



GAVILAN COLLEGE



GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER No. 270

Collective Bargaining Agreement

July 1, 2024 – June 30, 2027
FY 2025 – 2026 Edition

Gavilan Joint Community College District
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ARTICLE I**RECOGNITION****Recognition**

The Governing Board of the Gavilan Joint Community College District, hereinafter referred to as "District", hereby recognizes the California School Employees Association and its Gilroy Chapter #270, hereinafter referred to as "Association", as the sole and exclusive representative for classified employees in the classifications identified in Appendix B, as incorporated in this agreement.

Any new classifications or positions created, excluding certificated, management, supervisory, confidential, or any positions excluded from the classified service pursuant to the Education Code, shall be determined by the District to be included or excluded from the recognized unit, after consultation with the Association. If any dispute results from this consultation, the dispute shall be submitted to the Public Employment Relations Board (PERB) for resolution.

1.1 Definition**1.1.1 Permanent Employee**

A regular Bargaining Unit employee who successfully completed an initial probationary period, which shall be six (6) months or 130 days of paid service, whichever is longer, beyond the initial date of employment by the District.

1.1.2 Probation Employee

A regular Bargaining Unit employee who has not yet become a permanent employee.

1.1.3 Regular Employee

Any permanent or probationary classified Bargaining Unit employee.

1.1.4 Classification

Means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and the months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position. (Education Code Section 88001)

1.1.5 Classified Service

The Governing Board of any community college district shall employ persons for positions that are not academic positions. The Governing Board shall, except where Article 3 (commencing with Section 88060) of this chapter or Section 88137 applies, classify all such employees and positions. The employees and positions shall be known as the classified service. Substitute and short-term employees, employed and paid for less than seventy-five percent (75%) of a college year, shall not be a part of the classified service. Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service. Full-time students employed part time, and part-time students employed part time in college work-study program, or in a work experience education program conducted by a community college district and that is financed by state or federal funds, shall not be a part of the classified service. Unless otherwise permitted, a person whose position does not require certification qualification shall not be employed by a governing board of a community college district, except

as authorized by this section. (Education Code Section 88003)

1.1.6 Substitute Employee

As used in this Section, means any person employed to replace any classified employee who is temporarily absent from duty. In addition, if the District is then engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through the employment, for not more than eighty (80) working days, of one (1) or more substitute employees, except to the extent that a side letter provides for a different period of time. The parties acknowledge that there may be circumstances where it is not possible to fill a position within 80 working days and the District may ask CSEA for a side letter extending the period. For the purposes of this section, "working days" are defined as days during which the District administrative offices are open to the public as identified on the Gavilan College annual District Calendar.

1.1.7 Short Term Employee

As used in this Section, means any person who is employed to perform a service for the District, upon the completion of which, the service required, or similar services will not be extended or needed on a continuing basis.

"Seventy-five percent of a school year" means one hundred ninety-five (195) working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.

Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

1.1.8 Short Term Peak Employee

The parties agree that short-term employees may be hired for annual peak periods which shall not exceed ninety (90) working days unless mutually agreed upon by the District and CSEA.

1.1.9 Unit Member

Any classified employee, except those that lawfully are designated management, confidential or supervisory.

ARTICLE 2

DISTRICT RIGHTS

2.1 District Rights

It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the duty assignments and the work of its employees; determine the time and hours of operations; determine the kinds and levels of services to be provided and the methods and means of providing them; establish its educational policies, goals and objectives, staffing patterns; determine the number and kinds of personnel required; transfer personnel, maintain the efficiency of District operations; determine the budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work; and take action on any matter in the event of emergency. An emergency is defined as any immediate and unexpected act of God, natural disaster, legislative action or calamity that has a significant impact on the District. The determination of the existence of an emergency shall solely lie with the Superintendent/ President; however, the extent of the action taken in response to the emergency shall be subject to the grievance procedure. In addition, the Board retains the right to hire, classify and reclassify, assign and reassign, evaluate, promote, terminate, and discipline employees.

2.2 Exercising Rights

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District, and the adoption of policies, rules, procedures, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited and then only to the extent such specific and express terms are in conformance with the law.

2.3 Security Cameras

Security Video Monitoring and Surveillance Technology: Video monitoring will not be used to view or record workstations, including private offices, desks, cubicles, classrooms, or designated work, study, discussion, living areas, or other common-use areas where a reasonable expectation of privacy exists.

Video and access control security records will not be used for purposes related to the evaluation of employee job performance, nor will they be used as a means to track employee attendance and/or as a timekeeping record.

Security cameras will not be monitored in real time with the exception of direct monitoring taking place with Campus Safety and Security Officers as: an immediate response to the report of criminal activity on campus, suspicious behavior, or in the course of an ongoing investigation of criminal activity. Information obtained in violation of this article may not be used in a disciplinary proceeding (with the exception of alleged criminal activity) against a unit member. It is not the intent of the District to use security cameras for the monitoring of employees for disciplinary purposes, performance evaluations or corrective action.

2.4 Keys

Upon leaving employment, classified employees will be required to turn in all College keys checked out to them. Employees who do not return their keys to the District will have the following amounts deducted from their final check:

Category I	Master Building Keys	\$ 75.00 per key
Category II	Office/Room Keys	\$ 25.00 per key

2.5 Driver's License

Any employee who drives his or her own vehicle for District purposes has a duty to notify the District if he or she does not have a valid driver's license or if the license has been suspended or revoked. The District reserves the right to periodically request a DMV printout from employees who drive District vehicles to show that the employee has a valid license.

ARTICLE 3**ASSOCIATION RIGHTS****3.1 Association Rights**

All Association business, discussions and activities will be conducted by Unit Members or Association officials outside established work hours as defined in Article 10 herein, and will be conducted in places other than District property, except when (a) an authorized Association representative obtains advance permission from the President or designee regarding the specific time, place and type of activity to be conducted; (b) the President or designee can verify that such requested activities and use of facilities will not interfere with the school programs and will not directly or indirectly interfere with the right of employees to refrain from listening or speaking with an Association representative. There shall be no charge for facility use for the holding of regular meetings and functions during hours that the Business Office is open and/or that classes are in session. The Association agrees to be responsible for clean-up and any unusual wear or damage to the facility used.

3.2 Association Mailings

The Association may use the school mailboxes and bulletin board spaces designated by the President subject to the following conditions:

- 3.2.1** All postings for bulletin boards or items for school mailboxes must contain the date of posting or distribution and the identification of the organization together with a designated authorization by the Association President.
- 3.2.2** Materials posted by the Association for a period exceeding two (2) weeks may be removed by the District.
- 3.2.3** A copy of such postings for distribution must be delivered to the President or designee at the same time as posting or distribution.
- 3.2.4** The Association will not post or distribute information which is derogatory or defamatory of the District or its personnel. Such material is subject to the immediate removal by the President or designee.

3.3 Classified Personnel Requests and Change in Work Forms

The District shall provide the Chapter President or designee with written notification, on the appropriate forms, of formal District classified personnel requests and formal changes in classified work schedules or assignments. The CSEA President or designee shall acknowledge receipt of information on forms for Classified Personnel Requests and Change in Work Schedule or Assignment.

3.4 Access to Unit Member's Personnel File

The CSEA Representative, field staff or local chapter officer shall have access to a Unit Member's personnel file providing that there is signed authorization from the Unit Member. The authorization must specify the date of authorization and the date of the review.

3.5 Release Time - Union Steward

The District agrees to provide the Union Steward or designee with a reasonable prearranged amount of released time up to one and one half (1.5) hours in which to represent a grievant at each step of the grievance procedure. Such released time shall be scheduled in advance and shall be subject to a mutual agreement to extend or reschedule it, if necessary.

3.6 Release Time – Association President

The District agrees to provide the Association President or designee released time of two (2) hours a week if necessary.

3.7 Release Time – Delegate

The District shall grant up to five (5) days of paid released time to up to two (2) delegates to attend the CSEA annual conference.

3.8 Release Time – Board Meetings/ College Council

The District agrees to provide release time or pay to one (1) person designated by CSEA to attend regularly scheduled Board Meetings and College Council on behalf of CSEA. Release time or pay shall be the actual length of attendance at the meeting. The CSEA designee shall give at least two week's notice to his or her supervisor prior to the scheduled meeting.

3.9 Distribution of Contract

3.9.1 Within sixty (60) days after the execution of this Contract, the District shall provide electronic copies of this contract for every employee in the Bargaining Unit. In addition, the District shall provide printed copies without charge upon request.

3.9.2 The District shall provide CSEA with sufficient printed copies of this Agreement for the CSEA executive and negotiations team members.

3.9.3 CSEA will distribute contracts, agreements and changes.

3.10 Right to Negotiate

The District rights guaranteed in Article 2 shall not restrict the Association's right to negotiate matters within the scope of representation.

3.11 Miscellaneous – Catastrophic Leave

The District shall notify CSEA when a unit member has submitted a request for catastrophic leave and Human Resources plans to recommend denial of the request. Upon request by CSEA, Human Resources shall meet with CSEA to discuss the reasons for the planned recommendation.

ARTICLE 4**GRIEVANCES****4.1 General Provisions****4.1.1 Grievant**

A grievant may be any member of the Bargaining Unit or the Association.

4.1.2 Days

As used herein shall mean days the Human Resource Office is open for the transaction of business.

4.1.3 Grievance

A "grievance" shall mean any claimed violation, misinterpretation, or misapplication of the existing Agreement which has adversely affected the grievant. Action to challenge or change the policies of the District, as set forth in the rules and regulations or administrative regulations and procedures, must be undertaken under separate legal process.

4.1.4 Immediate Supervisor

The "immediate supervisor" is a person having immediate jurisdiction over the grievant. Where an immediate supervisor is a member of the classified group not categorized by the District as "supervisory" or "management", the grievant shall be referred first to the next highest level of supervision outside the unit for informal resolution.

4.1.5 Time Periods

Time periods may be extended or modified by written, mutual agreement of the grievant and the District representative.

4.1.6 Conferences

A personal conference may be requested by either party at any level of the formal grievance procedure.

4.1.7 Representation

The grievant may have a representative with him/her during each step of the formal levels of the grievance procedure in which a personal conference is held.

4.1.8 Contents of Grievance

Any grievance or appeal shall contain the following:

4.1.8.1 The Article and Section alleged to have been violated.

4.1.8.2 A description of the specific grounds of the grievance including the names, date and places necessary to understand the grievance.

4.1.8.3 A listing of the specific action(s) requested in order to remedy the grievance.

4.2 Procedure

4.2.1 CSEA Notification

The Association shall receive notification regarding a grievance as outlined in Government Code Section 3543.

4.2.2 Informal

A grievant will submit the grievance orally or in writing to the grievant's immediate supervisor. If the grievance is not satisfactorily adjusted informally with ten (10) working days, the grievant may proceed to the formal level.

4.2.3 Formal

4.2.3.1 Level I

In the event the grievant is not satisfied with informal disposition of the grievance, the grievant may submit to the immediate supervisor, on a form provided by the District, a formal written grievance. The formal written grievance shall be submitted within fifteen (15) days of the date the grievant knew, or with due diligence should have known, of the alleged violation giving rise to the grievance. The immediate supervisor shall respond in writing within fifteen (15) days upon receipt of the formal written grievance.

4.2.3.2 Level II

If the grievant is not satisfied with the decision at Level I, or if the immediate supervisor fails to respond within the specified time, the grievant may, within fifteen (15) days from the date the Level I decision was or should have been made, appeal, using the appropriate District form, to the Human Resources Office. The Human Resources Office shall respond in writing within fifteen (15) days upon receipt of the written grievance.

4.2.3.3 Level III

If the grievant is not satisfied with the decision at Level II, or if the Human Resource Office fails to respond within the specified time, the grievant may, within fifteen (15) days from the date the Level II decision was or should have been made, appeal, using the appropriate District form, to the President. The President or designee shall respond in writing within fifteen (15) days upon receipt of the written grievance.

4.2.3.4 Level IV

If the Association proceeds to arbitration, it shall notify the District in writing within thirty (30) days of receipt of the District's decision at Level III. Within ten (10) days such notification, representatives of the District and the Association shall attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator within the specified period, the Association shall file a demand to arbitrate with the State Mediation and Conciliation Service.

The Association shall request that the State Mediation and Conciliation Service submit a list of seven (7) names of persons experienced in hearing grievances in public schools/colleges. Each party shall alternately strike a name until only one (1) name remains. The remaining panel member shall be the arbitrator.

4.2.3.5 The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusions of the issues submitted.

The District and the Association agree that the jurisdiction and authority of the arbitrator will be confined exclusively to the interpretation of expressed provisions of this Agreement at issue between the parties. However, it is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies as he/she judges to be proper. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law. The decision of the arbitrator will be submitted to the Association and the President and will be advisory.

4.2.3.6 All costs for the services of the arbitrator and court reporter, including, but not limited to, per diem expenses, cost of transcript and his/her travel and subsistence expenses will be borne equally by the District and the Association. All other costs, except for released time for the hearings, for the grievant(s), Association representative(s) and witnesses will be borne by the party incurring them.**4.2.3.7** Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit an appeal to the next step of the procedure within the time allocated had the decision been given. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision.**4.2.3.8 Level V**

Either the District or the grievant may appeal the advisory award of the arbitrator to the Board of Trustees within ten (10) working days after the receipt of such advisory award.

The Board of Trustees shall place the appeal on the agenda of the next regular Board meeting as an item for Board consideration and shall render its decision by the following regular Board meeting. If the Board has not received the transcript of the arbitration hearing by the time of its first (1st) meeting for consideration of the appeal, the time for Board consideration and decision shall be extended until the receipt of the transcript. The decision of the Board of Trustees shall be final and binding.

4.3 Non-Grievance Situations

Situations not covered by this grievance procedure should be processed through the appropriate District Administrator. For guidance as to who the appropriate District Administrator may be, please contact the Human Resources department.

ARTICLE 5

EMPLOYEE RIGHTS

5.1 Employee Rights

The District and the Association recognize the right of employees to form, join and participate in lawful activities of employee organizations.

