delivered to the Association through email for distribution to unit members.
- 4.1.12 The District, upon request by the Association, shall provide the Association, within five (5) days all available information concerning the financial resources and staffing of the District. In addition, the District, upon request, agrees to provide any other information the Association deems necessary to fulfill its role as exclusive representative.
- 4.1.13 The following new bargaining unit member information shall be delivered to the Association president no later than 30 days after the date of hire: Name, home address, phone numbers (work, home, and cell), personal email address, school site teaching assignment, date of hire, FTE status, employment status (probationary, permanent, temporary), type of credential (clear, preliminary, etc.)
- 4.1.14 Each time a person is newly employed in a position in the bargaining unit, the District shall provide in writing the following: employment status, rights, benefits, duties, and other employment-related matters, including a hard copy of the bargaining agreement.

4.2 Rights of the District

- 4.2.1 The Association understands and agrees that the District retains the right to temporarily modify or rescind provisions of this agreement in the following emergency situations:

- 4.2.1.1 When faced with local natural disasters.
- 4.2.1.2 When faced with the loss of reasonable use of a school facility.
- 4.2.1.3 When faced with severe financial emergency beyond the control of the District wherein the obligations of the District could not be met except through deficit spending.
- 4.2.1.4 When faced with a condition where personnel must be hired to protect the health, safety, and the rights of students.
- 4.2.1.5 When faced with state or national emergencies proclaimed by competent government officials. Before implementing an emergency action described above, the District shall consult with the Association.

ARTICLE 5 EVALUATION

Preamble

The Parties recognize and accept the principle that unit member performance in assigned responsibilities and in tasks normal to their daily work should be subject to evaluation.

The Parties recognize and accept the principle that professional educators improve their professional practices annually as defined by the state's Standards for the Teaching Profession.

5.1 Areas of Evaluation

5.1.1 The District shall evaluate and assess certificated unit member performance as it reasonably relates to:

5.1.1.1 Standard 1: Engaging and Supporting All Students in Learning

5.1.1.2 Standard 2: Creating and Maintaining Effective Environments for Student Learning

5.1.1.3 Standard 3: Understanding and Organizing Subject Matter for Student Learning

5.1.1.4 Standard 4: Planning Instruction and Designing Learning Experiences for All Students

5.1.1.5 Standard 5: Assessing Students for Learning

5.1.1.6 Standard 6: Developing as a Professional Educator

5.1.2 Non-instructional unit members shall be evaluated on the fulfillment of duties as defined in their job descriptions. Job descriptions will be made available to all unit members to identify unit member responsibilities.

5.2 Evaluation Procedures

5.2.1 Evaluation and assessment of the performance of each unit member shall be made on a continuing basis as follows:

- Probationary Personnel: at least once each school year
- Permanent Personnel (Years 3-9): at least every other year
- Permanent Personnel (Year 10+, with previous evaluation rated as meeting or exceeding standards): At least once every 5 years

Unit members not meeting standards will be evaluated annually until standards are met. The evaluator reserves the right to evaluate a unit member ~~every other year~~ if deemed necessary by the evaluator.

5.2.2 **Evaluator** - The evaluator shall be the principal or his/her management designee. Evaluation of certificated personnel not assigned to a single school is the responsibility of the administrator assigned by the Superintendent.

5.2.3 **Evaluation Forms** - Four forms shall be used in the evaluation process: (Appendix B)

5.2.3.1 **Form A** - Goal Setting. The evaluatee shall receive Form A from the evaluator by September 15th.

5.2.3.1.1 A pre-evaluation conference will be held between the evaluator and the evaluatee to reach an understanding and agreement regarding the content, language, and evidence of the evaluation contained in Form A.

5.2.3.2 **Form B** – Observation Forms - Forms shall be used by the evaluator as a worksheet during observations.

5.2.3.3 **Form C** – Formal Evaluation Summary Rating

5.2.3.3.1 Evaluation and Assessment of Certificated Personnel (“Evaluation Summary”). The evaluator’s comments and recommendations resulting from observations and conferences with the evaluatee shall be recorded on Form C.

5.2.3.3.2 There shall be three copies of the completed Evaluation Summary: one copy for the evaluatee, one for the evaluator, and one for the District personnel office.

5.2.3.3.3 In cases where the evaluatee disagrees with the evaluation, he/she may write a rebuttal to the evaluation that shall be attached to it and become a part of the file.

5.2.3.3.4 Members demonstrating sustained growth of at least one level on at least two target standards shall be rated as Highly Effective; members demonstrating sustained growth of one target standards may be rated Effective or Minimally Effective; members demonstrating no sustained growth on any of the target standards shall be rated Ineffective. Administrators may require evaluatees rated as Effective to be re-evaluated the following year(s). Administrators shall require evaluatees rated as Ineffective to be evaluated the following year(s).

5.2.3.4 Evaluation forms A, B, C are attached hereto as Appendix B.

5.2.4 Method

5.2.4.1 Accurate evaluation and assessment of any process requires a variety of sources of data and means of evaluation. Therefore, the evaluation of unit member performance should incorporate multiple assessment methods. Evaluation data shall be made accessible to the unit member.

5.2.4.2 Student or parent questionnaires or surveys shall not be used unless initiated and administered by the teacher. These surveys or questionnaires shall not affect the teacher's formal evaluation or become part of the permanent file.

5.2.4.3 Judgments, conclusions, and assessments reported by the evaluator in the formal evaluation, Form C, shall be developed on direct observations, documents developed by the evaluatee, written documentation by persons who have firsthand knowledge of the employee's actions, and by the evaluator.

5.2.5 **Calendar and Steps in Evaluation Procedures** - The procedures and due dates which shall be followed by the District and unit members in this evaluation process are specified in Appendix B.

5.2.6 Ineffective Evaluation

5.2.6.1 Unit members receiving an Ineffective rating (See 5.2.3.3.4) shall be re-evaluated the following year(s).
If an evaluation is rendered unsatisfactory, as specifically indicated by the principal on Form C, the procedure shall be as follows:

5.2.6.1.1 The evaluator shall delineate specific deficiencies cited for the unsatisfactory evaluation in writing.

5.2.6.1.2 Using the performance levels descriptors in the CSTP Continuum, the evaluator shall, in consultation with the evaluatee, outline a program designed to have the specific areas of deficiency remedied. The basis for the Ineffective evaluation will be stated in specific terms that are measurable and/or observable as indicated in Form D. The requirements for improvement will also be stated in such terms including the space of time specified for improvement or correction to be demonstrated by the teacher.

5.2.6.1.3 Responsibility for correcting deficiencies noted in the evaluation shall rest primarily with the unit member. However, the District recognizes its obligation to provide assistance to the unit member.

5.2.7 Highly Effective Evaluation

5.2.7.1 -See 5.2.3.3.4

5.3 Grievance of Evaluation

5.3.1 The established grievance procedures may be used to grieve the process of evaluation but not the content. In the event such a grievance is resolved in favor of the evaluatee, no record of the disputed evaluation shall be kept by the District.

5.4 Interscholastic Coaches' Evaluation

5.4.1 Procedure

The interscholastic coach's evaluation forms will be utilized in the following manner:

5.4.1.1 At the beginning of each competitive season each coach will be given a copy of the evaluation form. Each head coach will review the form and discuss levels of expectation with assistant coaches. The athletic director will work directly with each head coach to develop similar levels of expectation for the head coach. Coaches employed beyond their second year may be evaluated every other year at the athletic director's, or designee's, discretion.

5.4.1.2 Evaluations will be completed and individually discussed with all coaches within thirty days after the completion of each sports season. Should disagreement exist about the evaluation, the coach should use the space provided on the evaluation form to respond to the evaluation.

5.4.1.3 Assistant coaches receiving marks of "needs improvement" or "unsatisfactory" will meet with the head coach of the relevant sport and the athletic director. Head coaches receiving marks of "needs improvement" or "unsatisfactory" will meet with the athletic director and principal to fully identify and discuss concerns and to plan means to facilitate growth in areas of identified weakness.

5.4.1.4 A coach who fails to improve low marks may be released from a coaching assignment. This action will be taken only after a thorough discussion of the lack of achievement involving the coach, head coach, athletic director, and site principal.

5.4.1.5 Evaluations will be kept in the athletic director's office and will not become part of the personnel file. At the request of a coach, specific reports may be added to the personnel file.

5.4.1.6 Violations of District policy, the Code of Ethics, and/or applicable laws and policies will be documented and included in the unit member's district personnel file.

5.4.2 The Code of Ethics which interscholastic coaches must follow and the evaluation forms are attached to this Agreement as Appendix C.

5.5 Personnel File

5.5.1 There shall be a single personnel file for each unit member. Personnel files shall be kept in the central administrative office of the District.

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

5.5.2 Materials in the unit member's personnel file shall be made available for inspection by the unit member involved, except as noted below. Unit members shall have the right to inspect and obtain a copy of his/her personnel file materials, upon request. Upon written authorization by the unit member, an Association representative may review the unit member's personnel file or accompany the unit member in his/ her review of the file. Materials which may be excluded from inspection shall be limited to ratings, reports, or records which:

5.5.2.1 Were obtained prior to the employment of the unit member involved.

5.5.2.2 Were prepared by identifiable examination committee members.

5.5.2.3 Were obtained in connection with a promotional examination.

5.5.3 Information of a derogatory nature, except material excluded in accordance with Section 2 above, shall not be entered or filed unless and until the unit member is given notice and an opportunity to review and comment thereon. A unit member shall have the right to enter and have attached to any such derogatory statement her/his own comments thereon. Unit members have ten (10) business days to provide written comments which will be attached to the personnel file. Such review shall take place during normal business hours.

