

**2023-2024**

**Collective Bargaining Agreement**

**Between**

**Snowline Joint Unified School District**

**And**

**Snowline Teachers' Association**

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## **Article 1. Term of Agreement**

- 1.1 This Agreement is made and entered into upon the date the last party ratifies it, between the Snowline Joint Unified School District (hereinafter "District") and the Snowline Teachers' Association (hereinafter "STA").
- 1.2 This Agreement is effective on the date of ratification by the last party and shall remain in full force and effect up to and including June 30, 2026 or until the new agreement is reached; abiding by the parameters of the Negotiating Procedures Article.
- 1.3 Re-openers: For each year of this agreement, each party shall have the option to re-open two (new or existing) articles, in addition to salary and health and welfare benefits.
- 1.4 The Board shall not reduce or eliminate any benefits or professional advantages which were enjoyed by Unit Members as of the effective date of this Agreement unless otherwise provided by the express terms herein or applicable State and Federal laws and regulations.
- 1.5 This Agreement shall supersede any rules, regulations or practices of the Board or STA which are contrary to or inconsistent with the terms herein.
- 1.6 The provisions of this Agreement shall not be interpreted or applied in a manner which is arbitrary, capricious or discriminatory. Rules which are designed to implement the Agreement shall be uniform in application and effect.

## Article 2. Recognition

2.1 The Snowline Joint Unified School District (hereinafter "District") recognizes the Snowline Teachers Association (hereinafter "STA") as the exclusive representative for all full-time and regular part-time certificated employees:

### 2.1.1 Represented Certificated Employees

- Contracted Teachers
- Counselors
- Teachers on Special Assignment
- Designated Subjects Career Technical Education Teachers

### 2.1.2 Non-Represented Certificated Employees

- Substitute Teachers
- Nurses
- Speech Therapists
- Personnel declared by District as Certificated Managers

2.2 "Bargaining Unit Members" or "Unit Members," as used in this Agreement, refers to any employee who is included in the bargaining unit stated in Section 2.1.1 above.

### **Article 3. District Rights**

- 3.1 It is understood and agreed that the District retains all of its duties, powers, and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, these duties and powers are the exclusive right to: determine its organization; take appropriate legislative action; direct the work of its unit members; determine the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means, of providing them; establish its educational philosophy, policies, goals, and objectives; ensure the rights and educational opportunities of students; determine staffing patterns and the kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out services and/or work to be done in accordance with law; and to take action on any matter in the event of an emergency.
- 3.2 In addition, the District retains the right to select, hire, classify, assign, evaluate, train, promote, suspend, terminate and discipline unit members.
- 3.3 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 judgement 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.

## Article 4. Association Rights

- 4.1 All association business, discussions, and activities will be conducted by unit members or Association officials outside established work hours as defined for regular teachers, counselors and other represented personnel. Such business, discussion and activities will be conducted in places other than District property, except when: (a) an authorized Association representative obtains at least twenty-four (24) hours advanced permission from the superintendent or designee regarding the specific time, place, and type of activity to be conducted; (b) the superintendent or designee can verify that such requested activities and use of facilities will not interfere with the school programs and/or duties of unit members, and will not directly or indirectly interfere with the right of employees to refrain from listening or speaking with an Association representative, and (c) the superintendent or designee can verify that the use of the facility is consistent with law. Association use of District facilities shall be subject to the Civic Center Act, and the District's policies implementing the Act.
- 4.2 The Association may use the school mailboxes and bulletin board spaces designated by the superintendent subject to the following condition: the Association will not post or distribute information which contains political campaign materials. The Association President shall be notified, in writing, whenever a violation of this Article occurs.
- 4.3 The Association may use District electronic mail service for routine communications to unit members consistent with applicable Board Policies, Administrative Regulations and Electronic User Agreements, and provided such use does not interfere with the duties and responsibilities of unit members. All communications shall be dated and the Association's identification clearly defined.
- 4.4 The District will post this Collective Bargaining Agreement on its website and will distribute an electronic copy to all members of the bargaining unit.
- 4.5 The Association may have the opportunity to present announcements and reports at the close of faculty meetings.
- 4.6 The Association shall receive a total of 15 days of release time for Association business, excluding reasonable release time for conducting negotiations/processing grievances. The Association may provide an additional 10 days of release time with the Association paying the cost of substitutes. Two days advance notice to the superintendent is required. The Association shall reimburse the District for the cost of substitutes for any additional release days.
- 4.7 Upon twenty-four (24) hours prior notification in writing to the superintendent, the Association president shall be allowed without cost up to (20) twenty days of release time for Association work, and/or consultation with Association representatives so long as such costs are reimbursable under mandated costs by the State. If such costs are not reimbursable by the state the Association shall reimburse the District for the cost of the substitute at the daily rate of pay.
- 4.8 Memorandum of Understanding executed between the Association and the District shall include effective dates. MOUs shall be reviewed each year by the parties at a mutually agreeable time.
- 4.9 AB 119/New Hire Orientation: During any new teacher orientation, the District shall provide an opportunity for representatives from the Association to meet with new teachers. Specifically, representatives for the Association can meet with new teachers in person for not less than 60 minutes at the conclusion of any new teacher orientation. The District shall provide at least ten (ten) days' notice of any new employee group or individual orientations.

- 4.10 In the event the District conducts one-on-one orientations with new employees, it will inform the Association prior to the onboarding session to allow the Association to speak to the new hire.
- 4.11 Two times per year (September 30, March 1) the District will provide the Association all of the information listed below for all employees.
- a. First name
  - b. Middle name
  - c. Last name
  - d. Suffix
  - e. Job title
  - f. Primary Work Site/Department
  - g. Home street address
  - h. City
  - i. State
  - j. Zip code
  - k. Personal phone number on record
  - l. Hire date
- 4.12 All adopted policies of the Snowline Board of Trustees are available on the District website.
- 4.13 If any provision of this Agreement should be held invalid or unenforceable by operation of law or by any court or tribunal of competent jurisdiction, then the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect. In such event, the employer and the Association shall, upon request of either party, immediately commence negotiations regarding the means of compliance with such law or decision.
- 4.14 The Association shall have the opportunity to appoint a unit member representative to any ad hoc committee established by the District.
- 4.15 Interview panel members for positions represented by the bargaining unit shall sign and adhere to a district confidentiality statement with the interviews being conducted in a closed setting.

## **Article 5. Organizational Security**

- 5.1 The District and STA recognize the rights of employees to freely form, join and participate in activities of the STA.
- 5.2 The District shall deduct one tenth (1/10) of the unified dues from each salary paycheck of all STA Members each month for ten (10) months.
- 5.3 The District agrees to remit each month all unified dues deducted from paychecks for that month.
- 5.4 STA agrees to furnish any information needed by the District to fulfill the provisions of this Article.



## **Article 6. Non-Discrimination**

- 6.1 The Board shall not discriminate against any bargaining unit member on the basis of race, color, creed, religion, age, sex, disability, national origin, political affiliation, marital status, sexual orientation, gender expression, membership in an employee organization or participation in the activities of an employee organization.
- 6.2 Teacher Application forms and oral interview procedures shall not refer to membership in or preference for employee organizations.
- 6.3 Violations of this article shall not be subject to the grievance procedure of the agreement, except where no other remedy exists.

## **Article 7. Negotiation Procedures**

- 7.1 The District and the Association may discharge their respective meeting and negotiating duties by means of authorized officers, individual representatives, or committees.
- 7.2 Tentative agreements reached during negotiations will be reduced to writing and will have the conditional approval of both parties. All tentative agreements (TA's) will be included in a final comprehensive tentative agreement that will not be binding until final ratification/board approval by both parties.
- 7.3 Either team may call a caucus at any time. A caucus space will be available.
- 7.4 The place, date, time and agenda for each meeting will be established by mutual agreement.
- 7.5 For the purpose of attending negotiation sessions with the District team, the District will provide a reasonable amount of release time for no more than six (6) persons.

## Article 8. Personnel Files

- 8.1 There shall be a single personnel file for each bargaining unit member. Personnel files shall be kept in the central administrative office of the District.
- 8.2 Information of a derogatory nature shall not be entered into an employee's personnel file unless and until the employee is given notice and an opportunity to review and comment on that information. Such a review shall take place during normal business hours. The employee may enter their own comments and have them permanently attached to the derogatory statement. The employee shall be released from duty for this purpose without salary reduction.
- 8.3 All material placed in a bargaining unit member's personnel file shall be dated and signed by the person who caused the material to be prepared. When a bargaining unit member is asked to sign any material that is to be placed in their personnel file, they shall be informed that the signature only signifies that they have read the material and does not necessarily indicate that they agree with its contents. A bargaining unit member may initiate a written reaction or response to their performance evaluation. The response shall be permanently attached to the evaluation and placed in their personnel file. Any request by a bargaining unit member to include materials in their personnel file must be approved by the Superintendent or designee.
- 8.4 Access to a bargaining unit member's personnel file shall be granted only to the bargaining unit member, persons authorized by the bargaining unit member, and district personnel with a valid "right to know" or "need to know" who are authorized access by the Superintendent or designee. Any authorized reviewer shall maintain strict confidence of the contents of a personnel file. Personnel files shall be reviewed and replaced within the shortest time possible. In no case shall a personnel file be left unattended or left unsecured overnight. Individual Board of Trustees members shall not be allowed to access personnel files, but the Board may request pertinent information from an employee's file in cases of personnel action. The District shall keep an individual log with each personnel file indicating the persons who have requested to examine a personnel file, as well as the dates such requests were made. Such individual logs shall be available for examination by the bargaining unit member or her/his authorized Association representative.
- 8.5 Any bargaining unit member wishing to inspect their personnel file shall contact the Superintendent or designee. Bargaining unit members requesting access to their personnel files will receive access to their file within 3 business days. The Superintendent or designee shall permit the bargaining unit member to inspect their personnel file at the location where the district stores personnel records. The bargaining unit member may be accompanied by a representative of their choice while reviewing their personnel records. Inspection will take place in the presence of the Superintendent or designee. In no instance shall any material be removed from the records. Requests for copies of the material in a personnel file must be made in writing. The Superintendent or designee shall not be required to make available to the employee records related to the investigation of a possible criminal offense; letters of reference; ratings, reports or records that were obtained prior to the employee's employment.

## Article 9. Safety Conditions

- 9.1 The District shall make a reasonable effort to provide a place of employment that is as safe as the nature of employment and assigned duties reasonably permit.
- 9.2 Unit members shall not be required to work under unsafe or unsanitary conditions or to perform tasks which endanger their health or safety. A unit member noting unsafe/unsanitary physical conditions at his/her worksite shall report the condition to the principal or site supervisor as soon as possible. The principal/site supervisor shall respond within (10) ten working days. If the problem is not corrected, the unit member may appeal the matter to the Superintendent or designee for resolution.
- 9.3 The Association will be allowed to appoint a member to attend meetings of the Risk Management Committee. The STA member will be notified 48 hours before Risk Management Committee meetings and will be provided with coverage for release as needed.
- 9.4. All teachers will be provided with appropriate keys in accordance with the safety plan.
- 9.5 Bargaining unit members are hereby notified of their rights and obligations pursuant to Education code Sections 48900, 48910, and 49079.
- (a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
  - (b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
  - (c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school.
  - (d) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

## Article 10. Teaching Conditions

- 10.1 Repairs, setup, and programming of educational technology, equipment, and instructional devices shall be made as soon as possible by qualified personnel.
- 10.2 Except in emergencies, necessary repairs and maintenance of classrooms and District facilities shall be made at a time that will not interfere with the instructional program. Should the health, safety, or welfare of pupils or unit members be endangered, immediate action shall be taken by the District to correct the problem.
- 10.3 Unit members shall not be expected to use or purchase supplies or personal equipment for their assignment.
- 10.4 Bargaining unit members shall be afforded the following conditions at each site.
  - 10.4.1 Adequate work space with appropriate lighting and ventilation.
  - 10.4.2 Instructional materials and appropriate supplies to perform assigned duties.
    - 10.4.2.1 Classroom presentation device
    - 10.4.2.2 Suitable number of tables, desks, and chairs that are in good repair.
  - 10.4.3 Equipment, materials, and supplies specific to special needs programs.
  - 10.4.4 A desk, filing cabinet, and lockable storage space suitable for the storage needs of the classroom environment.
- 10.5 The District may employ the use of video and/or audio recording devices in non-classroom areas in order to enhance school safety. The District agrees that such use shall fully comply with the Education Code 51512 regarding the use of recording devices in classrooms.
  - 10.5.1 The intent and purpose of video monitoring equipment installed by the District is to enhance the security of District staff, students, equipment, and facilities, and respond to crisis situations more effectively.
  - 10.5.2 In gymnasiums and other multi-use facilities, the District agrees to use signage or to otherwise notify unit members working in proximity to such locations of the existence of video recording devices and the possibility of activities being recorded. Such notice does not constitute a waiver of rights under Education Code 51512.
  - 10.5.3 The District will not use video monitoring in the evaluation procedure of bargaining unit members.
  - 10.5.4 If a violation of the law or board policy is reported, data gathered through video surveillance may be used to confirm or refute any allegations of misconduct, and the data gathered, may be evidence in the disciplinary process.
  - 10.5.5 If video data is to be used in an employee discipline situation, the employee and/or the Association may request to view video surveillance data. The District shall provide time to view the available data within 72 hours of the request.

## **Article 11. Assignments and Transfers**

### **11.1 Definitions**

- 11.1.1 An “assignment” is the placement of a bargaining unit member in a particular grade level(s), program(s) or subject area(s).
- 11.1.2 A “reassignment” is a change of assignment at the same school site(s).
- 11.1.3 A “vacancy” is a bargaining unit position the District has decided to fill through either transfer or the employment of a certificated employee.
- 11.1.4 A “surplus” is when the number of bargaining unit members assigned to a school site exceeds the allocation for that school site.
- 11.1.5 A “transfer” is a change of work location between work sites, which may include a change in assignment.
- 11.1.6 A “voluntary transfer” is one in which the transfer proceedings are initiated by the bargaining unit member.
- 11.1.7 An “involuntary transfer” is one in which the transfer proceedings are not initiated by the bargaining unit member.
- 11.1.8 An “administrative transfer” is one in which the transfer is based on the determination of the Superintendent.