ARTICLE 6**CHECKOFF AND ORGANIZATION SECURITY****6.1 Checkoff and Organization Security**

Based upon Government Code Section 3540.1 (i) (2), the District shall deduct, in accordance with the CSEA dues schedule delivered to the District, dues from wages, as appropriate, in accordance with the following provisions:

6.2 Dues Deduction

6.2.1 The District shall deduct, in accordance with the CSEA dues schedule approved by the CSEA delegates, dues from the wages of all employees who are members of CSEA and who have submitted dues authorization forms to CSEA.

6.2.2 CSEA is solely responsible for distributing to, and collecting from, employees the dues deduction authorization forms. Employees will submit membership application forms directly to CSEA and not to the District. CSEA is responsible for maintaining the membership applications forms from individual employees. Questions regarding CSEA membership dues amounts must be directed to CSEA and not the District.

6.3 Hold Harmless

It is agreed that the Association shall indemnify and hold harmless the Board, its members, and each member of management against any and all claims, demands, or suits or any other action arising from the organizational security provisions contained herein.

ARTICLE 7**PROBATIONARY PERIODS****7.1 Probationary Period for New Hires**

The probationary period for new hires shall be six months or 130 days of paid service, whichever is longer.

7.2 Probationary Period for Promotion

A permanent employee who is promoted to a position shall be returned to his or her original classification if the employee determines that the promoted position is not suitable for him or her, or the District releases the employee during the probationary period. The probationary period for such promotions shall be a six-month period.

7.3 Probationary Period for Lateral Movement to New Classification or Voluntary Movement to a Classification in a Lower Pay Track

A permanent employee who is voluntarily moved to a lateral classification or who takes a voluntary movement to a classification in a lower pay track shall serve a six-month probationary period unless he or she previously attained permanent status in the previous classification.

ARTICLE 8**COMPENSATION AND BENEFITS**

The District and CSEA agree to adjust the CSEA classified salary schedule as follow:

- State revenue COLA included in the governor approved budget, minus 1% for the 2023-2024 fiscal year, effective July 1, 2023. Additionally, all part-time classified employees (less than 1.0 FTE or less than 12-month work year) with active assignments at time of payment will receive a one-time payment in the amount of \$500 at the end of December 2023 and another at the end of May 2024.
- State revenue COLA included in the governor approved budget, minus 1% for the 2024-2025 fiscal year, effective July 1, 2024. Additionally, all part-time classified employees (less than 1.0 FTE or less than 12-month work year) with active assignments at time of payment will receive a one-time payment in the amount of \$500 at the end of December 2024 and another at the end of May 2025.
 - The parties agree that this salary agreement for FY 24-25 shall be incorporated into the parties' 2024-2027 successor contract negotiations. The parties agree that this concludes salary negotiations for the 2024-2025 fiscal year only.

In the event any other employee group receives an ongoing salary increase or one-time off schedule payment for the 2023-2024 or 2024-2025 FY, the same percentage of increase or amount of any one-time payment shall also be conveyed to the CSEA bargaining unit effective July 1st of that year.

The District and CSEA agree to adjust the CSEA salary schedule as follows:

- For the 2025-2026 fiscal year, salary increase of 3.5%. Additionally, all classified unit members with active assignments at the time of payment will receive a one-time payment in the amount of \$1,250 at the end of December 2025 and another \$1,250 at the end of May 2026.
- For the 2026-2027 fiscal year, salary increase of state revenue COLA included in the governor approved budget minus 1% with a guaranteed minimum increase of 1%. Additionally, all classified unit members with active assignments at the time of payment will receive a one-time payment in the amount of \$1,250 at the end of December 2026 and another \$1,250 at the end of May 2027.

In the event any other employee group receives an ongoing salary increase or one-time off schedule payment for the 2025-2026 or 2026-2027 FY, the same percentage of increase or amount of any one-time payment shall also be conveyed to the CSEA bargaining unit effective July 1st of that year.

8.1 The Salary Schedule for Unit Members is Set Forth in Appendix A of this Agreement.

8.1.1 District 457 Deferred Compensation Plan Match

8.1.1.1 The District will establish a 457 Deferred Compensation Plan for the benefit of its employees.

8.1.1.2 The District will "match up to" employee contributions to the 457 Plan in the amounts specified below:

One percent (1%) x the current full-time schedule cell placement (step and range), pro-rated for part-time employees.

Example: A \$30,000 salary schedule placement times 1%=\$300.

8.1.2 New Hire Placement on the Salary Schedule

Initial placement on the salary schedule for Steps A through E will be based on skill level and experience related to the position being filled on a year for year basis.

Employees should be aware that an initial placement on the salary schedule of greater than Step A will accelerate an employee placement to Step E.

8.1.3 Placement on the Salary Schedule for Promotions

When an employee is promoted, the employee shall be placed on the first Step in the new Track that provides the employee with at least a 5% increase, if such a Step is available.

8.1.4 Placement on the Salary Schedule for Lateral Transfers

When an employee accepts a lateral transfer, the employee shall maintain his or her Step Placement on the current Track.

8.1.5 Placement on the Salary Schedule for Lower Tracks

When an employee voluntarily accepts a position in a lower Track, the employee shall maintain his or her Step Placement in the new Track.

8.2 Advancement

8.2.1 Salary schedule advancement is not automatic but is based on service rated as satisfactory or better.

8.2.2 Anniversary Date

8.2.2.1 The anniversary date for employees hired after July 1, 1976, shall be the effective date on which the employee is appointed to District employment by the Board of Trustees.

8.2.2.2 The anniversary date for employees hired prior to July 1, 1976, shall be July 1st.

8.2.2.3 Salary increment will be paid to the employee beginning with the first (1st) day of the anniversary month.

8.3 Other Compensation**8.3.1 Bilingual**

The District shall pay additional bilingual compensation of \$50 per month to such positions as the District may identify as requiring bilingual skills. Employees in such positions must pass a verbal assessment test in order to receive the additional pay. When a vacancy occurs, the District may at its discretion indicate on the job posting that bilingual skills are preferred or required for the position. This compensation shall be pro-rated for part-time employees according to FTE.

8.4 Longevity**8.4.1 Eligibility for Longevity**

Longevity steps are awarded to reward continued service with the District. An employee is eligible to receive a longevity step after all the following criteria have been met:

8.4.1.1 The employee has received continued evaluations of satisfactory or above during such qualifying years. Any year during which an evaluation is below satisfactory shall not be considered a qualifying year and shall not be credited toward the next longevity step.

8.4.1.2 The employee has completed at least nine (9) consecutive years of service with the District.

8.4.2 Effective Date of Longevity Steps

When all requirements have been met for receiving a longevity step, the effective date for the increase shall be the first (1st) day of the anniversary month. For purposes of Section 8.2.2, the anniversary date for employees hired after July 1, 1976, shall be the effective date on which the employee was appointed to District employment by the Board of Trustees.

8.4.3 Continuation of Longevity Steps

8.4.3.1 Longevity steps shall depend on continued evaluations of satisfactory or above. For any year in which the evaluation is not satisfactory or better, that year shall not be credited toward the next longevity step.

8.4.3.2 When an employee receives a promotion or reclassification, the employee shall retain a longevity step as earned in the previous classification.

8.4.4 Limitations on Longevity Steps

A maximum of three (3) longevity steps may be accumulated: one at the tenth (10th) year, one at the fifteenth (15th) year, and one at the twentieth (20th) year. Compensation for longevity will be as follows:

8.4.4.1 Upon completion of the ninth (9th) year of service with the District, \$100.00 per month will be added to the employee's existing salary.

8.4.4.2 Upon completion of the fourteenth (14th) year of service with the District, \$125.00 per month will be added to the employee's existing salary.

8.4.4.3 Upon completion of the nineteenth (19th) year of service with the District, \$225.00 per month will be added to the employee's existing salary.

8.4.4.4 Employees who are currently earning more for longevity with the District at the 2.5% longevity step will be grandfathered in at their current level.

8.4.4.5 This longevity payment shall be pro-rated for part-time employees according to FTE.

8.5 Working Out of Class

When an employee is directed by his/her supervisor to perform duties of an established position of higher classification for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, the employee's salary will be adjusted upward for the entire period required to work out of class, to an amount equal to the first step of the higher salary range, or by an amount which provides an increase of one (1) step above the employee's present salary, whichever is greater.

8.6 Health and Welfare Benefits

- 8.6.1** The District shall provide medical, dental and vision insurance for employees and their families, and \$50,000 Term Life Insurance for the employee.
- 8.6.2** Effective January 1, 2017, the maximum annual contribution by the District towards health benefit (medical, dental, vision, life insurance) costs for each classified employee will be set at the following limits:
- Employee Only \$11,500
Employee + One Dependent \$22,000
Employee + Two or More Dependents \$28,500
- 8.6.2.1** The intent of the health benefit changes is to reduce District costs moving forward while providing access to plans that are fully funded by the District.
- 8.6.2.2** Unit member eligibility for two-party and/or family benefits shall follow carrier definitions including California AB #25 (Migden 2001).
- 8.6.2.3** Based on eligibility per section 8.8, employees hired after July 1, 1986, and who retire after December 31, 2003, may continue the health benefit plans they have upon retirement, until age 65 (or earlier if receiving Medicare benefits). They will pay 100% of all increases in the costs of their health benefits.
- 8.6.2.4** Employees hired before July 1, 1986, and who retire after December 31, 2003, the current contract language in section 8.8.1 that allows for medical benefits beyond age 65 shall remain unchanged, except that the higher cost PPO shall not be available. The District shall provide a fully funded plan at no cost after retirement.
- 8.6.3** The District will provide coverage to domestic partners of unit members to the same extent that the District provides coverage to spouses of unit members, provided the definition of domestic partnership meets carrier definitions and/or all the criteria of Section 297 of the California Family Code. In order to qualify for domestic partner benefits, the unit member must present the District with proof that a valid declaration of domestic partnership has been filed pursuant to the above Family Code section.
- 8.6.4** CSEA and the District agree to re-open the fringe benefit package if the cost of benefits increase more than twenty-five percent (25%) during the duration of the new contract term.
- 8.6.5** Employees Working Less than 40 Hours Per Week
- 8.6.5.1** For current employees (employees hired prior to January 1, 1996) working twenty (20) or more hours per week but less than forty (40) hours per week, the District will contribute a pro-rata amount for fringe benefits.
- 8.6.5.2** For current employees (employees hired prior to January 1, 1996) working less than twenty (20) hours per week, the District will contribute \$500.00 for fringe benefits.
- 8.6.5.3** For employees hired after the effective date (January 1, 1996) of this Agreement working twenty-five (25) or more hours per week but less than forty (40) hours per week, the District will contribute a pro-rata amount for fringe benefits.

8.6.6 Health coverage for employees who have worked less than ten (10) years and who become medically unable to work will be made available, at employee expense, if agreed to by the insurance carrier.

8.6.7 The District will provide SDI (State Disability Insurance) or another disability insurance plan at employee expense.

8.7 Health Benefit Waiver

8.7.1 Prior to January 1, 2018, an employee with proof of other medical coverage from another source may waive medical benefits and receive up to a \$2,000 cash payment per year. The \$2,000 is based on a 1.0 FTE position and is prorated for less than a 1.0 FTE for those employees that are eligible for health benefits. The cash payments are considered taxable compensation to the employee. Employees are required to sign a waiver (see below) that certifies they are covered under another medical plan. After January 1, 2018, employees who selected a medical plan are no longer eligible for this waiver.

8.7.2 An employee selecting the health benefit waiver is required to receive single rate coverage for dental, vision, and the \$50,000 term life insurance coverage. An employee selecting the health benefit waiver payment may, at their option, purchase dental, vision, and life insurance for their dependents at their own cost. The cost of the optional coverage will be deducted from the health benefit waiver amount.

8.8 Fringe Benefits After Retirement

8.8.1 The Gavilan College District will continue to provide the fringe benefit package (excluding tax sheltered annuities) to Unit Members who are fifty-five (55) years of age or older who retire, as defined by PERS, after July 1, 1980. To qualify, the employee, for ten (10) consecutive years immediately preceding retirement, must have served the District fifty percent (50%) (twenty (20) hours per week) or more, ten (10) or more months per year, and received fringe benefits.

8.8.2 For Unit Members hired after July 1, 1986, the District shall continue the benefits set forth in Section 8.6 only until the Unit Member reaches age sixty-five (65) or elects to take Medi-Care or Medi-Cal, whichever occurs first. For Unit Members hired after the effective date of this Agreement, the District shall continue the medical, dental and vision benefits set forth at the time of retirement in Section 8.6 only until the unit member reaches age sixty-five (65) or becomes eligible for Medi-Care or Medi-Cal, whichever occurs first.

8.9 Fringe Benefits to Employees Who Retire Through Disability

An employee who must take a retirement due to a disability, and who has worked for the College at least ten (10) years at a fifty percent (50%) or more workload, may continue on the college-provided group medical plan for the employee only. This option will be provided to the employee at District expense for five (5) years from the date of retirement provided the employee annually verifies that he/she is disability retired and has not returned to work. Following the five (5) years of District support, the medical plan option remains available to the retired employee at employee expense.

8.10 Board Discretion/Paid Benefits Leave

The Board, at its discretion, may continue District paid contributions to health and welfare benefits for an employee on a Board approved unpaid leave of absence.

8.11 Part-Time Employee Retirement

Effective July 1, 1997, any part-time employee that is not eligible for participation in the Public Employees Retirement System (PERS), will contribute seven and one-half percent (7.5%) of their pre-tax wages to the Accumulation Program for Part-Time and Limited-Service Employees (APPLE) program in lieu of making contributions under the Federal Insurance Contributions Act (FICA).

8.12 Enrollment Fee Waiver Program

8.12.1 Philosophy

The enrollment fee waiver program is provided for all eligible employees and their eligible family members (see 8.12.2.2 below). The program is designed to offset the cost of college tuition and to encourage employees and their eligible family members to pursue their education goals at Gavilan College.

8.12.2 Eligibility

8.12.2.1 All permanent full-time and part-time employees are eligible to participate in the Enrollment Fee Waiver Program.