5.5.4 All material placed in a unit member's personnel file shall be dated and signed by the person who caused the materials to be prepared and/or placed in the personnel file, to the extent practicable. Materials shall be added within a reasonable time period as defined by law.

5.5.5 The contents of a personnel file shall be held in strictest confidence except as allowed by law.

ARTICLE 6 COMPENSATION

6.1 Salaries

6.1.1 The salaries for unit members are set forth in Appendix D and E.

6.1.1.1 Hourly pay shall be .08 percent of Class I, Step 1 of the Certificated Salary Schedule in Appendix D.

6.1.1.2 The Stipend schedule for positions listed in Appendix E shall be calculated from the certificated salary schedule using Class I, Step 1 of the salary schedule.

6.2 Salary Classifications

6.2.1 For purposes of advancement on the salary schedule, a unit member must have worked 75% of each school year for which salary schedule step credit is granted.

6.2.2 Once placed on the salary schedule, step advancement on the salary schedule is based upon annual service within the District and is generally earned at the rate of one step per year when moving vertically on the schedule.

6.2.3 Advancement to the next highest column is based on units earned and approved by District administration. Once a unit member has been moved to a new column, step placement will be commensurate with the unit member's years of service in the District including initial placement in the District.

6.2.4 Once maximum vertical movement is achieved unit members are required to notify the District when requesting to move to the next higher column as stated above, in accordance with Article 6. (Example: moving from column 1 to column 2 and down in excess of 1 step; moving from column 1 to column 3 and in excess of 1 step). For budgeting purposes, such request must be received in writing by the District office no later than May 1 prior to the school year in which the salary advancement is to be implemented. The parties agree that any unit member not meeting the deadline will not receive the advancement described above.

6.2.5 New Hires-Credentialed

6.2.5.1 Credit for credentialed experience will be granted if the most recent experience is within the previous ten (10) years. Effective for all unit members first performing probationary service for the District on or after July 1, 2016, credit for credentialed experience will be granted if the most recent experience is within the previous fifteen (15) years.

6.2.5.2 Maximum credit for out of District teaching experience shall be granted on a year for year basis for experience through eleven (11) years. Effective for

new unit members hired for the 2016-2017 school year and thereafter, the District will grant up to a maximum of fifteen (15) years.

6.2.7 Current Unit members:

6.2.7.1 For the purpose of advancement on the salary schedule, a unit member must meet the following criteria:

- 6.2.7.1.1 Work at least 75% of the teacher contracted work days.
- 6.2.7.1.2 Work at least the number of hours equivalent to 75% of the total teacher contracted work hours.
- 6.2.7.1.3 Unit members meeting criteria 6.2.7.1.1, but not criteria 6.2.7.1.2, will be eligible for advancement every other year (i.e.: 2 for 1)

6.2.8 Professional Advancement:

6.2.8.1 Professional advancement as used within these provisions must directly relate and contribute to the competence, performance or effectiveness of the unit member in his/her current assignment and possible future needs of the District, with the District approval. Unit members who request professional advancement credit shall submit a completed application, from Appendix F, to the District administration which contains a description of activity, and its relationship to the teaching assignment, and acceptable documented evidence of successful completion of the professional advancement activity. Official grade cards may be accepted pending the receipt of official transcripts in order to meet deadlines. Official transcripts must be received no later than 6 months from receipt of the grade card. Should the request be denied by district administration, an ad hoc committee shall be formed to review the request. This committee shall consist of two district representatives, chosen by the district, two teachers, chosen by the union, and one mutually agreed upon person. The committee's decision will become final.

6.2.8.2 All degrees and units, except as provided in 6.2.8.5, must be from institutions accredited by the American Association of Schools and Colleges or its regional affiliate. Courses submitted for credit must be completed after the granting of the Bachelor's Degree.

6.2.8.3 All course work will be recorded in semester hours. Quarter units shall be converted to semester units by multiplying by two-thirds. All course work submitted for credit must carry a grade of "C" or better or of "Pass."

6.2.8.4 Graduate or upper division units submitted for salary schedule credit must be in the unit member's present field or in professional growth courses jointly agreed to by the unit member and the Superintendent or his/her designee.

6.2.8.5 Credit for lower division courses, education travel and organized institutes or workshops will be subject to recommendation by the District Superintendent or designee. Prior written approval is required in order to be granted credit, except in extenuating circumstances. The Superintendent must approve for credit to be applicable. Credit for lower division courses, educational travel and organized institutes or workshops must meet the criteria of 6.2.8.1, above and shall be limited to six (6) semester units in each column advancement, unless approved by the Superintendent based upon the need of the District. Credit for non-unit bearing organized institutes and workshops will be on the basis of one semester unit for each 15 hours or program involvement. A non-unit bearing organized institute or workshop for which a semester unit may be earned, must meet the following criteria:

6.2.8.5.1 Affiliation with an education institution.

6.2.8.5.2 Directly relating to the unit member's current assignment.

6.2.8.6 If a fee is charged for any organized institution and or workshop, and the unit member wants to receive a semester unit in accordance with the terms, conditions and criteria set forth above, the unit member must pay the fee. If the District pays any such fee, the unit member shall not be eligible for a semester unit of credit on the salary schedule. College course credit to be applied to the salary schedule shall also require that the unit member bear any cost of such course in addition to any other requirements set forth in these provisions for application to the salary schedule.

6.2.9 May and November of each school year the District will provide unit members with a statement of the number of units the District has on file for them and the number of units needed for the next column placement. The form shall include a reminder of the intent date and shall require the signature of the unit member on the form returned to the District Office verifying the number of units on record.

6.2.10 Request for salary adjustment based on units including professional growth increments, moving one column, must be filed in writing no later than June 1 of the school year prior to the adjustment. All salaries shall be prorated to July 1 for documentation received by January 31, and prorated to January 1 for documentation received by June 30. Professional growth increments become effective within forty-five days following the submission of proof of completion of salary schedule requirements. Salary adjustments will be prorated to the date of course work completion for courses completed after August 31st. Credit shall not be granted until an official transcript has been received by the District for course work, until documentation has been received from a workshop instructor/coordinator, or until educational travel has been completed and a travel report is approved by the Salary Advancement Committee (SAC).

- 6.2.11 Unit members employed in summer school will be compensated a pro-rated portion, sixty-five (65) percent of their daily rate for a five (5) hour service day. The District reserves the right to set the length of the summer school instructional day and prorate compensation accordingly.
- 6.2.12 When payroll errors are identified, the Association and District agree to meet and discuss adjustments which work to the advantage or disadvantage of a unit member. Adjustments in which the employee has been over-compensated, may be made up to a two-year period. When errors are identified in June the adjustment will be spread through the next school year. It is agreed that salary adjustments will be made within a single school year unless a multiple-year error is discovered, in which case adjustments will be made over a two-year basis. Underpayment errors will be adjusted at the next regularly scheduled payroll.

6.3 Health and Welfare Benefits

- 6.3.1 The District will implement medical plans offered by California's Valued Trust. Unit members may choose from a variety of plans as offered and decided by the Association.
- 6.3.1.1 Seven medical plans are offered through California's Valued Trust. The plans, which are detailed on the district website, are: CVT 1C, CVT 3C, CVT 10A, CVT10D, CVT HDHP-1, CVT WELL – 1, and BRONZE.
- 6.3.1.2 All plans include health, dental and vision.
- 6.3.1.3 The district offers eligible employees life insurance. Please refer to website for specifics.
- 6.3.2 The District shall pay ~~\$1,333.33~~ **\$1,375** per month towards a benefit package for full-time unit members; unit member shall pay the difference between the district's contribution and the actual premium. The plan year is October 1st through September 30th. Open enrollment selections must be received in the district office no later than September 1st for each plan year. All excess premiums shall be deducted by the means of the monthly payroll deduction.
- 6.3.3 Pro-rated health benefits will be offered to unit members working 50% FTE or greater.
- 6.3.4 All unit members have the option to enroll in the Section 125 plan for pre-tax status of out-of-pocket medical expenses, which may lower their taxable income. Please see Human Resources Manager for additional information.
- 6.3.5 The District will continue to contribute the premiums of the unit member's insurance until said unit member terminates his/her employment with the District. Unit members on unpaid leave may maintain their existing insurance coverage by mailing

to the District, in advance, quarterly premium payments. These payments are to be received not later than the fifteenth of the month preceding a quarterly payment.

- 6.3.6 The district shall continue to contribute the premiums (up to the maximum allowable herein) for the employee's health insurance until August 31, whenever an employee terminates their employment with the District on June 30 and has completed a full year of service, except in instances of termination for cause and in instances where the person is employed elsewhere during either July or August and receives health benefits in other employment.

6.4 Incentive for Reduced Absences:

- 6.4.1 The District shall pay an incentive for reduced absences. Unit members meeting the requirements specified below shall receive only one of the following single payments based on the member's record of absences:

- 6.4.1.1 At the conclusion of the school year each member's record of sick leave absences will be reviewed.

- 6.4.1.2 Any absence(s) charged to sick leave, sabbatical leave, and unpaid leaves shall count against the single payment authorized in this section. School Business absences shall not count against any payment below.

