



AGREEMENT BETWEEN
THE BOARD OF TRUSTEES
OF THE
MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION
AND ITS
MT. SAN JACINTO CHAPTER # 767

July 1, 2021 to June 30, 2024

MSJC
Mt. San Jacinto College

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PREAMBLE

This is an Agreement made and entered into on the 23th day of May 2023 between the Mt. San Jacinto Community College District, hereinafter referred to as "District" and the California School Employees Association and its Chapter #767, hereinafter referred to as "Association."

ARTICLE I: RECOGNITION

1.1 The District confirms its recognition of the Association as the exclusive representative for that unit of employees recognized by the Public Employees Relation Board, except the positions which are properly excluded from the unit as a supervisory/confidential. See Appendix "D."

ARTICLE II: DISTRICT RIGHTS

2.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in but not limited to those duties and powers are the exclusive rights to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing his/hers/them; establish its educational policies, goals, and objectives; ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required and how he/she/they are to be selected; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities and make all space and office assignments; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work in accordance with the law, and take action on any matter in the event of an emergency. In addition, the District retains the right to hire, classify, assign, evaluate, promote, suspend, terminate, and discipline unit members.

Incumbent with the rights set forth above is the right to ensure the orderly operation of the District, which can necessitate the creation of new job classifications and modifications of existing job descriptions. The District acknowledges that certain new job descriptions and modifications to existing job descriptions must be negotiated if required by the EERA and its case law.

Job descriptions that have been duly negotiated with CSEA will be reviewed and ratified by CSEA within 60 days following the conclusion of the negotiations.

- 2.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.
- 2.3 In cases of extreme emergency necessitating closure of the college, suspension of classes or other substantial disruption of District operations, any provisions of this Agreement conflicting with the necessary emergency procedures shall be suspended for the duration of the emergency. The District shall, within one (1) day or as soon as is practicable, meet with Association representatives and attempt to reach an agreement on which sections of this Agreement are affected and for what duration. For purposes of this section, the term "extreme emergency" shall mean sudden and unexpected calamities such as earthquake, fire, flood and other occurrences which interfere with normal operation of the college.

ARTICLE III: NON DISCRIMINATION

- 3.1 Neither the District nor the Association shall unlawfully discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Perceived acts of discrimination shall be addressed immediately. Such discrimination is subject to unfair practice procedures and shall be grievable under Article 13 of this Agreement.

ARTICLE IV: ASSOCIATION RIGHTS

- 4.1 CSEA shall have the following rights in addition to any rights contained in other portions of the Agreement:
- 4.1.1 Access: The right of access to areas in which employees work during non-duty hours, such as lunch and rest periods, provided no interference with District operations.
- 4.1.2 Communications: CSEA shall have the right to use District designated institutional bulletin boards, mail boxes, and other means of communication, subject to reasonable regulation by the District.
- 4.1.3 Use of Facilities: The right to use designated facilities and equipment during release time or non-duty hours, subject to the established sign-up procedures and regulations, provided that the Association bears all materials' costs.

- 4.1.4 Copies of Contract: The District shall provide a copy of this Agreement and any written changes agreed to by parties to any employee who becomes a bargaining unit member after executing this Agreement. The District shall meet its obligation under this section once the contract is accessible on the District's website at <https://www.msjc.edu/humanresources/>. However, the District shall make available a hard copy of this Agreement and any written changes agreed to by the parties to any classified employee who requests a copy after executing this Agreement.
- 4.1.5 Release Time: Reasonable release time shall be available to authorized representatives of the Association to engage in bargaining and processing of grievance per the Educational Employment Relations Act.
- 4.1.6 The Association's authorized representative shall have access to public documents in the District's possession, which relate to wages, hours and other terms and conditions of employment within the Educational Employment Relations Act. Except as otherwise expressly required by law, such access shall be granted only during non-duty hours and at such times so as to minimize interference with normal District operations.
- 4.1.7 CSEA shall have the right to conduct an orientation session for new members of the district's classified bargaining unit conditioned upon the following:
1. CSEA will be provided dates and times the district anticipates conducting orientation for new employees.
 2. The district reserves the right to cancel and/or reschedule an orientation.
 3. Upon conclusion of the district orientation session, and not less than a five minute break, CSEA may conduct an orientation session for up to fifteen minutes.
 4. Employees will be advised by the district and CSEA that him/her/their attendance at the CSEA orientation is voluntary.
 5. CSEA shall be limited to release time for one employee conducting the orientation.

ARTICLE V: HOURS AND OVERTIME

Definitions

- (a) A "Call back" is any request via phone call, email, text or other forms of communications from a supervisor to the unit member to do any work after the end of

his/her/their shift until the beginning of his/her/their next shift, regardless of the request and regardless of where the employee is located at the time of the call back.

- (b) A “emergency” is a sudden, generally unexpected, occurrence or occasion that significantly interferes with District business or presents an immediate threat to District employees or property and requires immediate action. The Association’s right to bargain shall be retained in accordance with Article 2.3. Emergencies shall not be declared capriciously or arbitrarily.

5.1 Workweek/workday: The regular workweek of unit members shall be forty (40) hours and the regular workday eight (8) hours, exclusive of lunch. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District. The District may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The District may establish a 4/10 – 40 hour workweek (consisting of four consecutive ten (10) hour workdays) and a 4/9/4 – 40 hour workweek (consisting of four consecutive nine (9) hour workdays, and four (4) hours on the fifth workday) for unit members. The District shall establish the specific hours of employment, including beginning and ending times, for unit members at each work site, and a unit member's workweek or regular working hours (beginning and ending times) may be changed by the District for legitimate business reasons upon giving ten (10) working days’ notice. The ten (10) working day notice requirement shall not apply to emergency circumstances.

5.2 Lunch Periods: Unit members on duty for four (4) consecutive hours or more shall be entitled to a duty-free lunch period. All unit members who are assigned a daily work schedule of six (6) hours or more are required to take a lunch period, unless an emergency situation arises. The lunch period shall not be less than thirty (30) minutes nor more than sixty (60) minutes and the District shall schedule lunch at or about the midpoint of a full-time unit member's workday, but not more than five (5) hours into the workday.

5.2.1 Unit members receive paid fifteen (15) minute breaks as outlined below. An unpaid lunch break of thirty (30) minutes to one (1) hour is available only when the individual works four (4) or more consecutive hours, based on the chart below.

5.2.2 Breaks are required. Lunch is required.

5.2.3 Breaks and lunch periods are scheduled by the supervisor.* The breaks should take place at the midpoint of the work period, or as close to the midpoint as possible given the need to provide duty coverage.

*

< 4 consecutive hours = no break/no lunch

4.0 to 5.5 consecutive hours = 15-minute paid break or ½ to 1 hour unpaid lunch break

6.0 consecutive hours = one 15-minute paid break and one unpaid lunch break

7.0 to 8.0 consecutive hours = two 15-minute paid breaks and one unpaid lunch

5.2.4 Whenever a break or lunch is interrupted, the remainder of the break or lunch shall be taken in the same day.

5.3 Overtime (Hours): Overtime is any time suffered or permitted by the unit member's immediate supervisor or department administrator in excess of eight (8) hours in any one work day in a 5/8 – 40 hour work week or nine (9) hours in any one day in a 4/9/4 – 40 hour workweek, or ten (10) hours in any one work day of a 4/10 – 40 hour workweek, or any time in excess of forty (40) hours in any calendar week.

Overtime compensation or compensatory time off shall be at a rate equal to one and one-half (1-1/2) times the regular rate of pay for unit members who are directed by his/her/their immediate supervisor or department administrator to perform overtime work. The District acknowledges that unit members are not permitted to volunteer his/her/their own time in an unpaid status to perform duties that are substantially the same as contained in his/her/their job description. For the purpose of computing the number of hours worked, time during which the unit member is excused from work because of holidays, sick leave, vacation, compensated time off or other paid leaves of absence, shall be considered as time worked by the unit member. Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the supervisor shall attempt to identify other qualified unit members desirous of working overtime before directing such unit member to work overtime.

The unit member retains the right of refusal to decline the offer of overtime, without the concern of retaliation, either overt or passive.

5.3.1 Compensatory Time.

Compensatory time off in lieu of overtime pay may be authorized if mutually agreed by the unit member and immediate supervisor. When compensatory time off is authorized in lieu of compensation, the hours off shall be taken subject to prior approval of the immediate supervisor. Compensatory time off must be taken within twelve (12) calendar months following the month the overtime was worked. Compensatory time shall be granted at the rate of one and one-half (1 1/2) times the actual overtime worked. Accumulated compensatory time of forty (40) hours or less may be taken as time off, subject to both employee and immediate supervisor approval. Any accumulated compensatory time in excess of forty (40) hours which is not used by June 30 shall be paid out to the employee at the employee's current rate of pay by August 31st.

- 5.4 Overtime (Days): The workweek for any unit member having an average workday of four (4) hours or more during the week shall consist of no more than five (5) consecutive working days. Such a unit member shall be compensated for any work directed by the District to be performed on the sixth (6th) and seventh (7th) day following the commencement of workweek at a regular rate equal to one and one-half (1-1/2) times the regular rate of pay of the unit member. A unit member having an average workday of less than four (4) hours per day during a workweek shall, for any work required to be performed on the seventh (7th) day following the commencement of his/her workweek, be compensated at a rate equal to one and one-half (1-1/2) times the regular rate of pay of such unit member.
- 5.5 Authorization: No overtime shall be worked by a unit member without specific authorization prior to the work being performed. Authorization may be provided by the employee's immediate supervisor, department administrator, Divisional Vice President, or the President/Superintendent.
- 5.6 Differential Pay: Any unit member that has a regularly scheduled shift which encompasses any hours between 10:00 p.m. of one workday and 6:00 a.m. of the next calendar day, shall receive a differential pay increase. The amount of differential pay shall be equal to three (3) salary level increases on the salary schedule.
- 5.6.1 A unit member may not receive differential pay for hours worked which are subsequently determined to be overtime or compensatory (comp) time.
- 5.7 Call-back: Call back is paid the same as regular hours worked at the employee's current rate of pay, as well as overtime if applicable. Any unit member called back more than one (1) hour after the end of his/her/their regular shift will be compensated for a minimum of two (2) hours or

the actual hours worked whichever is greater, at his/her/their regular rate of pay unless overtime becomes applicable (Article 5.3)

5.7.1 The unit member retains the right of refusal to decline the call back without concern of retaliation, either overt, or passive.

ARTICLE VI: LAYOFF

6.1 In the event the District decides to implement a layoff, or a reduction in hours or voluntary demotion in lieu of layoff, such action shall be taken in accordance with the requirements of the Education Code and affected unit members shall be given the appropriate notice. Prior to implementing a layoff, the District shall give the Association notice at the same time the affected employee is notified.

6.2 Notice of Layoff (Seniority)

The District shall notify California School Employees Association (CSEA) as soon as possible of the proposed layoff prior to notification of affected employees. Following the Board action, employer shall meet with CSEA to review the seniority list, to review the said order of layoff, prior to effective date of layoff, and to negotiate the effects of said layoff.

The District shall notify CSEA of the proposed reduction in hours prior to the Board action, and shall meet with CSEA to negotiate effects of said reduction in hours within ten (10) working days after CSEA has been properly notified.

The District shall notify the affected employee(s) in writing not less than forty-five (45) days (forty-five days begins on postmark or personal delivery following Board adoption of Layoff Resolution) and that shall be not less than (45) days prior to the effective date of the layoff.