### **11.2 Assignment and Reassignment**

- 11.2.1 Bargaining unit members will be provided with their tentative assignment for the succeeding school year as soon as possible, but no later than the time of checkout. This may include a reassignment.
- 11.2.2 In the event that changes occur in the tentative assignments after checkout, the bargaining unit member affected shall be notified as soon as possible.
- 11.2.3 If the bargaining unit member has three course changes or a grade level change during pre-service days, two days of release time will be given for preparation.
- 11.2.4 Bargaining unit members having a course change, grade level change or site change during the school year will receive release time for preparation as follows: three days for a site change; two days for an elementary grade level change; one day for 1-2 course changes; two days for 3 or more course changes. Under extenuating circumstances additional reasons or days may be considered. Additional sections of a course currently taught by a bargaining unit member do not qualify for release time.
- 11.2.5 Bargaining unit members shall be assigned only to positions for which they hold a valid California credential. At a bargaining unit member's sole discretion, the bargaining unit member may agree to an assignment outside the bargaining unit member's credential authorization(s), providing that the District secure the necessary committee on assignment approval. At the end of a school year, the bargaining unit

member, at their discretion, may withdraw from the voluntary assignment outside of their credential area. Subsequently, the bargaining unit member shall be assigned in accordance with their credential.

### 11.3 Voluntary Transfers

11.3.1 The District shall announce by district-wide email all vacancies as they become known. The announcement shall contain the following:

11.3.1.1 A closing date which is at least ten (10) business days following the posting date.

11.3.1.2 A job description.

11.3.1.3 Credentials and qualifications necessary to meet the requirements of the position.

11.3.2 Bargaining unit members wishing to be considered for current and/or future vacancies shall notify the personnel office by submitting a transfer request on the appropriate district form between January 15 and the last day of February. Such requests will be kept on file for a period of 12 months beginning March 1 and ending the last day of February the following year.

11.3.3 The administration will use the following criteria in this order of priority in the determination of a voluntary transfer request:

11.3.3.1 credentials/academic preparation/major or minor

11.3.3.2 best for instructional program of sending and receiving school

11.3.3.3 past two evaluations

11.3.3.4 seniority

11.3.3.5 previous teaching experience

11.3.4 Transfer requests shall not be denied arbitrarily, capriciously or without basis of fact.

11.3.5 If a bargaining unit member already has a transfer application on file, the bargaining unit member still must notify the district that he/she is interested in a particular vacancy, but will not have to make further written application.

11.3.6 The district shall, upon request of the bargaining unit member, inform the bargaining unit member in writing and in person, of the reasons for the bargaining unit member not receiving the vacancy within five workdays of the final decision.

11.3.7 No outside applicant shall be selected to fill a vacancy, if there is a qualified bargaining unit member applicant with satisfactory or higher evaluations for the prior two evaluations. Mid-year vacancies shall be exempted from this provision.

## 11.4 Involuntary Transfers

11.4.1 The District may involuntarily transfer bargaining unit members for the following reasons:

11.4.1.1 To accommodate the geographical shifts of the student population.

11.4.1.2 To provide for increasing or decreasing enrollment.

11.4.1.3 To accommodate the opening or closing of schools.

11.4.1.4 To meet credential compliance.

11.4.1.5 To ensure that highly qualified and experienced teachers are equitably distributed among district schools in compliance with the Williams Act.

11.4.1.6 When a surplus exists at a specific school site(s).

11.4.2 Before the district determines that a position will be filled by an involuntary transfer it will seek volunteers among bargaining unit members at the site who are qualified.

11.4.3 When an involuntary transfer is deemed necessary, by administration, the administration will use the following criteria in this order:

11.4.3.1 credentials/academic preparation/major or minor

11.4.3.2 bargaining unit member's seniority at the school site and/or within the district

11.4.3.3 impact on sending and receiving school (or impact on the employee's site in the case of a reassignment).

11.4.3.4 previous teaching experience

11.4.4 Notice of an involuntary transfer or reassignment shall be given to the bargaining unit member as soon as reasonably possible.

11.4.5 An involuntary transfer/reassignment shall be made only after a meeting between the bargaining unit member involved, an association representative (if requested by the bargaining unit member), and the Assistant Superintendent of Human Resources, at which time the bargaining unit member shall be notified of the criteria for the involuntary transfer/reassignment.

## 11.5 Administrative Transfer

11.5.1 A bargaining unit member may be administratively transferred when the Superintendent has determined that one of the following causes exists for the transfer:

11.5.1.1 To remedy a situation negatively impacting the school or the educational program.



- 11.5.1.2 To ensure the safe, orderly, and efficient operation of the school or District.
  - 11.5.1.3 Failure to transfer the employee may jeopardize the safety and/or welfare of the employee and or students and other staff.
  - 11.5.1.4 Performance evaluation indicates that the employee is unable or unwilling to meet the needs of students in the current assignment.
- 11.5.2 Procedure
- 11.5.2.1 Provide notice of the administrative transfer to the bargaining unit member as soon as practical and conference with the respective bargaining unit member not less than five (5) working days prior to the transfer.
  - 11.5.2.2 Provide, if requested, in writing the reason for the transfer.
- 11.5.3 Administrative transfers shall not be made for arbitrary, capricious or unlawfully discriminatory reasons.
- 11.6 A bargaining unit member returning from paid leave shall be afforded all rights provided under this article.

## **Article 12. Shared Contracts**

- 12.1 A shared contract is defined as one in which one (1) teaching position of one hundred eighty-six (186) days is shared by (2) bargaining unit members for a period of not less than one (1) school year.
- 12.2 Shared contract positions may be requested by current full-time permanent bargaining unit members who have received satisfactory evaluations on their two most recent evaluations; including but not limited to: effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts. A job-sharing application must be submitted in writing by February 1st of each year. Exceptions to this date shall be considered by the administration in the event of unusual circumstances.
- 12.3 Bargaining unit members requesting shared contract positions shall meet with the administrator(s) from the work site where such a shared position is proposed in order to develop suitable combinations. The final determination of shared positions and the selection of incumbents shall be made by the administration and recommended to the Board who shall have final authority to grant and/or renew all Shared Employee Contracts. The Association shall be notified of all such requests.
- 12.4 Bargaining unit members sharing a contract must accept the responsibility of assuming that compatible instruction and classroom management will exist.
- 12.5 Duties and Responsibilities: All employees participating in a job-sharing / part-time assignment shall perform those duties and responsibilities routinely required within a school or department and are not limited to the following:
- 12.5.1 Be on duty all pre-school orientation days, back-to-school, and open house nights, parent conference days and safety meeting days, on the same basis as full-time employees.
  - 12.5.2 Attend faculty meetings as scheduled on the respective "on-duty days." Responsibility for communication of information disseminated in a meeting rests with both employees.
  - 12.5.3 Attend all district sponsored staff development in-services.
  - 12.5.4 Attend up to 10 school-related or curriculum-related meetings on "non-duty days" if requested to do so by the principal or Superintendent with up to 5 school days prior notice.
  - 12.5.5 Share proportionately between job sharing participating employees non-teaching duties and responsibilities.
- 12.6 Salary Benefits:
- 12.6.1 Each participating employee shall receive one-half of the salary he/she would receive if working full time.
  - 12.6.2 Each participant who works a full year in this job-sharing program will receive one-half year of credit toward advancement on the salary schedule.
- 12.7 Fringe Benefits:
- 12.7.1 Health and welfare benefits, leave benefits, and STRS contributions shall be prorated at the percentage that the participant's assignment relates to a full-time assignment.

- 12.7.2 Each participating employee may maintain full health and welfare benefits by paying any additional premium quarterly in advance.
- 12.8 An employee who, prior to accepting a shared or part-time assignment, was a full-time employee shall have the right to return to a full-time certificated position at the beginning of the following school year, providing a full-time assignment is available.
- 12.9 In the event that bargaining unit members make a timely request and are otherwise qualified to return to full-time employment, the District shall grant such a request before hiring personnel from outside the District.
- 12.10 The District and the bargaining unit member(s) may agree on a definite return date as part of the shared contract agreement.
- 12.11 All Shared Contracts are one-year assignments. In the event that a Shared Contract position is not-renewed and fulltime teaching positions are available for each teacher, the teachers will be reassigned to district teaching positions per the "Assignments and Transfers" Article. The Shared Contract teacher with the most district seniority will be given priority to fill the fulltime position at the school site where the Shared Contract is not being renewed. If fulltime positions within the district are unavailable for each teacher, the Shared Contract will be renewed for the next school year.

## Article 13. Teacher Support

### 13.1 New Teacher Support

13.1.1 Any teacher new to the district shall be provided support to improve instructional skills, classroom management, and/or knowledge of subject and related aspects of teaching performance as stated in the California Standards for the Teaching Profession. Participation shall be determined by the Human Resources Office in accordance with Education Code.

13.1.2 The district support may include, but not be limited to:

13.1.2.1 New Teacher Orientation

13.1.2.2 New Teacher Coach

13.1.2.3 New Teacher Professional Development

13.1.2.4 New Teacher Site Support

### 13.1.3 New Teachers

13.1.3.1 All evaluative communication between the new teacher coach and the beginning teacher shall be kept confidential.

13.1.3.2 The Human Resources Office will provide support and guidance to teachers obtaining and clearing their credential; offering assistance and answering questions regarding CTC (California Commission on Teacher Credentialing) requirements.

13.1.3.3 Lessons, designed to improve instruction and possibly critiqued by evaluators, coaches, or individually, may be recorded in audio or visual form with signed consent from teachers and students in accordance with Ed. Code 51512.

### 13.2 Permanent Teacher Support

13.2.1 To fulfill the requirements named in the Evaluation Procedure article of this Agreement, bargaining unit members who receive an overall unsatisfactory evaluation shall be offered support options designed to improve performance.

13.2.2 Participation in support options shall be as follows:

#### 13.2.2.1 Mandatory Participation

13.2.2.1.1 On the final evaluation, if a teacher receives two (2) "unsatisfactory" standards or three (3) "needs to improve" standards, he/she shall be referred to teacher support.

13.2.2.1.2 On the final evaluation, if a teacher receives two (2) "needs to improve" standards for two (2) years, he/she shall be referred to teacher support.

### 13.2.2.2 Self-Referred Participation

13.2.2.2.1 Permanent teachers who seek to improve their teaching performance may “self-refer” requesting additional coaching and support.

13.2.2.2.2 The Superintendent or designee shall have the authority to accept or to reject non-mandatory referrals from “self-referred” teachers.

13.2.2.2.3 If the Superintendent or designee accepts the recommendation for self-referral, participation is voluntary.

13.2.3 Participating Teacher is a bargaining unit member who receives assistance and coaching to improve instructional skills, classroom management, knowledge of subject, and/or related aspects of teaching performance as stated in the California Standards for the Teaching Profession and in the Association collective bargaining agreement. The evaluation of any participating teacher shall be consistent with Evaluation article of this collective bargaining agreement.

13.2.4 The support options shall be offered to a teacher during the evaluation conference with the evaluator.

13.2.4.1 Within 20 workdays of receiving an overall unsatisfactory evaluation, the evaluator will meet with the teacher to create an Individualized Support Plan.

13.2.4.2 The Individualized Support Plan may include, but not be limited to:

13.2.4.2.1 Scheduling observations of lessons and providing feedback in post-observation conferences

13.2.4.2.2 Co-planning lessons

13.2.4.2.3 Audio and visual recording lessons to critique with evaluator, coach, or individually

13.2.4.2.4 Viewing modeled lessons or engaging in lesson study

13.2.4.2.5 Arranging a visit to another classroom, site, or district to observe instructional practices

13.2.4.2.6 Using recommended resources on research-based best practices or pedagogy

13.2.4.2.7 Working closely with in one’s Professional Learning Community, with another subject/grade leader, or coach to improve practice

13.2.4.3 Evaluators may include, but not limited to, offering the following support:

13.2.4.3.1 Arranging for the teacher to work with an Instructional Coach on a specific area indicated in the Individualized Support Plan

13.2.4.3.2 Providing release time for observing other exemplary teachers, conducting lesson studies, co-teaching, or other targeted growth activities

- 13.2.4.3.3 Providing release time to an exemplary teacher/Site coach/Reflective Coach/Instructional Coach to provide model lessons and follow-up coaching/support
- 13.2.4.3.4 Offering material or human resources to assist with research-based best practice study, such as readings, videos, webinars, or other professional learning
- 13.2.4.3.5 Assigning a Reflective Coach for more intensive & strategic support around Individualized Support Plan goals with the input of the participating teacher

## Article 14. Evaluation Procedure

- 14.1 The purpose of the District's certificated evaluation process is to provide a standardized system for assessing bargaining unit member professional duties, interpersonal relations, and performance. The process is intended to be easily implemented and administered, as well as responsive to changing needs and conditions. The desired outcome is to have all bargaining unit members doing their best, individually and collectively. The evaluation process is intended to be a cooperative ongoing effort between bargaining unit members and administrators to strengthen instructional practice and classroom management skills, to expand curricular knowledge and to encourage personal and professional growth.
- 14.2 The performance of each probationary bargaining unit member shall be evaluated at least twice each school year.
- 14.2.1 The initial evaluation will occur by December 1 each school year to suggest areas of improvement to be reviewed for the second evaluation before March 15.
- 14.3 The performance of each bargaining unit member with permanent status shall be evaluated on a continuing basis as follows:
- 14.3.1 At least every other year or
- 14.3.2 At least every 5 years if all of the following conditions are met:
- 14.3.2.1 Employed by the district at least 10 years.
- 14.3.2.2 Most recent evaluation rates the bargaining unit member as meeting or exceeding standards.
- 14.3.2.3 The bargaining unit member and evaluating supervisor agree to this schedule. The bargaining unit member or the evaluator may withdraw consent at any time.
- 14.3.3 Annually, if the bargaining unit member has received an unsatisfactory evaluation, until the bargaining unit member receives a satisfactory evaluation.
- 14.4 If a unit member is scheduled to be evaluated during a particular school year, but is on a leave of absence according to Article 24 for one (1) semester or longer, such evaluation shall take place during the first year of return to duty.
- 14.5 Bargaining unit members to be evaluated during a particular year shall be furnished a copy of the evaluation procedures, advised of the criteria upon which the evaluation is to be based, and notified of the identity of their evaluator no later than October 15 of the school year in which the evaluation is to take place.
- 14.6 Evaluations will be based on the six California Standards for the Teaching Profession and District Standard of Professional Duties & Responsibilities.
- 14.7 Bargaining unit members will be rated on each standard as:
- (E) Exceeds Standard  
(M) Meets Standard  
(P) Progressing Towards Standard  
(U) Unsatisfactory

- 14.8 Bargaining unit members will be earn an overall evaluation rating of:
- (E) Exceeds Standard when 5 or more standards are rated as (E) Exceeds Standard, with the remaining standards rated as (M) Meets Standard
  - (M) Meets Standard when less than 5 standards are rated as (E) Exceeds Standard, no more than 1 standard is rated as (P) Progressing Towards Standard, and no standards are rated as (U) Unsatisfactory
  - (P) Progressing Towards Standard when 2 or more standards are rated as (P) Progressing Towards Standard, with less than 2 standards rated as (U) Unsatisfactory
  - (U) Unsatisfactory when 2 or more standards are rated as (U) Unsatisfactory
- 14.9 Evaluations shall include written recommendations as to areas in need of improvement in the bargaining unit member's performance. If an employee is not performing satisfactorily according to the standards for the teaching profession, the evaluator shall take positive action to assist the bargaining unit member in correcting any cited deficiencies in accordance with the Teacher Support article of this collective bargaining agreement.
- 14.10 Evaluations shall be based upon scheduled formal and unscheduled informal observations of job performance.
- 14.11 Bargaining unit members shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place.
- 14.12 Before the last scheduled work day of the school year, the bargaining unit member and the evaluator shall meet to discuss the evaluation.
- 14.13 A bargaining unit member has the right to respond in writing to their evaluation, within 10 days of the meeting with their evaluator to discuss the evaluation, and to have their response become a permanent attachment to the employee's evaluation in their personnel file.
- 14.14 The bargaining unit member and the evaluator shall each sign and date and retain a copy of the evaluation. The signed evaluation will be placed in the bargaining unit member's personnel file ten days from the signature date. The bargaining unit member's signature acknowledges receipt and does not imply agreement with content. In the event the bargaining unit member refuses to sign their evaluation, the Director of Human Resources shall meet with the bargaining unit member to determine the reason for non-signature. Then the Director of Human Resources shall note the bargaining unit member did not sign and the evaluation shall be placed in the bargaining unit member's personnel file ten days from the date of the meeting with the Director of Human Resources.
- 14.15 Bargaining unit members shall not be required to participate in the evaluations and/or observations of other unit members, except as provided for in the Teacher Support Article of this Agreement.