- 6.4.1.3 The total absences shall be the basis for a single payment as per the following schedule:

- 6.4.1.3.1 No more than one (1) day total absence \$200.00

- 6.4.1.3.2 Zero (0) days absent - \$500.00

- 6.4.2 Only a single payment pursuant to the section above may be paid in any school year.

- 6.4.3 Such single payments pursuant to the eligibility requirements in the section above shall be made to eligible unit members at the end of June.

- 6.4.4 Unit members who provided less than the full year of service and unit members in a part-time teaching assignment shall be eligible for a single payment on a pro rata basis.

- 6.4.5 Any unit member who is absent without leave shall not be eligible for this incentive for this school-year in which he/she was absent without leave.

6.5 Reduced Workload Option and Early Retirement Plans

6.5.1 Reduced Workload Option

6.5.1.1 Eligibility and Application

- 6.5.1.1.1 All unit members eligible for a reduced workload option as defined in Ed Code 44922, shall be notified by the district of their eligibility annually by January 15th. Eligible unit members who are interested must apply for the reduced workload option by March 1st. The board shall determine whether the application is approved or denied by May 15th. All applicants will be notified of the board's decision in writing.

6.5.1.2 Unit Member Assignments

- 6.5.1.2.1 Approved applicants will meet with the site administrator within thirty (30) days following notification of Board approval to develop a school year plan for part-time work.

6.5.1.3 Returning to Full-Time

- 6.5.1.3.1 Unit members who wish to terminate participation in the part-time assignment may do so upon written request to the District between January 1 and February 20 of the proceeding year and with mutual agreement of the District.

6.5.1.4 Salary and Benefits

- 6.5.1.4.1 Unit members will be paid based on a proration of their part-time service to a full-time assignment.
- 6.5.1.4.2 The District and unit member agree to submit contributions to the State Teachers' Retirement System based on the compensation which would be earned for full-time employment.

6.5.2 Retiree Health Benefits:

6.5.2.1 Eligibility and Application

- 6.5.2.1.1 Fifteen (15) years certificated service with the District. One (1) year of service is defined as working seventy-five (75) percent of the days required by the Agreement.
- 6.5.2.1.2 Unit member age between sixty (60) to sixty-five (65).
- 6.5.2.1.3 Effective resignation.

- 6.5.2.1.4 Application to and recipient of STRS benefits.
- 6.5.2.1.5 Application with retirement and resignation to District not less than ninety (90) days prior to retirement effective date.
- 6.5.2.1.6 Effective retirement date may not be later than June 30.
- 6.5.2.1.7 This early retirement option is extinguished if the retiree becomes eligible for similar paid health and welfare benefits (medical, dental, and vision) from another source.

6.5.3 Benefits Plan:

- 6.5.3.1 The District shall offer the same medical, dental, and vision plan choices for all retired unit members as provided to regularly employed unit members from age sixty (60) up to the unit member's sixty fifth (65th) birthday provided eligibility provisions are met. The District will pay an amount equivalent to the monthly cap at the time of retirement towards the benefit package of a qualified retired unit member and eligible dependents. Premiums are based on a three (3) tier rate structure only. Unit members that are already retired under the former Section 6.3.2 and are receiving the District's current monthly contribution shall continue to receive that benefit.
- 6.5.3.2 All unit members, even those who do not qualify for the District paid benefit described in 6.5.3.1 can elect to remain members of the insurance group, as permitted by the carrier(s), upon the payment of the premium by the unit member. All excess premiums shall be paid by the retiree monthly, and are to be received not later than the fifteenth day of the month.
- 6.5.3.3. Benefit selection may occur during the open enrollment period by the insurance carrier each year. If a retiree is unavailable for open enrollment, no changes will be made from the previous year's policy and additional charges may apply with the new plan year.

6.6 Class Size

The District and Unit recognize the importance of teacher/student ratios in providing a quality educational program. The District shall make every reasonable effort to maintain class size at or below the maximums stated below. The following numbers are based on actual class size, not District/school averages, and only apply to students directly enrolled in the course.

Regular General Education Class.....35 students

Excludes: Independent Study, Physical Education, Band, Choir, Cadet Corp, Drill Team, Performing Arts

Teachers assigned to Regular General Education Classes will receive an additional \$25 per attendance month (4 week period) for each class period for each student above the limit for 5 consecutive school days in any given attendance month (4 week period), after the first ten (10) consecutive school days at the beginning of the school year and five (5) consecutive school days at the beginning of the second semester.

The District and Unit agree that in order to offer the best variety of classes to the most students possible, classes with enrollments of 15 or less will be offered only at the discretion of District Administration.

ARTICLE 7 HOURS OF EMPLOYMENT

7.1 Calendar

7.1.1 The District agrees to consult with the Association on the establishment of an annual school calendar, which shall include at least 180 days of instruction, two (2) staff development days to be agreed upon by the administration and association, two (2) work days, one (1) prior to the beginning of school, and one (1) at the end, an additional paid day of orientation for new unit members, and at least one (1) snow day which shall be returned to the unit member as a non-work day when and if it is determined by the District to be unnecessary during the school year. The District shall consult with the Association on the snow day to be used as a non-work day. In lieu of scheduling a snow day during the school year, contingent snow days may be added the week following the normally scheduled close of school. The teacher work year is 184 days of paid service, which includes attendance at the graduation ceremony.

7.1.1.1 The District and Association shall plan the content of the two (2) days to the work year for a total of 184 workdays. The content of staff development shall be planned by the District and Association. Any deviation of the plan is subject to prior approval by the District.

7.1.1.2 Certain classifications of unit members may be given an extended year contract. Unit members working an extended year contract will receive their daily rate for the additional contracted time.

7.1.1.3 Any unit member receiving an extended contract for summer work will keep a written log of all such work and activities, including a detailed description of daily work and activities and the amount of time devoted daily to the work and activities. At the end of the summer, the District will review the log with the unit member, and such review may

result in adjustment in the amount and kinds of work and activities assigned to the unit member for the succeeding summer.

7.1.1.4 Extended contracts for FFA will typically be 17 to 25 extra work days and for school counselors 15 extra work days. The District will notify unit members in writing by March 15 if the amount or kinds of work and activities are changed.

7.1.2 Minimum days will be observed the final workday of the fall semester provided grades are turned in to the registrar. The final workday of the spring semester will be satisfied by attendance at graduation provided grades have been turned into the registrar.

7.1.3 A calendar of in-service days will be submitted to the board on recommendation of the site council and the District Superintendent. Additional minimum days may be scheduled for professional development and department work for curriculum development as mutually agreed upon by administration and the association.

7.2 Hours

7.2.1 The job description for Department Chairperson including a general description of the position and responsibilities as set forth here in Appendix A.

7.2.2 During the course of the school year, the District and the Association recognize that professional commitment and responsibilities transcend the hours of the regular school day. In addition to their responsibilities to classroom instruction, teachers recognize their professional obligations.

7.2.2.1 School-related unit member services. Adjunct duties are considered rotational, supervisory responsibilities for which no stipend is awarded. These non-instructional supervisory duties shall include supervision of three (3) extra-curricular activities, including one (1) week per semester of supervision through assigned building locations before school starting at 7:45 to 7:55 and at nutrition break to provide extra supervision to minimize student safety concerns, and tobacco/drug related incidents. Adjunct duties may extend beyond the school day, and shall be made to all members of the staff on an equitable basis. Nothing in the above statement eliminates the expectation that teachers are monitoring students during duty day.

7.2.3 Teachers' contracted day will begin at 7:45 a.m. and will be considered a professional day, requiring that they remain on campus until at least 3:06 pm and students have safely exited (adjusted for zero period assignments). A typical instructional day will be from 8:00 am to 3:06 pm. The professional day requires unit members to perform duties past 3:06 p.m. and past seven (7) hours and forty-five (45) minutes when necessary, for reasons including but not limited to attending IEP's, parent teacher conferences, back-to-school night, adjunct duties, such as WASC, etc.

- 7.2.4.1 An amount equivalent to one period will be set aside each day for preparation time. Preparation time shall be used exclusively for on-campus preparation and planning for classroom instruction. Preparation time shall be provided during each day of instruction. Other school and District-related uses of the preparation period are permissible with the mutual consent of the administration and teacher. Off-campus preparation activities are authorized only with advance approval of the principal or his/her designee.
- 7.2.4.2 In emergency conditions, teachers may voluntarily accept a remunerated sixth period to teach an extra course for not more than the current school year. Any teacher so accepting a sixth period shall be compensated at the rate of one fifth of his or her annual salary prorated if less than a year. A teacher accepting a sixth period will be responsible for establishing a regular preparation period before or after the school day; the school principal will approve the new preparation period.
- 7.2.5 When full-time or part-time teachers are used as substitutes, it will be on a voluntary basis. The administration shall keep a record of class hours which that teacher covers during preparation periods. (See Section 7.4.2.3)
- 7.2.6 Every unit member shall be entitled to a duty-free, uninterrupted lunch equivalent to the student lunch period. Unit members may be called to duty to meet a site emergency.
- 7.2.7 Required school-wide staff meetings shall not exceed two meetings per month or a maximum of 15 meetings per school year, and will not continue past 4:15pm. Except in emergencies, notice will be given one (1) day in advance of the meeting.
- 7.2.8 Teaching periods of part-time unit members shall be arranged so that they are consecutive when practicable; unit members teaching four (4) or more periods may have a prep period during their teaching day.
- 7.2.9 The school year will be a minimum of 64,800 instructional minutes.
- 7.2.10 Delayed start days will be primarily used in the case of inclement weather or other like other circumstances requiring additional time for the safe transport of students. On delayed start days unit members will report to work at 30 minutes prior to the start of school based on delayed start schedule. If additional instructional minutes need to be added to the bell schedule to meet the minimum annual minutes as described in this Article, the parties agree to extend the bell schedule as necessary to recapture the minutes without any additional compensation paid to unit members. Minutes will be added to the bell schedule during the fourth quarter of the school year if needed. Late start days may be used to provide necessary staff training or WASC-related meetings, should the need arise. This will be on a limited basis in place of additional after school meetings.

