

***COLLECTIVE
BARGAINING
AGREEMENT***

between the

**Delano Union School
District**

and the

**Delano Union Elementary
School Teachers
Association/CTA/NEA
2021-2024**

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1 **ARTICLE I**

2 **AGREEMENT**

3

4 A. This Agreement is made and entered into by and between the DELANO UNION SCHOOL
5 DISTRICT, (the “District” or “Employer”) and the DELANO UNION ELEMENTARY
6 SCHOOL TEACHERS ASSOCIATION / CALIFORNIA TEACHERS ASSOCIATION /
7 NATIONAL EDUCATION ASSOCIATION (the “Association,” “Exclusive Representative,” or
8 “DUESTA”).

9 B. This Agreement is entered into pursuant to the Educational Employment Relations Act, Chapter
10 10.7 Sections 3540-3549, of the California Government Code (the “EERA” or “Act”).

11

1 **ARTICLE II**

2 **RECOGNITION**

3

4 A. The District confirms its recognition of the Delano Union Elementary School Teachers
5 Association/CTA/NEA as the Exclusive Representative for a bargaining unit comprised of all
6 certificated employees (“teachers,” “employees,” or “unit members”). Excluded from the unit
7 shall be certificated day-to day substitutes, long term substitutes hired for an assignment of less
8 than three months, and all positions designated as management, confidential, or supervisory by
9 the District pursuant to the EERA.

- 10 1. All newly created certificated positions, except those designated by the District as
11 management, confidential, or supervisory, shall be assigned to the bargaining unit.
- 12 2. Any dispute regarding the designation of new certificated positions shall be handled in
13 accordance with Public Employment Relations Board (“PERB”) rules and procedures.

1 **ARTICLE III**

2 **SALARY**

3
4 A. The 2021-2022 Salary Schedule, with an increase of 3%, is attached to this agreement as
5 Appendix A. In addition to the on-schedule salary increase, a 1% off-schedule bonus shall
6 be issued. Health and Welfare benefits will be fully funded for the 2021-2022 school year.

7 B. Stipends

8 1. An employee shall receive \$2,000 for a Master’s degree and \$2,000 for a Doctorate degree
9 in addition to his or her placement on the salary schedule.

10 2. An employee shall receive longevity pay beginning with the 20th year of service as
11 follows:

12	20 – 24 years	\$1638
13	25 – 29 years	\$3275
14	30 – 34 years	\$5186
15	35 or more years	\$7370

16 3. Certification (for employees who hold a credential and/or certificate in the content area
17 and are teaching for the year in that assignment.)

18	Electives / Skill Development	\$2500
19	K-5 Combination Classes	\$2500
20	Speech Intern Support Provider	\$2060
21	Site Resource Teacher	\$1500
22	Band	\$1500
23	Chorus	\$1500

1	Special Education Mild/Moderate	\$1500
2	Special Education Moderate/Severe	\$1500
3	(DUSD will increase the special education stipend from \$1092 and	
4	\$1250 to \$1500 to progress monitor, finalize IEPs, assessments, and to	
5	input data into the special education database.)	
6	BCLAD/Dual Immersion	\$1500
7	BCLAD	\$1092
8	CLAD/ELD/LDS	\$546
9	SDAIE	\$546
10	4. Extra Duty Stipends	
11	Sports Yearbook Advisor	\$1092
12	Grade Level Chair	\$1092
13	Middle School Cheer I	\$2500
14	(Competitions & Athletic Season)	
15	Middle School Cheer II	\$1092
16	(Athletic Season)	
17	Site Athletic Director I	\$2500
18	(Scheduling and supervising home/away)	
19	Site Athletic Director II	\$2000
20	(Scheduling and supervising home only)	
21	Intern Mentor Stipend	\$1200
22	(Supervise 2nd Intern)	
23	Department Chair	\$1092

1	GATE Festival Facilitator (30 or more students)	\$1092
2	GATE Festival Facilitator (29 or fewer students)	\$655
3	Middle School Intramural Sports	\$655
4	Battle of the Books	\$655
5	Site Level Chess Coordinator	\$655
6	Site Coordinator for Color Guard	\$655
7	SCICON (6 th grade week participation)	\$655
8	History Day	\$428
9	Math Field Day	\$428
10	Oral Language Festival	\$428
11	Science Fair	\$428
12	Spelling Bee	\$428
13	Site Level Robotics Coordinator	\$428
14	Henry Greeve Speech	\$428

15 C. Except as specified otherwise, existing rules shall continue to apply to salary administration.

16 Salary credit is provided by the District to encourage professional development and enhance
 17 the quality and flexibility of the teaching staff.