## **Article 15. Hours and Additional Duties**

### **15.1 Duty Year**

- 15.1.1 Teachers shall have a duty year of 184 days.
- 15.1.2 High School Counselors shall have a duty year of 191 days.
- 15.1.3 K-8 and Middle School Counselors shall have a duty year of 187 days.
- 15.1.4 Elementary Counselors shall have a duty year of 186 days.
- 15.1.5 Unit members shall have the equivalent of two (2) or more full days during the duty year for classroom preparation without meetings. This shall include the equivalent of one (1) full day prior to the beginning of the school year; with the pre-service meeting schedule placed in bargaining unit member's school site staff boxes by site administration prior to the first workday of the new school year.

### **15.2 Work Day**

- 15.2.1 Bargaining unit members' regular workday shall begin prior to the start of the school day for students and end following the safe dismissal of students. Bargaining unit members shall be on site for no less than 40 total minutes outside the regular instructional day.
- 15.2.2 Bargaining unit members shall have a 30-minute duty free lunch that does not include supervisory passing period or student transportation to the lunch/recess area.

### **15.3 Additional Duties**

- 15.3.1 Bargaining unit members are responsible for professional obligations whether or not performed within the normal contract day, such as instructional preparation, Student Study Team (SST), Individual Educational Plan (IEP), and Section 504 plan meetings. The District will make every reasonable and legal effort to limit these individual parent meetings to no longer than 60 minutes.
- 15.3.2 Additionally, bargaining unit members may be required to work up to thirty (30) hours a year outside the normal workday in the following areas (excluding duties for which a bargaining unit member receives a stipend or extra-duty pay):
  - 15.3.2.1 Professional Development & Parent Involvement: Back to School/Open House, Staff Meetings Outside of the Workday, In-Service/Curriculum Meetings, District or School Meetings/Committees
  - 15.3.2.2 Supervision of Co-Curricular Student Activities: High School Graduation, Sports Activities, Dances, Competitions, Exhibits, Fairs, Other events at the discretion of the site administration

### **15.4 Extra-duty Assignments**

- 15.4.1 Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- 15.4.2 Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- 15.4.3 Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.
- 15.4.4 Compensation for teachers teaching an additional period assignment during the regular school year shall be based on their individual hourly rate, proportionate to site schedule, for each school day the bargaining unit member is the teacher of record.

## **Article 16. Preparation Time**

- 16.1 All middle school and high school bargaining unit members assigned to Chaparral High School, Pinon Mesa Middle School, Quail Valley Middle School, and Serrano High School, shall be assigned a preparation period within the length of the work day. Preparation periods shall be used for professional, job related work including: preparation for classes, preparation for teaching materials, special schedules (e.g. field trips, assemblies, testing, etc.) and conferencing with parents, students, staff and administrators. Bargaining unit members must sign-out/check-out with the main office if leaving campus during a preparation period.
- 16.2 Elementary PLC teams shall be allowed to determine the need to use one scheduled PE day every week for preparation, as determined collaboratively between teachers and site administration.
- 16.3 Elementary School Teachers shall have two early out days (when there are fewer than four early out days a month then one will be given to the teachers) of the month for job related work including: preparation for classes and teaching materials; except during the month of elementary teacher-parent conferences.
- 16.4 Secondary teachers shall have at least one early out day per month that is planned collaboratively between teachers and site administration to meet the needs of the site.
- 16.5 The remaining early out days shall be used for collaboration and professional development as determined by District and/or site.
- 16.6 During scheduled preparation periods, bargaining unit members shall not normally be expected to perform pupil supervision, non-caseload IEP meetings for special education teachers, or classroom teaching duties. However, they may be required to do so in emergencies or where another bargaining unit member is absent and no substitute is readily available to cover the assignment or when needed to cover for a teacher who is engaged in assigned athletic or other extra-curricular activities. The affected bargaining unit member shall be compensated proportionately based on the per diem rate of Step 6, Column III. Reasonable effort shall be made to limit the number of such assignments, and such assignments shall be reasonably and equitably distributed to the extent individual schedules permit.
- 16.7 Bargaining unit members who travel from one school to another on a regular basis shall have the same rights to a preparation period and lunch period as do other bargaining unit members. Adequate time to travel between sites shall be provided.
- 16.8 Special education teachers at the secondary level, who are co-teaching with more than one general education teacher, will be given an additional preparation period within the length of the work day, consistent in length with the master schedule cycle of classes for the school site.

## **Article 17. Class Coverage**

- 17.1 Elementary class subbing/splitting and secondary period subbing shall be compensated proportionately based on the per diem rate of Step 6, Column 3. As part of this proportional analysis, elementary and non-traditional class subbing shall be compensated based upon the number of teachers who assume the students for the absent teacher. Elementary Teachers required to sub during their regularly scheduled preparation time will be compensated at the rate of period sub pay, not class splitting.
- 17.2 Snowline Academy depends on how classes are shared or split for direct student contact.
- 17.3 Early Out Day class subbing/period splitting will be calculated based on the hourly rate of Step 6 Column 3 per diem rate.

## Article 18. Class Size

- 18.1 Class Size Adjustments: After the 15<sup>th</sup> day of each semester, if the Class Size or Case Load Maximums in this article are exceeded, the site administrator, the teacher, department chair/grade level lead, STA representative (i.e. site rep or STA president) will meet to discuss possible remedies as addressed in this article.
- 18.2 Counselor Case Load Per Site
- 18.2.1 All counselor staffing will be based on P2 enrollment.
  - 18.2.2 Elementary up to 500 students per counselor split equitably at the site
  - 18.2.3 K-8 and Middle School up to 500 students per counselor split equitably at the site
  - 18.2.4 High School up to 450 students per counselor split equitably at the site
- 18.3 Special Education case load shall not exceed 28.
- 18.3.1 Caseloads that exceed the maximum will be compensated at \$150 a student per month, not to exceed 32 caseload students.
- 18.4 Class Size Maximums - Class counts shall exclude TA's (student teaching assistants).
- 18.4.1 TK Class size will be determined by state guidelines.
  - 18.4.2 Elementary (K-3) at 24
  - 18.4.3 Elementary (4-5) at 30
  - 18.4.4 Middle School at 34
  - 18.4.5 High School at 34
  - 18.4.6 High School with 5.0 GPA scale courses and 12<sup>th</sup> grade at 36
  - 18.4.7 Special Education:
    - Elementary
    - SDC Mild to Moderate 15
    - SDC Moderate to Severe 13
  
    - Middle School and NTS
    - Moderate to Severe Life Skills 12
    - Self-Contained<sup>1</sup>/Team Teaching<sup>2</sup> Mild to Moderate 15
    - Departmentalized<sup>3</sup> Mild to Moderate 21
    - Independent Study Special Education is not considered a traditional classroom therefore refer back to Caseload Article 18.3.
  
    - High School
    - Self-Contained Mild to Moderate 15
    - ED 12
    - Departmentalized Mild to Moderate 21
    - Study Skills 25

1. A self-contained classroom is one in which the same group of students are taught multiple subjects by one educator through the day.
2. Team teaching is when multiple teachers of the same grade levels divide their self-contained classroom instruction based on each teachers' strengths in a specific subject.
3. A departmentalized classroom setting is one in which an instructor teaches a specific subject matter area to a group of students.

18.4.8 Secondary PE at 55

18.4.9 Snowline Academy at 70

18.4.10 Serrano High School based Credit Recovery at 36 students x 5 periods

18.4.11 The following classes are exempt from the above maximum averages: ASB/Leadership, Enrichment, FLEX, Secondary Performing Arts, Serrano 7<sup>th</sup> period PE, Elementary Band & Choir, Elementary Physical Education

18.5 After the 15<sup>th</sup>-day of each semester, classes that exceed the maximum shall be compensated at the following daily rate of pay per student above the 18.4 class size maximums.

18.5.1 Elementary Formula:  $[(\text{Base Grant} \times 95\%)/180] \times \text{days enrolled}$

18.5.2 6-8 Formula:  $[(\text{Base Grant} \times 95\%)/180] / 5 \text{ periods} \times \text{days enrolled}$

18.5.3 High School Formula  $[(\text{Base Grant} \times 95\%)/180] / 6 \text{ periods} \times \text{days enrolled}$

18.5.4 Not to exceed 3 additional students per class/period/section.

18.6 If State funding is reduced which prohibits implementation of Grade Span Adjustment efforts in grades TK-3 classrooms, the district and the STA negotiation team will meet to bargain TK-3 class sizes. Until an agreement is reached TK-3 classes will not exceed 26 to 1.

18.7 The size of the classroom, the number of workstations, and the physical facilities shall be taken into consideration when assigning students to a classroom.

18.8 When a student is moved from one teacher to another, the involved teachers shall be informed of the circumstances surrounding the move when the change is made.

18.9 Teachers teaching elementary general education combination classes\* shall receive an additional \$3000 for the full school year, prorated by trimester.

\*A Combination Class is specific only to a general education elementary self-contained classroom where an assignment of a teachers present grade level which includes either one (1) grade level above or one (1) grade level below the teacher's presently assigned grade level. This does not apply to special education classes.

## **Article 19. Personal and Academic Freedom**

- 19.1 It is the policy of the District that all instruction shall be fair, accurate, thorough, objective, and appropriate to the District curriculum, to the age and maturity of the pupil(s), and sensitive to the community needs and the needs and values of our diverse cultures and heritages, and applicable to law. The District acknowledges the fundamental need to protect bargaining unit members from any unlawful censorship or unlawful restraint which interferes with the bargaining unit member's obligation to pursue academic excellence in the performance of their teaching functions.
- 19.2 A bargaining unit member may introduce material that is relevant to the course content and is within the scope of the law.
- 19.3 A bargaining unit member will make every effort to neutrally offer differing points of view in a classroom atmosphere which are conducive to free and open inquiry. A bargaining unit member shall not utilize their position to indoctrinate students with their own personal, political and/or religious views.
- 19.4 An employee's personal beliefs and activities, including religious, political, cultural, social or other beliefs or activities shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law. When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

## **Article 20. Daily Rate of Pay**

20.1 The daily rate of pay, or per diem, is calculated by taking the unit member's annual salary and dividing by the number of contract days. For example, if a teacher makes \$58,000 as an annual salary and is contracted for 184 days per year, the teacher's daily rate is \$58,000 divided by 184, which equals \$315.22 per day.



## **Article 21. Business Expenses**

- 21.1 The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries at the current IRS mileage rate for the use of personal vehicles.
- 21.2 The District shall pay for travel expenses, including, but not limited to fees, travel, lodging, meals (reimbursed up to district established rate) and incidentals, incurred when the unit member is involved in an activity authorized by a District administrator and approved by the Board per Board Policy 3350.
- 21.2.1 All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.
- 21.2.2 Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.
- 21.2.3 The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile and personal losses or traffic violation fees incurred while on district business.
- 21.2.4 Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.
- 21.2.5 Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)
- 21.2.6 The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.
- 21.2.7 Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.
- 21.2.8 The Superintendent or designee shall establish a daily allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.
- 21.2.9 Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.
- 21.2.10 All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.
- 21.2.11 The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

21.3 Teachers on Special Assignment may choose a \$300.00 monthly mileage stipend or continue to submit their mileage for the year if it shall exceed this amount.

## **Article 22. Public Complaints**

- 22.1 No negative and/or unsatisfactory evaluation, assignment, discipline, dismissal, or other adverse action shall be predicated upon complaints, information or material of a derogatory or critical nature which has been received by the District from pupils, parents, District employees, public agency, and/or the public, unless Complaints Concerning School Personnel Board Policy and Administrative Regulation 1312.1 have been followed.
- 22.2 Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's administrative supervisor or principal. If the complaint, after review by the supervisor, remains unresolved, the supervisor shall refer the written complaint, together with the supervisor's report and analysis of the situation, to the Superintendent or his/her designee. The Superintendent's decision shall be final unless the complainant, the employee or the Superintendent requests a closed hearing before the Board of Trustees on the complaint. If the employee so requests, an open hearing will be held. Every effort should be made to resolve the complaint at the earliest possible stage. Failure of the complainant to put the complaint into written form will be considered by the district as a dropping of the complaint.
- 22.3 Complaints which are withdrawn, shown to be false, or are not sustained by the investigation process shall neither be placed in the bargaining unit member's personnel file nor utilized in any evaluation, assignment, or disciplinary or dismissal action against the unit member.
- 22.4 All information or proceedings regarding any complaint shall be kept confidential by the District; in as much as it is possible in order to conduct a thorough investigation on behalf of the complainant and the person against who the complaint is lodged.