- 7.2.11 The District may schedule one Back-To-School Night each school year. Unit members will also be available to meet with parents at reasonable times on parent request.
- 7.2.12 The District understands that from time to time the Association may use lunch periods to hold Association meetings. The District will endeavor to accommodate the Association by providing an “extended lunch.” The Association will have additional time for its meeting, conditioned upon notification of such need by the Association to the Superintendent and/or Principal in sufficient time for the extended lunch to be planned and scheduled.
- 7.2.13 Unit members who perform lunch and after school detention will be paid at the contracted extra duty rate. The District will offer this work to certificated employees at the beginning of each school year but if there are insufficient volunteers it may offer this work to both certificated and classified employees. Compensation for lunch detention shall be 20 minutes and after school detention shall be 55 minutes.
- 7.2.14 Requirements past the typical instructional day, such as Back-To-School Night, must be scheduled at least two weeks in advance in order to require teachers to attend. Whenever possible, when scheduling events that are not the calendar at the time it is approved, administration and the district must try to limit conflicts with community and/or feeder school events that have been scheduled prior to ours.
- 7.2.15 The District will provide \$3,000 of additional annual compensation to each full time special education teacher for duties related to IEP services. The payment will be prorated for teachers assigned to special education less than 1.0 FTE. Compensation will be made in three payments: November, February, May.

7.2.16 Saturday School sessions run from 7:30 AM to 11:30 AM. Students arriving more than 10 minutes late are not admitted. Late students (within 10 minutes) must make up missed time at the session’s end. Teachers will be compensated for 4.25 hours to accommodate students requiring make up time.

In the event that a teacher and students are scheduled for Saturday School but no students attend, the teacher will be allowed to leave at 7:40 and compensated for 2 hours.

7.3 Flexible Schedule

This section is for the purpose of addressing the issue of flexible work hours for unit members assigned to 0 period, 7th period, night continuation, or other similar schedule.

- 7.3.1 In order to better serve the diverse needs of students enrolled in the District, it is agreed that upon mutual agreement, the start and end times for unit members may be made flexible. This schedule will be on a case by case basis and may be initiated by either the District or unit member, but must meet the needs of the students and be mutually agreed upon by the unit member, and administration.

- 7.3.1.1 The work day will still be seven (7) hours and forty five (45) minutes with the same amount of duty free lunch and prep time as other teachers.
- 7.3.1.2 This agreement will be made each year in writing prior to the start of the alternate schedule and signed by the unit member and administration.
- 7.3.1.3 Flexible schedule arrangements may be made for any unit member, regardless of work site, dependent on class loads, and district needs.
- 7.3.1.4 Unit members who work part time may elect to work more than seven (7) hours and forty five (45) minutes to complete their weekly contracted hours in two (2) or three (3) work days, if it is found to fit student and district needs, as well as agreeable to the unit member, administration, and association.

7.4 Compensatory Time Off

7.4.1 Definitions:

- 7.4.1.1 Compensatory time is defined as release time in lieu of compensation for supplemental assignments performed at management request.
- 7.4.1.2 Release time may be accumulated and/or utilized for a period or day. No more than three (3) days of compensatory time may be used consecutively. Comp time is not intended to extend holidays.
- 7.4.1.3 Compensatory time may be acquired by completion of assignments beyond the work year or the workday, specifically coverage of other classes during a teacher's prep period. Extra duties beyond the workday will be hour for hour. Home and Hospital and Saturday School shall be exempt from compensatory time and will be paid on an extra hourly basis only.
- 7.4.1.4 Assignments specifically excluded as staff-wide shared adjunct duties assigned on a rotational basis are: biannual in-service education, club or class sponsorship, chaperone duties or activity supervisor, and stipend duties.

7.4.2 Operating Procedures:

- 7.4.2.1 Supplemental activities may take place at management request or may be the result of a unit member or Association request which is approved by the site or District administrator.
- 7.4.2.2 Projects will be evaluated as to approximate hourly requirements in advance of performance of an assignment. Excess hours shall be submitted to the appropriate supervisor in advance of performance of duties.
- 7.4.2.3 Compensatory time shall be earned at a rate of .2 day per period of extra duty work. By covering a class during preparation period, the teacher

acknowledges that preparation time for their own classes must occur outside of the regular contracted workday. Payment may be requested at the extra duty hourly rate. Five (5) Instructional periods of class coverage shall equal one full contract work day.

7.4.2.4 Should the unit member wish to use comp time, it will be deducted as a percentage of the workday or .2 day per period. The same formula shall apply to all periods of the day, except preparatory time, for a maximum deduction of one day. Unit members utilizing preparation time for other than school related items shall obtain prior approval from the principal and sign out in the main office.

7.4.2.4.1. Unit members are required to give 5 calendar days' notice when requesting to use comp time. Comp time that is not requested 5 days in advance, can be denied by administration, if it causes a significant impact to the instructional program. Should the request be denied by administration, reasonable justification will be given.

7.4.2.5 Compensatory time may be substituted for other leaves, such as personal necessity, personal business, or sick leave. When using comp time as a substitute for other leaves, all rules apply for that the specific leave, including advance notice. Unit members should make the entry as if it were for PN, PB, or sick and make claim in the notes section to substitute comp time.

7.4.2.6 The District shall notify unit members annually regarding the amount of earned and accrued compensatory time on record. Compensatory time shall, at the election of the unit member, be paid by the end of the school year within which it is earned. At any time, teachers may not accrue or carry more than 10 days comp time, once ten days is reached, the remaining duties for which comp time can be earned will automatically be paid at the extra-duty hourly rate. The teacher may elect to carry 3 days over for use not later than the end of the next fiscal year, at which time compensatory time remaining shall be paid at the extra-duty hourly rate automatically.

ARTICLE 8 GRIEVANCE PROCEDURES

8.1 Definitions:

- 8.1.1 A “grievance” is a formal written allegation by a grievant that has been adversely affected by a violation of the specific provisions of this Agreement.
- 8.1.2 A “grievant” may be a single member of the Association or may be the Association for matters specifically relating to the rights of the Association.
- 8.1.3 The “immediate supervisor” is the site principal or the lowest level administrator having immediate jurisdiction over the grievant, and who has been designated to adjust grievances. If a grievance derives from violations of specific provisions of this Agreement above the level of the site administrator, or if a grievance is initiated by the Association involving both schools, the “immediate supervisor” is designated to be a Level II (District Level) administrator for processing of grievances.
- 8.1.4 A “day” is defined, for this specific Article, as any day during which the unit member is required to be on duty.

8.2 Time Limits:

- 8.2.1 A unit member or representative who fails to comply with the established time limits of initial filing of a grievance will forfeit all rights to the application of the grievance process for the alleged contract violation.
- 8.2.2 Failure by the administration to adhere to decision deadlines constitutes the right for the grievant to appeal automatically to the next higher level for grievance resolution.
- 8.2.3 Failure of the unit member or representative to adhere to the submission deadlines shall mean that the unit member is satisfied with the latest decision and waives the right to further appeal.
- 8.2.4 Nothing prevents parties from extending the dates described in 8.2.2 and 8.2.3 by mutual agreement.

8.3 Association Notification:

- 8.3.1 The District shall not agree to an adjustment resolution of a formal written grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

8.4 Informal Level:

- 8.4.1 Before filing a formal written grievance, the unit member shall attempt to resolve the misunderstanding by an informal conference with the immediate supervisor within

thirty days after the occurrence of the act or omission giving rise to the dispute. This process may be used by the Association.

8.5 Formal Levels:

- 8.5.1 **Level I:** Within thirty-five (35) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present the grievance in writing on an approved form Appendix **G** to the immediate supervisor. The grievant must, on said form, provide a concise statement of the grievance, the specific provision(s) allegedly violated, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought. The immediate supervisor shall communicate the decision to the unit member in writing within ten (10) days after receiving the grievance. Within the time limits, either party may request a personal conference.
- 8.5.2 **Level II:** If not satisfied with the decision at Level I, the grievant may appeal the decision by submitting a statement on an approved form to the Superintendent or his/her designee within ten (10) days. This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a concise statement of the reasons of this appeal. The Superintendent or his/her designee shall communicate a decision to the grievant within ten (10) days.
- 8.5.3 **Level III:** If the grievant is not satisfied with the disposition of the grievance at Level II, the grievant may within ten (10) days, request in writing that the Association submit the grievance to advisory arbitration. To submit the matter to advisory arbitration, the Association must, within twenty (20) days of issuance of the Level II decision, notify the District Superintendent in writing of its decision to proceed to arbitration. The parties shall select a mutually agreeable arbitrator. The findings, conclusions, and recommendations of the arbitrator will be submitted in writing to the Board and Association for consideration. The arbitrator's advisory decision will be final unless the Board votes to reject the advisory decision.