The written notice shall include:

- Reason for layoff;
- Effective date of layoff action;
- Seniority placement within class;
- Reemployment rights in same class and in lower classes in which an employee has served;
- Reemployment rights in a lower class in which an employee meets minimum qualification;
- Displacement rights, if any;
- Promotional rights;
- Service retirement options if over fifty (50) years of age;
- Unemployment Insurance Benefits.

6.3 Displacement of Bargaining Unit Work: It is agreed that the employer will not contract work to outside agencies as long as bargaining unit employees are in a layoff status, including but not limited to reduction of hours, layoff reemployment list, demotion to avoid layoff, and/or a change of classification to avoid layoff.

6.4 Maintenance of Benefits:

Health and Welfare: A voluntary reduction in hours to avoid layoff shall not result in loss of eligibility for district contributions to health benefits. Employees who elect service retirement in lieu of layoff shall be eligible for the district contribution toward the health insurance premium for retirees. (See Contract, Article 8.2) The requirement for five (5) years of district service is waived for early service retirement to avoid layoff.

6.5 Order of Layoff:

The order of layoff shall be based on (Seniority within classification) throughout the District.

An employee with the least seniority shall be laid off first. Seniority shall be based on the permanent hire date, plus seniority. Seniority shall be based on hours in paid status in a class and higher related classes. "Hours in Paid Status" is service performed subsequent to date of hire as a regular employee. Service as a substitute, short-term employee, or student worker shall not be included in hours of paid status.

6.6 Displacement Rights:

6.6.1 An employee laid off from his or his/her/their present class may displace the least senior employee in the class;

6.6.2 The least senior employee in a class may bump into a lower class in which the employee has served previously provided the employee has more seniority in the lower class than the least senior employee in the class.

6.6.3 An employee who cannot exercise a displacement right under a and /or b above, may displace another employee in the same family (lower included classification), as defined by the District, in a lower class, providing the laid-off employee has more seniority than the least senior person in the lower class, even though the laid-off employee has not had service in the lower class.

6.6.4 The displacement rights listed above are contingent upon the employee meeting the minimum qualifications as established for the position.

- 6.7 Equal Seniority: If two (2) or more employees in a class subject to layoff have equal seniority, the determination as to who shall be laid-off will be made on the basis of the greater bargaining unit seniority, or if that be equal, the greater hire date seniority, and if that be equal, then the determination shall be made by lot.
- 6.8 Reemployment Rights:
Laid off persons are eligible for reemployment for a period of thirty-nine (39) months in the class from which laid off or in a lower class in which he/she/they have served and shall be reemployed in the reverse order of layoff. His/her/their reemployment shall take precedence over any other person, defined or undefined, in this agreement. In addition, he/she/they shall have the right to apply for promotional positions and use his/her/their bargaining unit seniority therein for a period of thirty-nine (39) months following layoff. An employee on a reemployment list shall be notified of promotional opportunities in accordance with administrative regulations and contract provisions, also members are eligible for reemployment in a lower class in which he/she/they meet minimum qualifications for a thirty-nine (39) month period and shall be reemployed in the reverse order of layoff.
- 6.9 Notification of Reemployment Opening:
Any employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of an opening. Such notices shall be sent by certified mail to the address given to the District by the employee, or by personal contact. The District shall notify CSEA after an employee's third refusal for reemployment within the class from which the employee was laid off. The employee's name shall be removed from reemployment list within the class from which the employee was laid off. Furthermore, the employee's name shall be removed from the reemployment list. It is the responsibility of the laid off employee to keep the District Human Resource Office informed of a current mailing address. The laid off employee shall have his/her/their name restored to the list upon written request to the Vice President of Human Resource.
- 6.10 Employee Notification to District:
An employee shall notify the District of his/her/their intent to accept or refuse reemployment within five (5) working days following postmark of the reemployment notice or personal contact of such notice. If the employee accepts reemployment, the employee must report to work within fourteen (14) calendar days after acceptance. The District may extend these time frames for reasonable cause. An employee given notice of reemployment need not

accept reemployment to maintain the employee's eligibility on the reemployment list, provided the employee notified the District of refusal of reemployment within five (5) working days from receipt of the reemployment notice.

6.11 Voluntary Demotion or Voluntary Reduction in hours:

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in his/her/their former class or to positions with increased assigned time as vacancies become available, and with no time limit, except that he/she/they shall be ranked in accordance with his/her/their seniority on any valid reemployment list.

6.12 Layoff in Lieu of Displacing:

An employee who elects a layoff in lieu of displacing maintains his/her/their reemployment rights under this agreement.

6.13 Rights During Involuntary Thirty-Nine (39) Month Reemployment List:

Upon returning to work, the District shall disregard the break in service of the employee and classify employee as, and restore to employee all the rights, benefits, and burdens of a permanent employee in the class to which he is reinstated or reemployed.

6.14 Retirement in Lieu of Layoff:

An employee who is laid off may elect service retirement and the District shall notify PERS that retirement was due to layoff upon receipt of notification by the employee. Such employee shall within ten (10) workdays prior to the effective date of proposed layoff complete and submit a retirement form provided by the District for this purpose. This employee's name shall be placed on a reemployment list for thirty-nine (39) months.

ARTICLE VII: PAY AND ALLOWANCES:

Regular Rate of Pay: The regular rate of pay for each Unit Member shall be in accordance with the rates established for each classification in accordance with the Classified Salary Schedule, as provided in Appendix I, which is attached and incorporated by reference as part of this agreement.

The Classified salary schedule shall reflect the California State minimum wage increases:

2023 \$15.50/hour

There shall be no step or level that falls below the state minimum wage.

2023-2024 Academic Year

The parties agree to an across-the-board salary increase on-schedule of four and one-half percent (4.5%) retroactive to January 1, 2023. If ratified by June 8, 2023, the District will apply the four and one-half percent (4.5%) increase retroactive to July 1, 2022, to be paid sixty (60) days after full ratification of Tentative Agreement to all currently active employees. The agreement shall not limit or close salary negotiations for the 2023-2024 fiscal year.

7.1 Regular Rate of Pay

Compensation shall include by definition: salary, step, statutory-fringe impact, health and welfare, and additional costs as related to this agreement. Unit members shall be compensated on the negotiated salary schedule according to the following:

7.1.1 Initial Salary Placement: New-hires and rehires may be placed on steps one (1) through four (4) of the salary schedule, based on experience reasonably related to the position being filled. In classified specialist areas, the experience must be in the specialty. For example, someone in the Student Services Assistant classification must have full-time equivalent experience in Admissions and Records, Financial Aid, Counseling, Career Services or Student Government. Exceptions to this rule must be bargained with the appropriate bargaining unit.

7.1.2 Initial placement may be at step one (1) on the schedule when the experience level is less than one (1) year of experience, step two (2) for those one or two years of experience, step three (3) for those with three (3) or four (4) years of experience, and step (4) for those with five (5) or more years of experience.

Step 1	Less than 1 year experience
Step 2	1 or 2 years of experience
Step 3	3 or 4 years of experience
Step 4	5 or more years of experience

7.1.3 Reclassifications: A reclassification is defined as the upgrading of a position to a higher classification or a result of gradual increase of duties being performed by the incumbent in such position. If the change occurs through reclassification or reorganization, the Unit Member’s step placement will be that which provides at least a 9% increase over that of the previous classification not to exceed the highest step of the new level.

7.1.4 Annual Step Movement: All unit members’ three percent (3%) step advancement shall occur on July 1st of each year.

A step advancement may only be delayed if there is a performance evaluation with an overall rating that falls within “unsatisfactory” or “needs improvement”

scores. A written remediation plan must be executed and approved by the Vice President of Human Resources or designee. The remediation period may not exceed six (6) months.

In the event that the District files public notice that current operating standards cannot be met and stipulates the amount of reduced funds, the Board of Trustees may take action to hold all unit members at his/her/their current step due to fiscal considerations. Such action will be taken within thirty (30) days of adopting the final budget (which normally follows within thirty (30) days of passage of the State budget).

7.1.5 Professional Development: Subject to the provisions of the Classified Application for Salary Schedule Advancement (CASA) to promote professional development, all unit members may advance two (2) steps for the first twelve (12) semester units of college-level work completed, and one step thereafter, for a maximum of four (4) steps. Qualified college-level coursework includes units which are completed through an extended course of study (a semester or quarter), enhances the knowledge, skills, competencies, and behaviors required for successful job performance, and meet the following criteria:

- a. The units must be earned from an accredited institution.
- b. The units must be directly job related or part of an approved degree or certificate program.
- c. The units must be earned with a grade of at least a 'C' or "pass" if the course or institution does not offer a letter grade.
- d. The units must be earned at a level above any degrees already obtained or at an equivalent level if it can be clearly demonstrated that the courses will contribute to the professional qualifications of the employee.
- e. The units must be paid for by the employee, and coursework must be completed on the employee's time and outside of the employee's scheduled work hours. Note: There is no tuition reimbursement program at MSJC. If a course is paid for with District or Staff Development funds, the course may not be submitted for salary advancement.
- f. Such units must be approved by the Salary Advancement Committee, which will review the request to ensure that the completed coursework meets the guidelines referenced above.

7.1.6 PERS Contribution: Effective July 1, 2008, the employee's statutory share of the Public Employee's Retirement System contribution shall be paid by the employee.

7.1.7 Competitive Recruitment – If a unit member competes for an open position through the District's recruitment procedures and is selected for the position, the following will apply:

7.1.7.1 Lateral recruitment – Any unit member who successfully applies for a voluntary lateral assignment will be placed at the level of the advertised assignment. Seniority will be retained (step placement).

7.1.7.2 Voluntary demotion – Any unit member who applies for an open recruitment classification which is at a lower level than his/her/their current classification will have his/her/their salary level lowered to the applicable classification. Seniority will be retained (step placement).

7.1.7.3 Higher classification – Any unit member who applies for and is subsequently selected for higher classification through open recruitment will be placed on the salary schedule at the level advertised. A unit member's step placement will be that which reflects experience credit not exceeding step four (4) which provides at least a 9% increase over that of the previous classification.

7.2 Payroll Errors

Any payroll error shall be corrected in a manner consistent with the requirements of the Education Code. In the event of an underpayment, the District shall, within five (5) workdays after receiving notice of such underpayment, provide the unit member with a statement of correction and a supplemental payment drawn against any available funds. In the event of an overpayment, the unit member shall sign a written payroll authorization providing for full reimbursement of the amount overpaid within a reasonable time which shall not exceed six (6) months, consistent with the 25% requirement of the Education Code.

7.3 Mileage

Unit members authorized to use his/her/their personal vehicles on District business shall be reimbursed pursuant to Board resolution regarding mileage reimbursement.

7.4 Compensation During Training

Any unit member required by the District to attend a training program beyond the regular workday or workweek shall be compensated for such extra hours at the appropriate rate of pay. The District shall reimburse the unit member for any registration fee, supplies, and transportation costs (if such program is conducted off District premises) in connection with such training program.

7.5 Working Out of Classification

Any unit member required to work out of classification for a period of more than five (5) or more working days within a fifteen (15) day calendar period shall have his/her/their salary adjusted upward beginning on the sixth (6th) working day in the higher classification for the entire period, from the first (1st) he/she/they are required to work out of classification not to exceed 960 hours within the fiscal year. A Unit Member's step placement will be that which provides at least a 9% increase over that of the previous classification not to exceed the classification levels highest step.