8.12.2.2 Family members' eligibility for the Enrollment Fee Waiver Program shall follow the same definition as set forth as eligibility for the district's medical program. Examples of eligible family members: spouse, domestic partner, child (until age 26), stepchild (until age 26), economically dependent child (until age 26) and disabled dependent child meeting the conditions as set forth by the district's medical program.

8.12.2.3 Eligible Enrollment Fee is the per unit fee for credit classes only. The program will not waive any other fees such as the Health, Campus Center, student representation, student identification or course material fees.

8.12.2.4 Eligibility must be verified by the Human Resources Department prior to enrollment each term or semester.

8.12.3 Definitions

8.12.3.1 Participants must be California residents. California residency requirements will be waived for eligible family members of district employees.

8.12.3.2 Semesters are: fall, winter intersession, spring and summer.

8.12.4 Procedures

8.12.4.1 Participants must complete a "Enrollment Fee Waiver Eligibility" form and obtain approval from the Human Resources Office prior to enrolling in credit course(s).

The completed "Enrollment Fee Waiver Eligibility" form should be taken to the Admissions and Records (A&R) department at the time of registration. The A&R office will require picture identification and will use the form as authorization to waive applicable enrollment fees.

8.13 Travel and Conference

Mileage allowance shall be the prevailing IRS non-taxed rate of reimbursement for required travel.

8.14 Uniforms

The District shall supply each member of the Security department and the Maintenance and Operations department staff uniforms (shirts, pants, and work shoes). All approved expenses will be borne by the District. Expenses do not include normal laundering of work clothes.

ARTICLE 9**STAFF DEVELOPMENT AND PROFESSIONAL GROWTH****9.1 Philosophy**

The staff development and professional growth programs for classified employees are designed to promote activities which assist the classified employee in acquiring the knowledge and skills needed to do the job well; to promote safe working practices and procedures; to provide opportunities to learn better and more efficient ways to do the job; to stimulate the employee to reach and maintain acceptable levels of productivity and job effectiveness; to broaden opportunities for promotion; and to encourage the employee to improve relations with students, other employees, and the public.

9.2 Definitions

- 9.2.1** The staff development program permits employees to receive one-time reimbursement for completing training activities or conferences.
- 9.2.2** The professional growth program permits employees to earn salary increments for completing planned course work or other training activities equivalent to fifteen (15) semester units.
- 9.2.3** An eligible employee is any Unit Member and any employee laid-off for under a year who applied prior to lay-off.
- 9.2.4** A staff development reimbursement is a one (1) time payment meant to reimburse fees related to the completion of training activities or attending conferences.
- 9.2.5** The staff development bank is a general fund account of \$6,000 per fiscal year for employee reimbursement.
- 9.2.6** A professional growth award is a salary increment for completing planned course work or other training activities equivalent to fifteen (15) semester units.
- 9.2.7** Professional growth leave is a leave of absence lasting from one (1) month to one (1) year at fifty percent (50%) pay. It is taken to enhance skills or education.
- 9.2.8** The Professional Growth Committee is a group of CSEA Unit Members who approve or deny all professional growth requests.
- 9.2.9** The Staff Development Committee is a group of CSEA Unit Members who approve or deny all staff development requests.

9.3 Eligibility

- 9.3.1** All Unit Members are eligible to enter the staff development and professional growth programs.
- 9.3.2** Any employee who has been laid off from the District and is on the thirty-nine (39) month re-employment list may take courses for professional growth credit for one (1) year provided the employee was enrolled in the program prior to the layoff. No compensation may be realized unless the individual is re-employed during the thirty-nine (39) month period.

An individual who is not re-employed within the thirty-nine (39) month period loses all credits and increments.

- 9.3.3** Classes started prior to employment with the District and completed during the probationary period may be submitted to the Professional Growth Committee for consideration.

9.4 Staff Development Program

To receive staff development reimbursement, employees must file all the appropriate forms and verification of training activities and/or conferences in sequence.

9.4.1 Staff Development Application Procedure

Permission to Enroll: Prior to enrolling in a training activity and/or a conference, the employee shall submit one (1) Permission to Enroll form to the Staff Development Committee chair. This form gives the Committee a specific training activity or conference description and justification for participation. The Committee will approve or disapprove the training activity and/or conference and return the form to the employee prior to the final date to withdraw and receive fee reimbursement.

- 9.4.1.1** When possible, the Permission to Enroll form should be submitted to the Committee chair one (1) month prior to the starting date.

- 9.4.1.2** It is to the employee's advantage to submit applications as far in advance as possible, so that training activity and/or conference approval/disapproval can occur before the activity begins. If an employee does not submit an application one (1) month in advance and the activity begins before the approval process is complete, the District shall not be responsible for training activities and/or conferences which are undertaken by that employee and are later not approved.

9.4.2 Staff Development Reimbursement Procedure

Application for Reimbursement: This form is used when the employee has completed a training activity and/or conference for staff development and wants to apply for a reimbursement. The employee is responsible for assembling the Permission to Enroll form with appropriate verification for submission to the Committee.

- 9.4.2.1** Completion of training activities or conferences must be verified by a certification of completion. All necessary documents including certificates of completion must be submitted to the Committee at the time of submitting for reimbursement.

- 9.4.2.2** Within ten (10) days after notification that the Committee has rejected an application, the Unit Member may appeal to the CSEA Executive Board, which will schedule a hearing for the employee with a representative of the Committee present to hear the appeal. The decision of the Executive Board shall be final.

9.4.3 Staff Development Reimbursement

- 9.4.3.1** A Staff development reimbursement may be received after completion of any training activity and/or conference approved by the Committee.

- 9.4.3.2** The goal of the Staff Development Committee is to provide an equitable distribution of Staff Development funds to unit members. The Staff Development Committee shall determine the amount of the reimbursement upon review of the Permission to Enroll Form.

- 9.4.3.3** Staff development reimbursement shall be paid within two (2) months following approval by the Committee.

- 9.4.3.4** Reimbursements will not be allowed for staff development activities where there would be duplication of a conference, workshop or other activity for which a previous reimbursement has been granted.

9.4.4 Staff Development Bank

- 9.4.4.1** An account will be established within the general fund of \$6,000 per fiscal year to be administered by the Business Office to be used for the purpose of providing for staff development activities. Unit Members may apply to the Committee for utilization of such funds. The Committee shall recommend to the President the individuals to participate in the activities covered by this section and shall recommend activities to be provided by the District for a group of Unit Members. The decision of the President shall be final.

- 9.4.4.2** Funds in the Staff Development Bank may be used:

- 9.4.4.2.1** To reimburse a Unit Member for the cost of conferences, workshops, training, and transportation, food, and lodging.

- 9.4.4.3** In determining whether to approve an application and the amount to be reimbursed, the Committee shall consider the District's needs, the potential improved productivity and equitable distribution of funds among Unit Members. The fund shall be structured so that \$6,000.00 will be allocated annually on July 1st.

9.4.5 Staff Development Committee

9.4.5.1 Composition

- 9.4.5.1.1** The Committee shall consist of not more than five (5) classified employees. Committee members shall be appointed by CSEA.
- 9.4.5.1.2** A Human Resources designee shall serve the Committee as a resource person for appropriate information and District records.
- 9.4.5.1.3** Members of the Committee shall select a chair and a secretary annually among themselves.
- 9.4.5.1.4** The Staff Development Committee makes recommendations to the President or designee and the President or designee has final approval/disapproval.

9.4.5.2 Tenure

Because of the technical nature of the Committee responsibility, there should be some continuity of membership. All appointments to the Committee shall be at least two (2) years

9.4.5.3 Duties of the Committee

- 9.4.5.3.1** Evaluate all activities for staff development and approve or deny all requests for Staff Development.
- 9.4.5.3.2** Recommend additional policy or revisions to policy, as necessary, to CSEA.

9.4.5.4 Duties of the Chair

9.4.5.4.1 To coordinate and schedule all meetings with the Committee as needed.

9.4.5.4.2 To make sure that the guidelines and policies are being adhered to by all participating employees.

9.4.5.5 Duties of the Secretary

9.4.5.5.1 Notify participating employees that the request has been approved or denied.

9.4.5.5.2 To keep CSEA aware of the number of participants.

9.4.5.5.3 To work with the Human Resources designee to keep an accurate account of the records.

9.4.5.5.4 To notify the Human Resources designee of all approved requests.

9.5 Professional Growth Program

A Professional Growth Program permits employees to earn salary increments for completing an approved planned course of study leading to a license, certificate of completion, Associate of Arts degree, Bachelor's degree, Master degree, or a Ph.D.

The approved course of study does not need to be job related.

To receive a professional growth increment, employees must file all the appropriate forms and verification of activities and/or coursework in sequence.

9.5.1 Professional Growth Application Procedure

Permission to Enroll: Prior to enrolling in a course, the employee shall submit one (1) Permission to Enroll form for each course or activity to the Professional Growth Committee chair. This form gives the Committee a specific course description, unit information and justification for taking the course(s). The Professional Growth Committee makes recommendations to the President or designee and the President or designee has final approval/disapproval. Upon disapproval of the course work, the form will be returned to the employee prior to the final date to withdraw and receive fee reimbursement.

9.5.1.1 When possible, the Permission to Enroll form should be submitted to the Committee chair one (1) month prior to the starting date.

9.5.1.2 It is to the employee's advantage to submit applications as far in advance as possible, so that course approval/disapproval can occur before the activity begins. If an employee does not submit an application one (1) month in advance and the activity begins before the approval process is complete, the District shall not be responsible for courses which are undertaken by that employee and are later not approved.

9.5.2 Professional Growth Award Procedure

Application for Award: This form is used when the employee has accumulated fifteen (15) or more units and wants to apply for a professional growth increment. The employee is responsible for assembling all Permission to Enroll forms with appropriate verification for submission to the Committee.

- 9.5.2.1** Course work must be verified by official transcripts or certification of completion. All necessary documents including official transcripts or certificates of completion must be submitted to the Committee at the time of submitting for an increment.
- 9.5.2.2** Within ten (10) days after notification that the Committee has rejected an application, the Unit Member may appeal to the CSEA Executive Board which will schedule a hearing for the employee with a representative of the Committee present to hear the appeal. The decision of the Executive Board shall be final.

9.5.3 Professional Growth Increment

- 9.5.3.1** A salary increment is equal to a set of fifteen (15) approved units that lead towards an approved course of study.
- 9.5.3.2** Each salary increment is worth a \$700 fixed annual amount which is on-going year to year. This salary increment shall not be pro-rated for part-time employees. It will be paid out on a monthly basis based on the employee's work year.
- 9.5.3.3** Professional Growth increments shall be effective the first (1st) day of the month following approval by the Committee and the Board of Trustees.
- 9.5.3.4** An employee can earn no more than four (4) increments (a lifetime cap) for the ongoing payment described in section 9.5.3.2.
- 9.5.3.5** Employees may receive one additional one-time lump sum increment of \$1,000 after completing an additional 15 units beyond the 4th increment. This payment shall not be treated as an ongoing payment. The employee is responsible for assembling all forms and submitting appropriate verification, in accordance with section 9.5.2, in order to qualify for the payment.
- 9.5.3.6** Effective 8/31/00, an employee that currently has completed four (4) or more increments will be frozen in the number of increments and the value of each increment will be treated as a fixed amount.
- 9.5.3.7** An employee that is in the process of completing an approved increment will have until 8/31/00 to complete the increment and if so, completed will be given a fixed amount equal to five percent (5%) of the employee's current base salary.
- 9.5.3.8** An employee that is in the process of completing an approved increment and does not complete the increment by 8/31/00 will be reimbursed, based on receipts, the cost of books, tuition, fees, lab materials, and other required course material for those units completed by 8/31/00.
- 9.5.3.9** Increments will not be allowed for professional growth activities where there would be duplication of course work for which a previous award or increment has been granted.

9.5.3.10 Increments are cumulative and will continue as long as the employee remains in the bargaining unit.

9.5.3.11 The effective date to begin earning any increment units is July 1, 1992.

9.5.4 Course Work

9.5.4.1 Credit may be earned by taking courses at universities, colleges, community colleges, trade schools, adult education, or through an accredited correspondence school. College level course work requires a grade of "C" or better. In credit/no credit classes, the employee must receive credit.

9.5.4.2 Credit may also be earned for attendance at District workshops, special lecture series, education conference, leadership activities, or Community Services. A conference/workshop report may be required to determine credit granted.

9.5.4.3 One (1) semester unit equals one (1) unit. Quarter units convert to semester units on the basis of three (3) quarter units for two (2) semester units.

9.5.4.4 Continuing Education course work, conferences, workshops, seminars, and other such activities earn credit at the rate of one (1) unit per sixteen (16) hours of satisfactory completion.

9.5.4.5 Activities are not eligible for credit if the District pays any required fees for the individual employee's participation or if the employee attends during his/her working hours. If the activity is scheduled during working hours, and the employee uses lunch, break, vacation or compensatory time, verification from the supervisor, in writing, that attendance is not during working hours must be submitted with the Application for Award.

9.5.5 Professional Growth Leave

9.5.5.1 To encourage and enable classified employees to enhance their value to the District through further job-related education, the upgrading of their skills, or retraining for a different needed position, a staff development leave is established. After five (5) years of service in the District, an employee is eligible to apply for a leave from one (1) year at fifty percent (50%) of full pay.

9.5.5.2 An eligible employee may apply through the Committee for a leave to complete interrupted studies, learn by observing methods used in industry or other educational institutions, or get a substantial start on a goal of better education. The application in writing must present a detailed description of the proposed activities to the District.

Applications that are accepted will be recommended to the Board of Trustees by the President.

9.5.5.3 If the leave is granted, the employee must agree in writing, with CSEA as a witness, to render a minimum of one (1) year of service to the District upon returning from a leave. Failure to render this service will require the employee to refund salary paid during the leave. Upon returning from a leave, the employee shall submit a written report of the activities of the leave to the Board, emphasizing the value to the District.

- 9.5.5.4** During the leave the employee will be entitled to all the benefits of classified contract employees, except that only fifty percent (50%) of service time will be credited by the Public Employee's Retirement System. The employee may, however, arrange to make a contribution to the system to insure full-service credit for the period of the leave. This contribution will consist of the balance of the contribution of the employee.