8.6 Miscellaneous Provisions:

- 8.6.1 Should a grievance arise near the end of the school year, action shall be taken to resolve the issue as soon as possible.
- 8.6.2 There shall be no reprisal by either party for invoking the grievance process.
- 8.6.3 An individual may not be forced to participate in the grievance process. The District and Association will not invoke reprisals against any unit member declining participation in the grievance process.
- 8.6.4 When it is necessary for a grievant and/or a representative designated by the Association to participate during the school day in the processing of a grievance, these unit members will be released to serve without loss of compensation, provided that twenty-four (24) hour notice is given to the school principal. The grievant and/or

the Association shall be responsible for costs involved in the hiring of a substitute teacher beyond a total of twenty-five (25) hours release time yearly to be covered at District expense.

- 8.6.5 Unit members seeking grievance review through the provisions of Level III shall petition their Association, which by unanimous vote of its executive body shall authorize appeal to advisory arbitration.
- 8.6.6 Costs incurred by the arbitrator in advisory arbitration shall be shared equally by the District and Association. Independent and separate costs incurred by the District or Association in the arbitration process shall be borne independently by each party. Should either party reject (seek to modify) the findings, conclusions, and/or recommendations of the arbitrator, that party shall be responsible for the total cost of the arbitrator's services.

ARTICLE 9 TRANSFERS

9.1 Definitions:

- 9.1.1 A transfer is defined as a change in employment assignment from one school facility to another.
- 9.1.2 A vacancy exists when a staff position is without personnel due to transfer, resignation, retirement, death, termination, or creation of a new position. Population shifts will be considered prior to posting a notice of vacancy.

9.2 Posting:

- 9.2.1 Notice of staff openings will be sent electronically via email. Notice will be sent to the Association President and all unit members.

9.3 Unit member-Initiated Transfers:

- 9.3.1 The District will accept and consider applications by District unit member prior to filling vacancies by out-of-District hiring procedures.
- 9.3.2 Applicants for transfer will be considered on the basis of:
 - 9.3.2.1 Credential qualifications.
 - 9.3.2.2 Ability to teach subject matter.
 - 9.3.2.3 Seniority in the District.
 - 9.3.2.4 Teaching experience in field of vacancy.

9.4 District-Initiated Transfers:

- 9.4.1 District transfer actions will consider data in 9.3.2, above, and additionally will consider seniority at a school site.
- 9.4.2 District transfers will be initiated and planning completed prior to May 15th, whenever possible. If a District-initiated transfer is proposed after September 1st, the transferring unit member will be given up to five (5) day notice prior to finalizing the transfer.
- 9.4.3 District-initiated transfer shall involve the following steps:
 - 9.4.3.1 The unit member and Association representative, if requested, shall meet with present site principal to discuss the proposed transfer and alternatives considered.
 - 9.4.3.2 The principal shall review alternatives with the Superintendent if requested by the affected unit member.

9.4.3.3 A second meeting of the affected unit member, an Association representative if appropriate, and the present principal shall be scheduled to finalize a transfer decision.

9.5 Authority of the Superintendent:

9.5.1 It is the ultimate responsibility of the Superintendent to define the staffing needs of the District and to assign staff to positions consistent with those needs.

9.5.1.1 Assignments: Teachers will be provided their tentative assignment by the last day of school. Teachers will be given the opportunity to provide input regarding staff preferences for preparation periods and class assignments. When tentative assignments are changed, the District shall communicate the change by personal notification as soon as possible.

ARTICLE 10
MAINTENANCE OF BENEFITS

- 10.1 The parties agree that policies related to hours of employment, leave, transfer, and safety conditions of employment which were effective at the signing of this Agreement shall remain in effect unless otherwise provided under the express terms of this Agreement.
- 10.2 It is recognized by the Association and the District that this Maintenance of Benefits Article, as written, shall remain operative until the effective date of the next Agreement.

ARTICLE 11
SAVINGS PROVISIONS

- 11.1 If any provisions of this Agreement are held to be contrary to law by the Public Employment Relations Board or by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting, except to the extent permitted by law; all other provisions will continue in force and effect.
- 11.2 Representatives of the District and Association shall meet not later than ten days after receipt of written decisions of Public Employment Relations Board (PERB) or a court of competent jurisdiction to discuss the provision or provisions affected in "11.1" above and to negotiate regarding the means of compliance with such law change or PERB decision.

ARTICLE 12 LEAVES OF ABSENCE

Due to frequent changes in CA Law and Ed Code, all leave options may or may not be listed in the contract, please contact Human Resources with specific questions or needs.

- 12.1 Unit Members employed full-time are entitled to ten (10) days of paid sick leave each contract year, Unit members who work less than full-time shall be granted sick leave in proportion to the time they work. Unused sick leave will be carried over from year to year.

Personal Necessity Leave:

12.1.1 General

- 12.1.1.1 Up to seven (7) days of accrued sick leave may be used annually by a unit member in cases of personal necessity. Whenever possible, the unit member shall request personal necessity leave at least two (2) days in advance to the Superintendent or designee who reserves the right to verify such a request by an appropriate means.
- 12.1.1.2 Advance permission for such leave shall be obtained by the unit member for use of such leave except for any of the following reasons.
 - 12.1.1.2.1 Death or serious illness of a family member of the unit member's immediate family. (The definition of immediate family is mother, father, spouse, son, son-in-law, daughter, daughter-in-law, sister, brother, grandmother, grandfather, and grandchild of unit member or spouse, or any relative residing in the unit member's household.)
 - 12.1.1.2.2 Accident involving the unit member's person or property, or the person or property of a member of the unit member's immediate family. In such cases the accident must be serious in nature and involve circumstances the unit member cannot reasonably be expected to disregard.
 - 12.1.1.2.3 Unusual circumstances beyond the unit members control.
- 12.1.1.3 Personal necessity leave shall not be used for such reasons as extension of a school holiday or vacation, extension of a personal vacation, a social event, or a convention related to the unit member's avocation.

12.1.2 Personal Business Leave

- 12.1.2.1 Unit members shall be entitled to use 5 days of the 7 days of personal necessity for personal business. The unit members are not required to provide a reason for the use of personal business leave.
- 12.1.2.2 Unit members shall notify the Principal no less than five (5) days prior to taking personal business leave, except in the case of an unexpected emergency that could not be reasonably foreseen and urgent (e.g. child becomes ill at school and must be picked up). In cases of emergency, the unit member must provide the principal with a valid reason. Leaves may not be approved as requested if it significantly impacts the school's instructional program. Compensatory time may be substituted for personal business leave.

12.2 Sabbatical Leave

- 12.2.1 Any unit member with ten (10) years employment in the District shall be eligible for sabbatical leave. They shall be eligible for an additional sabbatical leave each seven (7) full years after returning from prior leave.
- 12.2.2 On accepting the assignment, the unit member will sign a commitment to return to District service. Applicants must have at least four (4) years of District service left before retirement and must be bondable at a level equivalent to salary awarded.
- 12.2.3 Sabbatical leave may be taken for a full year at an accredited college or university of the unit member's choice. Candidates requesting sabbatical leave will submit their applications to District for preliminary review by November 1st. The District will recommend the top six (6) candidates for leave consideration. The basis for ranking shall include benefit to the District, benefit to the unit member, and seniority in that order. Following review by the Superintendent, including possible additional interviews, a list of candidates will be presented to the Board of Trustees not later than the January board meeting. The board will designate successful candidates from within the list of previously screened applicants.
- 12.2.4 Graduate of upper division courses submitted for sabbatical consideration must in a unit member's present teaching field or in professional growth courses jointly agreed to by the unit member and the Superintendent or his designate.
- 12.2.5 It is agreed that District will monitor the progress of unit members. Not later than 40 days after return from leave, the unit member will file a detailed report of activities and achievements to the District.

- 12.2.6 A full course load, or the equivalent of twelve (12) semester units, shall be taken each semester while in attendance at the said college or university. Up to three (3) units may be undergraduate lower division units.
- 12.2.7 The District shall pay the unit member one-half of his/her regular salary for the duration of the sabbatical. Payments shall be made in five (5) monthly checks for those on one semester of sabbatical leave. Payments of those on full year leave shall be in accordance with salary payment provisions 6.1.4. Unit members on sabbatical leave will retain their District health and life insurance benefits.
- 12.2.8 The unit member shall guarantee four (4) additional years employment with the District after the completion of the sabbatical. If the unit member returns to work the bonded amount will be reduced at the rate of 25% per year. If the unit member does not return to work the entire value of the personal services bond will be forfeited to the District.
- 12.2.9 The unit member returning from sabbatical leave will receive a full year's credit for advancement on the salary schedule.
- 12.2.10 The unit member shall return to his/her original assignment. By mutual agreement of the principal and the unit member, the unit member shall be reassigned to a subject area for which he/she is qualified.

12.3 Family Care Leave

- 12.3.1 The District shall provide family care leave as required by applicable Federal and/or State law.