7.5.1 Employees who are assigned to work out of classification will receive and MOU for signature of out of class assignment.

7.6 Bilingual Qualification and Pay

Unit members who are required by the District to regularly provide bilingual assistance (including American Sign Language) to serve the college community will be provided an addition 5% pay for the duration of the assignment.

ARTICLE VIII: HEALTH AND WELFARE BENEFITS

The District proposes all unit members hired on or after July 1, 2023, to offer only VSP, Current unit members who are currently enrolled in EyeMed will continue unless he/she/they change to VSP during open enrollment will no longer be able to switch back to EyeMed effective July 1, 2023.

8.1 The District shall make available to all eligible employees and his/her/their eligible dependents, health insurance, dental insurance, life insurance, and a vision plan.

8.1.1 Employees are not eligible to enroll in group insurance plans as both an employee and as a dependent.

8.1.2 All of an employee's eligible dependents must be enrolled in the same health, dental, and vision plans and may not be enrolled as dependents by more than one District employee.

- 8.1.3 The District shall contribute on behalf of each full-time unit member an amount not to exceed that shown in Appendix F annually toward the existing health, dental, life insurance, and vision plans.
- 8.1.4 In the event the amount of the premium exceeds the maximum District contribution for any participating unit member, the unit member shall pay the difference through payroll deduction.
- 8.2 The District pursuant to Education Code 88035, shall provide unit members who work part-time, benefits “pro-rated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees as compared to eight (8) hours per day, forty (40) hours per week, four (4) calendar weeks per month, or twelve (12) calendar months during the school year”.
- In order to receive the prorated benefits above, the part-time unit member must pay, via payroll deduction or by reimbursement if payroll deduction does not cover the difference between the value of the prorated benefit and the full-benefit corresponding to his/her/their benefits election.
- 8.3 Retiree Health Insurance: Full-time unit members (permanent assignment of thirty-five (35)-forty (40) hours per week) who have served for at least five (5) consecutive years or the equivalent as full-time employees of the District shall be eligible for early retirement benefits as set forth below.
- 8.3.1 In order to qualify for early retirement benefits, a unit member must meet the following conditions:
- a. Satisfy the requirements of paragraph 8.3 above.
 - b. Be at least age fifty (50) at the time of retirement.
 - c. Provide the immediate supervisor and the Human Resources Department at least three (3) months written notice of intent to retire to allow processing of retirement benefits.
- 8.3.2 Beginning the first day of the month following the unit member's retirement, the benefits set forth below shall be provided on behalf of the qualified retiree:

- a. The District shall contribute toward retiree coverage under the available District health insurance plan an amount equal to the annual District dollar contribution for single person coverage. The amount of the contribution shall be established at the rate applicable in the first year of retirement and any increases in premium thereafter shall be paid by the retiree in a manner prescribed by the District. Failure of the retiree to pay such premium increases shall result in immediate loss of coverage.
- b. The amount of District contribution on behalf of the retiree shall be for ten (10) consecutive years following retirement, or until the retiree's death, or until termination of the retiree's participation, whichever occurs first.
- c. The providers and health insurance plan(s) shall be subject to change from year to year.
- d. The retiree shall pay for all costs of retiree's benefits not covered by the amount of District contribution, including deductible costs and dependent coverage.
- e. Retiree benefits shall be subject to all qualifications and requirements of the insurer.

8.3.3 As an alternative to the benefits provided above, Unit Members shall have the option of choosing a 10-year medical benefit plan or 10-year HRA (Health Reimbursement Arrangement) account. Unit members hired after April 12, 2018, will only be offered the 10-year HRA.

- a. The District shall contribute \$8, 500.00 annually toward retiree HRA accounts.
- b. The District shall be responsible for all implementation fees for establishing the HRA accounts. In addition, the District will be responsible for the monthly maintenance fee for plan participants. All other fees incurred by the retirees will be the responsibility of the retirees.

8.4 Permanent part-time Unit Members who have participated in the District Health Benefits Program for, at a minimum, the last five (5) consecutive calendar years prior to voluntary retirement, and that earn the equivalent for full-time assignment shall also be eligible for early retirement benefits as outlined in Article 8.3.1 through 8.3.3 at a pro-rata basis.

8.5 The effective period of the program shall be for the term of the Agreement.

8.6 All unit members shall be provided \$20,000 life insurance paid by the District.

ARTICLE IX: HOLIDAYS

9.1 The District agrees to provide all unit members with the following paid scheduled holidays:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day

Winter Recess – which includes:

- Christmas Day
- Winter Recess
- A day designated in lieu of Admission Day
- Two (2) additional days during the winter recess as designated by the District
- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Spring Break
- Memorial Day

When a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. If the preceding Friday or succeeding Monday also happens to be a holiday, the holiday falling on Saturday or Sunday shall be observed on the preceding Thursday or succeeding Tuesday.

9.2 Holiday Compensation: A unit member required to work on any holiday shall either receive paid compensation, or granted compensatory time off, at the rate of one and one-half (1-1/2) times the unit member's regular pay in addition to the regular pay received for the holiday. Note: The calendar week starts on Sunday and ends on Saturday while the regular workweek begins on Monday and ends on Friday of that week.

9.3 Holiday Eligibility: A unit member must be in paid status on the working day immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay. Note: Leave-without pay is not a paid leave status.

ARTICLE X: EVALUATION PROCEDURES/PERSONNEL FILES

10.1 Permanent unit members shall be evaluated by the District at least biennially (at least once every two (2) years) typically within thirty (30) days before or after the unit member's anniversary date. However, any unit member whose performance falls below standards in the overall rating,

shall not advance an annual step on the salary schedule until the overall evaluation is rated as meeting standards. Also see Article X, section 10.6.

10.2 Unit members hired after the full ratification of the May 12, 2016, Tentative Agreement on probationary status shall be subject to evaluation at least twice typically prior to the fifth month and eleventh month of the twelve (12) month probationary period for unit members. Unit members who receive a promotion to a new position/classification shall serve a six (6) month probation period in the new position/classification and shall be subject at least twice typically prior to the third month and fifth month of the six (6) month probationary period. Evaluations of a permanent employee which result in denial or postponement of a pay increase shall be grievable to the extent he/she/they are alleged to violate the procedural aspects of the evaluation article. The substance of any such evaluation shall not be grievable. Under these circumstances, evaluations of permanent employees which result in an overall rating of “unsatisfactory” or “needs improvement” may be subject to grievance to the extent he/she/they constitute procedural violations. All other alleged violations are specifically excluded from the grievance article of the Agreement.

Evaluations which result in denial of a step on the salary schedule must be procedurally accurate. Employees who are denied a step on the salary schedule under this article will receive another evaluation within ninety (90) calendar days. If the overall evaluation is rated as meeting standards, the step gets reinstated on the date of the re-evaluation.

10.3 The evaluator shall be the unit member's immediate supervisor, unless otherwise designated by the District. The evaluator shall not belong to the classified bargaining unit.

10.4 The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member's signature signifies only that the unit member has read the document and has been provided the opportunity of attaching a written response which shall become part of the unit member's permanent record. Completed evaluation forms shall be placed in the personnel file of the employee.

10.5 No evaluation of a unit member shall be placed in the unit member's personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation shall include specific recommendations for improvements. The unit member shall have the right to review any derogatory evaluation during working hours.

- 10.6 The District retains its prerogative to make additional evaluations, as it deems necessary.
- 10.7 Information of a derogatory nature shall not be entered or filed into a unit member's personnel file unless and until the unit member is given notice and an opportunity to review and comment thereon. The unit member shall sign and date such material to acknowledge receipt thereof. The unit member shall have the right to enter, and have attached to any such derogatory statement, his/her/their own comments thereon. Such review shall take place during normal business hours, and the member shall be released from duty for this purpose without salary reduction. This section shall not apply to; 1) ratings, reports or records which were obtained prior to employment of the unit member; 2) material prepared by identifiable examination committee members; or 3) materials obtained in connection with a promotional examination.
- 10.8 An authorized representative of the CSEA may review a unit member's personnel file with the written consent of the unit member. The scheduling and extent of such review shall be the same as though the unit member were examining his own file.
- 10.9 The formal evaluation form to be utilized by the District is appended hereto as Appendix A.
- 10.10 This Article shall not be subject to the grievance procedure.

ARTICLE XI: LEAVES

- 11.1 **Bereavement Leave:** Unit members shall be entitled to three (3) days, leave of absence without loss of salary on account of the death of any member of his/her/their immediate family. Unit members may utilize a maximum of five (5) days of leave of absence for bereavement of a covered family member. Bereavement leave taken over three (3) paid days may be unpaid or a unit member may choose to utilize his/her/their available vacation, personal necessity leave, comp time, or available sick leave. A covered "family member" is defined as a spouse, child, parent sibling, grandparent, grandchild, domestic partner, or parent-in-law. Bereavement leave may also be utilized for any relative in the immediate household or another person designated by the Vice President of Human Resources. Unit members shall be entitled to a maximum of five (5) days leave of absence without loss of salary on account of the death of any member of his/her/their immediate family if travel out of state or a round trip of 500 miles is required. A covered "family member" is defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Bereavement

leave may also be utilized for any relative in the immediate household or another person designated by the Vice President of Human Resources.

- 11.2 Jury Duty: Unit members required to be in court for mandatory jury duty during working hours shall be entitled to paid leave in the amount of the difference between the unit member's regular earning and the amount of juror's fees received, excluding allowances for meals, mileage, or parking. A unit member whose regular work shift begins prior to 3:00 p.m. must return immediately to the District if released from jury duty before the midpoint of his/her/their work shift. Unit members called for jury duty shall give the District at least 24 hours advance notice. The District may require unit members absent on jury duty to submit verification from the court indicating the reporting and release time.

For any unit member that has a regularly scheduled shift with any hours outside of the hours of 7:00 AM to 6:00 PM Monday-Friday, the immediate supervisor or department administrator must temporarily adjust the employee's work schedule to a day shift effective midnight the first day of the employee's jury service, whether on-call or reporting in-person, until the employee is released from jury duty. Employees will not lose shift differentials while serving jury duty.

- 11.3 Military Leave: A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty.
- 11.4 Sick Leave: Full time unit members shall accrue twelve (12) days (96 hours) leave of absence for illness or injury each fiscal year.

11.4.1 Part-time unit members shall earn sick leave on a pro rata basis.

11.4.2 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member shall not be eligible to take more than six (6) days, or the proportionate amount to which he/she/they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the District.

- 11.4.3 Pregnancies and disabilities arising out of pregnancies shall be considered as a medical leave for the purposes of utilizing sick leave.
- 11.4.4 If a member of the bargaining unit does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.
- 11.4.5 Members of the bargaining unit absent due to surgery, serious injury or illness for more than five (5) consecutive assigned workdays shall be required to submit a medical release from a physician to Human Resources prior to being permitted to return to work. A member absent for more than five (5) workdays shall notify the District of his/her/their approximate return date.
- 11.4.6 Members of the bargaining unit may be required to submit to medical examinations, at the District's expense, at the discretion of the District.
- 11.4.7 Additional (Extended) Leave: Unit members shall once a fiscal year be credited with 100 days of extended sick leave (less the unit member's annual sick leave allotment) at the rate of 50% of the unit member's regular salary. Leave will be paid as per the California Education Code and Administrative Policy 7340.
- 11.4.8 Reemployment List: When all available paid leaves of absence have been exhausted and if the unit member is not medically able to assume the duties of his/her/their position, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months. A unit member who has been placed on a reemployment list, as provided in this section, who has been medically released to return to duty and who fails to accept an appropriate assignment (per Article 6.9 Notification of Reemployment Opening) shall be dismissed.
- 11.5 Industrial Accident and Illness Leave: Unit members shall be entitled to industrial accident and illness leave in accordance with the following provisions:
- 11.5.1 A unit member suffering an injury or illness arising out of and in the course and scope of his/her/their employment shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from

year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

11.5.2 Payment for wages lost on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of this state, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensatory time off or other available leave provided by law or the action of a governing board, the unit member shall endorse to the District wage loss benefit checks received under the Worker's Compensation laws of this state.