9.5.6 Professional Growth Committee

9.5.6.1 Composition

- 9.5.6.1.1** The Committee shall consist of not more than five (5) classified employees. Committee members shall be appointed by CSEA.
- 9.5.6.1.2** The Human Resources designee shall serve the Committee as a resource person for appropriate information and District records.
- 9.5.6.1.3** Members of the Committee shall select a chair and a secretary annually among themselves.
- 9.5.6.1.4** The Professional Growth Committee makes recommendations to the President or designee and the President or designee has final approval/disapproval.

9.5.6.2 Tenure

Because of the technical nature of the Committee responsibility, there should be some continuity of membership. All appointments to the Committee shall be at least two (2) years.

9.5.6.3 Duties of the Committee

- 9.5.6.3.1** Evaluate all activities for professional growth and approve or deny all requests for Permission to Enroll and Application for Award.
- 9.5.6.3.2** Recommend additional policy or revisions to policy, as necessary, to CSEA.

9.5.6.4 Duties of the Chair

- 9.5.6.4.1** To coordinate and schedule all meetings with the Committee as needed.
- 9.5.6.4.2** To make sure that the guidelines and policies are being adhered to by all participating employees.

9.5.6.5 Duties of the Secretary

- 9.5.6.5.1** Notify participating employees that the course work has been approved or denied.
- 9.5.6.5.2** To keep CSEA aware of the number of participants.
- 9.5.6.5.3** To work with the Human Resources designee to keep an accurate account of the records.

9.5.6.5.4 To notify the Human Resources designee of all completed increments.

ARTICLE 10**HOURS****10.1 Schedule**

- 10.1.1** Unit Members shall be required to work in accordance with the schedule established by their supervisor.

10.2 Work Week

- 10.2.1** The work week shall consist of not more than five (5) consecutive working days for any employee having an average workday of four (4) or more hours during the work week. The District shall assign a daily work schedule and shall assign a fixed, regular, and ascertainable number of hours. The assigned daily work schedule for any employee shall not be changed except by agreement between the District and the employee.
- 10.2.2** During the dates of summer session, as determined by the District, the workweek will consist of four and one half (4.5) workdays, commencing at 8:00 a.m. and ending at 5:30 p.m., with one half (1/2) hour for lunch, Monday through Thursday. The Friday workday will be from 8:00 a.m. to 12:00 noon. As a second option, the summer work week may consist of four (4) workdays at ten (10) hours per day with one day off subject to management approval. For holidays occurring during the summer, the week in which the holiday falls will be an eight (8) hour, four (4) day workweek.
- 10.2.3** If mutual agreement is not reached (10.2.1), the District may make individual adjustments to the assigned daily work schedule based on a specific department's needs. "Department needs" includes but is not limited to staffing levels, enrollment, and the timing of course offerings.

10.3 Overtime and Compensatory Time

- 10.3.1** Overtime is defined as (a) employment in excess of the number of days mentioned above, or (b) employment in excess of eight (8) hours in any day or in excess of forty (40) hours in any calendar week. Overtime shall be equitably distributed among qualified members of a given work unit as circumstances permit; equity, competence, and availability are the proper factors in making this distribution.
- 10.3.2** Employees who are assigned overtime shall be paid at the rate of time and one-half of their regular rate. Assigned work performed on a legal holiday which falls on a workday shall be compensated at the rate of time and one-half in addition to the regular rate of pay.
- 10.3.3** All assigned overtime must be authorized by the supervisor assigning the overtime.
- 10.3.4** The provisions of Sections 10.3.2 through 10.3.3 shall be interpreted in a manner consistent with the Fair Labor Standards Act to the extent to which that Act is applicable.
- 10.3.5** When overtime is worked within the employees' regularly assigned department, the employee may select either compensatory time off or cash-paid compensation for overtime worked, at the appropriate overtime rate. When overtime is worked outside of the employees' regularly assigned department, hours worked shall be paid compensation only. No overtime worked outside of an employees' regularly assigned department shall have the option of being paid as compensatory time off. No employee may accumulate more than two hundred and forty (240) hours of compensatory time off.

10.3.6 Compensatory time off shall generally be scheduled within 12 months of the time it was earned. Compensatory time off shall be paid out under the following circumstances:

- Upon change in job classification any accrued compensatory time off shall be paid out no later than the second pay warrant cycle following the change.
- Once per year during the first payroll of the current fiscal year for all unused compensatory time earned no less than 12 months prior to the annual payout. Example: in July 2025, compensatory time earned from July 1, 2023 through June 30, 2024 will be paid out.

10.4 Call Backs

A Unit Member called to work after leaving campus shall be guaranteed a minimum of two (2) hours of work at the appropriate rate.

10.5 Relief and Lunch Periods

10.5.1 Two (2) 15-minute relief periods are permitted to employees who work more than six (6) hours per day. One (1) 15-minute relief period is permitted to employees who work four (4) to six (6) hours per day.

10.5.2 All employees who have worked four (4) hours shall be entitled to an uninterrupted lunch period. The length of time for the lunch period shall be not less than one half (1/2) hour, nor more than one (1) hour, and shall be scheduled at or about the midpoint of the employee's work shift. The lunch period may be scheduled at times other than the mid-period, if agreed to between the employee and the supervisor.

This pertains to all unit members with the exception of Campus Security Officers. Campus Security Officers are on call during their work shift to respond to safety and security concerns including emergencies which may result in an interruption of their lunch and break periods.

10.6 Shift Differential

10.6.1 Bargaining Unit Members in the following job classification: Groundskeeper, Maintenance Worker, Maintenance Lead, Custodian, Lead Custodian, and Campus Security Officer shall receive shift differential pay of five percent (5%) due to their regularly assigned work schedule.

10.6.2 A Bargaining Unit Member whose regularly assigned work shift ends after 6:00pm, shall receive a shift differential pay of 5% for time worked after 6:00pm or before 6:00am.

10.6.3 Shift differential will be applied based on regularly assigned work schedules that are set to meet the district's operational needs. Shift differential will not be applied when the work schedule has been set to accommodate an employee.

10.7 Summer Assignments

When work normally and customarily performed by Bargaining Unit employees is required to be performed at times other than during the regular September-June academic year, the District will fill positions consistent with Education Code Section 88001.

10.7.1 No classified employee whose regular yearly assignment for service excludes all, or any part of, the period between the end of the academic year in June and the beginning of the next academic year in September, shall be required to perform services during such period.

10.7.2 If more than one (1) unit member wishes to be assigned to a position which is vacant during the summer, the District will consider the following in selecting Unit Members for the position:

- a. Special skills relevant to the position
- b. Evaluations
- c. Time served in the classification

If no Unit Member within that classification accepts the assignment, then other unit members shall be eligible to apply.

Bargaining Unit employees with the requisite qualifications and skills, and who are willing and available to fill a position, will be considered. If there is no Bargaining Unit employee qualified and available to fill a particular position, the District may hire a non-Bargaining Unit Member. Any employee, whether Bargaining Unit or non-Bargaining Unit Member, who fills a vacant summer intersession position will receive the lowest rate of pay (Step "A") applicable to the classification for that position, except that a Bargaining Unit Member working in his or her regularly assigned position shall receive the same rate of pay during the summer intersession as during the regular academic year.

10.7.3 All hours assigned to an employee for a summer assignment shall be considered "hours in paid status" for the purpose of this Agreement.

ARTICLE 11**EFFECTS OF NON-TRADITIONAL ACADEMIC CALENDAR****11.1 Work Year Schedule**

On or about May 1, but under no circumstances after the employee has finished his or her work year, the supervisor of each ten (10) and eleven (11) month employee shall meet with the employee to schedule the following work year. The supervisor shall send a copy of the agreed upon schedule for each employee to the Human Resources Office prior to July 1.

11.2 Eleven Month Employees

Eleven (11) month employees are required to have one (1) month or the equivalent -- (approximately 21.75 days) -- of non-working, uncompensated time per fiscal year.

11.3 Ten Month Employees

Ten (10) month employees are required to have two (2) months or the equivalent -- (approximately 43.5 days) -- of non-working, uncompensated time per fiscal year.

11.4 Academic Year Positions

The parties agree that the College may designate positions as Academic Year positions, which shall be less than 10 months. The existing employees in such positions shall be grandfathered and shall not lose workdays unless they voluntarily agree to reduce their work year. The parties shall negotiate the benefits of such employees as may be affected by the change and shall amend the contract language to reflect the creation of such positions.

11.5 Ten and Eleven Month Employees

11.5.1 Employees may take non-working time during summer-fall, fall-spring and/or spring-summer intersessions, but actual dates shall be determined by mutual agreement with the supervisor.

11.5.2 With the approval of the supervisor, employees not needed for summer session may take non-working time during summer session in addition to intersession.

11.5.3 If two (2) or more employees with the same classification or worksite request non-working time during the same time period when the District needs would permit only one (1) to be gone, the employee with seniority in that department will be given the preferred non-working time period.

11.5.4 All ten (10) and eleven (11) month employees will receive floating holidays in lieu of those paid holidays enumerated in Article 14 that they will miss as an effect of the Flex schedule, regardless of whether or not they are in paid status during any portion of the workday immediately preceding or following the holiday, and provided they be employed by the District on the holiday and not on unpaid leave as defined in Section 13.9. The scheduling of these floating holidays will be by mutual agreement with the supervisor. This provision shall be in effect only so long as necessary because of the use of the Flex calendar.

11.6 16 - Week Calendar

Effective July 1, 2006: The Association supports the District's conversion to a 16-week calendar and agrees that any negotiable issues that arise as a result of the calendar change will be worked out in good faith.

ARTICLE 12**TRANSFERS AND PROMOTIONS****12.1 Definitions**

Lateral Transfer: The movement of a unit member, non-promotional in nature, from one position to another position within the same job classification (Ex: same title).

Non-Lateral Transfer: The movement of a unit member, non-promotional in nature, from one classification to another classification within the same or lower salary range designation (Ex: different titles, same or lower track).

Involuntary Lateral Transfer: The District initiated movement of a unit member from one position to another position within the same job classification.

Involuntary Non-Lateral Transfer: The District initiated movement of a unit member, non-promotional in nature, from one classification to another classification within the same salary range designation.

Promotion: The movement of a unit member from one classification to another classification within the bargaining unit with a higher salary range designation.

12.2 Voluntary Transfers

A voluntary lateral or non-lateral transfer is initiated by a Unit Member's submission of application materials after the District has determined that a permanent vacancy exists within a given classification. The Unit Member's application for such vacancy, depending upon his/her present classification, will constitute either a voluntary lateral or non-lateral transfer. Lateral transfer requests shall be considered before non-lateral transfer requests.

12.2.1 When a vacancy occurs, the District will send notices to all employees and allow five working days for employees to request a transfer. Employees are responsible for the appropriate application materials required by the District. Internal lateral applications will be considered before external applications. The District's decision regarding whether to post externally or interview the lateral transfer candidates first will be made after consideration of applicant qualifications, evaluations, length of service, and/or the needs of the District.

12.2.2 Lateral transfer candidates shall receive an interview by the screening committee for the vacant position, along with other candidates based on the screening committee's review. After the interview process has been completed, the District shall contact all lateral transfer candidates within ten (10) working days to inform them of whether they were selected. Within five (5) days of notification, the candidate may request a meeting with the hiring manager and/or Human Resources to discuss why they were not selected and future opportunities for professional development.

12.3 Involuntary Transfers

Involuntary transfers shall not be arbitrary or capricious. Notice of involuntary transfer shall be given to the Unit Member in writing. Whenever possible, notice of fourteen (14) calendar days will be given. Notwithstanding the provisions of Section 12.2, an involuntary transfer may be made by the District under any of the following circumstances:

- 12.3.1** When no vacant position is involved, as deemed necessary by the District to meet its operational needs.
- 12.3.2** Whether or not there is a vacant position, where the employee is being transferred from an overstaffed department or program to an understaffed department or program.
- 12.3.3** At the discretion of the President or designee upon a determination that the transfer and/or reassignment serves the best interest of the District. However, involuntary transfers will only be invoked after the President or designee explores the possibility of a voluntary transfer.

12.4 Posting of Notices

12.4.1 Vacancy

A vacancy is an open position that the District wishes to fill, and which has not been filled by a transfer by an employee with rights under Education Code Section 88117.

- 12.4.2** Notice of all job vacancies within the Bargaining Unit, including summer positions, shall be posted, and distributed to unit members.
- 12.4.3** The notice shall remain posted for a period of five (5) working days during which time unit members may apply for the position. Any unit member on leave or layoff status during the period of the posting shall be mailed a copy of the notice at his or her last address left with the Human Resources Office.

12.4.4 Contents of Notice

The position notice shall contain the following, as determined by the District: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regular assigned work, shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

12.4.5 Job Application

Any employee in the Bargaining Unit may file for a vacancy by submitting required application materials to the Human Resources Office within the filing period. Any Bargaining Unit employee on leave or vacation may authorize their union representative to file on the employee's behalf.

12.4.6 Notice of Position Being Filled

Within five (5) workdays of the appointment of a person to fill the position, the Human Resources Office shall notify all Unit Member applicants whether they were selected for the position.

ARTICLE 13**LEAVE PROVISIONS****13.1 Personal Illness and Injury Leave**

- 13.1.1** Employees earn one (1) day of sick leave for illness or injury for each month of paid service. Sick leave can be accumulated without limit. Full time employees receive full pay for sick leave. Part time employees receive payment in proportion to their days and hours of employment in accordance with the following formula:

$$\frac{\text{Number of work hours per week}}{40} \times \frac{\text{Number of months worked per year}}{12} \times 12 = \text{Annual days of sick leave}$$

- 13.1.2** Credit for sick leave during a fiscal year need not be earned prior to taking such leave by the employee and such sick leave may be taken at any time during the fiscal year except as defined in Section 13.1.3.
- 13.1.3** New employees shall not be eligible to take more than six (6) days, or the proportionate amount to which they are entitled, until the first (1st) day of the calendar month following six (6) consecutive months of paid service with the District.
- 13.1.4** Classified employees of any school district may have transferred with them, as allowed by the Education Code, all of the accumulated sick leave to which they are entitled provided they begin employment within one (1) year of the termination date of their employment with their former District and send records of such accumulated sick leave to Gavilan College. Sick leave benefits shall not be transferred if employment in the former position was terminated for cause.
- 13.1.5** Upon request by the District President or designee, a Unit Member shall be required to present a medical doctor's certificate verifying the personal illness or injury. A similar requirement may be made to authorize an employee's return to work.
- 13.1.5.1** The District also reserves the right to send an employee, at the District's expense, to a District selected physician for verification of illness or injury or verification of ability to work.
- 13.1.5.2** In the event there are conflicting medical findings, a third physician, mutually selected by the employee and the District, shall render a binding evaluation. Costs for the third physician shall be borne equally by the employee and the District. If the report concludes that the absence is not due to personal illness or injury or that the illness or injury is not sufficient to warrant continued absence, the President or designee, after notice to the Unit Member, may refuse to grant sick leave. If requested by the President or designee, a Unit Member shall not return to work until a medical doctor's authorization is submitted.
- 13.1.6** The fifty percent (50%), one hundred (100) day sick leave option of Education Code Section 88196 will be practiced by the District.