- 18 1. Salary credit will be allowed for graduate level work without prior approval. However,
 19 appropriate information regarding the course, location and dates when taken must be
 20 provided.
- 21 2. All other course work, workshops, seminars, conferences, etc., should be submitted for
 22 prior approval to guarantee credit for salary adjustment. A review committee consisting
 23 of three persons, one District representative, one DUESTA representative, and one person

- 1 mutually agreed upon, will, upon request, evaluate rejected work proposals.
- 2 3. Any course work, workshops, seminars, conferences, etc., paid for by the District shall
3 not be eligible for a salary credit adjustment.
- 4 4. Verification of any salary credit must be in the form of formal grade reports and/or
5 transcripts.
- 6 5. All course credits filed prior to February 1 for salary adjustment purposes shall be placed
7 retroactive to July 1 of the current school year. Course credits received after February 1
8 will be applied to the following school year.
- 9 6. The District may request bargaining unit members to be on duty prior to, during, or after
10 the Board-approved District bargaining unit member work year calendar. Summer school
11 / intersession bargaining unit members, and home instruction bargaining unit members,
12 will be paid at their per diem rate. Effective January 1, 2015 the per diem rate shall be up
13 to \$50 per hour. Any other assignments of bargaining unit members will be at the Project
14 rate. Effective January 1, 2015 the project rate will be raised to a rate of \$35 per hour.
15 Effective July 1, 2021 Academic Counselors, Marriage Family Therapist, School
16 Psychologists, School Social Workers, and School Nurses shall receive per diem pay for
17 after hour approved emergency contact with students and families.
- 18 7. Grants: Bargaining unit members shall be paid no less than \$35 per hour and up to per
19 diem as may be allowed in the grant proposal.
- 20 8. Bargaining unit members shall be paid for a minimum of one-half hour for work
21 performed to which the hourly rate applies and shall, thereafter, be paid computed to the
22 nearest one-quarter hour.
- 23 9. The perfect attendance award shall be in abeyance during the 2021-2022 school year.

1 Starting with the 2014-2015 school year, the District will establish an Attendance
2 Incentive Rewards Program to improve the consistency and quality of instruction and
3 reward employees who are at work every day, as well as reduce absenteeism. The
4 program is not designed to encourage employees who are ill to be at work. Employees
5 shall receive attendance rewards as specified: Bargaining unit members with perfect
6 attendance will receive a bonus of \$150 per trimester, employees may earn up to (3)
7 trimester incentives in each school year for a maximum of \$450.

8 10. Perfect attendance is defined as no absences during the school year, with the exception of
9 absences protected by law (i.e. jury duty, workers compensation, bereavement, religious
10 holidays, and approved absences for school or association business).

11 11. Incentives are considered income, and subject to normal taxes. Rewards will be paid out
12 as soon as possible following the trimester in which they are earned. Employees will be
13 recognized for their achievement at the opening day of ceremonies of the succeeding
14 school year.

15 D. The District shall reimburse its employees for the use of automobiles owned by the employees
16 and used in performance of regular assigned duties.

17 1. The mileage rate shall be the annual Board approved IRS rate, effective upon Board
18 approval. The employee shall receive mileage expenses only when job duties require
19 travel from place to place during the course of daily work.

20 2. On the job travel, to be compensable, must be specifically authorized by the
21 Superintendent or designee.

22 3. To receive mileage reimbursement, District personnel must have on file in the Business
23 Office of the District a statement by the employee's automobile liability insurance

1 (minimum limits to be bodily injury \$15,000/\$30,000 and property damage, \$5000).

2 4. Dates, places, and mileage involved shall be periodically submitted to the Business
3 Manager of the District before reimbursement is made.

4 E. Staff Development Buy-back Days: Per diem shall be paid to all attending bargaining unit
5 members up to the state funded maximum for up to three (3) days per year. Employees must
6 attend 7.5 hours of training for each day in order to receive compensation. In the event that
7 state funding is eliminated for this program, this rate shall expire and have no force or effect
8 without the need for action by either district or the Association. The District shall notify the
9 association in writing that the program funding has been eliminated.

10 F. During the intermediate years of this Agreement, the parties agree to reopen the provisions of
11 this Article. The parties acknowledge that increases in Health and Welfare benefit costs may
12 impact funds available for salary increases.

13 G. Per diem is calculated: $\text{base salary divided by contract number of days worked} = \text{daily rate}$.
14 Hourly rate is calculated: $\text{daily rate divided by daily contract work hours} = \text{hourly rate}$.

15

1 **ARTICLE IV**

2 **HEALTH AND WELFARE BENEFITS**

3
4 A. For 2021-2022 school year, the District will fully fund the current medical benefits. The
5 parties may review the available plans to determine the appropriate plans and corresponding
6 incentives for the 2022-2023 and 2023-2024 school years.

- 7 1. A choice of Kaiser (\$0 deductible, \$0 co-pay, and \$5.00 per prescription), or Blue Shield
8 Custom ASO PPO 80/70 with a \$10 co-pay
9 2. Blue Shield Prescription Plan 3 – 15
10 3. Delta Dental PPO \$3,000, A100/100 or Delta Dental Premier \$3,000
11 4. Vision Service Plan (VSP) Plan C with a \$15/\$25 deductible with second pair of glasses
12 5. U.S. Behavioral Health Plan, California (Employee Assistance Program)
13 6. Basic Life Insurance, Lincoln Financial Group -- \$50,000

14 All of the above are at composite rates, except for life insurance.

15 B. See Article V, RETIREMENT, for provisions and benefits for retired bargaining unit
16 members and bargaining unit members planning to retire.