11.5.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial or illness leave under this section has been exhausted, entitlement to other sick leave, vacation, or other paid leave will then be used. If, however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this section, he/she/they shall be entitled to use only so much of his/her/their accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

11.5.4 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a re-employment list for a period of 39 months (per Article 11.4.8 Reemployment List).

11.5.5 Leave under this section shall commence on the first day of absence and the District may require a physician's report as verification of illness or injury due to industrial accident or illness.

11.5.6 Any unit member receiving benefits as a result of this section shall, during periods of injury or illness, remain within the state of California unless the governing board authorizes travel outside the state.

MSJC will be terminating participation in State Disability Insurance (SDI) effective January 1, 2020

11.6 Personal Necessity Leave: Unit members may, at the employee's election, use Seven (7) days (56 hours) of absence for illness or injury earned pursuant to Section 11.4 in cases of Personal Necessity for personal business which cannot be attended to outside the regular duty day. Such reasons may include, but not be limited to, any of the following per fiscal year:

- a. Death of a member of his/her/their immediate family.
- b. Accident involving his/her/their person or property, or the person or property of a member of his/her/their immediate family.
- c. Appearance in court as a litigant or as a witness under an official order.
- d. Appointments that cannot be scheduled outside of normal business hours.

No earned leave in excess of seven (7) days may be used in any school year for leave under this section. Request for personal necessity leave shall usually be submitted to the immediate supervisor for approval with the specific reason for the request. Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the unit member, or any relative living in the immediate household of the unit member. If for good reason, the unit member may submit the request directly to the Vice President of Human Resources. The Vice President of Human Resources may approve the request on behalf of the supervisor.

11.7 Kin Care Leave: One-half (48 hours) of the absence for illness or injury under Section 11.4 of this Agreement may be used by a unit member as "Kin Care" leave to attend to the illness of a child/stepchild, parent/stepparent, spouse/domestic partner of the employee, grandparent, grandchild, sibling or designated person per fiscal year. "Kin Care" is in addition to the personal necessity leave already provided in Section 11.6 (Labor Code § 233). In the event that a unit member has exhausted his/her/their discretionary/Kin Care leave, vacation time may be used to attend to the illness of a child/stepchild, parent/stepparent, spouse/domestic partner, of the employee, grandparent, grandchild, sibling or designated person with supervisor or department administrator approval. If for good reason, the unit member may submit the request directly to the Vice President of Human Resources. The Vice President of Human Resources may approve the request on behalf of the supervisor.

11.8 Catastrophic Leave: The District shall offer a catastrophic leave program for unit members. The District shall have the authority and responsibility to adopt the rules, regulations, and guidelines necessary to implement the program in conformance with Education Code § 87045.

- 11.9 Leave Conversion: Whenever a unit member can provide adequate information and/or documentation to verify that another leave, other than the one originally approved, is more appropriate the District shall convert the leave accordingly.
- 11.10 Unauthorized Leave: Any unit member absent without being on approved leave shall have deducted from his/her/their salary the appropriate amount covering such period. The District reserves the right to take any appropriate disciplinary action against such unit member.
- 11.11 Break in Service: No absence under any paid leave provisions of this article shall be considered as a break in service for any unit member who is in a paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.
- 11.12 Additional Leave: The District may grant, in addition to the leaves set forth herein above, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.
- 11.13 Authorized Leave Verification: Prior to approval of any paid or unpaid leave, the District may require a unit member to furnish supporting documentation such as a doctor's certificate, affidavit or other documentation, on forms prescribed by the District, as verification of illness or other reason for authorized leave. Verification may be required when the District has reason to question the validity of any request for approved leave.
- 11.14 Except for regular sick leave unit members are required to contact Human Resources prior to or immediately after entering any leave status under this Article. Human Resources will assist the unit member to properly document and report leaves authorized under this Article. In order to assist unit members and to ensure he/she/they are accorded the complete benefits associated with each category of leave, to which he/she/they are entitled, all unit members are required to contact Human Resources prior to or as soon as practical, but no more than three (3) days after beginning any leave of absence (paid or unpaid).
- 11.15 Parental Leave:
- 11.15.1 "Parental Leave" shall mean leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

- 11.15.2 Eligibility for Parental Leave: All unit members who have been employed for 12 months with the District are entitled to utilize parental leave. The District will request proof of parental status to authorize parental leave.
- 11.15.3 All eligible unit members are entitled to up to 12 workweeks of parental leave in any 12-month period.
- 11.15.4 A unit member is entitled to take parental leave in intermittent periods within the 12-month period beginning; however, the aggregate amount of parental leave taken shall not exceed 12 workweeks in the 12-month period. Intermittent parental leave must be taken in minimum leave durations of two weeks at a time. A unit member may be granted a parental leave request of less than two weeks no more than two times in a 12-month period.
- 11.15.5 Paid leaves will be applied in coordination with eligible leave (FMLA/CFRA/PDL) and California Education Code 88196.1
- 11.15.6 Parental leave runs concurrently with unpaid parental leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA) for a total of 12 workweeks during any 12-month period.

ARTICLE XII: Vacancies and Transfers

12.1.0 Definitions

- 12.1.0.1 A “transfer” is defined as a change of work site location of a unit member within the District.
- 12.1.0.2 A “voluntary transfer” is defined as a transfer initiated by the unit member.
- 12.1.0.3 An “involuntary transfer” is defined as a transfer initiated by the District.
- 12.1.0.4 “Arbitrary” shall mean a course of action not based on reason or judgment but based on personal will or discretion without regard to rules or standards.
- 12.1.0.5 “Capricious” shall mean a course of action subject to, led by, or indicative of sudden and unpredictable change.

- 12.1.0.6 “Vacancies” shall mean classified positions that are newly created, unoccupied, or about to become vacant.
- 12.1.0.7 “Substitute” employee shall mean any person hired to replace a Classified employee who is temporarily absent from duty. (Ed 88003(b), AP 7236)
- 12.1.0.8 “Professional Expert” shall mean any person who is employed on a temporary basis for a specific project regardless of length of employment. (Ed 88003(a), AP 7236)
- 12.1.0.9 “Short term” employee shall mean any person employed to perform a service for the district, upon the completion of which the services required, or similar services will not be extended or needed on a continuing basis. (Ed 88003(c), AP 7236)

12.1 Voluntary Transfers: The procedures for voluntary transfers shall be as follows:

- 12.1.1 Notice of all job vacancies within the bargaining unit shall be advertised to unit members via email. The Association may post announcements throughout the District on bulletin boards in prominent locations at each District work site. The Chapter President upon written request shall be provided with the names of the unit member(s) who applied for the vacancy upon completion of the recruitment process.
- 12.1.2 The job vacancy shall remain open for a period of six (6) working days, during which time unit members may apply for a lateral transfer/voluntary demotion.
- 12.1.3 Only unit members who have completed his/her/their probationary period may apply and if he/she/they meet the minimum qualifications will be granted an interview which shall occur prior to interviewing external candidates.
- 12.1.4 The District may conduct an open competitive recruitment simultaneously with the internal lateral transfer.
- 12.1.5 Final selection, if any, may be made from all qualified applicants.

12.1.6 An approved transfer resulting from the request of a unit member shall not establish a probationary period.

12.1.7 Voluntary transfers shall not be denied for arbitrary or capricious reasons.

12.2 Involuntary Transfer: Transfers of bargaining unit members may be initiated by the administration at any time such transfer is in the best interest of the District as determined by the administration, only after consideration of all relevant factors, including the impacts and effects on the employee and the hardship which may be imposed on the employee because of distance, etc.

The affected unit member involved, and the Chapter President shall be given ten (10) working days' written notice, absent emergency circumstances. If requested by the unit member, a conference will be held between the appropriate administrator and the unit member in order to discuss the reasons for the transfer.

Involuntary transfers shall not be made for arbitrary or capricious reasons.

ARTICLE XIII: GRIEVANCE PROCEDURE

13.1 A "grievance" is a formal written allegation, on the prescribed District form, by a grievant alleging he/she has been adversely affected by the interpretation, application and/or violation of this Agreement.

13.2 A "grievant" is a unit member or a unit member authorized to file a grievance on behalf of the Association.

13.3 A "day" is any day in which the central administrative office of the District is open for business.

13.4 The "immediate supervisor" is the lowest level supervisor having immediate jurisdiction over the grievant and who has been designated to adjust grievances.

13.5 Informal Level: A unit member's grievance must be submitted orally in an informal conference with the unit member's immediate supervisor within ten (10) days after the act or omission giving in rise to the grievance, or ten (10) days after the unit member, through the exercise of reasonable diligence, should have had knowledge of the act or omission that gave rise to the grievance. At the time of the conference, the unit member may be accompanied by a CSEA representative.

13.6 Formal Level:

Step 1: If the matter is not resolved at the informal conference the grievant must, within ten (10) days after the informal conference, present his/her/they grievance in writing to

his/her/their immediate supervisor. This shall be a clear, concise statement of the grievance, the decision rendered at the informal conference and the specific sections of the Agreement allegedly violated, misapplied, and/or misinterpreted and the specific remedy sought. A grievance may include more than one (1) unit member provided the issue is the same.

The supervisor shall communicate his/her/their decision to the unit member in writing within ten (10) days after the receipt of the written grievance.

Step 2: In the event the grievant is not satisfied with the decision rendered by the supervisor, he/she/they may appeal the decision to the Vice President of Human Resources or his/her/their designee in writing within ten (10) days after receipt of the supervisor's decision. This appeal must include a copy of the original grievance, the decision rendered by the immediate supervisor, and the reason for the appeal. The Vice President of Human Resources, or his/her/their designee, will communicate a decision in writing within ten (10) working days after receipt of the appeal.

Step 3: In the event grievant is not satisfied with the decision rendered by the Chief Human Resources Officer or his/her/their designee, he/she may appeal the decision to the governing board within ten (10) working days after receipt of the decision. The appeal must include a copy of all grievance documents.

Within thirty (30) days after receipt of the appeal, the governing board shall hold a meeting between the administration and the grievant. Both parties shall be given an opportunity to present an oral argument and the governing board, after reviewing the written record, shall render a decision which shall be final.

- 13.7 Representation: A unit member shall have the right to present grievances in accordance with these procedures with the assistance of the Association.
- 13.8 Association Notification: In any instance where the Association is not represented in a grievance, the Association shall be notified of the intended disposition of the grievance ten (10) days prior to final action by the District. The Association may respond in writing within the ten (10) day period.
- 13.9 Waiver: The failure of the grievant to act within the prescribed time limits stated in this Article will act as a waiver of the grievance.