## **Article 23. Disciplinary Procedures**

- 23.1 This Article is not intended to replace or limit the District's rights under the California Education Code or the California Administrative Code to institute dismissal proceedings or to institute suspension proceedings including, but not limited to, immediate suspension or mandatory leaves of absence when called for under California law. Discipline under this Article shall not be regarded as a pre-condition to proceedings under the California Education Code, nor shall it be applied in an arbitrary or capricious manner.
- 23.2 All information or proceedings regarding any actual or proposed actions pursuant to this Article shall be kept confidential by management to the extent permitted by law.
- 23.3 Progressive Discipline: The corrective process of applying penalties short of discharge where conduct is of a less serious nature. Such discipline shall be proportional to the conduct. It is understood that some occurrences leading to discipline under this provision may be of such seriousness as to not require strict adherence to each of the steps set forth below. Disciplinary actions that do not adhere to the progressive steps listed below shall be in writing and included in the District's disciplinary action. The basic steps in progressive discipline are:
- 23.3.1 Verbal warning
  - 23.3.2 Written warning
  - 23.3.3 Written reprimand
  - 23.3.4 Suspension with or without pay not to exceed ten (10) days
- 23.4 Suspension Procedures:
- 23.4.1 Notice: The Superintendent or designee shall give a written Notice of Proposed Suspension to the unit member within ninety (90) days of the act or occurrence giving rise to the disciplinary action. The Notice of Proposed Suspension shall include the:
    - 23.4.1.1 cause(s) on which the suspension is based
    - 23.4.1.2 length of the suspension
    - 23.4.1.3 beginning and ending dates of the suspension
    - 23.4.1.4 any other relevant information regarding the suspension
    - 23.4.1.5 a statement that informs the unit member of his/her rights to request a hearing
  - 23.4.2 The District shall provide the Association with a copy of the Notice of Proposed Suspension on the same day the documents are served upon the unit member.

23.4.3 Request for Hearing:

23.4.3.1 A unit member shall have five (5) days following the receipt of the Notice of Proposed Suspension to request a hearing. The Request for a Hearing shall be made in writing to the District and a copy sent to the Association.

23.4.3.2 The District and the Association shall select an arbitrator in accordance with the grievance procedures of this Agreement. All costs of an arbitrator shall be borne by the District.

23.4.3.3 The imposition of the suspension shall be stayed until the hearing is conducted and a decision is rendered by the arbitrator.

23.4.3.4 If a unit member fails to request a hearing within the timelines called for in this Article, the proposed suspension may be implemented by action of the Snowline Joint Unified School District Board of Education.

23.4.4 No suspension shall be implemented earlier than fifteen (15) days from the receipt of the Notice of Proposed Suspension.

23.4.5 Unless otherwise agreed between the Association and the District, the terms of the suspension shall be in accordance with the terms of the original Notice of Proposed Suspension

23.5 In all cases where a bargaining unit member's job performance is at issue, the District shall provide a program of assistance to the bargaining unit member to overcome the alleged deficiencies. Such positive assistance shall include, but not be limited to, in-service training, demonstration, teaching and classroom visitations normally on District time at District expense.

23.6 The parties recognize that procedures related to dismissal are presently governed exclusively by the provisions of the Education Code. Nothing herein prohibits the District from enacting discipline in accordance with the education code, including the issuances of notices pursuant to Education Code section 44938.

## Article 24. Leaves

24.1 For purposes of this Article, a member of the immediate family shall be understood to mean the mother, father, grandmother, grandfather or grandchild of the bargaining unit member or of the spouse of the bargaining unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law of the bargaining unit member or any relative living in the immediate household of the unit member.

### 24.2 Sick Leave

- 24.2.1 Bargaining unit members employed on a full-time basis shall be entitled to accumulate eleven days per school year of sick leave available to the bargaining unit member from the first workday of each year. Sick leave may be used by the bargaining unit member for illness, injury, or quarantine of the unit member. Sick leave that is not used shall accumulate from year-to-year without limit.
- 24.2.2 Bargaining unit members who work less than full-time shall be entitled to accumulate and use sick leave at a rate that is in the same proportion to the full-time entitlement as their part-time employment bears to full-time employment.
- 24.2.3 In addition to all sick leave entitlement a unit member may accumulate with the District, she/he shall also be entitled to all unused sick leave which may have been accumulated while employed in a position requiring certification qualifications with another California public school district.
- 24.2.4 Leave Balances in real time are available to all bargaining unit members at BestNet Employee Services, which is accessible from the District website homepage.
- 24.2.5 Upon exhaustion of all accumulated sick leave, with an off-work note from a doctor, a bargaining unit member who would otherwise qualify for sick leave under the provisions of this Article shall receive, for up to five months, the difference between her/his pay and the amount actually paid a substitute or if no substitute has been employed, the amount that would have been paid a substitute. A certificated employee may receive only one five-month period per illness or injury, and five months per year, regardless of the number of reasons for the leave. This leave does not accumulate.
- 24.2.6 Unit members may use accumulated sick leave as set forth in this Article for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth, and recovery therefrom. The length of such sick leave, including the date on which the leave is to begin and the date on which the duties are to be resumed, shall be determined by the unit member's physician.

### 24.3 Personal Necessity and Personal Business Leave

- 24.3.1 A bargaining unit member may use up to nine (9) days per school year of unused sick leave for the combined purpose of personal necessity or personal business leave; with no more than 3 consecutive days without prior approval from the appropriate management person; as long as the leave is not used to consider planning or engaging in illegal work stoppages or slowdown.
- 24.3.2 Such leave may be used at the discretion of the bargaining unit member who shall not be required to give verification or explain the reason for the leave.
- 24.3.3 If a bargaining unit member exceeds nine (9) days of combined personal necessity or personal business leave in a school year, they will be docked for taking additional personal necessity or personal business leave days, without prior approval from the superintendent or designee for additional personal necessity days. For approval to be considered, the bargaining unit member's written request for additional personal necessity days must include the reason for their nine (9) personal necessity and personal business leave days and the additional requested days.
- 24.3.4 All of these days will be reported and recorded in the absence reporting and leave tracking systems as personal necessity leave.

### 24.4 Personal Leave for School Activities

- 24.4.1 Any bargaining unit member who is a parent, guardian or grandparent having custody of one or more children in grades K through 12 may use up to 40 hours of personal necessity leave off each school year in order to participate in school activities. Such leave shall not exceed 8 hours in any one month of the year. The employee shall give reasonable advance notice of the absence.
- 24.4.2 The bargaining unit member shall use existing personal necessity leave for purposes of this leave and shall provide documentation from the school upon request to prove that he/she participated in school activities at the time of the leave.

### 24.5 Family Care and Medical Leave

- 24.5.1 The District shall provide a unit member, upon request, Family Care and Medical Leave in accordance with this Article.

#### 24.5.2 Eligibility

- 24.5.2.1 All full-time unit members who have been employed with the district for at least 12 months are eligible for leave under this Article.
  
- 24.5.2.2 Leave under this Article shall be granted upon request of a unit member, whenever in the judgment of the unit member she/he needs leave because of the unit member's serious health condition, the serious health condition of a member of the unit member's immediate family, the birth of a child of the unit member, or placement of a child with a unit member in connection with adoption or foster care of the child by the unit member.
  
- 24.5.2.3 "Serious health condition" is any illness, injury, impairment, or physical or mental condition that either involves inpatient care in a hospital, hospice or residential health care facility, or involves continuing treatment or supervision by a health care provider.
  
- 24.5.2.4 A unit member's eligibility for leave under this Article shall not be affected by entitlement, or lack thereof, of another member of the unit member's family to any leave benefit under any statute or any employment.
  
- 24.5.2.5 A unit member eligible for leave under this Article shall concurrently substitute any paid accrued leave under this Agreement.

#### 24.5.3 Duration

- 24.5.3.1 An eligible bargaining unit member shall be entitled to a total of 12 work weeks of FMLA leave during any 12-month period.
  
- 24.5.3.2 Leave under this Article may be as short as half a workday.

#### 24.5.4 Benefits

- 24.5.4.1 Leave under this Article shall entitle the unit member to all economic benefits of employment, except for salary, on the same basis as if the unit member were not on leave. The bargaining unit member shall reimburse the district for premiums paid during FMLA if they fail to return to district employment after the expiration of all available leaves.
  
- 24.5.4.2 Leave under this Article shall entitle the unit member to continued accrual of all "service related" rights of employment, including, without limitation, seniority, salary advancement, re-employment, and participation in optional benefit programs such as early retirement.



24.5.4.3 Leave under this Article shall run concurrent with other leave available to the unit member.

24.5.4.4 Employees taking leave under this duty shall be required to complete their regular duties. ie grading, attend meetings

#### 24.5.5 Return to Work

24.5.5.1 Leave under this Article shall terminate whenever the unit member returns to continuous active service following notice as provided below.

24.5.5.2 A unit member returning from leave under this Article shall be reinstated immediately to the position held by the unit member at the commencement of the leave.

24.5.5.3 A unit member who while on leave under this Article gives notice of resignation or retirement, shall be deemed to have resigned or retired, as appropriate, on the next work day following expiration of the leave.

#### 24.5.6 Procedures

24.5.6.1 Leave under this Article shall commence on the date indicated by the unit member in the leave notice provided by the unit member to her/his supervisor.

24.5.6.2 The leave notice shall specify: Leave will be taken pursuant to this Article, the date the leave commences, the anticipated pattern of leave use if the unit member will not be absent continuously, whether the unit member will substitute other paid leave for leave under this Article and if so how much paid leave, and the anticipated date of return to continuous active service, if known to the unit member.

24.5.7 Leave under this Article shall terminate on the next working day following the date indicated by the unit member in the return notice provided by the unit member to her/his supervisor.

24.5.8 The return notice shall specify that the unit member is on leave pursuant to this Article, that the unit member will return to continuous active service, and the date upon which the unit member will return to continuous active service.

24.5.9 Delivery of a leave or return notice shall be by any means reasonably likely to inform the supervisor of the unit member's absence from or return to continuous active service.

- 24.5.10 If a unit member on leave under this Article determines to resign or retire without returning to continuous active service, the unit member shall provide written notice of such determination to the District, designating the last day of employment. Leave under this Article shall terminate without further notice to the District on the next work day following the day designated by the unit member as the last day of employment.
- 24.5.11 Leave under this Agreement is in addition to and supplements all other benefits accorded a unit member or any member of her/his family under this Agreement, or under any statute, or under any other employment.

#### 24.6 Jury Duty/Witness Leave

- 24.6.1 Unit members shall be granted leave, without loss of pay, to appear in court as a witness, other than as a litigant, or to respond to an official order from duly authorized government agencies, or to serve as a juror. Unit members shall provide a copy of the jury duty verification form to their supervisor for verification.
- 24.6.2 Any compensation, less any mileage expenses, received for appearance as a witness or from serving as a juror under this section shall be endorsed over to the District so that the unit member's compensation for any days of absence for the above purposes shall not be in excess of nor less than, her/his regular pay.

#### 24.7 Bereavement Leave

- 24.7.1 A unit member shall be granted leave of absence for the death of any member of the immediate family without loss of pay or deduction from other leave benefits found in this Article. This leave shall be for a period of up to five consecutive workdays and shall be used within six (6) months of the death of an immediate family member. This timeline may be extended due to unforeseen circumstances. If the request to extend the six (6) month timeline is denied, the unit member may appeal to the Superintendent or designee within ten (10) days of the denial. The District may require verification of the death and/or employee's immediate family relationship.

#### 24.8 Industrial Accident and Illness Leave

- 24.8.1 The benefits provided in this paragraph are in addition to sick leave benefits. Accordingly, the District shall not deduct accumulated sick leave from the sick leave allotment of a unit member who is absent as the result of an industrial accident or illness. In the event that knowledge of the illness or accident is determined after the sick leave has been taken, the sick leave will be reimbursed.

- 24.8.2 An industrial accident or illness, as used in this section, means any injury or illness whose cause can be traced to the performance of services for the District, including but not limited to lice, pinkeye, and ringworm.
- 24.8.3 A unit member shall be granted no more than 60 working days in any one fiscal year for the same industrial accident or illness. Allowable industrial accident or illness leave shall not be accumulated from year to year. When the leave overlaps into the next fiscal year, the bargaining unit member is entitled to only the amount of unused leave due the employee for the same illness or injury.
- 24.8.4 During the period of absence, the employee shall be paid such portion of their wage or salary that when added to the award granted under the state workers' compensation laws, will not exceed their normal wage or salary.
- 24.8.5 A unit member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as the treating physician determines that there has been such a recovery. If a bargaining unit member is unable to resume the duties of their position after exhausting all accumulated sick leave, including the consecutive five-month period provided under sick leave in this article, they shall be placed on a reemployment list for a period of 24 months if they are a probationary employee or 39 months if they are a permanent employee. If the bargaining unit member becomes medically able to resume duties during the period of reemployment eligibility, they shall be returned to employment in a position for which they are credentialed and qualified.
- 24.8.6 The District's report of an industrial accident or illness shall be kept on file in the Personnel Office.

#### 24.9 Personal Leave Without Pay

- 24.9.1 Upon recommendation of the Superintendent and approval by the Governing Board, leave without compensation and without increment, seniority or any other benefit, may be granted for a period not to exceed one (1) fiscal year.

#### 24.10 Military Leave

- 24.10.1 Leaves of absence for active military service shall be granted as mandated by applicable state and federal law.

#### 24.11 Catastrophic Leave Bank

- 24.11.1 The purpose of this regulation is to describe the general provisions governing the donation of sick leave benefits by employees to a sick leave "bank" so that these benefits may be used by other employees

who have exhausted all of their accrued leave due to catastrophic family illness.

24.11.2 A catastrophic family illness is defined as an illness or injury that is expected to incapacitate an employee or a member of that employee's family for an extended period of time, that requires the employee to take time off from work for an extended period of time to receive personal care or provide care to a family member, and that creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off from work.

24.11.3 A family member for the purposes of Catastrophic Leave is defined as the employee's spouse, children, or step-children, whose well-being is dependent on the employee's care.

24.11.4 The sick leave bank is defined as the repository of donated sick leave benefits, from which further sick leave may be granted to an employee who has exhausted all accrued sick leave and other paid time off from work due to serious illness.

24.11.5 An eligible employee is a permanent employee who has worked for the district a minimum of one school year.

24.11.6 Any employee may donate accrued sick leave to the sick leave bank. However, the donating employee must reserve the equivalent of sick leave earned in a one-year period. All donations of sick leave are irrevocable once made, and any unused donated leave will accumulate in the sick leave bank against such time as it may be needed. An employee who chooses to donate sick leave benefits must:

24.11.6.1 Provide written notice to the Personnel Department of the intent to transfer eligible sick leave benefits to the sick leave bank.

24.11.6.2 Donate eligible sick leave benefits in four (4) hour increments, with a maximum limit of forty (40) hours an employee may donate in four-hour increments.