12.4 Industrial Accident/Illness Leave (60 days)

- 12.4.1 An "industrial accident or illness" means any injury or illness whose cause can be traced to the performance of services for the District.
- 12.4.2 The total of the unit member's temporary disability indemnity and the portion of salary due him/her during his/her absence shall equal his/her full salary.
- 12.4.3 A unit member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as he/she and his/her physician agree that there has been such a recovery. The District has the right to determine fitness to return to work based upon a statement from a unit member – selected physician.
- 12.4.4 Reports of industrial accidents or illnesses shall be kept on file in the District Office.

12.4.5 The benefits provided in this section are in addition to sick leave benefits. Accordingly, the District shall not deduct accumulated sick leave from the sick leave allotment of each unit member who is absent as a result of an industrial accident or illness (Education Code 44984).

12.4.6 Benefits shall apply upon approval of the injury for workers' compensation benefits by the carrier. At such time, any deductions to sick leave or other leaves that were a result of such injury shall be restored.

12.5 Bereavement Leave (Paid leave)

12.5.1 Every unit member shall be entitled to Bereavement Leave not to exceed three (3) consecutive work days, or five (5) consecutive work days if out-of-state travel or travel of more than three hundred (300) one-way miles is involved, on account of the death of any member of his/her immediate family. Leaves granted under this section shall not be deducted from leaves granted by other sections of this Agreement. Members of the immediate family include the step, foster, adoptive, or natural parent, grandparent, child, or grandchild of the unit member or the spouse of the unit member; and the spouse, step, foster, adoptive, or natural son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of the unit member, a grandparent of the unit member's child, a person who reared the unit member in lieu of a parent, or any person living in the unit member's household, or family member not specifically named whose bond with the unit member is of a parental, maternal, or fraternal nature. The unit member may be granted a leave of absence under the Personal Necessity provisions of this contract when the time constraints of this section are not adequate to meet the unit member's Bereavement Leave needs.

12.5.2 Unit members shall provide documentation to support the request for bereavement leave to the supervisor or designee. Documentation may include a copy of a published obituary, funeral pamphlet, death certificate, or written verification from the mortuary, funeral home, etc...

12.6 Catastrophic Leave

12.6.1 In the event a unit member, spouse, child, or member of the immediate household experiences a catastrophic illness or injury which exhausts all other sick leave or fully paid time, the unit member may apply for leave under the provisions of Board Policy.

12.7 Jury Duty Leave (Paid Leave)

12.7.1 The District will pay his/her salary each time a unit member is called for jury service (Education Code 44036). If the unit member is released from jury duty prior to the end of their workday, they shall return to his/her assigned work site but not necessarily to his/her individual classroom. Jury duty service fees, minus transportation shall be remitted to the District.

Upon receiving notice or summons of jury duty, an employee shall immediately notify the employee's supervisor via AESOP and provide a copy of the notice or jury summons to the District Office.

12.8 Maternity Leave (sick leave and/or extended illness leave)

12.8.1 The District shall provide for a leave of absence from duty for any unit member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the unit member shall resume duties, shall be determined by the unit member and the unit member's physician or other medical provider. A letter verifying the length of the temporary disability shall be signed by the unit member and the unit member's physician or other medical advisor and filed in the District Personnel Office. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from, are, for all job-related purposes, temporary disabilities, and shall be treated as such under any health or disability insurance or sick leave plan available in connection with employment with the District.

12.9 Parental Leave

12.9.1 Qualified Unit Members may choose to take up to 12 workweeks of parental leave pursuant to Education Code 44977.5. Sick leave will be applied towards these 12 workweeks until all sick leave is exhausted. Thereafter, the Unit Member may use differential leave for the balance of the period up to 12 workweeks and shall be compensated at not less than 50 percent of his or her regular salary. All 12 workweeks shall be taken consecutively. Parental leave is in addition to pregnancy disability leave and does not run concurrently.

12.10 General Leave of Absence (Unpaid Leave)

12.10.1 Unit members may apply for a General Leave of Absence for one (1) school-year subject to Board Approval. If such leave is granted, unit member must notify the Board on or before March 1 during the year of leave of his/her intent to return to work in the subsequent school year. Such leave shall be deemed an unpaid leave. Unit members may request to retain health and welfare benefits during such leave at unit member's expense by making payments to the District either monthly (payments prior to the beginning of the month for each month of benefits) or one annual payment for the annual premium during the leave.

ARTICLE 13
CONTRACT DURATION

- 13.1 This Agreement constitutes the entire agreement between the parties and concludes meetings and negotiations on any subject, whether included in this Agreement or not, for the term of this Agreement.
- 13.2 This contract shall remain in full force and effect from July 1, 2023 to June 30, 2026 and thereafter shall continue in effect until the parties enter into a new agreement.
- 13.3 The Lassen Union High School District and the Lassen Teachers' Association do hereby affix their signatures to the amendments in this contract as set forth for inclusion in the 2023-2026 Collective Bargaining Agreement between the parties this 15th day in June 2023.

LASSEN UNION HIGH SCHOOL
DISTRICT

LASSEN TEACHERS'
ASSOCIATION

By_____

By_____

By_____

By_____

By_____

By_____

By_____

By_____

By_____

By_____

Appendix A

LASSEN UNION HIGH SCHOOL DISTRICT JOB DESCRIPTION DEPARTMENT CHAIRPERSON

GENERAL DESCRIPTION: The department chairperson leads the department members in a number of important areas, such as but not limited to: communication with department, development of curriculum, budgets, program improvement strategies, professional development and analyzing student outcomes based on data/assessment.

RESPONSIBILITIES:

1. Acts as the leader and representative to the administration of departmental needs and concerns.
2. Assists in the planning and development of the departmental goals.
3. Participates in the development, revision, and adoption of courses of study within the department.
4. Assists in the development of budget and prioritizing of expenditures to support departmental goals and needs.
5. Meets (on an average of one time per month within the teachers' work year) with the administration for the purpose of planning, implementing, and sustaining continuous improvement processes in accordance with recommendations and requirements of WASC and other program quality review requirements.
6. Assists in the professional development needs of teachers within the department.
7. Performs MWM visitation of department staff, debrief staff member and record visitation in the tracking system.
8. Plans, provides, and leads meetings of department members as they are calendared in conjunction with administration.
9. Assists department members in collecting, analyzing, and preparing student outcome data, for the purpose of improving student performance.
10. Assist in the recruitment, screening, hiring, training and assigning of departmental personnel.
11. Conducts department meetings and attends relevant school, district and professional meetings as necessary.
12. Performs other duties as assigned by mutual agreement.
13. Responsible to hold department meetings at least once per month.
14. Communicate the meeting schedule and meeting summaries to the Principal.

COMPENSATION: Stipend Schedule - Appendix E.

Appendix B

CALENDAR AND STEPS IN EVALUATION PROCEDURES

	<u>TASK</u>	<u>COMPLETION DATE</u>
a.	Principal provides preliminary information concerning the evaluation and assessment program (contained in form A).	September 15
b.	Evaluatee completes and submits Form A to principal	September 30
c.	Pre-evaluation conference scheduled between evaluatee and principal to reach agreement concerning instructional objectives and standards of expected student performance. Observations and data gathering begin.	October 15
d.	First interim conference for probationary unit members.	November 1
e.	Second interim conference for probationary unit members.	December 15
f.	First formal evaluation and conference for permanent unit members not meeting expected standards.	January 10
g.	Response to above evaluation or request for reevaluation.	Ten (10) working days following the evaluation conference.
h.	Interim conference with probationary unit members not meeting expected standards.	February 1
i.	Formal evaluation and conference for probationary unit members.	March 1
j.	Evaluation of probationary/temporary unit members completed.	March 1
k.	Response to above evaluation.	Ten (10) working days following the evaluation conference.
l.	Interim conference with permanent unit members not meeting expected standards.	March 15
m.	Notice of decision not to reemploy a probationary member.	March 15
n.	Second formal evaluation and conference for permanent unit members not meeting expected standards.	April 5
o.	Response to above evaluation (m).	Ten (10) working days following the evaluation conference.
p.	Written evaluation of selected permanent unit members meeting expected standards.	April 21
q.	Response to above evaluation or request for reevaluation.	Ten (10) working days following receipt of the written evaluation.
r.	Notification of dismissal of permanent unit members.	May 5
s.	Evaluation conferences for selected permanent unit members meeting expected standards.	June 10

FORM A: Pre-Evaluation/Goal Setting

FORM FOR GOAL SETTING (Use this form and the CSTP Continuum at the Pre-conference and Evaluation Plan Meeting held no later than October 15)

Teacher Name: _____

School: _____

Subject Areas: _____

Check One ☐ Probationary ☐ Permanent ☐ Temporary

Please identify the standards to be focused on by this assessment:

Non-tenured employees to be evaluated on all 6 standards.

Permanent employees to be evaluated on 3 standards, 2 chosen by the employee, 1 chosen by the evaluator.

CSTP Standard 1: Engaging and Supporting All Students in Learning

1.1 Using knowledge of students to engage them in learning.

1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests.

1.3 Connecting subject matter to meaningful, real-life contexts.

1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs.

1.5 Promoting critical thinking through inquiry, problem solving, and reflection.

1.6 Monitoring student learning and adjusting instruction while teaching.

CSTP Standard 2: Creating and Maintaining Effective Environments for Student Learning

2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully.

2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students.

2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe.

2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students.

2.5 Developing, communicating, and maintaining high standards for individual and group behavior.

2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.

2.7 Using instructional time to optimize learning.

CSTP Standard 3: Understanding and Organizing Subject Matter for Student Learning

3.1 Demonstrating knowledge of subject matter* academic content standards.

3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter.