13.2 Personal Necessity Leave

13.2.1 A maximum of seven (7) days of sick leave may be used by an employee in any school year for personal necessity, for the following purposes:

13.2.1.1 Death of a member of his/her immediate family when time beyond bereavement leave is required.

13.2.1.2 Accident involving his/her person or property or the person or property of a member of his/her immediate family.

13.2.1.3 Appearance before any court or administrative tribunal as a litigant, or as a witness under subpoena or other court order.

13.2.1.4 Serious illness of his/her immediate family.

13.2.1.5 Personal necessity leave may not be used for any of the following: attendance or participation in functions which are primarily for the Unit Member's amusement, pleasure, personal convenience or religious observances; the extension of holidays or vacation periods; accompanying a spouse on a trip when such travel is otherwise unauthorized by this Article; seeking or engaging in remunerative employment; engaging in concerted activity or political campaigning.

13.2.2 Advance notice must be given to the immediate supervisor or, if not available, the Human Resources Office for the use of leave provided for in Section 13.2.1.4. Although advance notice is not required for Sections 13.2.1.1 and 13.2.1.2, notification should be given as soon as possible to the appropriate supervisor for all leave taken.

13.2.3 At the request of the President or designee, a Unit Member shall verify in writing that the personal leave was used for the purposes as set forth in Section 13.2.1. A Unit Member will be subject to appropriate discipline if the leave was used for other than stipulated purposes.

13.2.4 For purposes of Section 13.2, an immediate family member shall be limited to: spouse, domestic partner, child, parents (including step), siblings (including step), mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, and any relative residing in the immediate household of the employee.

13.3 Personal Business Leave

13.3.1 Two (2) days per year are granted for personal business and the reason for taking the day does not have to be disclosed.

13.3.2 This leave is not cumulative and must be taken in the fiscal year it is accrued. This leave does not qualify for payout at the time of separation.

13.3.3 Approval must be secured from the employee's appropriate administrator.

13.4 Bereavement Leave

For death, including miscarriage or still birth, in his/her immediate family as defined in Section 13.2.4, a Unit Member shall be entitled to a maximum of five (5) days leave of absence, without the loss of salary.

13.5 Industrial Accident and Illness Leave

- 13.5.1** Unit Members who have been employed by the District for one (1) year or more will be entitled to industrial accident and illness leave.
- 13.5.2** Such leave shall not exceed sixty (60) days in any one (1) fiscal year for the same industrial accident
- 13.5.2.1** Leave will commence on the first day of absence.
- 13.5.2.2** When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.
- 13.5.2.3** Allowable leave shall not be cumulative from year to year.
- 13.5.2.4** The employee has the right to be treated by the physician of his/her choice for industrial accident or injury; however, the District retains the right to have the employee examined by a District appointed physician at District expense to verify the extent of the disability and the degree to which the disability is attributable to the injury or illness involved.
- 13.5.2.5** When the industrial accident or illness leave has been exhausted, regular sick leave will be used.
- 13.5.2.6** For any days of absence from duty as a result of the industrial accident or illness, the Unit Member shall endorse to the District any wage loss benefit check from Workman's Compensation which would make the total compensation from both sources exceed one hundred percent (100%) of the amount the Unit Member would have received as salary had there been no industrial accident or illness. If the Unit Member fails to endorse to the District any wage loss disability indemnity check received on account of the industrial accident or illness, the district shall deduct from the Unit Member's salary warrant the amount of such disability indemnity actually paid to and retained by the Unit Member.
- 13.5.2.7** Periods of industrial accident or illness leave of absence, paid or unpaid, shall not be considered a break in employee service.
- 13.5.2.8** Any employee receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Board of Trustees authorizes otherwise.
- 13.5.2.9** When all available leaves of absence, paid or unpaid, have been exhausted, and if the employee is not medically able to assume his/her duties, the employee shall, if not placed in another position, be placed on a re-employment list for a period of thirty- nine (39) months. If available during the thirty-nine (39) month period, the employee shall be employed in a vacant position in the class of the previous assignment over all other available candidates, except for a re-employment list established because of lack of work or funds, in which case the employee shall be listed in accordance with the appropriate seniority regulations. An employee who has been placed on a re-employment list as provided herein, and who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

13.6 Maternity Leave

- 13.6.1** An employee may use sick leave for disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom.
- 13.6.2** Such leave shall not be used for childcare, child rearing, or preparation for child rearing.
- 13.6.3** The length of such leave including the beginning and ending dates shall be determined by the employee and attending physician. The District may require and pay for an additional medical report verifying the extent of disability if any.

13.7 Subpoena for Court Appearance

- 13.7.1** Employees legally subpoenaed as witnesses or jurors shall receive their regular salary if they pay to the District the per diem allowance, other than subsistence (mileage, meals, etc.), received from the court.
- 13.7.2** Section 13.7.1 does not apply when the employee is the litigant.

13.8 Vacation With Pay

- 13.8.1** Classified employees earn one (1) day of paid vacation for each month of paid service during the fiscal year up to five (5) years of employment. After five (5) years of continuous employment, employees earn one and one-fourth (1.25) days of vacation for each month of paid service during the fiscal year. After ten (10) years of continuous employment, employees earn one and three-fourths (1.75) days of vacation for each month of paid service during the fiscal year.
- 13.8.2** New employees must work a full six (6) months prior to taking any vacation time.
- 13.8.3** Vacation time is not cumulative beyond two (2) years following the fiscal year it was earned except when:
 - 13.8.3.1** A supervisor does not authorize the employee to take the full annual vacation in which case the amount not taken shall be accumulated for use in the next year.
 - 13.8.3.2** An employee is absent on full salary due to illness or injury which prevents the employee's reducing his/her credits to the maximum allowable amount; or
 - 13.8.3.3** An emergency is declared in accordance with Government Code Section 8558, which results in the inability of an employee to take vacation, in which case an accumulation beyond that authorized herein shall be granted upon request of the employee.
- 13.8.4** All employees shall be informed by the Payroll Department on or about March 1st of each year that they should give attention to their accumulated vacation hours, so they avoid losing vacation hours to which they are entitled.
- 13.8.5** Employees shall make vacation requests as far in advance as possible. Vacations will be scheduled based on the needs of the District. Requests will be considered on a first come/ first served basis. Managers will respond to vacation request as soon as possible, but in no event later than fifteen workdays after the request.
- 13.8.6** Employees who are hired on a less than twelve (12) month basis are required to take their vacation during the contracted period of time and shall not receive vacation pay during non-working months.

- 13.8.7** Upon separation from service, Unit Members shall be entitled to a lump sum compensation for earned and unused vacation, except for those employees who have not completed six (6) months of paid service as regular employees.

13.9 Other Leaves Without Pay

- 13.9.1** Upon recommendation of the President or designee, and approval by the Board of Trustees, leave without compensation, increment, or seniority credit may be granted for a period not to exceed one (1) school year.
- 13.9.2** At the expiration of an unpaid leave of absence and provided the employee is physically and legally capable of performing his/her duties, he/she has the right to return to his/her previous classification.
- 13.9.3** Upon returning to duty following an unpaid leave of absence, a permanent employee is entitled to all previously accumulated sick leave benefits and shall return to the appropriate salary schedule placement based on the number of years of service.
- 13.9.4** All applications for and granting of unpaid leaves of absence shall be in writing. A Unit Member on such leave shall notify the Human Resources Office no later than two (2) months prior to the termination of the leave of his/her intent to return to employment in the District. Failure to notify will be considered an abandonment of position.
- 13.9.5** Credit toward annual steps will not be counted if the unpaid leave of absence results in service of less than 50 percent (50%) of the work year.

13.10 Report of Absences

- 13.10.1** It is the responsibility of the employee to notify the employee's supervisor prior to the start of their shift, when an employee cannot report for work. Failure to provide the requested notice may be grounds for disciplinary action.
- 13.10.2** A Unit Member who is absent for a fraction of a day shall have deducted from accumulated sick leave the actual amount of time absent calculated to the nearest quarter (1/4) hour.
- 13.10.3** If possible, an employee should notify the District of his/her intent to return to work prior to the close of the preceding workday; but if an employee fails to notify the District of his/her intent to return to work prior to the beginning of the shift of expected return, and if such failure results in a substitute being secured, the Unit Member shall not be allowed to return to work and shall be placed on such leave.
- 13.10.4** Employee must report planned absences on the appropriate District form prior to the absence.

ARTICLE 14**HOLIDAYS****14.1 Paid Holidays**

Unit employees will receive the following paid holidays provided they are in a paid status during any portion of the working day immediately preceding or following the holiday:

Labor Day
 Veteran's Day
 Thanksgiving Day and the Friday following
 Christmas Eve in Lieu of Admissions Day
 Christmas Day
 New Year's Eve
 New Year's Day
 Martin Luther King, Jr.'s Birthday
 Lincoln's Day
 Washington's Day
 Cesar Chavez Day
 Floating Holiday (Good Friday)
 Memorial Day
 Juneteenth
 Fourth of July

14.2 December 25th and January 1st Holiday Pay

Regular employees of the District who are not normally assigned to duty during the school holidays or December 25th and January 1st shall be paid for those two (2) holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

The floating holiday will be treated as any other District paid holiday with the exception that it must be taken in the fiscal year and prior approval must be secured from the employee's appropriate administrator.

14.3 Holidays Falling on Saturday or Sunday

When a holiday falls on a Saturday, the Friday before shall be a holiday. When a holiday falls on a Sunday, the Monday following shall be a holiday.

14.4 Holiday Closure between Christmas and New Year's Day

The District will provide three (3) paid days of leave during the holiday closure between Christmas and New Year's Day. If there is a District need for an employee to work during the holiday closure, as determined by the district, the employee will be given the option of getting paid at the overtime rate (time and one half) or receiving compensatory time off at the time and one half rate.

ARTICLE 15**EVALUATIONS****15.1 Frequency of Evaluations**

15.1.1 Permanent Unit Members All permanent Unit Members shall receive a written performance evaluation on the form approved by the District as follows:

- Employees with a regular work year of less than 12-months will be evaluated on or about May 31st for the period from June 1st to May 31st
- Employees with a regular work year of 12 months will be evaluated on or about June 30th for the period from July 1st to June 30th

More frequent evaluations may be performed when there is cause for such an evaluation.

15.1.2 Probationary Employees Probationary employees shall receive a written performance evaluation on the form mutually agreed upon by CSEA and the District at least once at or near the middle of the probationary period. Additional evaluations may be performed as a means of improving performance.

15.2 Evaluation Form

The District will utilize an annual permanent employee review form and a separate form for probationary employees mutually agreed upon by CSEA and the District.

15.3 Review of Evaluation with Employee

The evaluator and the employee being evaluated shall meet and review the performance evaluation. The employee shall sign the evaluation, acknowledging that they have received and discussed the evaluation with the evaluator, and that they have 10 working days to submit a written response which will be attached to and placed with the evaluation in the employee's personnel file.

15.4 Recommendation for Improvement and Reevaluation

If any evaluation category is scored "Needs Improvement," the supervisor may include a Recommendation for Improvement and Reevaluation plan.

ARTICLE 16**EFFECTS OF LAYOFF; REDUCTION IN HOURS, AND WORKLOAD****16.1 Definitions****16.1.1 Layoff**

The elimination of positions. The decision to eliminate is not negotiable. The impact and effects of the decision are negotiable.

16.1.2 Reduction of Positions

The reduction of hours or work year of a position. The decision to reduce and the impact and effects of a reduction are negotiable.

16.2 Benefits

16.2.1 The District agrees to continue the existing benefit structure in accordance with Article 8 of this Agreement.

16.2.2 The District shall continue to pay benefits at current rates for all employees who receive reduction in hours or work year.

16.2.3 An employee who has been laid off may continue benefits if the employee pays the premium and the carrier accepts the arrangement for a period of not to exceed eighteen (18) months from the effective date of the layoff.

16.3 Written Notice of Layoff or Reduction in Hours

16.3.1 Procedures for layoff notice and rights to a hearing, if applicable, are set forth in the California Education Code Section 88017.

16.3.2 The District will notify the union leadership of impending layoffs as far in advance as possible and will meet with the union leadership to discuss the impending layoffs.

16.4 Bumping Rights

16.4.1 Employees who are laid off or reduced in hours may bump into a position in a lower class in which the employee has worked and has seniority or into an equal class (equal salary range) in which the employee has worked for a period not less than six (6) months and meets the minimum qualifications currently required. An employee bumping into an equal class shall retain the same salary step.

16.4.2 An employee whose class title designation has changed as a result of a reclassification shall carry all previous class seniority into the new class.

16.5 Elimination of Services

- 16.5.1** When a position is eliminated or reduced, management shall identify those duties and services which will be eliminated/curtailed.
- 16.5.2** In the situation where the department finds that it has more money available than previously known, any additional funds should be used to restore any reduced hours of employees to their original status before being used to create new positions within the department.
- 16.5.3** The District agrees not to supplant classified Bargaining Unit Members by students and/or volunteers. Any work assigned to students, federal fund or not, will be regulated by Education Code Section 88003 and/or any statute (federal or state) restricting student usage for the purpose of supplanting.
- 16.5.4** Work previously performed by hourly persons will be offered to persons laid off or reduced in hours, with the requisite qualifications and skills who are willing and available to perform such work. Any employee who performs such work, whether Bargaining Unit or non-Bargaining Unit Member will receive the lowest rate of pay (Step "A") applicable to the classification for that work.
- 16.5.5** It is CSEA's position that it is the responsibility of the supervisor in any department where there has been a layoff or reduction in work hours to provide training for any personnel who may be assigned to any of the tasks formerly performed by the laid off or reduced hours employee.