24.11.6.3 Acknowledge in writing to the Personnel Department that it is understood that such donation is irrevocable and binding. This acknowledgment must be signed and dated.

24.11.7 Any employee who is, or whose family member, is suffering from a serious, extended personal illness or injury, and who wishes to draw sick leave from the sick leave bank must:

24.11.7.1 Exhaust all accrued paid leave, not including all days of differential pay.

24.11.7.2 Request in writing to the Personnel Department that he or she be granted sick leave from the sick leave bank. This request must include sufficient details about the injury or illness to allow a determination of the employee's eligibility for such a grant.

- 24.11.8 Personnel will determine the requesting employee's eligibility to receive sick leave benefits from the sick leave bank. Such determination will be based on the information provided in the employee's letter of request. If the information provided is insufficient to make a determination, Personnel may request the employee to provide additional details.
- 24.11.9 If it is determined that the employee is eligible to receive donated sick leave benefits, the employee's period of eligibility will also be established at that time. If it is determined that the employee is ineligible to receive benefits and is able to work, the request will be denied. The Personnel Department's decision will be final. A determination of ineligibility will not be subject to review or appeal under a grievance or any other procedure.
- 24.11.10 Each one-day increment of donated sick leave will be considered as one day of "banked" leave. Payroll will compute grants from the sick leave bank on a "day-for-day" basis, without regard for any difference between the dollar value of the donated days and the dollar value of the days to be used by the recipient.
- 24.11.11 When Payroll has been notified by Personnel that an employee is eligible to receive benefits from the sick leave bank, grants will be made in twenty (20) day increments, with a maximum grant of sixty (60) days. Personnel will also notify Payroll of the period of eligibility to allow tracking of the sick leave grant and the number of distributions.

**INTENT TO DONATE SICK LEAVE BENEFITS TO THE SICK LEAVE BANK**

It is my intent to voluntarily donate sick leave benefits to the sick leave bank so that they may be granted to another employee who has exhausted all accrued sick leave and other paid benefits due to a serious illness or injury.

I understand that such donations must be made in four (4) hour increments, and that all sick leave donations are irrevocable and binding.

Based on this understanding, I wish to donate \_\_\_\_\_ four-hour increments, for a total of \_\_\_\_\_ hours. I agree to have these hours subtracted from my current allotment of sick leave.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Article 25. Grievance Resolution Procedures

### 25.1 Definitions

- 25.1.1 A "Grievance" is an allegation that there has been a misinterpretation, a misapplication, or a violation of a specific provision of this Agreement.
- 25.1.2 A "Grievant" may be any Unit Member or the Association covered by the terms of this Contract.
- 25.1.3 A "day" is any day in which the central District administrative office is open for business.

### 25.2 Purpose

- 25.2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that may from time to time arise affecting the welfare or working conditions of unit members and the association. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure

### 25.3 General Provisions

- 25.3.1 The grievant and immediate supervisor must be present at all levels of the processing of a grievance unless the grievance is filed on behalf of the association's general membership. The grievant may be represented by the Association at all levels of the grievance resolution process. The District may be represented by any person or agent designated by them to act on their behalf.
- 25.3.2 A grievance shall not be valid for consideration unless it is submitted in writing, on the prescribed form, to the immediate supervisor setting forth the facts and specific provision(s) of the Agreement allegedly violated and the particular relief sought. The written grievance must be submitted at Level I within ten (10) days after the grievant reasonably should have known of the most recent act, omission or practice giving rise to the grievance. Failure to file any grievance within such time period shall be deemed a waiver thereof.
- 25.3.3 A decision rendered at any level in these procedures becomes final, unless appealed within the time period specified.
- 25.3.4 Failure by the District or its representative(s) to render a decision within the time periods specified herein shall constitute a denial of the grievance and the grievant may appeal to the next level.
- 25.3.5 Time periods given in these procedures may be modified by mutual agreement between the Association and the District.
- 25.3.6 If the same problem is identified by more than one unit member, the Association or one (1) unit member on behalf of himself/herself and the other members may process the problem through the grievance process. Names of unit members known to be affected shall appear on all documents related to the processing of the grievance. This provision may be waived by mutual agreement between the Association and the District.

25.3.7 A unit member's grievance shall in no way interfere with the right of the District to proceed in carrying out its management responsibilities. Unit members shall carry out all management directives pending the final resolution of a grievance.

25.3.8 All documents resulting from the processing of a grievance shall be kept in a separate grievance resolution file and shall not be kept in a unit member's personnel file. Facts and information disclosed through the grievance procedure may also be part of other documents related to the unit member's personnel file.

## 25.4 Procedure

### 25.4.1 Level I Problem Solving.

25.4.1.1 Within ten (10) days from the date the grievant reasonably should have known of the most recent act, omission, or practice giving rise to the grievance, the grievant will schedule a meeting with the immediate supervisor to identify the problem and seek resolution. In the event the problem is not resolved at Level I, a grievance may be submitted on the prescribed form at Level II within ten (10) days.

### 25.4.2 Level II Immediate Supervisor

25.4.2.1 If the grievance is not resolved at Level I, a Level II grievance shall be presented in writing to the immediate supervisor using the grievance form, with a copy simultaneously provided to the Association within ten (10) days of the informal resolution meeting. The immediate supervisor shall meet with the grievant and provide a written disposition of the grievance, including the reasons therefore within ten (10) days of receiving the Level II grievance.

25.4.2.2 If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred within ten (10) days from the date of presentation of the grievance, the grievance may be appealed to Level II, with a copy simultaneously provided to the Association. Said appeal must be submitted within ten (10) days of the denial of the grievance or exhaustion of timelines to respond.

### 25.4.3 Level III Superintendent

25.4.3.1 The Superintendent or her/his designee shall meet with the grievant and/or designated Association representative and shall provide a written disposition of the grievance, including the reasons therefore, within ten (10) days of receipt of the Level III grievance.

25.4.3.2 If the grievant and/or the Association is not satisfied with the disposition of the grievance or if no disposition has occurred within ten (10) days from the date of the receipt of the grievance at Level III, the grievant may request the Association to submit the grievance to mediation. Said submission must be submitted within ten (10) days of the denial of the Level three grievance or exhaustion of timelines to respond.

### 25.4.4 Level IV mediation

25.4.4.1 If the grievant and or the Association is not satisfied with the disposition of the grievance, or if no



disposition has occurred pursuant to the provisions of Level III, the grievance shall be referred to grievance mediation, subject to the timelines for submission outlined in Section 1.4.3.2.

- 25.4.4.2 The Association shall request that a conciliator/mediator from the California State Mediation/Conciliation Service, or from any other mutually agreeable recognized dispute resolution center, be assigned to assist the parties in the resolution of the grievance.
- 25.4.4.3 The mediator, shall attempt to meet with the grievant, the Association and the District for the purpose of resolving the grievance within ten (10) days of the request.
- 25.4.4.4 If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association and the District. This agreement shall not set precedent and shall constitute a settlement of the grievance.
- 25.4.4.5 In the event that the grievant, the Association and the Superintendent or her/his designee have not resolved the grievance with the assistance of the conciliator/mediator within ten (10) days from the first meeting held by the conciliator/mediator, the Association may terminate Level IV and the grievance may proceed to Level V.

#### 25.4.5 Level V Advisory Arbitration

- 25.4.5.1 If the Association proceeds to arbitration it shall notify the District in writing within ten (10) days after the termination of mediation. Within ten (10) days after receipt of the appeal, the District and Association shall attempt to agree upon an arbitrator. If no agreement is reached, the parties shall request a list of arbitrators from the California State Mediation and Conciliation Service ("SMCS"). The selection of the arbitrator shall be made by alternately striking names from such list until one name remains. The party who strikes the first name shall be determined by lot. The Association and District shall each pay one half (1/2) of any charges required by SMCS for services rendered.
- 25.4.5.2 The arbitrator will have no power to add to, subtract from or modify the terms of this Agreement or the written policies, rules, and regulations of the District.
- 25.4.5.3 If any question(s) arises as to the arbitrability of the grievance, such question(s) shall be first decided by the arbitrator in a separate hearing before consideration of the merits of the grievance.
- 25.4.5.4 After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall submit in writing to all parties his findings and recommendations which shall be advisory to the parties. The Governing Board may adopt, reject, or modify the decision of the hearing officer.
- 25.4.5.5 All costs for the services of the arbitrator, including but not limited to per diem expenses, travel and subsistence expenses, and the cost, if any, of a hearing room, shall be borne equally by the District and the Association. All other costs, except for released-time for the grievant(s), Association representative(s), and witnesses, shall be borne by the party incurring them.

## 25.5 Rights of Representation

25.5.1 A grievant may be represented at all stages of the grievances by an Association representative(s)

## 25.6 No Reprisals

25.6.1 No reprisals of any kind will be taken by the District or by any member or representative of the administration or the Board against any grievant, any party in interest, any bargaining unit member, the Association, or any other participant in the grievance procedure by reason of such participation.

## 25.7 Miscellaneous

25.7.1 If a grievance arises from action or inaction of the District as a level above the principal or immediate supervisor, the grievant shall submit such grievance in writing directly to the Superintendent and the Association with the processing of such grievance to commence at Level III.

25.7.2 When it is necessary for a representative designated by the Association to attend a grievance meeting or hearing during the day, she/he shall be released without loss of pay in order to permit participation in the foregoing activities. Any unit member who is requested to appear in such meetings or hearings as a witness will be accorded the same right.

25.7.3 Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the District and Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

25.7.4 Upon mutual agreement of the Association and the District, a grievance may be taken directly to arbitration.

25.7.5 A unit member may at any time present grievances to the District, and have such grievances adjusted, without the intervention of the Association, as long as the adjustment is reached prior to arbitration and such adjustment is not inconsistent with terms of the written agreement. If any employee presents a grievance on her/his own behalf, the Association shall have the right to be present and state its views at all grievance meetings. The District shall not agree to a resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

## Article 26. Stipends

- 26.1 All stipends may be divided among advisors, coordinators, and/or coaches if mutually agreed upon in writing by the participant(s) and site administrator(s) prior to the start of the assignment.
- 26.2 If a new stipend position is established, the District will negotiate with the Association over the appropriate salary for that stipend position. If possible, said negotiations shall take place prior to the filling of the position. If it is not possible to complete negotiations prior to the filling of the position, the salary subsequently agreed upon shall be retroactive to the first day the position was filled.
- 26.3 Other Stipends/Non-Contract Stipends may be awarded through school site funding, and will not be included in this article.
- 26.4 All stipends may be offered and rescinded at the pleasure and discretion of the District.
- 26.5 District administration may recommend approval for all, some or none of the extra-curricular positions.
- 26.6 When stipend positions open, the open positions shall be emailed to the site staff, and out to the district staff as necessary.
- 26.7 Bargaining unit members may submit a written proposal to the Association for additional stipend positions that may benefit the district, for the association to negotiate with the District for inclusion in this article.
- 26.8 Teacher Learning Leaders shall be selected every two years or upon vacancy. Open positions shall be flown at the site level for two weeks to allow teachers to submit a letter of interest.
- 26.9 Teacher Learning Leaders shall have been employed by the District for a minimum of two (2) years (unless no other qualified applicants apply).
- 26.10 District Head Technology Lead -10 additional days on school calendar  
Eagle Summit Stipend in Lieu of Prep- 20% column 1 step 1  
Credit Recovery Enhancement Summer School Teacher (5 week session)- 13% column 1 step 1  
Credit Recovery Enhancement Summer School Lead Teacher (5 week session)- 16% column 1 step 1

### EL Coach Stipends

- 0-25 EL/RFEP Students Combined 3% column 1 step 1
- 26-50 EL/RFEP Students Combined 4% column 1 step 1
- 51-75 EL/RFEP Students Combined 5% column 1 step 1
- 76-125 EL/RFEP Students Combined 6% column 1 step 1
- 126-175 EL/RFEP Students Combined 7% column 1 step 1
- 176-225 EL/RFEP Students Combined 7.5% column 1 step 1
- 226-275 EL/RFEP Students Combined 8% column 1 step 1
- 276+ EL/RFEP Students Combined 9% column 1 step 1

Class A+ Stipend 8.5% of column 1 step 1–

Middle School and High School Activities Director  
SHS Athletic Director

Class A Stipends 8% of column 1 step 1

HS Color Guard Coordinator  
HS Choral Music Coordinator  
HS Drama Advisor  
HS Instrumental Music Coordinator  
HS Cheer  
HS Dance Coordinator  
HS Yearbook Coordinator  
District Special Education TOSA (Program Specialist)  
Head Coach Varsity  
    Cross Country  
    Football  
    Track & Field  
    Baseball  
    Basketball Boys  
    Basketball Girls  
    Soccer Boys  
    Soccer Girls  
    Softball  
    Volleyball  
    Wrestling Boys  
    Wrestling Girls

Class B Stipends- 7% Column one step one

MS Yearbook (no scheduled class time)  
K-8 & MS Athletic Director  
HS Assistant Activities Director  
HS FFA Advisor (2) (If non-CTE teacher or paid by CTE)  
HS Assistant Cheer Coach  
HS Band Choreographer  
HS Choir Accompanist  
HS Theater Arts Assistant Director  
HS Stunt Coordinator  
Head Coach Varsity  
    Golf  
    Tennis Boys  
    Tennis Girls

Class C Stipends- 6% Column 1 step 1

Site Technology Lead – 1 Lead per 500 students

High School Lead Counselor  
MS Dance and Cheer (based on year-round program)  
MS Theater (no scheduled class on campus)  
K-8 Activities Director  
HS Marching Band Assistant  
HS Drumline Assistant

Class D Stipends- 5% column 1 step 1

MS Yearbook (w/scheduled class time)  
HS Journalism/Newspaper Advisor  
HS Assistant Stunt Coach  
Senior Class Advisor  
Assistant Varsity and/or Head JV/Frosh Coach (38)  
    Baseball (3)  
    Basketball Boys (2)  
    Basketball Girls (2)  
    Cross Country Girls (1)  
    Cross Country Boys (1)  
    Football (10)  
    Soccer Boys (2)  
    Soccer Girls (2)  
    Softball (3)  
    Track & Field (6)  
    Volleyball (3)  
    Wrestling Boys (2)  
    Wrestling Girls (1)

Class E Stipends- 3.5 % column 1 step 1

Site PBIS Coach- 1 coach assigned per 500 students  
SHS Medical Pathway Lead (If non-CTE teacher or paid by CTE)  
NTS Counselors covering more than 1 site (if only one counselor)  
K-8 Counselors (if only one counselor)  
Academic Competition Coaches  
    Elementary School – Up to 2 stipends per site  
    Middle School – Up to 3 stipends per site  
    K-8 & NTS – Up to 4 stipends per site  
    HS – Up to 6 stipends per site