- 13.10 Denial and Appeal: The failure of the District to issue a decision within the time limit at any step shall be deemed a denial and permit the grievant to proceed to the next step.
- 13.11 Expedited Grievance: In cases where the immediate supervisor is not involved, the grievance may be initiated at Step 2.
- 13.12 Grievance Forms: The appropriate grievance form is appended to this Agreement as Appendix B.

ARTICLE XIV: DISCIPLINE

- 14.1 Disciplinary Procedures: A permanent classified employee may be demoted, suspended, or dismissed by the Superintendent or his designee only for cause as provided in procedures set forth herein. This policy shall not apply to layoffs for lack of work or funds. The term "discipline," for purposes of this article, shall mean a suspension without pay for more than five (5) working days, involuntary demotion (except layoff), or termination.
- 14.2 Exclusion of Probationary Employees: The provisions of this article shall apply only to permanent employees. Probationary employees are subject to disciplinary action without appeal up to and including termination at the sole discretion of the District.
- 14.3 Grounds for Suspension, Demotion, or Dismissal of Permanent Employees: The grounds for suspension, demotion, or dismissal of a permanent employee shall be for cause as determined by the Board, which shall include, but not be limited to, the causes set forth in Appendix E.
- 14.4 Notice of Proposed Disciplinary Action to Permanent Employees: Notice to a permanent employee of proposed disciplinary action shall be deemed sufficient when it is delivered in person to the employee or when it is deposited in the U.S. Certified Mail, postage prepaid and addressed to the last known address of the employee. The notice shall contain the following:
- 14.4.1 A statement of the specific acts and omissions upon which the proposed disciplinary action is based;
- 14.4.2 A statement of the cause(s) for the proposed disciplinary action;
- 14.4.3 If it is claimed that the employee has violated a rule or regulation of the District, a statement of the rule or regulation;
- 14.4.4 A statement of the action proposed to the Board;
- 14.4.5 A statement that the employee has a right to a hearing on such charges if demanded within five (5) working days after the employee receives notice;
- 14.4.6 A card, or paper, the signing and filing of which with the Board shall constitute a demand for hearing and denial of all charges;

- 14.4.7 Copies of materials, if any, which support the charges and a copy of this policy;
- 14.4.8 A statement that the employee has a right to representation.
- 14.4.9 In the event a permanent employee elects to respond to the notice of proposed disciplinary action, the employee shall be provided the opportunity for a due process hearing (Skelly) before a designee of the District that is not party to the proposed action, either as a supervisor initiating the proposed disciplinary action or as a direct witness to the proposed charges. The employee may elect to respond orally and/or in writing to the designee of the District regarding the notice of proposed disciplinary action.
After the permanent employee has had an opportunity to respond to the notice of proposed disciplinary action and has not requested an opportunity to respond or has failed to request an opportunity to respond within five (5) calendar days, a decision by the District shall be made whether to proceed with disciplinary action.

14.5 Hearing on Suspension, Demotion, or Dismissal of Permanent Employee:

- 14.5.1 When a timely request for a hearing has been served upon the Board in accordance with Section 14.4.5, the Board or its designee shall, within fourteen (14) calendar days after receiving the request, schedule a hearing within thirty (30) calendar days from the date the request for hearing is received. The employee shall be given at least five (5) working days written notice of the time and place of the hearing and such hearing shall be closed unless the employee submits a written request for a public hearing.
- 14.5.2 The president of the Board or his/her/their designee shall preside over the hearing and rule on questions of procedure and evidence. The Board may, in its discretion, select a hearing officer to conduct the hearing in lieu of the Board. The hearing officer shall, within seven (7) calendar days after the hearing, submit written findings and a proposed decision to the Board.
- 14.5.3 Oral evidence shall be taken only on oath or affirmation. Each party shall have the right to call and examine witnesses; to introduce exhibits, to cross-examine opposing witnesses; to impeach any witness regardless of which party first called him/her/them to testify; and to rebut the evidence against him/her. If the accused employee does not testify in his/her/their own behalf, he/she/they may be called and examined as if under cross-examination.

- 14.5.4 The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing and examining other evidence but shall not be sufficient standing by itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that he/she/they are otherwise required by statute to be recognized at the hearing. Irrelevant and unduly repetitious evidence shall be excluded.
- 14.5.5 If the hearing is conducted before the Board, it shall prepare written findings and a decision. If the hearing is conducted before an impartial hearing officer, the Board shall review the records, including the findings, and the Board may accept, reject or modify the proposed decision. In acting upon the hearing officer's recommendation, the Board may take supplemental evidence, as it deems necessary, in order to make a final decision. The Board shall render its written decision within twenty-five (25) calendar days after the close of the hearing, and its determination of the sufficiency of the cause for disciplinary action shall be conclusive.
- 14.6 Waiver of Hearing on Suspension, Demotion, or Dismissal of Permanent Employee: If the employee fails to make a timely request for a hearing, the Board may act upon the charges without a hearing and impose such disciplinary action, if any, as it deems appropriate.
- 14.7 Disciplinary Action Imposed by The Board: If the Board finds that sufficient cause exists it may impose disciplinary action proposed by the District Superintendent or his/her/their designee or it may impose such other disciplinary penalty as it deems appropriate.
- 14.8 Immediate Suspension Without Pay of Permanent employee: Notwithstanding the requirements of Section 14.4 above, if the Superintendent or his/her/their designee determines that pending a Board hearing on the suspension or dismissal of a permanent employee, the continued presence of such employee constitutes a threat to the health, safety or welfare of individuals on campus or a threat to the property of such individuals or the District, the District may immediately suspend the employee without pay in accordance with the following procedures:

- 14.8.1 The administration shall meet with the employee, advising the employee of the charges and the proposed action, and give the employee an opportunity to respond to the charges.
- 14.8.2 Whenever practicable, the conference between the employee and the administration shall be conducted prior to completion of the suspension, but in any event the District shall schedule the conference within five (5) working days from the time that the suspension is implemented.
- 14.8.3 The administration shall give the employee a copy of the written charges and any written materials upon which the charges are based within five (5) working days from the time the suspension is implemented.
- 14.9 Compensation for Loss of Salary During Suspension Without Pay: If the employee is suspended immediately pursuant to the procedures set forth in Section 14.8, the employee shall be compensated for any pre-hearing loss of salary resulting from such a suspension not upheld by the Board.
- 14.10 Short Term Suspension (Suspension for Five Days or Less): The Superintendent or his/her/their designee may suspend a permanent classified employee without pay for up to five (5) working days without regard to the procedures set forth in this policy. Prior to imposing such a suspension, the employee shall be informed in writing of the reasons for the action and he/she/they shall be given an opportunity to respond to the Superintendent or designee. The employee may appeal the suspension to the Board, provided a written request therefore is filed in the Superintendent's office within five (5) calendar days following the first day of suspension. If an appeal is timely filed, the Board shall review the written record and, without a formal hearing, issue its decision within thirty (30) calendar days after the request for appeal was filed.
- 14.11 Policy Application: This policy shall not be construed to diminish the District's authority to take disciplinary action in accordance with the law, including such actions as are authorized by Education Code § 88123. The procedures provided for herein shall be the sole and exclusive administrative due process available to challenge disciplinary actions and short-term suspensions.

ARTICLE XV: VACATION

The needs of the District as determined by management shall receive first consideration in the

scheduling of vacations. The District shall have the right to deny scheduled vacations should he/she/they inhibit or impede the efficient operations of the District, college business, the instructional program and/or the unit member's required activities. The District reserves the right to adjust requested vacation times so that vacation times will not interfere with the orderly carrying out of the necessary business of the District.

Vacation requests must be submitted at least two (2) weeks in advance in writing to the employee's supervisor and shall be subject to approval by the supervisor. The supervisor shall respond to the request in writing within five (5) business days. If a Unit Member is requesting more than 7 days' vacation, he/she/they must request it at least thirty (30) days in advance. If two members from the same unit are simultaneously requesting the same time off seniority will be a consideration in the approval process. Vacations will not be unreasonably denied.

15.1 Accumulation: Unit members shall accrue annual vacation as follows:

15.1.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement, unless the first day of employment is the first working day of the month.

15.1.2 Full-time unit members shall earn vacation at the rate of eight (8) hours per month during the first two (2) years of employment (12 days for 12 months); at the rate of 9.33 hours per month beginning with the third year through the fifth year (14 days for 12 months); at the rate of 10.67 hours per month beginning with the sixth year through the tenth year (16 days for 12 months); at the rate of twelve (12) hours per month beginning with the eleventh year through the fifteenth year (18 days for 12 months); and at the rate of 13.33 hours per month beginning with the sixteenth year of employment (20 days for 12 months). Unit members working less than full time shall earn vacation on a pro rata basis.

15.1.3 Working and paid status are defined as providing paid service to the District and is limited to paid vacation, sick leave, holiday pay, and compensatory time off. Paid status does not include periods of absence-without-pay and extended periods of illness where a unit member has become eligible to receive compensation as required under EC 88196. Any employee who is in "a paid status for less than one-half the working days in a month shall have his/her/their vacation credit accrued on the basis provided in EC 88197.

15.1.4 No vacation will accrue for periods the member is in an unpaid status.

<u>Hours Worked</u>	<u>0 Through 2 Years</u>	<u>3 Through 5 Years</u>	<u>6 Through 10 Years</u>	<u>11 Through 15 Years</u>	<u>16 Years and Over</u>
173.33 Hrs.	8 Hrs.	9.33 Hrs.	10.67 Hrs.	12 Hrs.	13.33 Hrs.
346.6	16	18.66	21.34	24	26.66
519.9	24	27.99	32.01	36	39.99
693.2	32	37.32	42.68	48	53.32
866.5	40	46.65	53.35	60	66.65
1039.8	48	55.98	64.02	72	79.98
1213.1	56	65.31	74.69	84	93.31
1386.4	64	74.64	85.36	96	106.64
1559.7	72	83.97	96.03	108	119.97
1733.0	80	93.30	106.70	120	133.30
1906.3	88	102.63	117.37	132	146.63
2079.6	96	111.96	128.04	144	159.96

- 15.2 Initial Six Months: Earned vacation shall not become a vested right and available to be taken until completion of the initial six (6) months of employment.
- 15.3 Resignations and Retirement: Upon termination of employment or retirement, unit members shall be paid for earned vacation which has not been used.
- 15.4 Vacation Scheduling:
- 15.4.1 All earned vacation must be taken prior to June 30 of the year following the fiscal year in which it was earned. If the employee fails to utilize all earned and accrued vacation or is not permitted to take his/her/their earned and accrued vacation, the amount not taken shall accumulate for use in the next year. All earned vacation in excess of one year's accrual which is not used by June 30 of the second year (24 months), will be paid out at the employee's current rate of pay by August 31st.
- 15.5 Prior Approval: All vacations must be approved in advance by the unit member's immediate supervisor and shall be taken at a time which is least disruptive of District operations.
- 15.6 Unauthorized Vacation: Any unit member absent without being on approved vacation leave shall have deducted from his/her/their salary the appropriate amount covering such period. The District reserves the right to take any appropriate disciplinary action against such unit member.

15.7 Hourly Employees: Vacation benefits for unit members employed on an hourly basis shall be equal to other unit members but shall be computed on an hourly basis, 173.3 hours being equal to one full month of employment.

15.7.1 Vacation earned for partial months shall be prorated accordingly.

15.7.2 Any unit member absent without being on approved vacation leave shall have deducted from his/her/their salary the appropriate amount covering such period. The District reserves the right to take any appropriate disciplinary action against such unit member, including termination.