16.6 Workload Due to Long Term Vacancies

While employees shall perform their assignments with due diligence during assigned hours, which include all applicable duty-free rest and meal periods, it shall be the District's responsibility to direct and prioritize the overall workload and to ensure the proper disposition of work in excess of that which can be accomplished during the regularly assigned and scheduled work hours.

ARTICLE 17**POSITION CLASSIFICATION****17.1 Definitions**

As used herein, “days” or “day” shall mean days the Human Resources Office is open for the transaction of business.

17.2 Position Classification

All positions classified by the Human Resources Officer are assigned on the basis of actual duties performed. This process of job analysis results in a written “Job Description” for each position that lists typical duties and minimum qualifications. If a need arises for a significant change over a period of time in the assigned duties and/or responsibilities, the supervisor of the employee or the employee may request a review in order to determine whether the position should be reclassified to reflect these permanent changes in duties and/or responsibilities. To do this, a “position classification questionnaire” must be completed. The following procedure shall apply:

Step One: If requested by the Employee, the employee shall file the position classification questionnaire with his or her supervisor. The Supervisor will respond within 10 days and may either:

- a. Support the request for reclass and forward to Human Resources for Step Two.
- b. Deny the request and reassign the duties in question.
- c. Deny the request and maintain the assignment of the duties in question.

If the reclassification is requested by the Supervisor, the Supervisor shall file the position classification questionnaire with Human Resources for processing at Step Two.

Step Two: If the employee’s reclassification request is rejected by the Supervisor, the employee may appeal the Supervisor’s decision to Human Resources within 10 working days. Human Resources must render a decision within 30 days and may support the supervisor’s determination or select from one of the other actions identified in (a) through (c) at Step One. The Human Resources officer may visit the work site in order to assess the request.

Step Three: If the reclassification request is rejected by Human Resources, the employee may appeal the decision to the President or designee within 10 days. The President or designee must render a decision within 15 days. The decision shall be the final step in the reclassification request procedure. If the employee continues to perform duties that the employee believes are outside his or her job classification, the employee may file a grievance for working out of class without pay. Such grievance must be filed within 15 days of written notification of the President or designee’s rejection of the employee’s reclassification request. Any award of out-of-class back pay shall not go further back in time than the 15th day preceding the initial filing of the reclassification request.

Step Four: If the President/designee supports the reclassification request, the reclassification request will go to the Board of Trustees for action. If the Board of Trustees rejects the recommendation, the employee can file a grievance for working out of class without pay if the employee continues to perform duties that the employee believes are outside his or her job classification.

17.3 Administration Review

All requested job description changes will be reviewed by the Administration in consultation with the employee and supervisor.

17.4 Periodic Review of Job Classification

Effective July 1, 2019, job classifications will be reviewed annually on a routine basis based on the salary tracks as listed below. The form used to conduct the periodic review of job classifications shall be mutually developed by CSEA and the District.

Year 1 Track 10 to 12

Year 2 Track 13 to 14

Year 3 Track 15 to 17

Year 4 Track 18 to 26

ARTICLE 18**DISCIPLINE****18.1 District Rights**

The decision to discipline classified employees is at the discretion of the District and shall not be subject to the grievance procedure. Discipline of probationary employees shall not be subject to the provisions of this Article. Discipline of permanent employees shall be pursuant to the procedures enumerated herein.

18.2 CSEA Representation

Classified employees shall have the option to request CSEA representation during any phase of the disciplinary process as defined in this Article.

18.3 Definitions**18.3.1 Day**

For the purposes of this Article only, a "day" shall be defined as a day that the Human Resource Office is open for the transaction of business.

18.3.2 Suspension Pending Termination

The District may opt to suspend a classified employee without pay pending dismissal. In the event of a suspension without pay, the employee shall remain in benefitted status.

18.3.3 Suspension

Suspension is temporary removal from the employment of the District (without pay) for a specified time period, not to exceed thirty (30) days. The employee shall remain in benefitted status during the period of suspension.

18.3.4 Involuntary Demotion

Involuntary demotion is the placement in a lower classification without the employee's consent arising from disciplinary consideration.

18.4 Conduct Subject to Disciplinary Action

Permanent classified employees may be subject to disciplinary action for any one (1) or more of, but not limited to, the following reasons:

1. Fraud in securing employment or making a false statement on an application for employment.
2. Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
3. Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
4. Disobedience or insubordination.
5. Dishonesty involving employment.
6. Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty.

7. Excessive absenteeism or tardiness.
8. Unexcused absence without leave and/or abandonment of position.
9. Abuse or misuse of sick leave.
10. The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of *nolo contendere* made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this Section.
11. Discourteous treatment of the public, students or other employees, or other failure of good conduct tending to injure the public service.
12. Improper or unauthorized use of District resources.
13. Refusal to subscribe to any oath or affirmation, which is required by law in connection with District employment.
14. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
15. Inattention to duty, tardiness, indolence, carelessness or negligence in the care and handling.
16. Mental or physical impairment, which renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
17. Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
18. The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
19. Willful violation of policies, procedures and other rules, which may be prescribed by the District, college(s) or departments.
20. Working overtime without authorization.

18.5 Progressive Discipline

The District shall follow the principles of progressive disciplinary action if it determines the underlying facts and circumstances support its use as a tool to attempt to improve an employee's performance. There may be circumstances where progressive discipline may appropriately be partially or wholly avoided. It is recognized that not all steps of progressive discipline should be utilized in each case. Progressive discipline may consist of, but not be limited to: Suspension without pay, involuntary demotion, and termination. Oral counseling, written warnings or reprimands, performance evaluations, and similar adverse incidents are not considered discipline for purposes of this Article. The employee has the right to submit a written response to be attached to and placed with any written warning or reprimand in the employee's personnel file.

18.6 Disciplinary Procedures

18.6.1 Draft Statement of Charges

An employee who is the potential subject of disciplinary action will receive a draft Statement of Charges stating the recommendation for discipline to be imposed on the employee, the specific acts or omissions upon which the discipline is based, any rule or regulation violated by the employee, and any documents that the District intends to use to support the charges. Upon receiving the draft Statement of Charges, the employee may respond orally at a Skelly meeting or in writing within five (5) days to the authority imposing the discipline. By mutual consent, the timeline to respond may be extended.

18.6.2 Skelly Meeting

A Skelly meeting is a pre-disciplinary meeting to provide the employee an opportunity to respond to the draft charges either verbally or in writing. The employee shall have the right to have a CSEA representative represent them at this meeting.

18.6.3 Failure to Respond

Following the five (5) day period, if the employee has not responded, the District may pursue the charges, revise the charges or withdraw the charges.

18.6.4 Conclusion of Skelly Meeting

If a Skelly meeting occurs, the District shall consider the recommendation(s) of the Skelly officer and may revise, withdraw, or pursue the charges as set forth in the draft Statement of Charges. If the District decides to pursue discipline, a final Statement of Charges shall be provided to the employee with all of the appropriate attachments, including a statement of the employee's right to a hearing and a form the employee may sign to request such a hearing.

18.6.5 Request for Hearing

Upon receipt of a final Statement of Charges from the District, an employee shall have five (5) days to request a hearing to appeal the discipline, by signing the form provided along with the final Statement of Charges and returning it to the Human Resources Director or designee.

18.6.5.1 Suspensions of Five (5) or Fewer Days

Upon receipt of a suspension of five or fewer days, if the employee elects, he/she may request a formal hearing on the sufficiency of cause before the Board or the Board's designee, who shall be a District administrator at the Cabinet level who does not have direct supervisory responsibility over the employee or who does not have direct involvement with the subject matter of the discipline. The hearing administrator shall render a written advisory decision on the suspension, which shall be reviewed by the Board, which will render a final and binding decision.

18.6.5.2 Suspensions of Longer than Five (5) Days/Termination/ Demotion**18.6.5.2.1 Right to a Hearing**

The employee shall be entitled to a hearing to review the sufficiency of cause for the suspension, termination or demotion, during which the employee has the right to appear personally, with or without representation, before a hearing officer or Administrative Law Judge (ALJ) designated for the hearing and to present evidence.

18.6.5.2.2 Hearing Procedure

The hearing shall be conducted by a hearing officer or Administrative Law Judge, not affiliated with the College and appointed by the District in its sole discretion, to conduct a hearing and render an advisory opinion to the Board concerning whether the employee should be disciplined.

18.6.5.2.3 Decision of the Designated Administrator and Appeal

Upon completion of the hearing, the decision of the hearing officer or ALJ shall be communicated in writing to the District and the employee. An employee who wishes to appeal an advisory decision must do so in writing within five (5) days after service of the notice to the employee of the decision. Failure to file a timely appeal shall constitute waiver of appeal rights. Upon appeal, the Board shall review the record of the hearing and the advisory decision of the hearing officer or ALJ and make a final and binding decision regarding whether the employee shall be suspended and for what duration. The burden of proof justifying suspension shall remain with the District; however, the Board's determination of the sufficiency of the cause for suspension, and its duration, shall be conclusive.

18.6.5.2.4 Reinstatement of Employment

If a suspension hearing results in a decision by the hearing officer to not discipline the employee and the Board upholds that determination, or if the employee successfully appeals to the Board a decision by the hearing officer, employment shall be reinstated, and the employee shall be fully compensated for any period of time the employee was in

ARTICLE 19

SAVINGS PROVISIONS

19.1 Savings Provisions

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will be deemed invalid except to the extent permitted by law, but all other provisions will continue in full force and effect.

19.2 Renegotiations

Provisions of this Agreement held to be contrary to the law will be subject to renegotiation within sixty (60) days following a request by either party to meet and negotiate.

<p style="text-align: center;">ARTICLE 20 SUPPORT OF AGREEMENT</p>
--

20.1 Support of Agreement

The District and the Association agree that it is to their mutual benefit to encourage the resolution of differences through the meet and negotiate process. Therefore, it is agreed that the parties will support this Agreement for its term and will not appear before any public bodies to seek change and improvement in any matter subject to the meet and negotiate process except by mutual agreement of both parties.

20.2 Agree to Negotiate

In the event that both parties mutually agree to negotiate on matters within the scope of representation during the term of the Contract, each such negotiation will be limited to six (6) hours. If no agreement is reached within six (6) hours, the parties will immediately mutually declare impasse and seek appointment of a mediator by the Public Employment Relations Board.

<p style="text-align: center;">ARTICLE 21 EFFECT OF AGREEMENT</p>

21.1 Effect of Agreement

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures, and over staff laws to the extent permitted by state law, and that in the absence of specific provisions in this Agreement such practices and procedures are discretionary with the District.

ARTICLE 22**COMPLETION OF MEET AND NEGOTIATION****22.1 Completion of Meet and Negotiation**

During the term of this Agreement, the parties expressly waive and relinquish the right to meet and negotiate and agree that the parties shall not be obligated to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement. This provision notwithstanding, if both parties agree to reopen discussion on specific items. Such discussion shall not be a violation of this Contract, nor shall it void any other provision of this Contract.

22.2 Timeline for Succeeding Year Proposal

The Association agrees that it will not present a proposal for the succeeding year prior to January 1. The District agrees to adopt its initial proposal no later than the regular March Board meeting providing that this date is not less than two (2) months after receiving a complete proposal from the Association.

ARTICLE 23

TERM OF AGREEMENT

July 1, 2024 - June 30, 2027

23.1 Term of Agreement

This Agreement shall remain in full force and effect from July 1, 2024, up to and including June 30, 2027. Thereafter, it shall continue in effect automatically until ratification of a binding written agreement by the parties which supersedes this Agreement.

23.2 Reopeners

For 2025-2026 and 2026-2027 negotiations, the reopeners shall be two articles of each party's choosing and Article 8, Compensation and Benefits.

FOR CSEA CHAPTER #270
GAVILAN COLLEGE

FOR GAVILAN JOINT COMMUNITY
COLLEGE DISTRICT

Elizabeth San Ramon
Chapter President

Dr. Pedro Avila
Superintendent/President

Negotiation Team:

Negotiation Team:

Connie Phillips
Chapter Vice President

Lucy Alvarez
Director, Human Resources and Labor
Relations

Diana Seelie
CSEA Lead Negotiator

Michelle Anaya
Director, Business Services

Robin Jackson
Labor Relations Representative

Kyle Billups
Director, Information Technology

Marilyn Morikang
Vice President, Administrative Services

APPENDIX A**CLASSIFIED SALARY SCHEDULE FY 2025-2026**

Effective July 1, 2025

Annual values based on 12 Months per year @ 1.0 FTE

STEP	A	B	C	D	E	F
TRACK 1	31,590.6384	33,163.2321	34,828.3317	36,570.5192	38,389.7947	39,157.5905
2	33,163.2321	34,828.3317	36,570.5192	38,389.7947	40,316.9932	41,123.3329
3	34,828.3317	36,570.5192	38,389.7947	40,316.9932	42,321.2797	43,167.7052
4	36,570.5192	38,389.7947	40,316.9932	42,321.2797	44,448.9068	45,337.8851
5	38,389.7947	40,301.5754	42,321.2797	44,448.9068	46,669.0395	47,602.4204
6	40,316.9932	42,321.2797	44,448.9068	46,669.0395	48,997.0955	49,977.0374
7	42,352.1147	44,464.3244	46,684.4570	49,027.9305	51,479.3270	52,508.9134
8	44,479.7421	46,715.2924	49,043.3480	51,494.7446	54,069.4819	55,150.8715
9	46,638.2043	48,981.6778	51,433.0742	53,992.3939	56,705.8895	57,840.0073
10	49,027.9305	51,463.9095	54,038.6468	56,752.1421	59,588.9784	60,780.7580
11	51,510.1621	54,069.4819	56,782.9775	59,619.8136	62,595.4081	63,847.3164
12	54,023.2292	56,721.3071	59,558.1434	62,533.7381	65,663.5082	66,976.7783
13	56,782.9775	59,619.8136	62,610.8258	65,740.5961	69,024.5425	70,405.0333
14	59,835.6600	62,826.6719	65,971.8601	69,271.2239	72,724.7636	74,179.2590
15	62,595.4081	65,725.1785	69,024.5425	72,462.6647	76,101.2156	77,623.2399
16	65,756.0139	69,055.3778	72,508.9173	76,132.0507	79,940.1948	81,538.9987
17	69,132.4656	72,586.0053	76,209.1386	80,017.2829	84,025.8556	85,706.3726
18	72,539.7526	76,162.8858	79,971.0302	83,964.1855	88,157.7693	89,920.9246
19	76,008.7098	79,816.8542	83,810.0096	88,003.5937	92,397.6062	94,245.5584
20	80,001.8652	83,995.0207	88,204.0221	92,613.4524	97,238.7288	99,183.5034
21	83,995.0207	88,204.0221	92,613.4524	97,238.7288	102,110.6869	104,152.9006
22	88,265.6925	92,675.1230	97,315.8167	102,172.3571	107,275.5789	109,421.0904
23	92,678.9773	97,312.9261	102,178.5723	107,287.5008	112,651.8759	114,904.9134
24	97,312.9261	102,178.5723	107,287.5008	112,651.8759	118,284.4700	120,650.1594
25	102,178.5723	107,287.5008	112,651.8759	118,284.4700	124,198.6934	126,682.6673
26	107,287.5008	112,651.8759	118,284.4700	124,198.6934	130,408.6281	133,016.8006

LONGEVITY STEPS

A maximum of three (3) longevity steps may be accumulated:

Upon completion of the ninth (9th) year of service with the District,

- ❖ \$100.00 per month will be added to the employee's existing salary.