MS Basketball Boys JV  
MS Basketball Girls JV  
MS Basketball Boys Varsity  
MS Basketball Girls Varsity  
MS Cross Country JV  
MS Cross Country Varsity  
MS Soccer Boys  
MS Soccer Girls  
MS Track JV  
MS Track Varsity

MS Volleyball JV  
MS Volleyball Varsity  
MS Wrestling JV  
MS Wrestling Varsity  
MS Drama (w/scheduled class time)  
Non-Traditional Intramural Programs

Class F Stipends- 2.5 % column 1 step 1  
Site Testing Coordinator  
Elementary Theater Teacher  
District Young Authors Coordinator

## TLL Stipends

Head TLL	TLL
30+ Sections 6% Column 1 Step 1	4 or more teachers 5% Column 1 Step 1
Less than 25 Sections 5% Column 1 Step 1	Fewer than 4 teachers 4% Column 1 Step 1

## High School Head TLL Positions

- English/Language Arts (1)
- History/Social Science (1)
- Math (1)
- Physical Education (1)
- Science (1)
- Special Education (1)
- World Language (1)
- Visual/Performing Arts (1)

## High School TLL Positions

- CTE (1)
- English/Language Arts (3)
- Hist/Soc Sci (2)
- Math (3)
- Science (2)
- Special Education (2)

## Middle School TLL Positions

- Electives (0.5)
- English Language Arts (3)
- History/Social Science (3)
- Math (3)
- Physical Education (0.5)
- Science (3)
- Special Education (1)
- Special Education Life Skills (1)

## Elementary TLL

- One Elementary TLL position per grade level K-5
- 1 Elementary Special Education stipend for sites with three or more special education teachers

## Heritage TLL

- One position per grade level K-5
- One position per 6-8 in ELA, Hist/Soc Sci, Math & Science

## Non-Traditional TLL (6)

## Addendum to Article 26.      Stipends

The Snowline Teachers' Association (STA) and Snowline Joint Unified School District (District), by mutual agreement, amended the TLL Stipends language in Article 26.10, to address a typo. The newly revised language will read:

### TLL Stipends

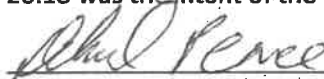
Head TLL	TLL
30+ Sections 6% Column 1 Step 1	4 or more teachers 5% Column 1 Step 1
Less than 29 Sections 5% Column 1 Step 1	Fewer than 4 teachers 4% Column 1 Step 1

The previous article language read:

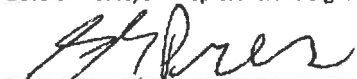
### TLL Stipends

Head TLL	TLL
30+ Sections 6% Column 1 Step 1	4 or more teachers 5% Column 1 Step 1
Less than 25 Sections 5% Column 1 Step 1	Fewer than 4 teachers 4% Column 1 Step 1

By signing below, both STA and the District mutually agree that the revised language reflected in Article 26.10 was the intent of the bargaining team negotiation sessions.

  
\_\_\_\_\_  
Deborah Peace, STA Representative Signature

6/13/2023  
Date

  
\_\_\_\_\_  
Shawn Premo, SJUSD Representative Signature

6/13/2023  
Date



## **Article 27. Designated Subjects Career Technical Education (CTE) Credential Positions**

- 27.1 Designated Subjects Career Technical Education (CTE) Credential Position bargaining unit employees shall be expected to adhere to Hours and Additional Duties as described in Article 15 of the CBA.
- 27.1.1 Duties to include open house, staff meetings, SST/IEP and 504 meetings, career fairs, graduation duty and other administrative assignments outside the standard work day not covered under other articles of the Certificated Bargaining Agreement.
- 27.1.2 Work done outside of Article 15 as detailed above shall be compensated per the Certificated Bargaining Agreement. Standard time sheets are to be submitted for these hours worked.
- 27.2 Designated Subjects Career Technical Education (CTE) Credential Position bargaining unit employees are to be compensated for the following duties according to site discretion, and with annual written administrative approval prior to the work being performed.
- 27.2.1 Curriculum planning (per Article 11.2), CTE advisories, chaperoning, field trips, equipment work and repair, education conferences, internship supervision, and other work related duties as needed.
- 27.3 Designated Subjects Career Technical Education (CTE) Credential Position bargaining unit employees shall be compensated proportionately at their individual hourly rate for period subbing for a Designated Subjects credential class.
- 27.4 Designated Subjects Career Technical Education (CTE) Credential Position bargaining unit employees may only period sub for other Designated Subjects Career Technical Education (CTE) Credential Position bargaining unit employees.
- 27.5 Clear Credentialed Designated Subjects Career Technical Education teachers who have a preliminary or clear single or multiple subject California teaching credential shall be placed on Certificated Teachers Salary Schedule.

## Appendix A – Salary Schedules

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT**  
**2022-2023 Salary Schedule**  
184 days

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	58,177	60,397	63,061	64,039	66,894
2	59,982	62,278	66,020	67,896	70,753
3	61,848	64,216	69,117	71,707	74,609
4	63,769	66,217	72,665	75,610	78,467
5	65,756	68,287	75,468	79,470	82,325
6	67,814	70,416	79,043	83,327	86,182
7	69,934	72,618	82,610	87,182	90,035
8	72,120	74,898	86,182	91,040	93,898
9	74,382	79,233	91,610	94,895	97,751
10	78,685	84,212	97,398	98,749	101,607
11	78,685	84,212	98,981	100,350	103,241
12	78,685	84,212	100,561	101,954	104,872
13	78,685	84,212	102,136	103,556	106,507
14	78,685	84,212	102,136	103,556	107,791
15	78,685	84,212	102,136	103,556	109,079
16	78,685	84,212	102,136	103,556	110,364
17	78,685	84,212	102,136	103,556	111,648
18	78,685	84,212	102,136	103,556	112,942
19	78,685	84,212	102,136	103,556	114,221
20	78,685	84,212	102,136	103,556	116,643
21	78,685	84,212	102,136	103,556	119,058
22	78,685	84,212	102,136	103,556	121,473
23	78,685	84,212	102,136	103,556	121,473
24	78,685	84,212	102,136	103,556	121,473
25	80,272	85,798	103,722	105,143	123,060
26	80,272	85,798	103,722	105,143	123,060
27	80,272	85,798	103,722	105,143	123,060
28	80,272	85,798	103,722	105,143	123,060
29	80,272	85,798	103,722	105,143	123,060
30	82,387	87,913	105,837	107,258	125,175

STEPS: Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years K-12 credentialed teaching experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

COLUMNS: COLUMNS REPRESENT COLLEGE CREDIT/DEGREES

COLUMN I: B.A./B.S. DEGREE

COLUMN II: B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS

COLUMN III: B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS

COLUMN IV: B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS

COLUMN V: B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE

ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE

A longevity increase of \$1,500 is added to the pay scale at year 25.  
A longevity increase of \$2,000 is added to the pay scale at year 30.

The rate of compensation for certificated extra-duty teaching is as follows:

- a. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- b. Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- c. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.
- d. Compensation for teachers teaching an additional period assignment during the regular school year shall be based on their individual hourly rate, proportionate to site schedule.
- e. Elementary class subbing/splitting and secondary period subbing shall be compensated proportionately based on the per diem rate of Step 1, Column 3. As part of this proportional analysis, elementary class subbing shall be compensated based upon the number of teachers who assume the students for the absent teacher.

approved: 8/31/83, 2/13/18

Revised: 2/27/84, 6/15/84, 6/10/85, 9/12/88, 9/27/90, 7/1/91, 10/26/92, 8/29/95, 8/27/96, 9/30/97, 4/14/98, 10/13/98, 10/26/99, 8/8/00, 7/10/01, 9/24/02, 9/28/05, 8/22/06, 9/25/07, 6/23/09, 8/10/10, 4/12/11 (FSCDS Stipend removed), 8/8/14/12, 6/25/13, 5/27/14, 6/23/15, 6/28/16, 9/13/16, 7/1/18, 4/30/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
2022-2023 SPECIAL EDUCATION TEACHER SALARY SCHEDULE  
184 Workdays**

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	60,400	62,642	65,478	66,494	69,466
2	62,276	64,665	68,556	70,508	73,479
3	64,216	66,682	71,777	74,473	77,489
4	66,214	68,761	75,466	78,531	81,501
5	68,281	70,911	78,383	82,544	85,513
6	70,423	73,127	82,100	86,556	89,523
7	72,625	75,418	85,808	90,564	93,531
8	74,902	77,789	89,523	94,576	97,548
9	77,252	82,297	95,171	98,585	101,557
10	81,728	87,476	101,191	102,594	105,567
11	81,728	87,476	102,835	104,260	107,267
12	81,728	87,476	104,478	105,928	108,961
13	81,728	87,476	106,116	107,592	110,663
14	81,728	87,476	106,116	107,592	111,989
15	81,728	87,476	106,116	107,592	113,336
16	81,728	87,476	106,116	107,592	114,673
17	81,728	87,476	106,116	107,592	116,010
18	81,728	87,476	106,116	107,592	117,353
19	81,728	87,476	106,116	107,592	118,687
20	81,728	87,476	106,116	107,592	121,205
21	81,728	87,476	106,116	107,592	123,717
22	81,728	87,476	106,116	107,592	126,226
23	81,728	87,476	106,116	107,592	126,226
24	81,728	87,476	106,116	107,592	126,226
25	83,314	89,062	107,703	109,178	127,813
26	83,314	89,062	107,703	109,178	127,813
27	83,314	89,062	107,703	109,178	127,813
28	83,314	89,062	107,703	109,178	127,813
29	83,314	89,062	107,703	109,178	127,813
30	85,429	91,177	109,818	111,293	129,928

**STEPS:** Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years K-12 credentialed teaching experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

*Special education teachers with a preliminary or clear special education teaching credential and a special education teaching assignment which includes an IEP caseload will be placed on this salary schedule. This schedule represents additional compensation for special education teachers pursuant to Government Code 3543.2(d) and Education Code 45028e. Teachers with less than a preliminary special education teaching credential will be placed on the 184 day Teacher Salary Schedule.*

**COLUMNS REPRESENT COLLEGE CREDIT/DEGREES**

**COLUMN I B.A./B.S. DEGREE**

**COLUMN II B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS**

**COLUMN III B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS**

**COLUMN IV B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS**

**COLUMN V B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE**

**ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE**

A longevity increase of \$1,500 is added to the pay scale at year 25.

A longevity increase of \$2,000 is added to the pay scale at year 30.

**The rate of compensation for certificated extra-duty teaching is as follows:**

- Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.
- Compensation for teachers teaching an additional period assignment during the regular school year shall be based on their individual hourly rate hourly rate, proportionate to site schedule.
- Elementary class subbing/splitting and secondary period subbing shall be compensated proportionately based on the per diem rate of Step 1, Column 3. As part of this proportional analysis, elementary class subbing shall be compensated based upon the number of teachers who assume the students for the absent teacher.

Approved: 6.28.2016, 9.13.2016, 2.13.18

Revised: 8/14/12, 6/25/13, 5/27/14, 6/23/15, 6/28/16, 9/13/16, 7/1/18, 4/30/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
2022-2023 11 MONTH TEACHER SALARY SCHEDULE  
208 Workdays**

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	65,685	68,190	71,198	72,302	75,526
2	67,721	70,314	74,537	76,658	79,884
3	69,827	72,504	78,036	80,960	84,235
4	71,996	74,760	82,041	85,366	88,590
5	74,239	77,096	85,205	89,722	92,948
6	76,566	79,501	89,241	94,079	97,300
7	78,957	81,988	93,267	98,431	101,652
8	81,427	84,562	97,300	102,787	106,013
9	83,979	89,457	103,432	107,139	110,366
10	88,839	95,080	109,968	111,491	114,719
11	88,839	95,080	111,751	113,298	116,563
12	88,839	95,080	113,535	115,109	118,403
13	88,839	95,080	115,315	116,917	120,251
14	88,839	95,080	115,315	116,917	121,699
15	88,839	95,080	115,315	116,917	123,154
16	88,839	95,080	115,315	116,917	124,606
17	88,839	95,080	115,315	116,917	126,055
18	88,839	95,080	115,315	116,917	127,515
19	88,839	95,080	115,315	116,917	128,960
20	88,839	95,080	115,315	116,917	131,693
21	88,839	95,080	115,315	116,917	134,421
22	88,839	95,080	115,315	116,917	137,147
23	88,839	95,080	115,315	116,917	137,147
24	88,839	95,080	115,315	116,917	137,147
25	90,425	96,666	116,901	118,503	138,733
26	90,425	96,666	116,901	118,503	138,733
27	90,425	96,666	116,901	118,503	138,733
28	90,425	96,666	116,901	118,503	138,733
29	90,425	96,666	116,901	118,503	138,733
30	92,540	98,781	119,016	120,618	140,848

STEPS: Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years K-12 credentialed teaching experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

COLUMNS: COLUMNS REPRESENT COLLEGE CREDIT/DEGREES

COLUMN I: B.A./B.S. DEGREE

COLUMN II: B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS

COLUMN III: B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS

COLUMN IV: B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS

COLUMN V: B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE

ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE

**A longevity increase of \$1,500 is added to the pay scale at year 25.**

**A longevity increase of \$2,000 is added to the pay scale at year 30.**

The rate of compensation for certificated extra-duty teaching is as follows:

- a. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- b. Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- c. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.
- d. Compensation for teachers teaching an additional period assignment during the regular school year shall be based on their individual hourly rate hourly rate, proportionate to site schedule.
- e. Elementary class subbing/splitting and secondary period subbing shall be compensated proportionately based on the per diem rate of Step 1, Column 3. As part of this proportional analysis, elementary class subbing shall be compensated based upon the number of teachers who assume the students for the absent teacher.