17 C. All conditions stated in paragraphs A and B are required and agreed to by the insurance
18 carrier.

19 D. The District shall pay for or provide at its discretion all medical examinations and tests which
20 are required for continuation of employment.

21 E. It is understood and agreed by the parties that if a bargaining unit member puts in a full work
22 year, the bargaining unit member shall be entitled to a full year's health and welfare benefits.

23 F. The District will pay the District's contributions for Medicare. The eligible bargaining unit

1 member will pay the bargaining unit member's contributions for Medicare.

2

1 **ARTICLE V**

2 **RETIREMENT**

3 A. The District shall pay the full cost of the medical, dental, vision, and life insurance plan as
4 provided to employees as stated in Article IV until age 65 for its retired bargaining unit
5 members who qualify under this Article.

6 1. The following conditions are required and agreed to by the insurance carrier:

7 a. At least fifteen (15) years of cumulative service with the District ending at retirement from
8 the Delano Union School District. The time a bargaining unit member has spent on any
9 paid leave status or on health leave without pay shall count toward the qualifying period
10 of service.

11 b. Retirement under the State Teachers Retirement System

12 2. All retired District bargaining unit members meeting the conditions of the Article are eligible
13 starting at age 55. Coordination of benefits with Medicare: A choice of supplemental plans
14 will be made available to the retired bargaining unit members, to be paid by the retired
15 bargaining unit members. A list will be made available.

16 B. Retirement shall be covered with benefits provided herein until age 65 or until Medicare eligible,
17 whichever occurs first.

18 C. The District may offer a Golden Handshake to qualifying unit members in the Spring of 2022-
19 2023. This shall not restrict the District from offering a retirement incentive instead of a Golden
20 Handshake (through 2022-2023).

21

1 **ARTICLE VI**

2 **TEACHING HOURS**

3
4 A. The length of the bargaining unit members workday, including preparation time, lunchtime, relief
5 periods, and time required before and after school, shall be seven and one-half hours, from 8:00
6 A.M to 3:30 P.M. Academic Counselors, Marriage Family Therapist, School Psychologists,
7 School Social Workers, and School Nurses shall work from 8:00 A.M. to 4:00 P.M. With the
8 agreement of the site administrator, bargaining unit members who voluntarily begin their
9 workday prior to the 8:00 A.M. start time shall be allowed to leave early to compensate for the
10 time worked prior to 8:00 A.M. All bargaining unit members may leave campus on Fridays, days
11 before holidays (including minimum days), and vacations following the dismissal of students
12 when students under supervision have cleared the campus. No meeting shall be scheduled except
13 in an emergency on these days.

14 1. In emergencies, when all else fails to meet the needs of accelerated enrollment, the temporary
15 establishment of split classes/double sessions may arise, at which time the District will enter
16 into negotiations with the Exclusive Representative to arrive upon a satisfactorily agreed
17 procedure and program.

18 2. With a Board approved policy establishing an Early Primary Program, student contact time
19 for Transitional Kindergarten and Kindergarten may be up to 315 minutes, including recess
20 and lunch. In no case will the Transitional Kindergarten and Kindergarten exceed the length
21 of the primary school day. The Transitional Kindergarten and Kindergarten will have ample
22 opportunities for both active and quiet activities within an integrated and developmentally
23 age-appropriate educational setting.

- 1 3. For grades 1-5, the 322 minutes and for grades 6-8, the 337 minutes of the bargaining unit
2 member workday will be student contact time, inclusive of passing time.
- 3 a. Grade Level meetings, leadership meetings, and/or department meetings requiring the
4 attendance of all bargaining unit members shall be called no more than twice during any
5 month of the regular work year, opposite week of late start meetings, not extending
6 beyond 3:30 P.M., with the exception of the following meetings held during the
7 instructional day: Structured Teacher Planning Time / collaboration meetings, Multi-
8 tiered System of Support (MTSS) meetings, Professional Development planning
9 meetings, Professional Development training sessions, and Late Start meetings. Section
10 504 and IEP meetings shall be held during the regular working hours. If SAT extends past
11 the instructional day, the bargaining unit member will receive release time, equivalent to
12 time spent, which will not be used to impact instructional time. Time must be mutually
13 agreed upon by administration and bargaining unit member. It is recognized that the
14 District retains the ability to call special faculty meetings on short notice to address
15 specific time-sensitive issues of compelling importance. If such case arises, the affected
16 bargaining unit members will be notified as soon as it is plausible and be given notification
17 of the topics being presented.
- 18 b. Grade Level Chairpersons (TK-8) and Department Chairs (6-8) may call occasional
19 meetings. The attendance of bargaining unit members shall be on a voluntary basis.
- 20 c. If bargaining unit members are assigned to different locations during a regular or special
21 meeting to complete work assigned to them at the meeting, such change of location shall
22 not constitute a separate meeting.
- 23 4. A bargaining unit member shall have a minimum of thirty-consecutive-minutes duty-free

1 lunch period not including transitions to and from class with the students.

2 5. Any bargaining unit member may be allowed to leave campus for personal reasons as soon
3 as his/her students are dismissed, with the site administrator's approval and at the discretion
4 of the site administrator. There shall be no deduction for this request.