3.3 Organizing curriculum to facilitate student understanding of the subject matter.

3.4 Utilizing instructional strategies that are appropriate to the subject matter
English.

3.5 Using and adapting resources, technologies, and standards aligned instructional materials, including adopted materials, to make subject matter accessible to all students.

3.6 Addressing the needs of English Learners and students with special needs* to provide equitable access to the content.

3.6 Addressing the needs of English Learners and students with special needs* to provide equitable access to the content .

CSTP Standard 4: Planning Instruction and Designing Learning Experiences for all Students
4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.
4.2 Establishing and articulating goals for student learning.
4.3 Developing and sequencing long- term and short- term instructional plans to support student learning.
4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students.
4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students.

CSTP Standard 5: Assessing Students for Learning
5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments.
5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction.
5.3 Reviewing data, both individually and with colleagues, to monitor student learning.
5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction.
5.5 Involving all students in self-assessment, goal setting*, and monitoring progress.
5.6 Using available technologies to assist in assessment, analysis, and communication of student learning.
5.7 Using assessment information to share timely and comprehensible feedback with students and their families.

CSTP Standard 6: Developing as a Professional Educator
6.1 Reflecting on teaching practice in support of student learning.
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development.
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning.
6.4 Working with families to support student learning.
6.5 Engaging local communities in support of the instructional program.
6.6 Managing professional responsibilities to maintain motivation and commitment to all students.
6.7 Demonstrating professional responsibility, integrity, and ethical conduct.

Standard Choice of Evaluatee	Key elements in the next level on the continuum	Evidence verifying achievement of the next level on the continuum
Mark the current performance level by self-evaluation and evaluator agreement: - Emerging - Exploring - Applying - Integrating - Innovating		

Standard Choice of Evaluatee	Key elements in the next level on the continuum	Evidence verifying achievement of the next level on the continuum
Mark the current performance level by self-evaluation and evaluator agreement: • Emerging • Exploring • Applying • Integrating • Innovating		

Standard Choice of Evaluator	Key elements in the next level on the continuum	Evidence verifying achievement of the next level on the continuum
Mark the current performance level by self-evaluation and evaluator agreement: • Emerging • Exploring • Applying • Integrating • Innovating		

 Evaluator's Signature

 Date

 Teacher's Signature

 Date

Form B: Observation and Conference Report

Evaluatee's Selected Standard:

Standard current level: Emerging Exploring Applying Integrating Innovating

Target level: Emerging Exploring Applying Integrating Innovating

1 Key element in target standard:	Evidence of 1 Key element	Evaluator Comments:
2 Key element in target standard:	Evidence of 2 Key element	Evaluator Comments:
3 Key element in target standard:	Evidence of 3 Key element	Evaluator Comments:
4 Key element in target standard:	Evidence of 4 Key element	Evaluator Comments:
5 Key element in target standard:	Evidence of 5 Key element	Evaluator Comments:
6 Key element in target standard:	Evidence of 6 Key element	Evaluator Comments:

Evaluator's Selected Standard: Standard current level: Emerging Exploring Applying Integrating Innovating Target level: Emerging Exploring Applying Integrating Innovating		
1 Key element in target standard:	Evidence of 1 Key element	Evaluator Comments:
2 Key element in target standard:	Evidence of 2 Key element	Evaluator Comments:
3 Key element in target standard:	Evidence of 3 Key element	Evaluator Comments:
4 Key element in target standard:	Evidence of 4 Key element	Evaluator Comments:
5 Key element in target standard:	Evidence of 5 Key element	Evaluator Comments:
6 Key element in target standard:	Evidence of 6 Key element	Evaluator Comments:

 Evaluator's Signature Date

 Teacher's Signature Date

FORM C: Formal Evaluation Summary

Teacher Name _____ Date: _____

Check One:

Probationary

Temporary

Permanent

Level 4 = Highly Effective (HE)

Level 3 = Effective (E)

Level 2 = Minimally Effective (HE)

Level 1 = Ineffective (HE)

School _____ Subject areas _____

Please identify the areas to be focused on by this assessment:

Evaluatee's CSTP Standard #: _____

Evaluatee's CSTP Standard #: _____

Evaluator's CSTP Standard #: _____

Evaluatee's Selected Standard:

Standard current level: Emerging Exploring Applying Integrating Innovating

Target level: Emerging Exploring Applying Integrating Innovating

1 Key element in target standard:	Evidence of 1 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
2 Key element in target standard:	Evidence of 2 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
3 Key element in target standard:	Evidence of 3 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
4 Key element in target standard:	Evidence of 4 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
5 Key element in target standard:	Evidence of 5 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
6 Key element in target standard:	Evidence of 6 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No

Evaluatee's Selected Standard: Standard current level: Emerging Exploring Applying Integrating Innovating Target level: Emerging Exploring Applying Integrating Innovating		
1 Key element in target standard:	Evidence of 1 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
2 Key element in target standard:	Evidence of 2 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
3 Key element in target standard:	Evidence of 3 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
4 Key element in target standard:	Evidence of 4 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
5 Key element in target standard:	Evidence of 5 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
6 Key element in target standard:	Evidence of 6 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No

Evaluator's Selected Standard: Standard current level: Emerging Exploring Applying Integrating Innovating Target level: Emerging Exploring Applying Integrating Innovating		
1 Key element in target standard:	Evidence of 1 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
2 Key element in target standard:	Evidence of 2 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
3 Key element in target standard:	Evidence of 3 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
4 Key element in target standard:	Evidence of 4 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
5 Key element in target standard:	Evidence of 5 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No
6 Key element in target standard:	Evidence of 6 Key element	Evaluator Comments: Effective/consistent demonstration: Yes No

 Evaluator's Signature Date

 Teacher's Signature Date

APPENDIX C
LASSEN UNION HIGH SCHOOL DISTRICT
INTERSCHOLASTIC COACHES' CODE OF ETHICS

- a. Show respect for players, officials and other coaches.
- b. Respect the integrity and judgment of game officials.
- c. Establish and model fair play, sportsmanship, and proper conduct.
- d. Establish player safety and welfare as the highest priority.
- e. Provide proper supervision of students at all times.
- f. Use discretion when providing constructive criticism and when reprimanding players.
- g. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
- h. Properly instruct players in the safe use of equipment.
- i. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at any public or private post-secondary education institution.
- j. Avoid exerting undue influence on pupils to take lighter academic course(s) in order to be eligible to participate in athletics.
- k. Avoid suggesting, providing, or encouraging any athlete to use nonprescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General or the United States or American Medical Association.
- l. Avoid recruitment of athletes from other schools.
- m. Follow the rules of behavior and the procedures for crowd control as established by the local board of education and the league in which the district participates.

LASSEN UNION HIGH SCHOOL DISTRICT
HEAD COACHES' EVALUATION FORM

SPORT: _____ HEAD COACH: _____

POSITION: _____

CODE: 6 - Outstanding

5 - Very Good

4 - Satisfactory

3 - Needs Improvement

2 - Unsatisfactory

N - No opportunity to observe or does not apply

-
1. Decides the personnel of the team according to accepted criteria and in a consistent manner. _____
 2. Has full control of the team in all matters pertaining to coaching and athletic discipline, consistent with a list of rules and procedures on file with the Athletic Director. _____
 3. Provides adequate supervision at each practice session and at all contests of the sport, which includes supervision at all times of the locker and shower area. _____
 4. Submits a squad list to the Athletic Director for eligibility certificate prior to the first contest. _____
 5. Assumes responsibility for attending all meetings in the school or at the county level that deal directly with the sport. _____
 6. Attends appropriate rules interpretation meeting(s) dealing with the sport. _____
 7. Secures permission slips for each squad member prior to that squad member's first practice session. _____
 8. Distributes and collects the school's athletic equipment before, during and after the season, as well as being responsible for proper equipment used during all practices and contests. _____

9. Provides the Athletic Director with all requested information for official use. _____
10. Gives person support to the entire athletic program.
 - a. Rapport with the athletic coaching staff.
 - b. Public relations: cooperation with newspapers, radio, television. _____
11. Understands and cooperates with rules and regulations set forth by all governing agencies of the sport coached and District Code of Ethics. _____
- 12.11 Demonstrates self-control and poise in all areas relating to coaching responsibilities including sideline conduct at contests toward players, officials and other game officials. _____
13. Demonstrates integrity with the coaching staff and among fellow coaches. _____
14. Demonstrates ability to teach the sport to students and assistants. _____

Comments must be made to explain each unsatisfactory rating or for an overall unsatisfactory. Comments for outstanding performance are also encouraged.

COMMENTS:

COMMENTS BY COACH:

OVERALL RATING: Satisfactory Probationary Unsatisfactory

Athletic Director

Date

Coach's Signature

Date

School

☐ Coach shall check here if this evaluation is to be included in personnel file.