Approved: 8/31/83, 2/13/18

Revised: 2/27/84, 6/15/84, 6/10/85, 9/12/88, 9/27/90, 7/1/91, 10/26/92, 4/14/98, 10/13/98, 8/10/10, 8/14/12, 6/25/13, 5/27/14, 6/23/15, 6/28/16, 9/13/16, 7/1/18, 4/30/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
2022-2023 TEACHER ON SPECIAL ASSIGNMENT SALARY SCHEDULE  
194 Workdays**

STEP	COLUMN III	COLUMN IV	COLUMN V
1	66,453	67,481	70,490
2	69,568	71,548	74,557
3	72,833	75,563	78,621
4	76,573	79,674	82,684
5	79,525	83,743	86,751
6	83,290	87,807	90,814
7	87,050	91,868	94,875
8	90,814	95,936	98,946
9	96,536	99,997	103,008
10	102,635	104,059	107,072
11	104,303	105,746	108,793
12	105,967	107,436	110,509
13	107,627	109,122	112,234
14	107,627	109,122	113,586
15	107,627	109,122	114,944
16	107,627	109,122	116,298
17	107,627	109,122	117,651
18	107,627	109,122	119,012
19	107,627	109,122	120,362
20	107,627	109,122	122,914
21	107,627	109,122	125,459
22	107,627	109,122	128,003
23	107,627	109,122	128,003
24	107,627	109,122	128,003
25	109,214	110,709	129,589
26	109,214	110,709	129,589
27	109,214	110,709	129,589
28	109,214	110,709	129,589
29	109,214	110,709	129,589
30	111,329	112,824	131,704

STEPS: Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years K-12 credentialed teaching experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

**COLUMNS: COLUMNS REPRESENT COLLEGE CREDIT/DEGREES**

- COLUMN I: B.A./B.S. DEGREE**
- COLUMN II: B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS**
- COLUMN III: B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS**
- COLUMN IV: B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS**
- COLUMN V: B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE**

**ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE**

**A longevity increase of \$1,500 is added to the pay scale at year 25.**

**A longevity increase of \$2,000 is added to the pay scale at year 30.**

The rate of compensation for certificated extra-duty teaching is as follows:

- a. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- b. Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- c. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.

approved: 8/31/83, 2/13/18

Revised: 2/27/84, 6/15/84, 6/10/85, 9/12/88, 9/27/90, 7/1/91, 10/26/92, 8/29/95, 8/27/96, 9/30/97, 4/14/98, 10/13/98, 8/10/10,

8/14/126/25/13, 5/27/14, 6/23/15, 6/28/16, 9/13/16, 7/1/18, 4/30/19, 6/25/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT**  
**2022-2023 Salary Schedule**  
**DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION CREDENTIAL POSITIONS**  
184 Workdays

STEP	I	II	III
1	50,553	58,177	63,061
2	51,344	59,982	66,020
3	52,133	61,848	69,117
4	52,923	63,769	72,665
5	53,712	65,756	75,468
6	54,503	67,814	79,042
7	55,293	69,934	82,610
8	56,083	72,120	86,182
9	56,873	74,382	91,610
10	57,663	78,685	97,398
11	57,663	78,685	98,981
12	57,663	78,685	100,561
13	57,663	78,685	102,136
14	57,663	78,685	102,136
15	57,663	78,685	102,136
16	57,663	78,685	102,136
17	57,663	78,685	102,136
18	57,663	78,685	102,136
19	57,663	78,685	102,136
20	57,663	78,685	102,136
21	57,663	78,685	102,136
22	57,663	78,685	102,136
23	57,663	78,685	102,136
24	57,663	78,685	102,136
25	59,250	80,272	103,722
26	59,250	80,272	103,722
27	59,250	80,272	103,722
28	59,250	80,272	103,722
29	59,250	80,272	103,722
30	61,365	82,387	105,837

COLUMN I: Designated Subjects Credential  
COLUMN II: Designated Subjects Credential & BA/BS degree  
COLUMN III: Designated Subjects Credential & MA/MS degree

STEPS: steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time applicable industry experience, effective 7/1/22, or certificated employment for at least 75% of a given year) for a maximum of ten (10) years of applicable industry experience or as a credentialed teacher, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75% of the number of work days for that year.

Current calculation: 184 days/yr \*6.5 hours/day\*75%=897 hours

**A longevity increase of \$1,500 is added to the pay scale at year 25.**  
**A longevity increase of \$2,000 is added to the pay scale at year 30.**

- a. A teacher may advance one step according to the years of teaching service until the top of the salary schedule is reached.  
A teacher who in any one school year has served for at least 75% of the number of work days shall be deemed to have met the requirement for advancement purposes.
- b. Period substituting in another Designated Subjects credential class shall be compensated proportionately at the teacher's individual hourly rate.
- c. Compensation for teaching an additional period assignment during the regular school year shall be compensated proportionately at the teacher's individual hourly rate.
- d. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- e. Saturday school, ADA recovery, teachers will be compensated at the rate of \$5.00 per hour.
- f. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
2022-2023 COUNSELOR SALARY SCHEDULE  
Elementary 186 Workdays**

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	58,804	61,047	63,738	64,727	67,613
2	60,627	62,945	66,729	68,627	71,514
3	62,514	64,907	69,861	72,479	75,411
4	64,454	66,929	73,446	76,424	79,311
5	66,462	69,021	76,280	80,323	83,211
6	68,545	71,172	79,891	84,225	87,109
7	70,685	73,399	83,497	88,118	91,002
8	72,895	75,703	87,108	92,018	94,907
9	75,182	80,086	92,597	95,915	98,802
10	79,529	85,117	98,446	99,812	102,701
11	79,529	85,117	100,047	101,430	104,352
12	79,529	85,117	101,643	103,052	105,999
13	79,529	85,117	103,233	104,688	107,653
14	79,529	85,117	103,233	104,688	108,950
15	79,529	85,117	103,233	104,668	110,252
16	79,529	85,117	103,233	104,668	111,550
17	79,529	85,117	103,233	104,668	112,850
18	79,529	85,117	103,233	104,668	114,156
19	79,529	85,117	103,233	104,668	115,451
20	79,529	85,117	103,233	104,668	117,897
21	79,529	85,117	103,233	104,668	120,339
22	79,529	85,117	103,233	104,668	122,780
23	79,529	85,117	103,233	104,668	122,780
24	79,529	85,117	103,233	104,668	122,780
25	81,116	86,704	104,819	106,255	124,366
26	81,116	86,704	104,819	106,255	124,366
27	81,116	86,704	104,819	106,255	124,366
28	81,116	86,704	104,819	106,255	124,366
29	81,116	86,704	104,819	106,255	124,366
30	83,231	88,819	106,934	108,370	126,481

STEPS: Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years credentialed K-12 counseling experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

**COLUMNS: COLUMNS REPRESENT COLLEGE CREDIT/DEGREES**

**COLUMN I: B.A./B.S. DEGREE**

**COLUMN II: B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS**

**COLUMN III: B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS**

**COLUMN IV: B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS**

**COLUMN V: B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE**

**ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE**

A longevity increase of \$1,500 is added to the pay scale at year 25.

A longevity increase of \$2,000 is added to the pay scale at year 30.

approved: 9.13.16, 2.13.18

revised 7.1.18, 4.30.19, 6.25.19, 4.28.20, 7/1/20, 3/16/22, 2.28.23

- a. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- b. Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- c. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.

8/14/12, 6/25/13, 5/27/14, 6/23/15, 6/28/16, 9/13/16, 7/1/18, 4/30/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23



**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
2022-2023 COUNSELOR SALARY SCHEDULE  
Middle and K-8 187 Workdays**

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	59,116	61,371	64,077	65,069	67,975
2	60,948	63,282	67,084	68,993	71,895
3	62,844	65,253	70,232	72,865	75,813
4	64,797	67,284	73,836	76,829	79,734
5	66,817	69,388	76,685	80,751	83,654
6	68,908	71,551	80,317	84,672	87,573
7	71,059	73,787	83,942	88,587	91,486
8	73,281	76,106	87,573	92,509	95,412
9	75,581	80,512	93,090	96,425	99,328
10	79,955	85,569	98,969	100,342	103,246
11	79,955	85,569	100,578	101,968	104,906
12	79,955	85,569	102,182	103,599	106,562
13	79,955	85,569	103,783	105,225	108,227
14	79,955	85,569	103,783	105,225	109,529
15	79,955	85,569	103,783	105,225	110,838
16	79,955	85,569	103,783	105,225	112,145
17	79,955	85,569	103,783	105,225	113,451
18	79,955	85,569	103,783	105,225	114,763
19	79,955	85,569	103,783	105,225	116,064
20	79,955	85,569	103,783	105,225	118,525
21	79,955	85,569	103,783	105,225	120,981
22	79,955	85,569	103,783	105,225	123,431
23	79,955	85,569	103,783	105,225	123,431
24	79,955	85,569	103,783	105,225	123,431
25	81,541	87,155	105,369	106,811	125,017
26	81,541	87,155	105,369	106,811	125,017
27	81,541	87,155	105,369	106,811	125,017
28	81,541	87,155	105,369	106,811	125,017
29	81,541	87,155	105,369	106,811	125,017
30	83,656	89,270	107,484	108,926	127,132

STEPS: Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years credentialed K-12 counseling experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

**COLUMNS: COLUMNS REPRESENT COLLEGE CREDIT/DEGREES**  
**COLUMN I: B.A./B.S. DEGREE**  
**COLUMN II: B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS**  
**COLUMN III: B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS**  
**COLUMN IV: B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS**  
**COLUMN V: B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE**  
**ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE**

A longevity increase of \$1,500 is added to the pay scale at year 25.  
A longevity increase of \$2,000 is added to the pay scale at year 30.

approved: 9.13.16, 2.13.18  
revised 7.1.18, 4.30.19, 6.25.19, 4.28.20, 7/1/20, 3/16/22, 2.28.23

- a. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- b. Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- c. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.

8/14/12, 6/25/13, 5/27/14, 6/23/15, 6/28/16, 8/13/16, 7/1/18, 4/30/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
2022-2023 COUNSELOR SALARY SCHEDULE  
High School 191 Workdays**

STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
1	60,375	62,677	65,440	66,455	69,420
2	62,245	64,629	68,510	70,460	73,426
3	64,183	66,642	71,728	74,415	77,427
4	66,174	68,716	75,408	78,464	81,430
5	68,238	70,864	78,316	82,469	85,435
6	70,375	73,074	82,024	86,472	89,435
7	72,574	75,360	85,728	90,471	93,433
8	74,843	77,727	89,435	94,475	97,443
9	77,190	82,224	95,071	98,475	101,443
10	81,655	87,390	101,076	102,477	105,445
11	81,655	87,390	102,718	104,137	107,138
12	81,655	87,390	104,357	105,803	108,828
13	81,655	87,390	105,992	107,463	110,528
14	81,655	87,390	105,992	107,463	111,860
15	81,655	87,390	105,992	107,463	113,196
16	81,655	87,390	105,992	107,463	114,529
17	81,655	87,390	105,992	107,463	115,862
18	81,655	87,390	105,992	107,463	117,203
19	81,655	87,390	105,992	107,463	118,533
20	81,655	87,390	105,992	107,463	121,045
21	81,655	87,390	105,992	107,463	123,554
22	81,655	87,390	105,992	107,463	126,058
23	81,655	87,390	105,992	107,463	126,058
24	81,655	87,390	105,992	107,463	126,058
25	83,258	88,994	107,596	109,066	127,661
26	83,258	88,994	107,596	109,066	127,661
27	83,258	88,994	107,596	109,066	127,661
28	83,258	88,994	107,596	109,066	127,661
29	83,258	88,994	107,596	109,066	127,661
30	85,395	91,131	109,733	111,203	129,798

STEPS: Steps represent years of service (one year of service per step). Employees new to the district shall be given year for year credit (full time certificated employment for at least 75% of a given year) for a maximum of ten (10) years credentialed K-12 counseling experience in an accredited school, with a maximum placement on the eleventh (11) step. To receive credit for a year of service, an employee must have served in the district a minimum of 75 percent of the number of work days for that year.

**COLUMNS: COLUMNS REPRESENT COLLEGE CREDIT/DEGREES**

**COLUMN I: B.A./B.S. DEGREE**

**COLUMN II: B.A./B.S. DEGREE PLUS 15 GRADUATE SEMESTER UNITS**

**COLUMN III: B.A./B.S. DEGREE PLUS 30 GRADUATE SEMESTER UNITS**

**COLUMN IV: B.A./B.S. DEGREE PLUS 45 GRADUATE SEMESTER UNITS**

**COLUMN V: B.A./B.S. DEGREE PLUS 60 GRADUATE SEMESTER UNITS OR M.A./M.S. DEGREE**

**ALL UNITS FOR SALARY ADVANCEMENT MUST BE TAKEN AFTER THE BACHELOR'S DEGREE**

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A longevity increase of \$2,000 is added to the pay scale at year 30.

approved: 9.13.16, 2.13.18

revlsd 7.1.18, 4.30.19, 6.25.19, 4.28.20, 7/1/20, 3/16/22, 2.28.23

- a. Extra-duty teaching assignments with students will be compensated at the rate of \$55.00 per hour.
- b. Saturday school, ADA recovery, teachers will be compensated at the rate of \$55.00 per hour.
- c. Extra-duty assignments without students will be compensated at the rate of \$45.00 per hour.

8/14/12, 6/25/13, 5/27/14, 6/23/15, 6/28/16, 9/13/16, 7/1/18, 4/30/19, 4/28/20, 7/1/20, 3/16/22, 2/28/23, 7/1/23

## **Appendix B – Tentative Agreements**

2016-2017 thru 2018-2019 Collective Bargaining Agreement (8.26.2016)

2016-2017 Compensation (8.26.2016)

2017-2018 Compensation (1.19.2018)

2018-2019 Compensation (4.12.2019)

2019-2020 Compensation (4.2.2020)

2020-2021 Compensation (4.30.21)

2021-2022 Compensation (2.18.22)

2022-2023 Compensation (1.27.23)

**TENTATIVE AGREEMENT**  
**2016-2017 thru 2018-2019 Collective Bargaining Agreement**

The Snowline Joint Unified School District and Snowline Teachers Association have agreed to the:

Collective Bargaining Agreement

Between


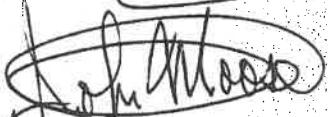
Snowline Joint Unified School District

And

Snowline Teachers Association

For the 2016-2017, 2017-2018 and 2018-2019 school years, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees.

Snowline Teachers Association  
Date 8/26/16

  
  
Jimmy Morice  
Shirley Hoff  
Debra M. Davis Keace

Snowline Joint Unified School District  
Date 8/26/16

  
Jessica Humphrey  
Allan Grille  
Karen Winkler  
  
  
Walt  
Bud Umstead

**TENTATIVE AGREEMENT**  
**2016-2017 Compensation**

The Snowline Joint Unified School District and Snowline Teachers Association have agreed to the following compensation adjustments for the 2016-2017 school year, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees, retroactive to July 1, 2016.

1. \$4,000 increase to the health and welfare benefit cap from \$8,000 to \$12,000
  
2. \$2,000 increase to every cell on all bargaining unit salary schedules
  
3. Bargaining Unit Members, age 55 or greater, with not less than 15 years of Snowline service, who submit a written resignation announcing their retirement from the Snowline Joint Unified School District no later than February 1, 2017, effective the end of their 2016-2017 work calendar, will be paid a retirement incentive of \$30,000 (prorated for less than fulltime status) on their final pay warrant of the 2016-2017 school year.