5 6. Minimum days shall be scheduled before Thanksgiving, winter and spring breaks, and other
6 days (i.e., Late Starts) scheduled by the District.

7 7. Both parties agree that elective classes / skills development provide students, in grades 6 to
8 8, additional opportunities to learn creative and diverse skills, and will be available to students
9 starting in the 2017 – 2018 school year.

10 B. District Fog Delay Procedure

11 1. Fog Delay for bargaining unit members and students will be determined before 6:00 A.M.
12 and will be announced according to the established Kern County Superintendent of Schools
13 Fog Delay Procedure.

14 a. Bargaining unit members who are on campus at or close to the normal 8:00 A.M.
15 bargaining unit member arrival time and who supervise students will be able to leave at
16 student release time on the day of the fog delay, or site arranged day. Bargaining unit
17 members may share/group students, but will be responsible for student supervision on fog
18 delay days prior to the 10:00 A.M. student start time.

19 2. The bargaining unit member shall notify SEMS and school site if it is not possible to report
20 on time due to fog conditions.

21 a. The bargaining unit member shall arrive at the work site as soon as possible after the
22 commencement of the workday.

1 b. In such event, the Superintendent shall have the discretion to decide whether or not the
2 delay is excused.

3 C. Hot days/minimum days

4 1. Classrooms without working air conditioning will fall under the following provisions:

5 a. School days will be monitored temperature-wise by the 10:30 A.M. National Weather
6 Service report. The District office will inform each school site that will in turn send home
7 notes with students regarding minimum days for the next school day.

8 b. When the National Weather Service has recorded and announced a reading of 95 (ninety-
9 five degrees) during any week Saturday through Friday, the following first day of the
10 school week will be a minimum day.

11 c. Bargaining unit members will be provided a cool place to work after student dismissal.

12 D. Yard Duty

13 1. During the term of this contract, the District will not assign any non-classroom supervision to
14 bargaining unit members during the lunch hour. Non-classroom supervision will be hired
15 from outside the schools, if possible, and from bargaining unit members on a volunteer basis.
16 The rate of pay will be at the noon duty aide rate.

17 2. Assignments for non-classroom supervision for the remainder of the day will be made on an
18 equal rotating basis for all bargaining unit members.

19 3. Cross-walk duty: Bargaining unit members will perform cross walk duty in a manner that is
20 safe for them and the students. Individual school sites (bargaining unit members and
21 administration) will establish procedures and structures that reflect the safety concerns for
22 students/staff and parents. The Association and District will actively seek city/community
23 support for crossing guards and crosswalks at each school site.

- 1 4. Transitional Kindergarten and Kindergarten bargaining unit members will not be assigned
2 non-classroom supervision (school wide) but will be responsible for their classroom dismissal
3 each instructional day.
- 4 E. The calendar for the 2021 – 2022 school year as adopted by the District shall be attached to this
5 contract. (Appendix B)
- 6 1. Bargaining unit member work year shall be 184 days. Academic Coaches and Site Resource
7 Teachers shall have a 194 day work year, Academic Counselors, Marriage Family Therapists,
8 School Psychologists, School Social Workers, and School Nurses shall have a 196 day work
9 year and Speech /Language Pathologist will be placed on a fixed 189 work day calendar at
10 the discretion of the Delano Union Elementary School District.
- 11

1 **ARTICLE VII**

2 **SUBSTITUTE TEACHERS**

3
4 A. The goal of the district is to place a qualified substitute teacher from the District substitute list in
5 the classroom when regular classroom bargaining unit members are absent. If a regular substitute
6 is not available, the District shall attempt to provide coverage from the following resources:

- 7 1. Bargaining unit members who volunteer to receive students.
8 2. Students may be distributed into other classrooms, equalized to the extent practicable
9 consistent with the best educational interest and safety concerns for the affected students.
10 3. Superintendent may designate coverage.

11 B. Bargaining unit members to whom students are assigned pursuant to paragraphs A.4. or A.5. shall
12 be compensated as follows:

- 13 1. Bargaining unit members in grades K-5 shall receive \$5.00 per assigned student per day.
14 2. The District will pay bargaining unit members in grades 6-8 \$6.00 per assigned student per
15 day (\$1.00 per period where applicable) up to the class size set forth in ARTICLE VIII,
16 CLASS SIZE, paragraph B; \$5.00 per student per period over the class size.
17 3. Compensation shall not be paid for students assigned to Band, Chorus, or Opportunity classes.

18 C. It is the bargaining unit member's responsibility to inform the District in a timely manner that a
19 substitute will be needed.

20 D. Bargaining unit members shall complete the Substitute Teacher Report form and submit it to the
21 site administrator. The site administration will look into any concerns expressed.

1
2 **ARTICLE VIII**

3 **CLASS SIZE**
4

5 A. Class size is defined as the number of students in a class during any instructional period.

6 B. The District shall make every reasonable effort to maintain class sizes at the following District-
7 wide maximums by grade levels:

8 Grade Level Maximum Class Size

9 *TK/K 27

10 *1 27

11 *2 30

12 *3 30

13 4 32

14 5 32

15 *Elementary physical education equivalent to grade level class size

16 6 32

17 7 32

18 7 Physical Education 35

19 8 32

20 8 Physical Education 35

21 *Limit of 24/1 under grade span adjustment program.