15.7.3 Vacation Pay: Vacation pay shall be based upon the unit member's salary at the time the vacation is taken.

15.7.4 Vacation Pay Upon Termination: Upon termination a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination.

15.7.5 Any Unit Member who is not absent and uses no portion of the sick, personal necessity, or kin care leave bank during the entire fiscal year shall be entitled to three (3) additional vacation days for the following fiscal year. Any Unit Member who uses only one (1) banked days leave during the entire fiscal year shall be entitled to two (2) additional vacation days for the following fiscal year. Any Unit Member who uses only two (2) leave banked days during the entire fiscal year shall be entitled to one (1) additional vacation day for the following fiscal year.

ARTICLE XVI: ORGANIZATIONAL SECURITY AND SEVERABILITY PROVISION

16.1 The District and Association recognize the right of unit members to form, join and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join or participate in employee organization activities.

16.2 Any unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the District a written statement authorizing deduction of unit membership dues in the Association. Such authorization shall continue in effect from year-to-year unless revoked in writing. Pursuant to such authorization, the District shall deduct one-tenth (1/10) of

such annual dues from the regular salary warrant of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.

16.3 The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.

16.4 The employee shall, as a condition of employment, be required to either join the exclusive representative or pay his/her/their fair share service fee.

16.4.1 The recognized employee organization shall indemnify and hold the public school employer harmless against any reasonable legal fees, legal costs, and settlement or judgment liability arising from any court or administrative action relating to the school district's compliance with this section. The recognized employee organization shall have the exclusive right to determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried, or appealed. This indemnification and hold harmless duty shall not apply to actions related to compliance with this section brought by the exclusive representative or district employees against the public school employer.

ARTICLE XVII: SAVINGS AND SEVERABILITY PROVISION

17.1 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid except to the extent permitted by law, but all other provisions will continue in full force and effect. The parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for the severed Article or Section.

ARTICLE XVIII: COMPLETION OF MEET AND NEGOTIATION

18.1 During the term of this agreement, the Association and the District mutually and 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, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time he/she/they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.

- 18.2 For the 2021-22 and 2022-23 contract years, negotiations are complete and the contract is closed. For the contract years 2023-24, either the District or CSEA shall be entitled to reopen negotiations on Pay and Allowances (Article VII) Health and Welfare Benefits (Article VIII) plus up to two other articles for the 2023-24 academic year, the parties will Sunshine his/her/their initial proposals on or before December 1, 2022 and shall begin negotiations January, 2023 for academic year 2023-24..

ARTICLE XIX: SAFETY

- 19.1 **Reporting:** Unit members have a responsibility to advise the District immediately of any conditions on school premises which constitute an unreasonable danger to the health, safety, or welfare of students, employees, or the public.
- 19.2 **Safety Committee:** The District shall allow for unit member representation on any committee appointed by the District for the purpose of investigating, developing, and promulgating safety programs which significantly affect unit members.

ARTICLE XX: CONCERTED ACTIVITIES

- 20.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Association or by its officers, agents, or unit members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.
- 20.2 The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slow-down, or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those employees to cease such action.
- 20.3 It is agreed and understood that any employee violating this Article may be subject to discipline up to and including termination by the District.

20.4 It is understood that in the event this Article is violated, the District shall be entitled to withhold from the Association any rights, privileges or services provided for in this Agreement or in the District policy.

ARTICLE XXI: JOB CLASSIFICATION AND RECLASSIFICATION OF A POSITION

The District shall maintain a system of classification for all positions pursuant to Education Code Section 88003.

For purposes of this agreement, “reclassification” shall mean the upgrading of a position to a higher classification as a result of the gradual increase of duties being performed by the incumbent in the position. (EC 88001 (f))

21.1 The Reclassification Procedure will be an annual, collaborative process between the Association and the District. Requests for reclassification shall be considered in accordance with the following procedures and timelines within the current fiscal year:

October 1- January 31	Reclassification requests submitted to Human Resources
	Receipt confirmation of Reclassification Request sent to employee.
February 1 - March 31	Reclassification review by the committee
April 1 - April 15	Classification Review Committee makes recommendations and prepares a report for the Executive Cabinet
April 16 - May 15	Recommendations to Executive Cabinet for review, consideration and final decision
May 15 - May 30	All applicants notified of decision by Human Resources
	Approvals forwarded to Business Services for budget purposes
	Reclassifications submitted for Board approval (June Board meeting)
July 1	Approved reclassifications will become effective (immediately following the current fiscal year)

21.2 Requests for reclassification may be submitted by a unit member or the unit member’s immediate supervisor. If completed by the unit member’s immediate supervisor, the supervisor shall obtain the unit member’s signature prior to submission to Human Resources.

- 21.3 Requests shall be submitted on a Reclassification Review Form (Appendix H)
- 21.4 Requests may only be submitted between October 1 and January 31.
- 21.4.1 Requests for reclassification review will be allowed no sooner than twelve (12) months from the last reclassification review request of this position if the previous reclassification request was denied. If the previous reclassification was approved, a request for a review of the position will be allowed no sooner than twenty-four (24) months from the last request.
- 21.5 Reclassification Review Forms must be submitted to Director of Human Resources by January 31. The committee will review requests for reclassification within the following two months, February, and March.
- 21.6 Committee Process
- 21.6.1 The committee will be composed of two (2) representatives appointed by the Vice President of Human Resources and two (2) CSEA 767 members appointed by the Chapter President and the Director of Human Resources who will serve as the committee chair. Both CSEA 767 and the District will appoint a minimum of two (2) alternates to serve as needed.
- 21.6.2 CSEA will notify Human Resources of its committee members and alternates by July 1, of each year.
- 21.6.3 The District and CSEA 767 shall mutually agree upon training and methodology. All committee members, including alternates, must be trained prior to reviewing Reclassification Review Forms.
- 21.6.4 All committee members must be in attendance for the committee to meet. If an alternate replaces a committee member, that alternate will serve in place of that member for the duration of the cycle.
- 21.6.5 If it is determined that there are duties assigned to a position that are not appropriate for the current classification, the position will be recommended for a change to an appropriate classification, or the inappropriate duties shall be removed from the position.

- 21.7 The recommendations of the committee shall be forwarded to Executive Cabinet (Superintendent/President, Vice President of Instruction, Vice President of Business Services, Vice President of Human Resources and Vice President of Student Services) for review no later than April 16. The Executive Cabinet shall have from April 16 to May 15 for review and consideration of the committee's recommendations and the employee will be notified of the Executive Cabinet's decision. The decision of the Executive Cabinet is final and shall not be grievable.
- 21.8 Approved Reclassifications will be placed on the June Board agenda for Board approval and will be effective July 1, of that same year. In the event the process is not completed by July 1, any approved reclassification shall be retroactive to July 1 of that year.

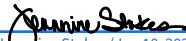
ARTICLE XXII: TERM

This agreement shall begin July 1, 2021 and remain in effect up to and including June 30, 2024.


Signed and entered into this 19th day of July, 2021.

MT. SAN JACINTO COMMUNITY
COLLEGE DISTRICT

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION AND ITS CHAPTER #767


Jeanine Stokes (Jan 10, 2024 14:13 PST)

Veronica Perez


Gary G Snyder (Jan 10, 2024 15:11 PST)



Stephanie Cason

Tara Pyle

Jenner Pickens

Camille R. Perry

Jeffrey George

CLASSIFIED PERFORMANCE EVALUATION REPORT

NAME		SITE/DEPARTMENT		CHECK HERE [<input type="checkbox"/>] IF THIS IS AN ADDITIONAL PERFORMANCE EVALUATION. PREVIOUS EVALUATION DATE _____	
POSITION		EMPLOYEE STATUS		RATING FOR PERIOD ENDING _____	
BARGAINING UNIT	MONTHS OF EVALUATION (<i>Probationary Employee Only</i>) Jan___ Feb___ Mar___ Apr___ May___ June___ July___ Aug___ Sep___ Oct___ Nov___ Dec___				

NOT OBSERVED	*UNSATISFACTORY	**NEEDS IMPROVEMENT	MEETS STANDARDS	***EXCEEDS STANDARDS	SECTION A – GENERAL														
					PERFORMANCE FACTORS					0	1	2 3	4 5	6	OBSERVANCE OF WORK HOURS				
					EVALUATOR or IMMEDIATE SUPERVISOR must check each factor in appropriate column.					0	1	2 3	4 5	6	ATTENDANCE				
										0	1	2 3	4 5	6	HEALTH AND/OR SAFETY PRACTICES				
										0	1	2 3	4 5	6	OPERATION AND CARE OF EQUIPMENT				
										0	1	2 3	4 5	6	WORK ATTITUDE AND INTEREST				
0	1	2 3	4 5	6	QUALITY OF WORK					0	1	2 3	4 5	6	WRITTEN AND ORAL COMMUNICATION SKILLS				
0	1	2 3	4 5	6	VOLUME OF ACCEPTABLE WORK/PRODUCTIVITY														
0	1	2 3	4 5	6	KNOWLEDGE OF WORK														
0	1	2 3	4 5	6	JOB/TRADE SKILL LEVEL														
0	1	2 3	4 5	6	WORK JUDGMENTS														
0	1	2 3	4 5	6	INITIATIVE														
0	1	2 3	4 5	6	INTERPERSONAL CONTACT SKILLS WITH PUBLIC, STAFF, AND/OR STUDENTS														
0	1	2 3	4 5	6	ACCEPTANCE OF DIRECTION AND/OR CHANGE														
0	1	2 3	4 5	6	EFFECTIVENESS UNDER STRESS														
0	1	2 3	4 5	6	COMPLIANCE WITH DISTRICT RULES, REGULATIONS, AND POLICIES														

*** SECTION B –	When employee EXCEEDS STANDARDS , indicate specific job strengths and/or areas of superior performance in this section.
*** SECTION C –	Record SPECIFIC GOALS/IMPROVEMENT PRO-GRAMS to be undertaken during the next evaluation period.
*** SECTION D –	When necessary, note significant job performance deficiencies or specific behavior deficiencies along with specific guidelines for improvement in this section AND DISCUSS WITH EMPLOYEE.

<p><u>OVERALL EFFECTIVENESS TO THE</u></p> <p><u>SITE/DEPARTMENT</u></p> <p>[] EXCEEDS STANDARDS Often</p> <p>[] MEETS STANDARDS Consistently</p> <p>[] NEEDS IMPROVEMENT Often fails to</p> <p>[] UNSATISFACTORY Consistently fails to</p>

EVALUATOR/IMMEDIATE SUPERVISOR

Signature *Title*
Date

ADMINISTRATOR (If necessary): If none, so indicate

Signature *Title*
Date

EMPLOYEE: I certify that this report has been discussed with me. I also understand my signature below does not necessarily indicate agreement, and that I have twenty (20) days to make written comments about this evaluation which will be attached and made a part of my permanent personnel file.

EMPLOYEE'S COMMENTS: _____

 EMPLOYEE'S SIGNATURE _____ DATE: _____

ORIGINAL – Personnel File YELLOW – Employee

PINK – Evaluator/Immediate Supervisor

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

Classified Services Grievance Form – Level I
(Forms are available in Human Resources)

Submission of Complaint: All portions of this section must be completed by the grievant.

Grievant's Name: _____ Date: _____

Statement of Grievance (include date and time): _____

Section of agreement allegedly misinterpreted or violated:

Date of informal conference with administrative supervisor:

Signature

Upon completion of this section, grievant shall present the original (white copy) pink and canary copies to immediate supervisor. Goldenrod copy should be retained by grievant.