Upon completion of the fourteenth (14th) year of service with the District,

- ❖ \$125.00 per month will be added to the employee's existing salary for a total longevity step of \$225.00 upon completion of the nineteenth (19th) year of service with the District
- ❖ \$225.00 per month will be added to the employee's existing salary for a total longevity step of \$450.00.

Classified Employee Monthly Salary Schedule FY 2025-2026

Effective July 1, 2025

Monthly values based on 40 Hours per week @ 1.0 FTE

STEP	A	B	C	D	E	F
TRACK 1	2,632.5532	2,763.6027	2,902.3610	3,047.5433	3,199.1496	3,263.1325
2	2,763.6027	2,902.3610	3,047.5433	3,199.1496	3,359.7494	3,426.9444
3	2,902.3610	3,047.5433	3,199.1496	3,359.7494	3,526.7733	3,597.3088
4	3,047.5433	3,199.1496	3,359.7494	3,526.7733	3,704.0756	3,778.1571
5	3,199.1496	3,358.4646	3,526.7733	3,704.0756	3,889.0866	3,966.8684
6	3,359.7494	3,526.7733	3,704.0756	3,889.0866	4,083.0913	4,164.7531
7	3,529.3429	3,705.3604	3,890.3714	4,085.6609	4,289.9439	4,375.7428
8	3,706.6452	3,892.9410	4,086.9457	4,291.2287	4,505.7902	4,595.9060
9	3,886.5170	4,081.8065	4,286.0895	4,499.3662	4,725.4908	4,820.0006
10	4,085.6609	4,288.6591	4,503.2206	4,729.3452	4,965.7482	5,065.0632
11	4,292.5135	4,505.7902	4,731.9148	4,968.3178	5,216.2840	5,320.6097
12	4,501.9358	4,726.7756	4,963.1786	5,211.1448	5,471.9590	5,581.3982
13	4,731.9148	4,968.3178	5,217.5688	5,478.3830	5,752.0452	5,867.0861
14	4,986.3050	5,235.5560	5,497.6550	5,772.6020	6,060.3970	6,181.6049
15	5,216.2840	5,477.0982	5,752.0452	6,038.5554	6,341.7680	6,468.6033
16	5,479.6678	5,754.6148	6,042.4098	6,344.3376	6,661.6829	6,794.9166
17	5,761.0388	6,048.8338	6,350.7616	6,668.1069	7,002.1546	7,142.1977
18	6,044.9794	6,346.9072	6,664.2525	6,997.0155	7,346.4808	7,493.4104
19	6,334.0592	6,651.4045	6,984.1675	7,333.6328	7,699.8005	7,853.7965
20	6,666.8221	6,999.5851	7,350.3352	7,717.7877	8,103.2274	8,265.2920
21	6,999.5851	7,350.3352	7,717.7877	8,103.2274	8,509.2239	8,679.4084
22	7,355.4744	7,722.9269	8,109.6514	8,514.3631	8,939.6316	9,118.4242
23	7,723.2481	8,109.4105	8,514.8810	8,940.6251	9,387.6563	9,575.4095
24	8,109.4105	8,514.8810	8,940.6251	9,387.6563	9,857.0392	10,054.1800
25	8,514.8810	8,940.6251	9,387.6563	9,857.0392	10,349.8911	10,556.8889
26	8,940.6251	9,387.6563	9,857.0392	10,349.8911	10,867.3857	11,084.7334

LONGEVITY STEPS

A maximum of three (3) longevity steps may be accumulated:

Upon completion of the ninth (9th) year of service with the District,

- ❖ \$100.00 per month will be added to the employee's existing salary.

Upon completion of the fourteenth (14th) year of service with the District,

- ❖ \$125.00 per month will be added to the employee's existing salary for a total longevity step of \$225.00 upon completion of the nineteenth (19th) year of service with the District
- ❖ \$225.00 per month will be added to the employee's existing salary for a total longevity step of \$450.00.

Classified Employee Hourly Salary Schedule FY 2025-2026

Effective July 1, 2025

Hourly values calculated from annual / 52 weeks / 40 hours

STEP	A	B	C	D	E	F
TRACK 1	15.1878	15.9439	16.7444	17.5820	18.4566	18.8258
2	15.9439	16.7444	17.5820	18.4566	19.3832	19.7708
3	16.7444	17.5820	18.4566	19.3832	20.3468	20.7537
4	17.5820	18.4566	19.3832	20.3468	21.3697	21.7971
5	18.4566	19.3758	20.3468	21.3697	22.4370	22.8858
6	19.3832	20.3468	21.3697	22.4370	23.5563	24.0274
7	20.3616	21.3771	22.4445	23.5711	24.7497	25.2447
8	21.3845	22.4593	23.5785	24.7571	25.9949	26.5148
9	22.4222	23.5489	24.7274	25.9579	27.2624	27.8077
10	23.5711	24.7423	25.9801	27.2847	28.6485	29.2215
11	24.7645	25.9949	27.2995	28.6634	30.0939	30.6958
12	25.9727	27.2699	28.6337	30.0643	31.5690	32.2004
13	27.2995	28.6634	30.1014	31.6061	33.1849	33.8486
14	28.7671	30.2051	31.7172	33.3035	34.9638	35.6631
15	30.0939	31.5986	33.1849	34.8378	36.5871	37.3189
16	31.6135	33.1997	34.8601	36.6019	38.4328	39.2014
17	33.2368	34.8971	36.6390	38.4698	40.3970	41.2050
18	34.8749	36.6168	38.4476	40.3674	42.3835	43.2312
19	36.5426	38.3735	40.2933	42.3094	44.4219	45.3104
20	38.4624	40.3822	42.4058	44.5257	46.7494	47.6844
21	40.3822	42.4058	44.5257	46.7494	49.0917	50.0735
22	42.4354	44.5553	46.7865	49.1213	51.5748	52.6063
23	44.5572	46.7851	49.1243	51.5805	54.1596	55.2427
24	46.7851	49.1243	51.5805	54.1596	56.8675	58.0049
25	49.1243	51.5805	54.1596	56.8675	59.7109	60.9051
26	51.5805	54.1596	56.8675	59.7109	62.6965	63.9504

LONGEVITY STEPS

A maximum of three (3) longevity steps may be accumulated:

Upon completion of the ninth (9th) year of service with the District,

- ❖ \$100.00 per month will be added to the employee's existing salary.

Upon completion of the fourteenth (14th) year of service with the District,

- ❖ \$125.00 per month will be added to the employee's existing salary for a total longevity step of \$225.00

Upon completion of the nineteenth (19th) year of service with the District

- ❖ \$225.00 per month will be added to the employee's existing salary for a total longevity step of \$450.00.

APPENDIX B**CLASSIFIED JOB CLASSIFICATION AND TRACKS**

JOB CLASIFFICATION - Alphabetical	TRACK	JOB CLASSIFICATION - Alphabetical	TRACK
Academic Scheduling Coordinator	17	Maintenance Lead person	17
Accountant	20	Mobility Aide	10
Accounting Technician	14	Multimedia Technician	15
Adaptive Services Specialist	15	Office Assistant	10
Admissions/Student Records Technician	13	Payroll Officer	20
Athletic Equipment Technician	11	Program Coordinator	17
Athletic Trainer	20	Program Services Specialist	14
Campus Security Officer	10	Programmer Analyst	22
Campus Support Services Technician	10	Public Information and Marketing Specialist	14
Career and Academic Pathways Spec.	17	Purchasing Agent	16
Cashier	13	Research Analyst	19
Chemistry/Biological Sci. Lab Coordinator	17	Senior Accountant	22
Curriculum Specialist	17	Senior Assessment Specialist	15
Custodian	10	Senior Financial Aid Specialist	17
Departmental Assistant	12	Senior Systems Administrator	25
Division Assistant	15	Senior Systems and Network Engineer	26
Facilities Maintenance Worker II	14	Senior Instructional Program Specialist	16
Facilities Use Scheduler	10	Senior Library Technician	13
Financial Aid Specialist	14	Senior Program Services Specialist	17
Financial Aid Technical Analyst	19	Senior Programmer Analyst	26
Financial Aid Technician II	13	Student Assessment Specialist	13
Fiscal Analyst	24	Student Life and Engagement Coordinator	18
Groundskeeper	12	Studio Arts Technical Coordinator	17
Instructional Program Specialist	13	Systems Support Specialist	21
Job Developer	13	Theater Technical Coordinator	17
Lead Custodian	12	Vocational Instructional Specialist	14
Library Systems Technician	15	Warehouse Inventory Control Tech	11
Library Technician	10	Web Developer	24

APPENDIX C

CLASSIFIED JOB CLASSIFICATION AND TRACKS

JOB CLASSIFICATION - By Track	TRACK	JOB CLASSIFICATION - By Track	TRACK
Campus Security Officer	10	Multimedia Technician	15
Campus Support Services Technician	10	Senior Assessment Specialist	15
Custodian	10	Purchasing Agent	16
Facilities Use Scheduler	10	Senior Instructional Program Specialist	16
Library Technician	10	Academic Scheduling Coordinator	17
Mobility Aide	10	Career and Academic Pathways Spec.	17
Office Assistant	10	Chemistry/Biological Sci. Lab Coordinator	17
Warehouse Inventory Control Tech	11	Curriculum Specialist	17
Departmental Assistant	12	Maintenance Lead person	17
Athletic Equipment Technician	11	Program Coordinator	17
Groundskeeper	12	Senior Financial Aid Specialist	17
Lead Custodian	12	Senior Program Services Specialist	17
Admissions/Student Records Technician	13	Studio Arts Technical Coordinator	17
Cashier	13	Theater Technical Coordinator	17
Financial Aid Technician II	13	Student Life and Engagement Coordinator	18
Instructional Program Specialist	13	Financial Aid Technical Analyst	19
Job Developer	13	Research Analyst	19
Senior Library Technician	13	Accountant	20
Student Assessment Specialist	13	Athletic Trainer	20
Accounting Technician	14	Payroll Officer	20
Facilities Maintenance Worker II	14	Systems Support Specialist	21
Financial Aid Specialist	14	Programmer Analyst	22
Program Services Specialist	14	Senior Accountant	22
Public Information and Marketing Specialist	14	Fiscal Analyst	24
Vocational Instructional Specialist	14	Web Developer	24
Adaptive Services Specialist	15	Senior Systems Administrator	25
Division Assistant	15	Senior Programmer Analyst	26
Library Systems Technician	15	Senior Systems and Network Engineer	26

EXHIBIT 1**TENTATIVE AGREEMENT FOR JULY 1, 2024, NEGOTIATIONS**

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
CHAPTER #270**

**TENTATIVE AGREEMENT
2024-2025 SUCCESSOR NEGOTIATIONS
June 20, 2024**

Gavilan Joint Community College District ("District") and California School Employees Association, Chapter #270 ("CSEA") agree to the following:

Article 2 – District Rights**2.3 Security Cameras**

Security Video Monitoring and Surveillance Technology: Video monitoring will not be used to view or record workstations, including private offices, desks, cubicles, classrooms, or designated work, study, discussion, living areas, or other common-use areas where a reasonable expectation of privacy exists.

Video and access control security records will not be used for purposes related to the evaluation of employee job performance, nor will they be used as a means to track employee attendance and/or as a timekeeping record.

Security cameras will not be monitored in real time with the exception of direct monitoring taking place with Campus Safety and Security Officers as: an immediate response to the report of criminal activity on campus, suspicious behavior, or in the course of an ongoing investigation of criminal activity. Information obtained in violation of this article may not be used in a disciplinary proceeding (with the exception of alleged criminal activity) against a unit member. It is not the intent of the District to use security cameras for the monitoring of employees for disciplinary purposes, performance evaluations or corrective action.

2.4 Keys

Upon leaving employment, classified employees will be required to turn in all College keys checked out to them. Employees who do not return their keys to the District will have the following amounts deducted from their final check:

Category I	Master Building Keys	\$49 75 .00 per key
Category II	Office/Room Keys	\$ 2 5.00 per key

Category III — Cabinet Keys ————— \$ 2.00 per key

Article 8 – Compensation & Benefits

No changes to this article.