- 22 1. If a bargaining unit member voluntarily or involuntarily accepts students above the 24
23 stipulated in the grade span adjustment program (TK - 3), the maximum class size shall
24 be 26;

1 2. In addition to the students on the bargaining unit member’s register and in recognition of
2 ELD programs in all TK - 5 classrooms, student contacts shall be limited as follows per
3 grade level:

4 TK – 3 rd	48 students
5 4 th & 5 th	64 students
6 6 th	96 students
7 (including electives / skills development)	
8 7 th & 8 th	224 students
9 (including electives / skills development)	
10 7 th & 8 th Physical Education	245 students
11 (including electives / skills development)	

12 Combination classes will not exceed 30 students or maximums as listed above.

13 3. Mainstreaming is included in determining a maximum for class size.

14 4. Every attempt will be made to ensure equality in size for traditional school class sizes by
15 site.

16 5. The District and DUESTA will meet and confer regarding the implementation of grade
17 span adjustment.

18 C. Should the enrollment in any class exceed the maximum for that class during the first ten days
19 of the school year, one or more alternatives, including but not limited to those set forth herein,
20 will be utilized by the District to remedy the situation: Transfer of students, transfer of
21 bargaining unit members, employment of bargaining unit members, curtailment of programs,
22 and change of attendance areas. Remedies under this paragraph will be undertaken as soon as
23 possible and not later than 10 school days.

1 1. Bargaining unit members who voluntarily or involuntarily accept students over the contract
2 size limit will be compensated for each day/period students are enrolled. Compensation will
3 begin after the 10th day of the academic school year. Compensation will be \$21.00 per day
4 per child for TK - 5 and \$7.00 for grades 6th – 8th per period per student for days each student
5 is on the bargaining unit member's register.

6 D. RSP classes, Special Day classes, Opportunity classes, specialized classes, departmentalized
7 classes such as band, shop, home economics, etc., summer school/intersession classes, and classes
8 the size of which are the result of recognition given the learning levels and abilities of the students
9 in such classes, are not subject to the provisions of paragraphs A and B of this Article. The sizes
10 of such classes shall be determined by the number of work stations, size and space of classroom,
11 safety factors, course/core content, student academic, social, emotional, and behavioral needs,
12 student accommodations, and staff to student ratio.

13

1 **ARTICLE IX**

2 **EMPLOYEE EVALUATION PROCEDURE**

- 3
- 4 A. A review of procedures and criteria for evaluation will be given by the principal or designee both
- 5 orally and in written form during the pre-school in-service to the school site staff, and the review
- 6 shall include an opportunity for questions and requests for clarification.
- 7 B. Reasonable efforts will be made to have classroom training of all pertinent curricula necessary
- 8 for a bargaining unit member’s assignment. The training will be provided by the District prior to
- 9 the beginning of an assignment.
- 10 C. Only those qualifications, duties, and functions contained in the applicable job description shall
- 11 be evaluated pursuant to the provisions of this Article.
- 12 1. Each permanent bargaining unit member shall be evaluated at least once every other year no
- 13 later than May 1.
- 14 a. A permanent bargaining unit member who has ten (10) years of service to the District may
- 15 be evaluated at least once every five (5) years pursuant to the provisions of Education
- 16 Code Section 44664(a)(3).
- 17 b. If a bargaining unit member is scheduled to be evaluated during a particular school year,
- 18 but is granted a leave of absence for eighteen weeks or longer, the evaluation shall take
- 19 place during the first year of return to duty. (added 1/24/05)
- 20 2. Each probationary bargaining unit member shall be evaluated by the assigned District or
- 21 school site administrator, in writing, at least once each school year no later than February 15.
- 22 3. Evaluations shall be conducted by non-unit management and/or supervisory employees and
- 23 shall not be used for arbitrary, capricious, or punitive purposes.

1 4. Nothing in this Article shall restrict the right of the District to evaluate bargaining unit
2 members as frequently as the District determines to be in the best interest of the District's
3 programs.

4 5. On or before October 1 of a given school year, the District shall provide written notification
5 to all bargaining unit members who are scheduled to be evaluated. Such notification shall
6 include the name and position of the administrator assigned to conduct the evaluation. A
7 bargaining unit member may, within 10 working days of such notification, communicate to
8 the Superintendent or designee in writing that a change in assigned evaluator is requested;
9 such request shall include specific work-related reasons for the requested change. The
10 Superintendent or designee shall give due consideration to the request and shall notify the
11 bargaining unit member of the disposition of the request within 10 working days of the receipt
12 of the request.

13 D. There shall be a pre- evaluation conference between the bargaining unit member and the assigned
14 administrative evaluator to identify and review the elements on which the evaluation is to be
15 based, including but not limited to the applicable job description. Performance of bargaining unit
16 members in positions other than classroom teaching positions shall be based on ongoing
17 supervision and ongoing observations which shall serve as the basis for the formal summative
18 evaluation.