Immediate Supervisor's Response: _____

Date

Signature

Upon completion of this section, immediate supervisor shall retain original (white copy), present pink copy to grievant, and forward canary copy to the Superintendent/President.

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

Classified Services Grievance Form – Level II

(Forms are available in Human Resources)

Appeal to Chief Human Resources Officer: All portions of this section must be completed by the Grievant. The pink copy of the completed Grievance Form – Level I must be attached.

Reason for Appeal:

Remedy Sought:

Date

Signature

Superintendent/President's Response:

Date

Signature

Upon completion of this section, the Chief Human Resources Officer shall retain original and forward pink copy of the completed Grievance Forms – Level I and yellow copy Level II to Grievant, and pink copy of Level II to grievant's immediate supervisor.

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

Classified Services Grievance Form – Level III
(Forms are available in Human Resources)

Appeal to Board of Trustees: All portions of this section must be completed by the Grievant. The pink copy of the completed Grievance Form – Level I and yellow copy of Level II must be attached.

I hereby request that the grievance outlined on the attachments be reviewed by the Board of Trustees.

Date

Signature

Upon completion of this section, grievant shall present original and yellow copy and all attachments to the Chief Human Resources Officer. Pink copy should be retained by the Grievant.

Board's Reply:

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

ANNUAL DUES RATE

Effective November 2017

Annual Salary

Annual Dues Rate

\$ 0-24,500

1.5% of Annual Salary

\$24,500 and over

\$472.50

Mt. San Jacinto Community College District
SUPERVISORY/CONFIDENTIAL LIST

Administrative Associate III to Superintendent/President	C
Coordinator, Business Services/Risk Management	C
Coordinator, CalWORKs	S
Coordinator, Instructional Support	S
Coordinator, Library Services	S
Coordinator, Transfer & Articulation	S
Executive Assistant to the Vice President of Business Services	C
Executive Assistant to the Vice President of Human Resources	C
Executive Assistant to the Vice President of Instruction	C
Executive Assistant to the Vice President of Student Services	C
Human Resources Analyst	C
Human Resources Technician	C
Site Supervisor, CDEC	S
Supervisor, Accounting	S
Supervisor, Accounts Payable	S
Supervisor, Bookstore	S
Supervisor, Computer Applications	S
Supervisor, Community Education and Workforce Training	S
Supervisor, District Maintenance and Operations	S
Supervisor, Facilities	S
Supervisor, Financial Aid	S
Supervisor, Instructional Technology Support	S
Supervisor, Network Technology	S
Supervisor, Payroll	S
Supervisor, Planning, Research & Grants	S
Supervisor, Senior Enterprise Stores	S

Including any other confidential & supervisory position not otherwise listed above.

CLASSIFIED EMPLOYEES CAUSES FOR DISCIPLINARY ACTION

1. Incompetence or inefficiency in the performance of the duties of his/her/their position. Inattention to or dereliction of duty.
2. Insubordination or unethical or disgraceful conduct while on duty, including, but not limited to, refusal to do assigned work.
3. Carelessness or negligence in the performance of duty or in the care or use of District property.
4. Offensive or abrasive conduct.
5. Dishonesty.
6. Drinking alcoholic beverages while on duty or reporting for duty while intoxicated.
7. Illegal possession or use of narcotics.
8. Conviction of any criminal offense or of a misdemeanor involving moral turpitude.
9. Revocation of any license needed for employment in a specific position.
10. Repeated and unexcused absence or tardiness.
11. Abandonment of position.
12. Incapacity due to mental or physical disability, to be determined by a medical examination.
13. Falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, time sheets or cards, absence forms, or any other District records.
14. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the Board or by any appropriate state, federal or local government agency.
15. Conviction of a sex offense as defined in Education Code Sections 88022, 44009, 87009, 44010, 78010, and 87011.
16. Political activity during assigned hours of duty.
17. Inability or failure to perform assigned duties in a satisfactory manner.
18. Willful mistreatment of the public or of fellow employees, or other willful misconduct that is injurious to public service.
19. Willful or persistent violation of the Education Code or rules of the Board.

20. Advocacy of or membership in any group which advocates overthrow of federal, state or local government by force, violence or other unlawful means.
21. Violation of any conduct specified in Section 1028 of the Government Code. (Applies to relationships with the Communist Party.)
22. Also see Board Policy #7365

APPENDIX F
MT. SAN JACINTO COMMUNITY COLLEGE
District Contributions towards H/W Medical, Dental, Vision & Group Life

DISTRICT EMPLOYEES (Classified):

2023-2024:

EFFECTIVE July 1, 2023, Appendix F to be revised to state as set forth below:

35-40 Hours Per Week Employees

Single: 100% for all HMO Plans

Single: \$12,000 for PPO Plans

2-Party: \$ 13,200 for HMO, PPO Plans

EE + spouse + child(ren): \$13,200 for HMO, PPO Plans EE+ Spouse+Child(ren) —16,950.00 for HMO, PPO Plans

32-34 Hours Per Week Employees (80% of District FT Contribution)

30-31 Hours Per Week Employees (75% of District FT Contribution)

24-29 Hours Per Week Employees (60% of District FT Contribution)

20-23 Hours Per Week Employees (50% of District FT Contribution)

19 Hours Per Week Employees (47.5% of District FT Contribution)

As of: 7/1/2023

**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
CLASSIFIED SALARY LEVEL PLACEMENT**

CLASSIFICATION TITLES	LEVEL
Accountant	27
Accounting Assistant II	11
Accounting Assistant III	16
Accounting Assistant IV	22
Administrative Associate I	13
Administrative Associate II	16
Administrative Associate III	21
Administrative Associate IV	27
Adult Education Data Specialist	18
Alternate Media Specialist	22
Art Gallery Coordinator	23
ASC Deaf and Hard of Hearing Services Coordinator	23
Assistant Athletic Coordinator	14
Athletic Trainer	27
Audio Visual Systems Engineer	31
Audio Visual Integration Specialist	28
Audiovisual Systems Technician	17
Automotive Store Keeper	11
Buyer	17
Cafe Assistant	9
Campus Safety Officer	14
Campus Safety Specialist	17
Career Pathways Specialist, CTE	24
Cashier	13
Child Development & Education Center Assoc. Teacher	9
Child Development & Education Center Office Specialist	19
Child Development & Education Center Teacher	11
Child Development & Education Center Master Teacher	17
Class Scheduler and Information Specialist	24
Clerical Assistant	9
Computer Network Coordinator	24
Computer Systems Technician	20
Computer Systems Specialist	24
Coordinator of Instructional Technology & Support Services	23
Curriculum Specialist	17
Custodian	11
Enrollment Compliance Technician /Program Support Specialist	20

Family and Community Resource Specialist	17
Financial Aid Compliance Technician	20
Financial Aid Program Coordinator	24
Financial Aid Systems Analyst	24
Financial Aid Technician I	15
Financial Aid Technician II	18
Food Services Coordinator, CDEC	16
General Services Technician	13
Graphic Arts Technician	18
Groundskeeper	13
Helpdesk/Computer Support Technician	17
Help Desk Technician	14
Instructional Aide I	15
Instructional Aide II	20
Instructional Aide III	23
Instructional Aide IV	26
Instructional Design Specialist	24
Instructional Laboratory Technician I	20
Instructional Laboratory Technician II	23
Instructional Laboratory Technician III	26
Instructional Network Helpdesk Coordinator	19
Instructional Support Specialist	24
International Student Program Specialist	15
Job Developer, CalWORKs	14
Lead Print Shop Technician	20
Library Technician I	8
Library Technician II	14
Library Technician III	17
Makerspace Specialist	23
Maintenance Technician	17
Network Engineer	30
Network Technician	24
Office & Technical Support Coordinator	24
Outreach Specialist	17
Performing Arts Technician I	8
Performing Arts Technician II	14
Performing Arts Technician III	21
Print Shop Technician II	8
Print Shop Technician III	11
Print Shop Technician IV	17
Purchasing Assistant	11

Research Analyst	32
Scholars Program Assistant	13
School Certifying Official, Veteran Affairs	24
Senior Accounting Specialist	21
Senior Buyer	27
Senior General Services Technician	14
Senior Groundskeeper	15
Senior Maintenance Technician	22
Senior Network Engineer	34
Senior Programmer Analyst	34
Senior Systems Engineer	34
Senior Textbook Coordinator	15
Software User Liaison, Student Services	20
Special Programs Assistant I	15
Special Programs Assistant II	18
Special Programs Assistant III	24
Sports Information Officer	24
Student Athlete Scholars Program Coordinator	20
Student Services Assistant II	14
Student Services Assistant III	17
Student Services Assistant IV	20
Student Support Services Specialist	16
Support Services Assistant II, Bookstore	9
Systems Administrator	26
Systems Engineer	30
Textbook Coordinator	11
Tutorial Services Specialist	20
Web Coordinator	26

Revised 6/13/2023

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

RECLASSIFICATION REVIEW FORM

Name:	Supervisor's Name and Title:
Current Classification/Requested Classification & Level:	Work Phone Number:
Campus/Department::	Is the Immediate Supervisor Statement signed?
	(Required) <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYEE'S STATEMENT

In three to five sentences below, briefly and accurately describe **any essential job duties and/or functions that have been added, changed or removed.**

JOB FUNCTIONS: DUTIES AND RESPONSIBILITIES

The following information you provide is the most important part of this documentation. Please provide the information in a manner so that anyone reviewing this information will be able to understand. **PLEASE CLEARLY INDICATE THROUGHOUT THE RECLASSIFICATION REVIEW FORM IF CHANGES IN DUTIES ARE TEMPORARY OR PERMANENT.**

Avoid abbreviated, vague, or abstract words, such as "assists," "handles," "keeps," or "prepares," unless you describe how you assist, what you prepare, etc. For example:

BE SPECIFIC & CONCISE (see below)

- Receives, opens, time stamps, and distributes incoming mail
- Calculates, verifies, and posts billing amounts
- Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time

DON'T BE VAGUE (See below)

- Assists in handling mail
- Prepares final billings
- Keeps records

Please review your most recent job description and:

List the essential job functions you perform in order of their importance. Typically, most jobs have 8 to 10 essential job functions that are the most critical. If you need more space, attach additional pages.

FREQUENCY	Provide the approximate percent of time you spend on each essential duty. The total of all percentages should not be more than 100 percent.		
IMPORTANCE	1 = MINOR	2 = AVERAGE	3 = CRITICAL
New Duty	Provide date that new duty was added		
Ongoing Duty	Indicate with a "yes" or "no"		

Essential Functions	Frequency (% of time)	Importance	New Duty	Ongoing Duty

Are any of the duties described above outside the scope of your description (out-of-class)? If so, please describe below (add pages if necessary):

Other duties: List other tasks/duties not previously listed that you perform occasionally as part of your job. If you need more space, attach additional pages.

Task / Duty	Estimate Time Spent in Hours/Week/Days/Month

IMPACT AND SCOPE

List services and/or any work products directly generated as a result of the tasks and duties you perform (e.g., policies, guidelines, budgets, reports, letters, memos, computer-generated printouts, profit and loss statements, etc.). List the receiver/contact for each of these services/work products (include internal and external contacts).

Services/Work Product(s)	Internal Contact's Name/Title	External Contact's Name/Company

Authority: Has your level of authority changed from what is indicated in your most recent job description?