LASSEN UNION HIGH SCHOOL DISTRICT
ASSISTANT COACHES' EVALUATION FORM

SPORT: _____ HEAD COACH: _____

ASSISTANT COACH: _____ POSITION: _____

CODE: 6 - Outstanding

5 - Very Good

4 - Satisfactory

3 - Needs Improvement

2 - Unsatisfactory

N - No opportunity to observe or does not apply

-
- | | | |
|-----|---|-------|
| 1. | Loyalty to head coach and system. | _____ |
| 2. | Care of equipment. | _____ |
| 3. | Knowledge of sport. | _____ |
| 4. | Teaching ability. | _____ |
| 5. | Ability to motivate. | _____ |
| 6. | Rapport between coach and players. | _____ |
| 7. | Intensity of interest in coaching this sport. | _____ |
| 8. | Supervision of players in locker rooms and other areas. | _____ |
| 9. | Rapport between coach and rest of coaching staff. | _____ |
| 10. | Accepts duties given by head coach. | _____ |
| 11. | Adheres to District Code of Ethics. | _____ |

General evaluation of this coach by:

- ☐ Head Coach
☐ Athletic Director

COMMENTS:

COMMENTS BY COACH:

The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the coach.

Head Coach's Signature

Date

Assistant Coach's Signature

Date

Athletic Director's Signature

Date

CIRCLE ONE:

Successful: To be recommended for continued assignment.

Needs Improvement: To be recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested.

Unsatisfactory: Not to be recommended for continued assignment.

☐

Coach shall check here if this evaluation is to be included in personnel file.

**LASSEN UNION HIGH SCHOOL DISTRICT
2024-25 (WITH 1.5%) CERTIFICATED SALARY SCHEDULE**

	Class I BA w/Less Than 45 Units	Class II BA + 45 Units	Class III BA + 60 Units	Class IV MA/MS
STEP				
1	\$ 57,455	\$ 59,047	\$ 60,682	\$ 62,070
2	\$ 59,047	\$ 60,682	\$ 62,362	\$ 63,750
3	\$ 60,682	\$ 62,362	\$ 64,091	\$ 65,479
4	\$ 62,362	\$ 64,091	\$ 65,865	\$ 67,253
5	\$ 64,091	\$ 65,865	\$ 67,690	\$ 69,078
6	\$ 65,865	\$ 67,690	\$ 69,564	\$ 70,952
7	\$ 67,690	\$ 69,564	\$ 71,492	\$ 72,880
8	\$ 69,564	\$ 71,492	\$ 73,473	\$ 74,861
9	\$ 71,492	\$ 73,473	\$ 75,507	\$ 76,895
10	\$ 73,473	\$ 75,507	\$ 77,599	\$ 78,987
11	\$ 75,507	\$ 77,599	\$ 79,749	\$ 81,137
12	\$ 77,599	\$ 79,749	\$ 81,957	\$ 83,345
13		\$ 81,957	\$ 84,227	\$ 85,615
14		\$ 84,227	\$ 86,561	\$ 87,949
15		\$ 86,561	\$ 88,958	\$ 90,346
16		\$ 88,958	\$ 91,422	\$ 92,810
17		\$ 91,422	\$ 93,955	\$ 95,343
18			\$ 96,558	\$ 97,946
19			\$ 99,233	\$ 100,621
20			\$ 101,980	\$ 103,368
21			\$ 104,806	\$ 106,194
22			\$ 107,710	\$ 109,098
23			\$ 110,694	\$ 112,120

Annual Compensation- based on 184/185 days

Hourly Rate = 0.08% of Class 1, Step 1

\$45.96 per hour

Effective: 7/1/2024

Board Approved	6/25/2024
----------------	-----------

LASSEN UNION HIGH SCHOOL DISTRICT

2024-25 WITH 1.5%

Stipends shall be calculated from the current **Certificated Salary Schedule Class I, Step 1**

Academic Stipends			
	Position #	Per Position	Percent Amount
Bio Trip-Assistant	160013, 160014	2	1.269%
Bio Trip- Lead	160010, 160011, 160012	3	2.116%
Cadet Corps- Advisor	160009	1	6.769%
Cadet Corps- Assistant	170007	1	4.000%
Coach/Mentor Teacher**	170005	As needed	5.925%
CSF	73061	1	2.116%
Department Chair Person	73071, 073068, 073066, 073065, 073064, *210025	6	7.615%
	73017	1	7.615%
	73020	1	6.769%
		2	6.769%
FBLA Advisor/Coach***		1	1.269%
FBLA Speaking Coach***	160016	1	4.231%
FBLA Assistant		3	2.538%
FFA Advisor	160017, 160018, 160019	3	6.769%
FFA Coach	160008, 160007, 160006	1	1.269%
FFA Forestry Team Coach***	190201	1	2.116%
HOSA Advisor		1	7.615%
Lead Counselor	190212	1	7.810%
Lead Teacher- LVA	170006	1	2.116%
Link Crew#	83061	1	7.615%
Music Director	73013	1	4.690%
Perkins Coordinator	140001	1	5.500%
Publication Advisor	73018	1	0.847%
Science Bowl	70075	1	6.769%
Special Education Program Coordinator*	180012	1	
Spelling Bee	70077	1	0.847%
Student Activities Director	73014	1	8.038%
Testing Coordinator	170006	1	7.810%
WASC Coordinator		Non- WASC Years	2.538%
WASC Coordinator	73012	WASC Year Only	7.810%
WASC Coordinator			\$4,487
WASC Coordinator			14

#not paid in current year

*no stipend will be paid, if a period is provided within the work day

** Any mentor providing Alliance for Teacher Excellence services will be eligible for the District stipend, in addition to a stipend that will be paid directly from the Alliance for Teacher Excellence.

*** Grant Dependent (CTEIG & SWP)- Refer to 2018/19 TA

^ 2012/1 Special Ed Dept Chair MOU

Page 1 of 2

2024-25 WITH 1.5%

ic/Coaching St

[illegible]

Positions on Appendix E will be assigned annually as needed, at the discretion of the Superintendent, after consultation with the Athletic Director and/or Site Principal

Effective:	7/1/2024
Adopted:	6/25/2024

Appendix F

Lassen Union High School

Request for College Credit Approval

(Undergraduate Work)

change

OFFICE USE ONLY

Name _____ Effective dates

Credit Granted _____ Month of

No. Credits Granted _____

The following is from the contract agreement between Lassen Teacher's Association and Lassen Union High School District. It is listed here in order to clarify the procedure for requesting undergraduate credit approval.

Article 6: Compensation: Salary Classification, 6.2.8.5 and 6.2.8.6.

6.2.8.5 Credit for lower division courses, education travel and organized institutes or workshops will be subject to recommendation by the District Superintendent or designee. Prior written approval is required in order to be granted credit, except in extenuating circumstances. The Superintendent must approve for credit to be applicable. Credit for lower division courses, educational travel and organized institutes or workshops must meet the criteria of 6.2.8.1, above and shall be limited to six (6) semester units in each column advancement, unless approved by the Superintendent based upon the need of the District. Credit for non-unit bearing organized institutes and workshops will be on the basis of one semester unit for each 15 hours or program involvement. A non-unit bearing organized institute or workshop for which a semester unit may be earned, must meet the following criteria:

6.2.8.5.1 Affiliation with an education institution.

6.2.8.5.2 Directly relating to the unit member's current assignment.

6.2.8.6 If a fee is charged for any organized institution and or workshop, and the unit member wants to receive a semester unit in accordance with the terms, conditions and criteria set forth above, the unit member must pay the fee. If the District pays any such fee, the unit member shall not be eligible for a semester unit of credit on the salary schedule. College course credit to be applied to the salary schedule shall also require that the unit member bear any cost of such course in addition to any other requirements set forth in these provisions for application to the salary schedule.

Please complete both sides of this form and submit to the District Office.

Name _____
(Print)

Name _____
(Signature)

Course Number: _____

Course Name: _____

Number of Units: _____

Class start date: _____

Expected date of completion: _____

College affiliation: _____
(Name)

(Address)

(City, State, Zip)

Explanation/Description of how the course relates to, or related to, your current teaching assignment.

Signature Approval

Approval: Yes _____ No _____

Date: _____

Superintendent's Signature _____

OFFICE USE ONLY

Credit Granted _____

No Credit Granted _____

LASSEN UNION HIGH SCHOOL DISTRICT
REQUEST FOR COLLEGE CREDIT ALLOWANCE

Date _____

I would like to have the following course accepted toward placement credit on our District's salary schedule.

This is an undergraduate course and I understand prior approval must be obtained from the District Office before said credit will be granted.

Course Number _____

*Date Started _____

Course Name _____

Units _____

College Offering Course _____

Unit Member's Signature

*Note: In order for credit to be granted unit members for summer school, a minimum of 75% of class meeting time must be completed during summer vacation, as defined by the school calendar of the Lassen Union High School District.

REQUEST FOR COLLEGE ACCEPTANCE

Unit Member's Name

This is to inform you that the course _____ (has has not) been accepted for credit toward salary schedule placement.

Date _____

District Superintendent

Appendix G

Level I Grievance Form

1. Full Name of Grievant	2. Grievant's Home Phone () -
3. Grievant's Assigned Work Location	4. Grievant's School Phone () -
5. Grievant's Home Address, Including City & Zip	
6. Specific Article(s) & Section(s) of the Agreement Allegedly Violated	
7. Statement of Complaint (State the facts related to the Grievance, including names, dates & circumstances)	
8. Remedy Sought Under the Agreement	
9. Are you being represented in this Grievance? Yes___ No___ If yes, provide name of representative:_____	
10. Date filed with Immediate Supervisor/Administrator _____ Grievant's Signature _____	

Et al Form

Copies of this form shall be distributed as follows:

1. Immediate Administrator 2. Grievant 3. CTA/Redding CTA Office