19 a. The evaluations shall take into account the job description, class size, the students, the
20 learning environment, materials, supplies, and relevant professional development.

21 b. Peer evaluations, standardized test scores, mentor assistance, individual education
22 programs, and/or substitute opinions and comments shall not be used as criteria or made
23 a part of the formal evaluation process.

- 1 1. In the event that there is a disagreement between the bargaining unit member and the
2 evaluator, the disagreement may be resolved through an agreement between the
3 Superintendent or designee and the bargaining unit member or Exclusive Representative
4 within ten workdays.
- 5 E. Each written evaluation in each school year shall be based upon one mutually agreed upon pre-
6 scheduled first-hand formal observation and a minimum of one and a maximum of four
7 unscheduled formal observation.
- 8 1. Scheduled formal observations shall last a minimum of one class period or 30 minutes,
9 whichever is greater based on the schedule in effect on that date. Unscheduled formal
10 observations shall last a minimum of 20 minutes.
- 11 2. Each formal observation shall be followed by a post-observation conference within 10
12 workdays using the negotiated observation forms. A post-observation conference shall be held
13 following an informal observation within 10 work days at the request of either the evaluator
14 or the bargaining unit member.
- 15 3. The evaluator will provide, at request of the bargaining unit member, release time for
16 visitation and observations of similar classes or pertinent work situations and/or other PAR
17 related activities/programs provided that this does not significantly interfere with the
18 performance of assigned duties and does not alter the applicable evaluation timelines.
- 19 a. Prior to the finalizing of the evaluation, the District shall provide additional observations
20 requested by the bargaining unit member for the purposes of improving instructional
21 performance, provided that this does not significantly interfere with the performance of
22 assigned duties and does not alter the applicable evaluation timelines. Such additional

1 observations shall occur not more than once per calendar month, unless agreed to by the
2 bargaining unit member.

3 b. At least one formal observation for permanent bargaining unit members and at least two
4 formal observations for probationary bargaining unit members for the purpose of
5 completing the evaluation shall be arranged by the evaluator and bargaining unit member
6 in advance of the formal observation.

7 c. No hearsay or unsubstantiated information will be used in bargaining unit member
8 evaluations or placed in a bargaining unit member's personnel file.

9 F. On the final evaluation instrument, the evaluator shall cite qualities, skills, abilities, performance,
10 and deficiencies (if any) based on the applicable job description, recommend specific areas of
11 improvement in job performance, and describe assistance to be provided in the implementation
12 of the recommendations.

13 G. Prior to placing an evaluation in the bargaining unit member's personnel file, the bargaining unit
14 member and the evaluator shall review the written evaluation.

15 1. Following the review, the bargaining unit member shall sign the evaluation to indicate that it
16 has been reviewed and that the bargaining unit member has received a copy.

17 2. The bargaining unit member may attach a written statement to the evaluation which shall be
18 attached and placed in the personnel file.

19 3. A bargaining unit member who receives an unsatisfactory rating of his or her performance on
20 the final written evaluation shall be referred to and shall participate in the Peer Assistance and
21 Review Program ("PAR") pursuant to the terms of the PAR Memorandum of Understanding
22 which is attached to this Agreement as Appendix C. The parties agree to discuss
23 modifications/enhancements to Appendix C for implementation for the 2021-2022 school

1 year. A bargaining unit member who is identified for assistance through classroom
2 observations, may be recommended to the PAR Review panel for consideration for assistance.
3 DUSD and DUESTA agree to work with the PAR Committee to develop an early-response
4 bargaining unit member assistance program. Program components will include staff
5 development, workshops, classroom observations, team teaching, coaching, and mentoring.

- 6 4. Materials in personnel files of bargaining unit members shall be made available for inspection
7 by the bargaining unit member or by a representative designated in writing by the bargaining
8 unit member. Such material is not to include ratings, reports, or records which were obtained
9 prior to the employment of the bargaining unit member or as otherwise excluded by law.
- 10 5. Any materials, except as specifically excluded herein, relative to a bargaining unit member's
11 employment relationship shall be contained in the bargaining unit member's personnel file at
12 the District office.
 - 13 a. Contents of the personnel file shall be maintained in the strictest confidence in keeping
14 with appropriate provisions of the California Education, Health Codes, and Government
15 Codes.
 - 16 b. All materials placed in a bargaining unit member's personnel file must have a basis in
17 established fact and shall not be based on hearsay.
 - 18 c. The District shall provide a log, to be included in the file, indicating by whom and on
19 what date the file was inspected.
- 20 6. Every bargaining unit member shall have the right to inspect such materials upon written
21 request, provided that the request and inspection are made at a time when such bargaining
22 unit member is outside of scheduled student contact time.