Article 10 – Hours

~~For the 2023-2024 FY, commencing September 4, 2023 through May 31, 2024, the District and CSEA agree that classified employees holding positions in job classifications where telework is feasible, shall be allowed the flexibility to telework for a maximum of 3-1 scheduled workdays per month. The parties agree that these are non-cumulative days. These flexible telework days shall be established between the employee and their immediate supervisor. Employees shall request telework at least two weeks in advance. These flexible telework days are to be taken in full-day increments based on employees' regular work schedule and are subject to supervisor approval. While teleworking, employees are expected to meet their necessary job expectations in accordance with the operational needs of the College and must be available during their normal designated working hours. Additionally, employees are expected to operate with the highest level of professionalism and shall be required to review and sign the Emergency Telework Agreement document that was agreed to between the District and CSEA during the FY 2020-2021 and follow the parameters set forth in this document. Employees who do not adhere to the District's expectations and established parameters for telework shall have any balance of the flexible telework days revoked at the discretion of their immediate supervisor. Employees will be required to sign the Emergency Telework Agreement before utilizing the flexible telework days. The District and CSEA are committed to engaging in continued conversations with all stakeholder groups during the 2023-2024 fiscal year regarding the possibility of future remote work options for CSEA bargaining unit members. If a telework pilot agreement is implemented before the end of the 2023-2024 fiscal year, the parties agree that this language will sunset, and the pilot agreement will be implemented.~~

10.3 Overtime and Compensatory Time

- 10.3.1 Overtime is defined as (a) employment in excess of the number of days mentioned above, or (b) employment in excess of eight (8) hours in any day or in excess of forty (40) hours in any calendar week. Overtime shall be equitably distributed among qualified members of a given work unit as circumstances permit; equity, competence, and availability are the proper factors in making this distribution.
- 10.3.2 Employees who are assigned overtime shall be paid at the rate of time and one-half of their regular rate. Assigned work performed on a legal holiday which falls on a workday shall be compensated at the rate of time and one-half in addition to the regular rate of pay.
- 10.3.3 All assigned overtime must be authorized by the supervisor assigning the overtime.

10.3.4 The provisions of Sections 10.3.2 through 10.3.3 shall be interpreted in a manner consistent with the Fair Labor Standards Act to the extent to which that Act is applicable.

10.3.5 ~~Compensation for assigned overtime shall be at the option of the employee.~~ When overtime is worked within the employees' regularly assigned department, the employee may select either compensatory time off or cash paid compensation for overtime worked, at the appropriate overtime rate. When overtime is worked outside of the employees' regularly assigned department, hours worked shall be paid compensation only. No overtime worked outside of an employees' regularly assigned department shall have the option of being paid as compensatory time off. No employee may accumulate more than two hundred and forty (240) hours of compensatory time off.

10.3.6 Compensatory time off shall generally be scheduled within 12 months of the time it was earned. Compensatory time off shall be paid out under the following circumstances:

- Upon change in job classification any accrued compensatory time off shall be paid out no later than the second pay warrant cycle following the change.
- Once per year during the first payroll of the current fiscal year for all unused compensatory time earned no less than 12 months prior to the annual payout. Example: in July 2025, compensatory time earned from July 1, 2023 through June 30, 2024 will be paid out.

Article 14 – Holidays

No changes to this article.

Article 15 – Evaluations

15.1 Frequency of Evaluations

15.1.1 Permanent Unit Members All permanent Unit Members shall receive a written performance evaluation on the form approved by the District as follows:

- Employees with a regular work year of less than 12-months will be evaluated on or about May 31st for the period from June 1st to May 31st
- Employees with a regular work year of 12 months will be evaluated on or about June 30th for the period from July 1st to June 30th

~~on or about May 1 of each fiscal year, for the period from May 1 to April 30.~~
More frequent evaluations may be performed when there is cause for such an evaluation.

Article 17 – Position Classification

No changes to this article.

Article 23 – Term of Agreement

July 1, 2024⁴ - June 30, 2027⁴

23.1 Term of Agreement

This Agreement shall remain in full force and effect from July 1, 2024⁴, up to and including June 30, 2027⁴. Thereafter, it shall continue in effect automatically until ratification of a binding written agreement by the parties which supersedes this Agreement.

23.2 Reopeners

For 2025²-2026³ and 2026³-2027⁴ negotiations, the reopeners shall be two articles of each party's choosing and Article 8, Compensation and Benefits.

FOR CSEA CHAPTER #270
JOINT COMMUNITY GAVILAN COLLEGE
DISTRICT

FOR GAVILAN
COLLEGE

Diana Seelie
Elizabeth San Ramon
Chapter President

Negotiation Team:

Ryan Shook
Connie Phillips
Chapter Vice President

Diana Seelie
CSEA Lead Negotiator
Saul Salinas
CSEA Unit Member

Dr. Pedro Avila
Superintendent/President

Negotiation Team:

Lucy Alvarez
Director, Human Resources
and Labor Relations

Veronica Martinez

Robin Jackson
Labor Relations Representative

Interim Dean, Enrollment Services
Michelle Anaya
Director, Business Services

Kyle Billups
Director, Information Technology

Marilyn Morikang
Vice President, Administrative Services

Contract Corrections:

APPENDIX B

CLASSIFIED JOB CLASSIFICATION AND TRACKS

JOB CLASSIFICATION - Alphabetical	TRACK	JOB CLASSIFICATION - Alphabetical	TRACK
Academic Scheduling Coordinator	17	Library Technician	10
Accountant	20	Maintenance Lead person	17
Accounting Assistant	14	Mobility Aide	10
Accounting Technician	14	Multimedia Technician	15
Adaptive Services Specialist	15	Office Assistant	10
Admissions/Student Records Technician	13	Payroll Officer	20
Athletic Equipment Technician	11	Program Coordinator	17
Athletic Trainer	20	Program Services Specialist	14
Campus Security Officer	10	Programmer Analyst	22
Campus Support Services Technician	10	Public Information and Marketing Specialist	14
Career and Academic Pathways Spec.	17	Purchasing Agent	16
Career/Transfer Specialist	14	Research Analyst	19
Cashier	13	Senior Accountant	22
Chemistry/Biological Sci. Lab Coordinator	17	Senior Assessment Specialist	15
Computer Center Specialist	15	Senior Financial Aid Specialist	17
Curriculum Specialist	17	Senior Systems Administrator	25
Custodian	10	Senior Systems and Network Engineer	26
Departmental Assistant	12	Senior Instructional Program Specialist	16
Division Assistant	15	Senior Library Technician	13
Facilities Maintenance Worker I	10	Senior Program Services Specialist	17
Facilities Maintenance Worker II	14	Senior Programmer Analyst	26

Facilities Use Scheduler	10	Student Assessment Specialist	13
Financial Aid Specialist	14	Student Life and Engagement Coordinator	18
Financial Aid Technical Analyst	19	Studio Arts Technical Coordinator	17
Financial Aid Technician II	132	Systems Support Specialist	21
Fiscal Analyst	24	Theater Technical Coordinator	17
Groundskeeper	12	Vocational Instructional Specialist	14
Instructional Program Specialist	13	Warehouse Inventory Control Tech	11
Job Developer	13	Web Developer	24
Lead Custodian	12		
Library Systems Technician	15		

APPENDIX C

CLASSIFIED JOB CLASSIFICATION AND TRACKS

JOB CLASSIFICATION - By Track	TRACK	JOB CLASSIFICATION - By Track	TRACK
Campus Security Officer	10	Library Systems Technician	15
Campus Support Services Technician	10	Multimedia Technician	15
Facilities Maintenance Worker I	10	Senior Assessment Specialist	15
Custodian	10	Purchasing Agent	16
Facilities Use Scheduler	10	Senior Instructional Program Specialist	16
Library Technician	10	Academic Scheduling Coordinator	17
Mobility Aide	10	Career and Academic Pathways Spec.	17
Office Assistant	10	Chemistry/Biological Sci. Lab Coordinator	17
Warehouse Inventory Control Tech	110	Curriculum Specialist	17
Departmental Assistant	124	Maintenance Lead person	17
Athletic Equipment Technician	11	Program Coordinator	17
Groundskeeper	12	Senior Financial Aid Specialist	17
Lead Custodian	12	Senior Program Services Specialist	17
Admissions/Student Records Technician	132	Studio Arts Technical Coordinator	17
Cashier	13	Theater Technical Coordinator	17
Financial Aid Technician II	13	Student Life and Engagement Coordinator	18
Instructional Program Specialist	13	Financial Aid Technical Analyst	19
Job Developer	13	Research Analyst	19

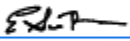
Senior Library Technician	13	Accountant	20
Student Assessment Specialist	13	Athletic Trainer	20
Accounting Technician	143	Payroll Officer	20
Career/Transfer Specialist	14	Systems Support Specialist	21
Facilities Maintenance Worker II	14	Programmer Analyst	22
Financial Aid Specialist	14	Senior Accountant	22
Program Services Specialist	14	Fiscal Analyst	24
Public Information and Marketing Specialist	14	Web Developer	24
Vocational Instructional Specialist	14	Senior Systems Administrator	25
Adaptive Services Specialist	15	Senior Programmer Analyst	26
Computer Center Specialist	15	Senior Systems and Network Engineer	26
Division Assistant	15		


These changes will be effective upon ratification by CSEA Chapter 270, and the Governing Board of Trustees of Gavilan Joint Community College District.

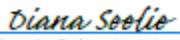
This tentative agreement concludes the successor negotiations for 2024-2025 cycle.


Date: June 20, 2024

For CSEA:



Elizabeth San Ramon (Jun 21, 2024 08:19 PDT)
 Elizabeth San Ramon, CSEA President &
 Lead Negotiator


Connie Phillips (Jun 20, 2024 18:26 PDT)
 Connie Phillips, CSEA Vice President


Diana Seelie (Jun 20, 2024 17:11 PDT)
 Diana Seelie, CSEA Negotiations Team
 Member


Robin Jackson (Jun 20, 2024 20:02 PDT)
 Robin Jackson, CSEA Labor Relations
 Representative

For District:


Lucy Alvarez (Jun 20, 2024 16:59 PDT)
 Lucy Alvarez, Human Resources Director &
 Lead Negotiator


Marilyn Morikang (Jun 20, 2024 20:23 PDT)
 Marilyn Morikang, Vice President of
 Administrative Services


Michelle Anaya (Jun 20, 2024 17:06 PDT)
 Michelle Anaya, Director, Business Services



Kyle Billups (Jun 20, 2024 17:06 PDT)
 Kyle Billups, Director, Information
 Technology

EXHIBIT 2**TENTATIVE AGREEMENT FOR JULY 1, 2025, NEGOTIATIONS**

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
CHAPTER #270**

**TENTATIVE AGREEMENT
2025-2026 REOPENER NEGOTIATIONS
June 11, 2025**

Gavilan Joint Community College District ("District") and California School Employees Association, Chapter #270 ("CSEA") agree to the following:

Article 3 – Association Rights**3.6 Release Time – Association President**

The District agrees to provide the Association President **or designee** released time of two (2) hours a week if necessary.

3.7 Release Time – Delegate

The District shall grant up to five (5) days of paid released time to up to two (2) delegates to attend the CSEA annual conference.

3.8 Release Time – Board Meetings/ **College President's Council**

The District agrees to provide release time or pay to one (1) person designated by CSEA to attend regularly scheduled Board Meetings and **College** President's Council on behalf of CSEA. Release time or pay shall be a maximum of two (2) hours (straight time) per meeting, or the actual length of **attendance at** the meeting; ~~whichever is less~~. The CSEA designee shall give at least two week's notice to his or her supervisor prior to the scheduled meeting.

Article 8 – Compensation and Benefits

The District and CSEA agree to adjust the CSEA salary schedule as follows:

- **For the 2025-2026 fiscal year, salary increase of 3.5%. Additionally, all classified unit members with active assignments at the time of payment will receive a one-time payment in the amount of \$1,250 at the end of December 2025 and another \$1,250 at the end of May 2026.**
- **For the 2026-2027 fiscal year, salary increase of state revenue COLA included in the governor approved budget minus 1% with a guaranteed minimum increase of 1%. Additionally, all classified unit members with active assignments at the time of payment will receive a one-time payment in the amount of \$1,250 at the end of December 2026 and another \$1,250 at the end of May 2027.**

In the event any other employee group receives an ongoing salary increase or one-time off schedule payment for the 2025-2026 or 2026-2027 FY, the same percentage of increase or amount of any one-time payment shall also be conveyed to the CSEA bargaining unit effective July 1st of that year.

Article 10 – Hours

Any changes to this article are enumerated in the parties Memorandum of Understanding dated May 6, 2025 also found here:

<https://go.boarddocs.com/ca/gjccd/Board.nsf/goto?open&id=DGFMSY5CB744>

Article 13 – Leave Provisions**13.10 Report of Absences**

- 13.10.1 It is the responsibility of the employee to notify the employee's supervisor **prior to the start of their shift** ~~as soon as possible, but not later than one (1) hour after reporting time,~~ when an employee cannot report for work, **as is practicable** ~~because of sudden illness.~~ Failure to provide the requested notice may be grounds for ~~denial of leave with pay or other~~ disciplinary action.

Article 14 - Holidays

No changes to this article.

These changes will be effective upon ratification by CSEA Chapter 270, and the Governing Board of Trustees of Gavilan Joint Community College District.

This tentative agreement concludes the reopener negotiations for the 2025-2026 fiscal year.

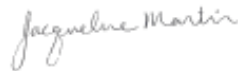
Date: **June 11, 2025**

For CSEA:



Elizabeth San Ramon (Jun 11, 2025 17:08 PDT)

Elizabeth San Ramon, CSEA President & Lead Negotiator



Jacquie Martin, CSEA Vice President



Margie Mastrini, CSEA Negotiations Team Member

For District:



Lucy Alvarez, Vice President of HR & Lead Negotiator




Marilyn Morikang (Jun 11, 2025 17:51 PDT)

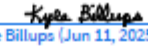
Marilyn Morikang, Vice President of Administrative Services



Michelle Anaya, Director, Business Services

 Robin Jackson (Jun 11, 2025 17:04 PDT)

Robin Jackson, CSEA Labor Relations
Representative

 Kyle Billups (Jun 11, 2025 17:42 PDT)

Kyle Billups, Chief Technology Officer