For example:

YES NO

- Decision Making Authority
- Ensure Compliance with Laws, Codes and Standards
- Supervisory or Lead Authority

If yes, describe changes in level of authority below:

Budget: Has your level of budget authority changed from what is indicated in your most recent job description? (e.g., plan, model, prepare, review, monitor, approve, etc.)?

YES NO

If yes, describe changes to duties and responsibilities below:

Amount of operating budget for which you are responsible, if any \$ _____

SUPERVISION / DIRECTION

Supervision/Direction received: Please select one of the following that best describes the type and amount of supervision that your position receives.

- My supervisor frequently checks my job activities.
- I work alone on routine or regular work assignments and check with my supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.
- I receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. I plan, and/or determine specific procedures or equipment required to meet assigned objectives, and I solve non-routine problems. I refer only unusual matters to my supervisor.
- I work from broad policies and towards general objectives. I refer specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.
- I work from general directives or broadly defined missions of the organization.

From whom do you receive work assignments?

Name	Title

Supervision/direction given: Do you directly supervise employees (including conducting performance evaluations)?

- YES NO

Indicate the total number of employees supervised directly: _____ and indirectly: _____

Supervision/direction given: Do you perform "Lead" duties? YES NO

List the employees you directly supervise or lead (include name, classification and status). If you supervise or lead more than ten employees, you may list only the job titles and number of people supervised:

What type of supervision/lead do you provide? Please select all of the supervisory/lead duties you perform, the level of your authority, and indicate whether you perform this activity for employees, non-employees (e.g. volunteers), or both.

- STATUS** FTE = Full-time employee
 PT = Part-time/Intermittent employee/Student Worker
 TEMP = Temporary or Contract employee

Job Title and Number of Staff Supervised	Type of Supervision (direct or of lead)	FTE	PT/TEMP	STUDENT
	<input type="checkbox"/> Direct <input type="checkbox"/> Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Direct <input type="checkbox"/> Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Direct <input type="checkbox"/> Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Direct <input type="checkbox"/> Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Direct <input type="checkbox"/> Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What type of supervision/lead do you provide? Please select all of the supervisory/lead duties you perform, the level of your authority, and indicate whether you perform this activity for employees, non-employees (e.g. volunteers), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Supervise work of others on specific projects or on a daily basis, please specify below: 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Approve overtime and/or leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Evaluate performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Take corrective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Resolve complaints and/or problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
Other – Specify:: 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee

PLANNING / DECISION MAKING

If you develop or assist in developing policies or procedures for your functional area, or the organization as a whole, describe this activity below:

List below any formal guidelines, standards, regulations, etc. within which your job must be performed:

EMPLOYEE STATEMENT CONCLUSION

If there are other **NEW OR REMOVED** aspects of your job not covered in this documentation that are important in understanding your job content please describe below.

Employee Signature

Date

IMMEDIATE SUPERVISOR'S STATEMENT

It is the responsibility of the employee to submit completed and signed documentation to Human Resources by January 31st.

Employee Name:	Supervisor's Name and Title:
Employee's Current Classification:	Campus/Department:
Work Phone Number:	Supervisor's Phone Number:

SUPERVISOR AND/OR MANAGER RESPONSIBILITY:

It is the responsibility of the supervisor and/or manager to inform the area Vice President that a reclassification request has been submitted.

There are two essential cautions you should observe:

- Under no circumstances should you change or alter the employee's document.
- Do not make any statements or comments about the employee's work performance, competence or qualifications.
- This documentation will be used to evaluate the **duties that constitute the position**, not the performance or qualifications of the employee. Attach additional sheets if necessary.

Please check the boxes that apply:

- I have reviewed the documentation submitted by the employee.
 I have no additional comments
 I have additional comments below:

1. Does the current job description accurately reflect the tasks, duties and responsibilities that are actually required of this position? If not, please clarify:

2. Do you agree with the other additional information given by the employee? If not, please clarify:

3. What, if any additional information should be considered?

 Immediate Supervisor's Signature

 Dean/Vice President

 Date

 Date

**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
CLASSIFIED MONTHLY SALARY SCHEDULE**

(4.5% Increase - Effective 7/1/2022 - Board Approved 6/8/2023) - Schedule ID: 200

Row/Level	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate	Monthly Rate
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2-810-002	SPECIAL PROGRAMS ASST II
2-810-003	SPECIAL PROGRAMS ASST II
2-810-004	SPECIAL PROGRAMS ASST II
2-813-002	SPECIAL PROGRAMS ASST III
2-816-001	ASSESSMENT SPECIALIST
2-819-001	NURSING SPECIAL PROGRAMS ASST
2-830-003	STUDENT SERVICES ASST II
2-830-005	STUDENT SERVICES ASST II
2-830-007	STUDENT SERVICES ASST II
2-830-011	STUDENT SERVICES ASST II
2-830-013	STUDENT SERVICES ASST II
2-831-001	STUDENT SERVICES ASST II/RPB
2-831-002	STUDENT SERVICES ASST II/RPB
2-840-002	STUDENT SERVICES ASST III
2-840-009	STUDENT SERVICES ASST III
2-840-010	STUDENT SERVICES ASST III
2-840-013	STUDENT SERVICES ASST III
2-840-014	STUDENT SERVICES ASST III
2-843-001	ENRLMNT COMPLIANCE TECH/PROGRAM SUPPORT SEC
2-843-002	ENRLMNT COMPLIANCE TECH/PROGRAM SUPPORT SEC
2-843-003	ENRLMNT COMPLIANCE TECH/PROGRAM SUPPORT SEC
2-843-004	ENRLMNT COMPLIANCE TECH/PROGRAM SUPPORT SEC
2-843-005	ENRLMNT COMPLIANCE TECH/PROGRAM SUPPORT SEC
2-843-006	ENRLMNT COMPLIANCE TECH/PROGRAM SUPPORT SEC
2-845-001	STUDENT SERVICES ASST IV
2-845-002	STUDENT SERVICES ASST IV
2-848-001	INTERNATIONAL STUDENT PROGRAM COORDINATOR
2-860-003	LIBRARY TECHNICIAN II
2-860-004	LIBRARY TECHNICIAN II
2-860-005	LIBRARY TECHNICIAN II
2-870-001	LIBRARY TECHNICIAN III
2-870-003	LIBRARY TECHNICIAN III
2-881-001	FINANCIAL AID COMPLIANCE TECHNICIAN
2-902-001	AUDIO/VISUAL INTEGRATING SPECIALIST

Position - TTS	Position Title
2-054-001	CTE CAREER PATHWAYS SPECIALIST
2-091-001	LEAD STUDENT SERVICES ASSISTANT
2-092-001	SUPPLEMENTAL INSTRUCTION SPECIALIST
2-105-001	FINANCIAL AID SYSTEMS ANALYST
2-242-002	INSTRUCTIONAL DESIGN SPECIALIST
2-242-003	INSTRUCTIONAL DESIGN SPECIALIST
2-242-005	INSTRUCTIONAL DESIGN SPECIALIST
2-244-001	INSTRUCTIONAL NETWORK HELPDESK COORD
2-285-001	ADMIN COMPUTER NETWORK COORD
2-290-002	SOFTWARE USER LIAISON
2-294-002	ALTERNATE MEDIA SPECIALIST
2-361-001	STUDENT ATHLETE SCHOLARS PROGRAM COORD
2-363-001	SCHOLARS PROGRAM ASSISTANT
2-365-001	TUTORIAL SERVICES SPECIALIST
2-365-002	TUTORIAL SERVICES SPECIALIST
2-371-001	HELP DESK TECHNICIAN
2-379-001	JOB DEVELOPER
2-423-001	LEAD ATHLETIC GROUNDSKEEPER
2-425-001	LEAD FACILITIES ASSISTANT, GROUNDS
2-425-002	LEAD FACILITIES ASSISTANT, GROUNDS
2-430-003	FACILITIES ASSISTANT IV
2-440-002	FACILITIES ASSISTANT V
2-440-003	FACILITIES ASSISTANT V
2-440-005	FACILITIES ASSISTANT V
2-460-001	ATHLETIC TRAINER
2-461-001	ATHLETIC TRAINER/RPB
2-473-001	ASSISTANT ATHLETIC COORDINATOR
2-474-001	SPORTS INFORMATION OFFICER
2-490-001	SUPPORT SERVICES ASSISTANT II, BOOKSTORE
2-490-002	SUPPORT SERVICES ASSISTANT II, BOOKSTORE
2-499-001	FOOD SERVICE COORDINATOR
2-515-001	ACCOUNTANT
2-515-002	ACCOUNTANT

2-515-004	ACCOUNTANT
2-515-005	ACCOUNTANT
2-515-006	ACCOUNTANT
2-543-003	ACCOUNTING ASSISTANT IV
2-543-004	ACCOUNTING ASSISTANT IV
2-543-005	ACCOUNTING ASSISTANT IV
2-543-006	ACCOUNTING ASSISTANT IV
2-543-007	ACCOUNTING ASSISTANT IV
2-543-009	ACCOUNTING ASSISTANT IV
2-598-001	RESEARCH ANALYST, RESEARCH & PLANNING
2-654-001	BUYER
2-693-001	GRAPHIC ARTS TECHNICIAN
2-705-001	NETWORK TECHNICIAN II
2-705-003	NETWORK TECHNICIAN II
2-705-004	NETWORK TECHNICIAN II
2-705-007	NETWORK TECHNICIAN II
2-705-009	NETWORK TECHNICIAN II
2-705-010	NETWORK TECHNICIAN II
2-708-001	INST TECH AV SUPPORT TECH II
2-710-006	NETWORK TECHNICIAN III
2-710-007	NETWORK TECHNICIAN III
2-710-008	NETWORK TECHNICIAN III
2-711-001	COMPUTER SYSTEMS TECHNICIAN III
2-715-001	NETWORK TECHNICIAN IV
2-715-002	NETWORK TECHNICIAN IV
2-715-003	NETWORK TECHNICIAN IV
2-717-001	INSTRUCTIONAL SYSTEMS TECHNICIAN III, DISTANCE ED
2-740-001	SENIOR PROGRAMMER ANALYST
2-740-002	SENIOR PROGRAMMER ANALYST
2-740-004	SENIOR PROGRAMMER ANALYST
2-742-001	WEB COORDINATOR
2-763-001	INSTRUCTIONAL SUPPORT SPECIALIST
2-766-001	ADMINISTRATIVE ASSOC IV
2-801-001	SPECIAL PROGRAMS ASST I/RPB

2-903-001	CDEC ASSOCIATE TEACHER
2-903-009	CDEC ASSOCIATE TEACHER
2-906-001	CDEC TEACHER
2-909-001	HELPDESK/MEDIA SUPPORT TECH/RPB
2-916-002	CDEC MASTER TEACHER
2-916-003	CDEC MASTER TEACHER
2-916-007	CDEC MASTER TEACHER
2-916-008	CDEC MASTER TEACHER
2-916-009	CDEC MASTER TEACHER
2-935-001	INSTRUCTIONAL AIDE IV
2-940-001	AUTOMOTIVE STOREKEEPER
2-941-001	AUTOMOTIVE STOREKEEPER/RPB
2-980-001	PERFORMING ARTS TECHNICIAN II
2-985-001	PERFORMING ARTS TECHNICIAN III
2-985-002	PERFORMING ARTS TECHNICIAN III
2-985-003	PERFORMING ARTS TECHNICIAN III