- 1 7. Information of a derogatory nature, except as expressly excluded by paragraph H of this
2 Article, in a written evaluation or a formal written disciplinary document, shall not be entered
3 or filed unless and until the bargaining unit member is given notice of such information and
4 an opportunity to review and comment thereon.
- 5 a. A bargaining unit member shall have the right to have attached to any such derogatory
6 statement the bargaining unit member's comments thereon.
- 7 b. Such review shall take place during normal business hours, and outside of scheduled
8 student contact time without salary reduction.
- 9 8. The District shall not take any adverse action against a bargaining unit member based upon
10 materials which are contained in such bargaining unit member's personnel file unless the
11 materials were placed in the file within a reasonable time, but not more than ten working days
12 after the Superintendent or designee has determined that the incident findings are serious
13 enough to warrant inclusion in the personnel file.
- 14 H. While alleged violations of the procedural steps of this Article are grievable, a grievance may not
15 be filed concerning the contents of a bargaining unit member's evaluation.
16

1 **ARTICLE X**

2 **LEAVE PROVISIONS**

3
4 **Personal Necessity Leave**

5 A. Every full-time bargaining unit member shall be entitled to ten days of personal necessity leave
6 for each year of employment at the bargaining unit member’s daily rate of pay. Personal necessity
7 will be granted for that portion of the workday to cover emergency occasions that may be
8 unavoidable or of a serious nature involving circumstances which the employee cannot
9 reasonably be expected to disregard or which may not be conducted at a time other than during
10 the bargaining unit member’s regularly assigned duty hours.

11 1. Bargaining unit members shall earn one day of personal necessity leave for full-time service
12 in summer school/intersession based upon a 4-hour day for a 4-week session. Bargaining unit
13 members may utilize accumulated personal necessity leave during their employment in
14 summer school.

15 2. Bargaining unit members who are employed for less than full-time except those employed on
16 a daily basis, shall receive personal necessity leave in the ratio that their employment bears to
17 a full work year. Daily bargaining unit members shall receive no benefits.

18 3. Personal necessity leave may be taken on a daily basis.

19 a. Bargaining unit members must enter their absence into SEMS as soon as the absent is
20 known.

21 b. If the bargaining unit member informs the District that the absence will be greater than
22 one day, the bargaining unit member must notify the District of an intention to return by
23 4:30 P.M. on the day prior to the day of return.

1 c. Failure to comply with this provision shall result in the loss or the difference between the
2 bargaining unit member's daily rate of pay and the substitute's pay.

3 4. A bargaining unit member who has been on personal necessity leave for 10 or more
4 consecutive days, or who has had any surgical procedure, shall be required to furnish a
5 physician's verification of ability to return to work and render service to the District. Such
6 verification may include but not limited to a physician's statement.

7 5. Unused personal necessity leave shall accrue from school year to school year without limit.

8 6. A bargaining unit member shall be entitled to utilize accumulated personal necessity leave as
9 of the first duty day of the bargaining unit member work year.

10 7. When a bargaining unit member has exhausted all accrued personal necessity leave, the
11 bargaining unit member shall have deducted from his/her monthly salary the sum actually
12 paid a substitute teacher to fill the position, or if no substitute is hired, the amount which
13 would have been paid to the substitute had one been employed, for a period not to exceed 100
14 school days. For any absence in excess of that 100 school days, the bargaining unit member
15 shall be granted a leave of absence without pay for the remainder of the school year.

16 8. The bargaining unit member shall indicate an absence from work on a card indicating personal
17 necessity, bereavement, jury duty, school business, or association business.

18 **Catastrophic Leave Guidelines**

19 1. An employee who is, or whose family member is, suffering from a catastrophic illness or
20 injury may request donations of accrued sick leave credits under the catastrophic leave
21 program.

22 2. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate
23 the employee for an extended period of time, or that incapacitates a member of the employee's

1 family which incapacity requires the employee to take time off from work for an extended
2 period of time to care for that family member, and taking extended time off work creates a
3 financial hardship for the employee because he/she has exhausted all of his/her sick leave and
4 other paid time off. Members of the employee's family who are included for this leave are:
5 spouse, domestic partner, children and parents.

6 3. Upon requested donations under this program, the employee shall provide verification from
7 the medical provider of the catastrophic injury or illness. Verification shall be made by means
8 of written documentation, dated and signed by the sick or injured person's physician,
9 indicating the incapacitating nature and probably duration of the illness or injury.

10 4. The District shall determine:

11 a. That the employee is unable to work due to the employee's or his/her family member's
12 catastrophic illness or injury, and

13 b. That the employee has exhausted all accrued paid leave credits.

14 5. When the above verification and determinations are made, the District shall approve the
15 transfer of accrued sick leave credits.

16 6. The Superintendent or designee shall inform employees of the means by which donations may
17 be made in response to the employee's request.

18 7. Any employee, upon written notice to the District, may donate no more than two (2) accrued
19 sick leave days per request to the requesting employee at a minimum of one (1) day and full
20 day increments thereafter. Donating employees must maintain at least one year's sick leave
21 accrual in their individual Personal Necessity account. Donations will be time stamped and
22 used as needed each month.

1 8. An employee who receives paid leave pursuant to this program shall use any and all leave
2 credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant
3 to this program. Recipients will not be able to cash out any unused leave credits that were
4 donated.

5 9. The Superintendent or designee shall ensure that all donations are kept confidential.

6 10. These guidelines shall be applied on a case by case basis and subject to review on a yearly
7 basis.