Date

8/26/16

Date

8/26/16

  
\_\_\_\_\_  
Snowline Teachers Association

  
\_\_\_\_\_  
Snowline Joint Unified School District

**TENTATIVE AGREEMENT**

**2017-2018 Compensation**

January 19, 2018


The Snowline Joint Unified School District and Snowline Teachers Association have agreed to the following compensation adjustments for the 2017-2018 school year, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees, retroactive to July 1, 2017.


1. The salary schedules for all certificated bargaining unit members shall be increased by 3.00%

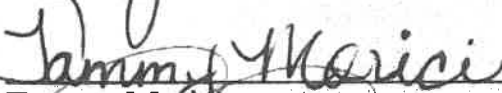
And


2. All certificated bargaining unit members shall be paid a one-time off-schedule salary payment of 3.00%

For STA:

  
Deborah Peace


  
John Moose

  
Tammy Morici


  
Jeff Phillips

  
Sherri Shaffer

For SJUSD:

  
Chad Brooks

  
Allan Miller

  
Karen Winkler


  
Dennis Zimmerman

**2018-2019**  
**TENTATIVE AGREEMENT**

The Snowline Teachers Association and Snowline Joint Unified School District have agreed to the following collective bargaining compensation adjustments, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees.

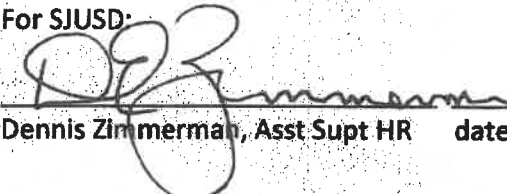
- a. 2.50% ongoing increase to be applied to the 2018-2019 STA salary schedules, retroactive to July 1, 2018
- b. 2.00% off schedule payment of negotiated 2018-2019 base salary
- c. A longevity increase of \$1,500 added to the STA salary schedules at year 25 with at least 15 years in Snowline
- d. A longevity increase of \$2,000 added to the STA salary schedules at year 30 with at least 20 years in Snowline
- e. Change current AND to OR for Column IV & Column V advancement on the STA salary schedules to begin the 2019-2020 school year
- f. Reduce the work calendars of STA bargaining unit members by two days with no corresponding reduction in rate of pay, to begin with the 2019-2020 school year.

For STA:

  
\_\_\_\_\_  
Jeff Phillips, Chief Negotiator

4/12/19  
\_\_\_\_\_  
date

For SIUSD:

  
\_\_\_\_\_  
Dennis Zimmerman, Asst Supt HR

4.12.19  
\_\_\_\_\_  
date

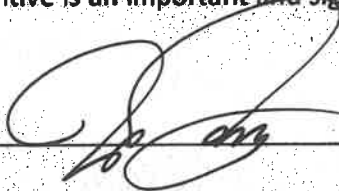
**2019-2020**  
**TENTATIVE AGREEMENT**

The Snowline Teachers Association and Snowline Joint Unified School District have agreed to the following collective bargaining compensation adjustments, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees.

- a. 2.50% ongoing increase applied to all Certificated salary schedules, retroactive to July 1, 2019
- b. \$1,000 ongoing increase to the health and welfare benefit cap, retroactive to July 1, 2019
- c. Move the 25 and 30 year longevity increases to the salary schedule after annual salary adjustments are calculated for each cell, beginning on July 1, 2020
- d. The district greatly desires and intends to offer a retirement incentive of \$8,000 per year (prorated based on FTE/full-time equivalent) for five-years (2022-2023 through 2026-2027 fiscal years) towards the retiree purchase of health & welfare benefits through Snowline; to employees age 55 or greater with not less than 15 years of Snowline service or age 60 or greater with not less than 10 years of Snowline service as of June 30, 2022; who submit a written resignation announcing their retirement from Snowline Joint Unified School District no later than February 1, 2022 effective upon fulfillment of their 2021-2022 work calendar.

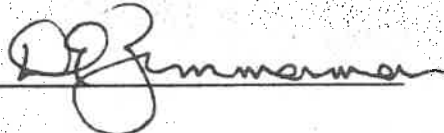
Due to the ever-changing and unknown financial ramifications of the current COVID-19 pandemic on the California economy, on the funding of California public education, and on the future family choices to enroll students in public education and specifically in Snowline, the district cannot commit to this retirement incentive at this point in time. But please know that it truly is the desire and intent of Snowline to find a way to actualize such a retirement incentive for the 2021-2022 school year. The district agrees with STA that this retirement incentive is an important and significant near-future step in Snowline's long term debt repayment plan.

Jeff Phillips  
STA Representative (Print & Sign)



4/2/20  
Date

Dennis Zimmerman  
SJUSD Representative (Print & Sign)




4.2.2020  
Date



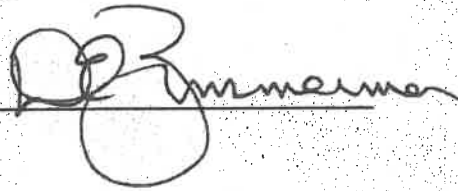
**2020-2021**  
**TENTATIVE AGREEMENT**

The Snowline Teachers Association and Snowline Joint Unified School District have agreed to the following collective bargaining compensation adjustments, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees.

- a. 4.00% of the current salary schedule one-time off schedule payment

Jeff Phillips   
STA Representative (Print & Sign)

5/3/21  
Date

Dennis Zimmerman   
SJUSD Representative (Print & Sign)

4.30.2021  
Date

**2021-2022**  
**TENTATIVE AGREEMENT**

The Snowline Teachers Association and Snowline Joint Unified School District have agreed to the following collective bargaining compensation adjustments, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees.

- a. 5.00% increase to all Certificated salary schedules for 2021-22 school year, with retroactive pay to July 1, 2021.
- b. \$500 increase to the district portion of health and welfare retroactive to July 1, 2021.

Deborah Peace Shawn Premo  
Deb Peace, STA Representative (Print & Sign)

Feb. 18, 2022  
Date

Shawn Premo  
Shawn Premo, SJUSD Representative (Print & Sign)

Feb 18, 2022  
Date

**Snowline Joint Unified School District & Snowline Teacher's Association  
2022-2023**

**Compensation Tentative Agreement**

The Snowline Teachers Association and the Snowline Joint Unified School District have agreed to the following collective bargaining compensation adjustment, upon ratification by the Snowline Teachers Association and the Snowline Board of Trustees.

- a. 15% increase on all Certificated salary schedules for the 2022-23 school year, with retroactive pay to July 1, 2022

Deborah Peace Deb Peace 1/27/2023

Deb Peace, STA Representative (Print & Sign)

Date

Shawn Premo Shawn Premo 1/27/2023

Shawn Premo, SJUSD Representative (Print & Sign)

Date

## Appendix C – Teacher Evaluation Form

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT  
California Standards for the Teaching Profession  
TEACHER EVALUATION FORM**

**Teacher Name:**

**Site:**

**School Year:**

**Grade Level/Subject:**

**E – Exceeds Standard    M - Meets Standard    P - Progressing Towards Standard    U - Unsatisfactory**

<p><b>Standard 1 - Engaging and Supporting All Students in Learning</b></p> <ol style="list-style-type: none"> <li>1. Teachers know and care about their students in order to engage them in learning.</li> <li>2. Teachers connect learning to students' prior knowledge, backgrounds, life experiences, and interests.</li> <li>3. Teachers connect subject matter to meaningful, real-life contexts.</li> <li>4. Teachers use a variety of instructional strategies, resources, and technologies to meet the diverse learning needs of students.</li> <li>5. Teachers promote critical thinking through inquiry, problem solving, and reflection.</li> <li>6. Teachers monitor student learning and adjust instruction while teaching.</li> </ol>	<p style="text-align: center;"><b>E                    M                    P                    U</b></p> <p><b>Comments:</b></p>
<p><b>Standard 2 - Creating and Maintaining Effective Environments for Student Learning</b></p> <ol style="list-style-type: none"> <li>1. Teachers promote social development and responsibility within a caring community where each student is treated fairly and respectfully.</li> <li>2. Teachers create physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students.</li> <li>3. Teachers establish and maintain learning environments that are physically, intellectually, and emotionally safe.</li> <li>4. Teachers create a rigorous learning environment with high expectations and appropriate support for all students.</li> <li>5. Teachers develop, communicate, and maintain high standards for individual and group behavior.</li> <li>6. Teachers employ classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.</li> <li>7. Teachers use instructional time to optimize learning.</li> </ol>	<p style="text-align: center;"><b>E                    M                    P                    U</b></p> <p><b>Comments:</b></p>
<p><b>Standard 3 - Understanding and Organizing Subject Matter for Student Learning</b></p> <ol style="list-style-type: none"> <li>1. Teachers exhibit in-depth working knowledge of subject matter, academic content standards, and curriculum frameworks.</li> <li>2. Teachers apply knowledge of student development and proficiencies to ensure student understanding of content.</li> <li>3. Teachers organize curriculum to facilitate students' understanding of the subject matter.</li> <li>4. Teachers utilize instructional strategies that are appropriate to the subject matter.</li> <li>5. Teachers use and adapt resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students.</li> <li>6. Teachers address the needs of English learners and students with special needs to provide equitable access to the content.</li> </ol>	<p style="text-align: center;"><b>E                    M                    P                    U</b></p> <p><b>Comments:</b></p>

<p><b>Standard 4 - Planning Instruction and Designing Learning Experiences for All Students</b></p> <ol style="list-style-type: none"> <li>1. Teachers use knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.</li> <li>2. Teachers establish and articulate goals for student learning. Teachers plan instruction that incorporates appropriate strategies to meet diverse learning needs of all students.</li> <li>3. Teachers modify and adapt instructional plans to meet the assessed learning needs of all students.</li> </ol>	<p style="text-align: center;"><b>E            M            P            U</b></p> <p><b>Comments:</b></p>
<p><b>Standard 5 - Assessing Students for Learning</b></p> <ol style="list-style-type: none"> <li>1. Teachers apply knowledge of the purposes, characteristics, and uses of different types of assessments.</li> <li>2. Teachers collect and analyze assessment data from a variety of sources and use those data to inform instruction.</li> <li>3. Teachers review data, both individually and with colleagues, to monitor student learning.</li> <li>4. Teachers use assessment data to establish learning goals and to plan, differentiate, and modify instruction.</li> <li>5. Teachers involve all students in self-assessment, goal setting and monitoring progress.</li> <li>6. Teachers use available technologies to assist in assessment, analysis, and communication of student learning.</li> <li>7. Teachers use assessment information to share timely and comprehensible feedback with students and their families.</li> </ol>	<p style="text-align: center;"><b>E            M            P            U</b></p> <p><b>Comments:</b></p>
<p><b>Standard 6 - Developing as a Professional Educator</b></p> <ol style="list-style-type: none"> <li>1. Teachers reflect on their teaching practice to support student learning.</li> <li>2. Teachers establish professional goals and engage in continuous and purposeful professional growth and development.</li> <li>3. Teachers collaborate with colleagues and engage in the broader professional community to support teacher and student learning.</li> <li>4. Teachers learn about and work with families to support student learning.</li> <li>5. Teachers engage local communities in support of the instructional program.</li> <li>6. Teachers manage professional responsibility, integrity, and ethical conduct.</li> </ol>	<p style="text-align: center;"><b>E            M            P            U</b></p> <p><b>Comments:</b></p>
<p><b>Professional Duties and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Teachers attend required professional meetings and assumes share of staff responsibilities in accordance with the collective bargaining agreement.</li> <li>2. Teachers communicate in an effective, and timely manner with staff, students and parents.</li> <li>3. Teachers adhere to District and school policies and regulations.</li> <li>4. Teachers submit required records, reports and sub plans in an accurate and timely manner.</li> <li>5. Teachers maintain regular attendance and punctuality in accordance with the collective bargaining agreement.</li> <li>6. Teachers take responsibility for assigned District property and equipment.</li> <li>7. Teachers utilize professional growth opportunities to promote student achievement during standard work hours.</li> <li>8. Teachers set a good example for students and peers through professional dress, attitude, and behavior.</li> </ol>	<p style="text-align: center;"><b>E            M            P            U</b></p> <p><b>Comments:</b></p>

<b>Overall Rating (circle one):</b>		<b>Employee Status (circle one):</b>		
<b>E</b> – Exceeds Standard	<b>M</b> - Meets Standard	Permanent	Probationary	Temporary
<b>P</b> - Progressing Towards Standard	<b>U</b> – Unsatisfactory			

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Acknowledgment:** I have read this evaluation, but my signature does not necessarily signify agreement. I understand that I may attach a written statement to this evaluation.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix D – Grievance Form

### Snowline Joint Unified School District CERTIFICATED GRIEVANCE FORM

In Conjunction with Collective Bargaining Agreement in Article 25 – Grievance Resolution Procedures

**Level I – Problem Solving:** Before filing a written grievance, the grievant will schedule a meeting with their immediate supervisor to identify the problem and seek a resolution. In the event the problem is not resolved at Level I, a grievance may be submitted on this form at Level II.

Grievant's Name: \_\_\_\_\_

1. Date of Action/Incident causing the Grievance: \_\_\_\_\_

2. Contract section(s) violated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Statement of the Grievance and Remedy Sought: *Attach a description of the specific facts, including dates and names of persons involved and a description of the remedy sought.*

Grievant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Level II – Immediate Supervisor

1. Date filed at **Level II**: \_\_\_\_\_

2. Disposition by Immediate Supervisor: \_\_\_\_\_ Sustained \_\_\_\_\_ Denied

3. Reason for the Disposition: *Attach the reason for the Immediate Supervisor's disposition*

4. Immediate Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Level III - Superintendent**

1. Date filed at **Level III**: \_\_\_\_\_
2. Disposition by Superintendent: \_\_\_\_\_ Sustained \_\_\_\_\_ Denied
3. Reason for the Disposition: *Attach the reason for the Superintendent's disposition*
4. Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Level IV - Mediation**

1. Date filed at **Level IV**:
2. Authorization by Association:  

[Association President's Signature]
3. Disposition of Mediation: \_\_\_\_\_ Sustained \_\_\_\_\_ Denied
4. *Attach written disposition*

**Level V – Advisory Arbitration**

1. Date filed at **Level V**:
2. Authorization by Association:  

[Association President's Signature]
3. Disposition by Board: \_\_\_\_\_ Sustained \_\_\_\_\_ Denied
4. *Attach written disposition*