8 **Bereavement Leave**

9 B. Every bargaining unit member shall be entitled to five days of paid non-cumulative leave of
10 absence because of the death of any member of the bargaining unit member's immediate family.

11 (See paragraph M of this Article for a definition of "immediate family.")

12 1. The District shall require the use of bereavement leave before personal necessity leave days
13 are used for purposes allowed in this paragraph.

14 2. The Superintendent shall have the discretion to extend the bereavement leave provisions in
15 the case of unusual circumstances.

16 3. This leave shall not be deducted from personal necessity leave.

17 **Industrial Accident and Illness Leave**

18 C. A bargaining unit member shall be entitled to industrial accident or illness leave for any job-
19 related illness in the amount of up to 60 days, or the maximum allowed by law, during which the
20 schools of the District are required to be in session or when the bargaining unit member would
21 otherwise have been performing work for the District for any one fiscal year for the same accident.

- 1 1. When an industrial accident or illness leave overlaps into the next fiscal year, the bargaining
2 unit member shall be entitled to only the amount of unused leave due for the same illness or
3 injury.
- 4 2. Such benefits shall be in addition to other leave benefits provided by the District.
- 5 3. When entitlement to this leave has been exhausted, other leave shall be utilized.
- 6 4. Bargaining unit members will report all job-related injuries and illnesses to the District within
7 24 hours of the occurrence, regardless of whether or not medical attention is required or time
8 is lost from work. In the event the bargaining unit member's injury or illness prevents the
9 filing of the report with the time limit, the report shall be filed as soon as possible.
- 10 5. The District's report of an industrial accident of illness shall be kept on file in the District
11 office.

12 D. Disability leave will not be restricted to 39 months. (See Income Protection Plan.)

13 **Pregnancy Leave**

- 14 E. Each bargaining unit member shall be entitled to a leave of absence by reason of pregnancy or
15 childbirth or conditions related thereto.
- 16 1. The bargaining unit member shall be entitled to use personal necessity leave on the same basis
17 provided in Section A, inclusive, of this Article.
 - 18 2. The period of leave, including the date upon which the leave shall begin and end, shall be
19 determined by the bargaining unit member and the doctor. A statement from the bargaining
20 unit member's doctor as to the beginning and ending dates of such leave shall be filed with
21 the Superintendent.

- 1 3. The date of the bargaining unit member's return to service shall be based upon the doctor's
2 analysis and a written statement of the bargaining unit member's physical ability to render
3 full employment services.
- 4 4. The bargaining unit member may apply for child-rearing leave by submitting a written request
5 to the Superintendent.
- 6 a. Leave may be granted at the discretion of the District.
- 7 b. The time allowed for the child rearing shall be based upon the needs of the District.
8 Consideration may be given to such aspects as the time of the school year, the availability
9 of qualified substitute personnel and the specialized requirements of the individual
10 students and the programs in general.

11 **Child Bonding Leave**

12 F. District will comply with Education Code 44977.5

13 [https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=44977.5.&law](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=44977.5.&lawCode=EDC)
14 [Code=EDC](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=44977.5.&lawCode=EDC)

15 **Jury Leave**

16 G. Each bargaining unit member shall be entitled to as many days of paid leaves as are necessary for
17 jury duty. The jury duty fee will be deducted from the bargaining unit member's pay warrant.

18 **In-Service Leave**

19 H. A bargaining unit member may, at the discretion of the Superintendent, receive paid leave of
20 absence for the purpose of attending classes, workshops, conferences or programs which are
21 designed exclusively for the purposes of assisting the bargaining unit member in the performance
22 of assigned duties, introducing new concepts or procedures, or otherwise enhancing or improving
23 the performance of the bargaining unit member involved.

1 **Sabbatical Leave**

2 I. A bargaining unit member who has served a minimum of seven years in the District may be
3 eligible for a sabbatical leave. Leaves may be granted at the discretion of the District and shall
4 be based upon the following:

- 5 1. The plan submitted by the applicant;
- 6 2. The District's financial situation;
- 7 3. Availability of a qualified substitute; and
- 8 4. The recommendation of the Superintendent.

9 J. Request for sabbatical leave shall be made to the Superintendent at least six months in advance
10 of the proposed leave.

11 K. Sabbatical leaves may be granted by the District for any period of time it considers appropriate
12 at one-half the bargaining unit member's salary.

- 13 1. The bargaining unit member shall, as a condition precedent to being granted a sabbatical
14 leave, furnish the District with a bond guaranteeing the amount of salary paid by the District
15 during any such leave.
- 16 2. The bargaining unit member shall agree to remain in the service of the District at least two
17 years after the bargaining unit member's return.

18 **Extended Leave Without Pay**

19 L. The District, at its discretion, may grant extended leave without pay to any bargaining unit
20 member for whatever period of time the District considers appropriate. Application for such leave
21 shall be made not less than 60 days prior to the intended commencement of the leave unless the
22 situation is of such a nature as to make it impossible to provide such notice. The bargaining unit

1 member shall not be entitled to any length of service increment or seniority advance accrued
2 during such period of leave.

3 **General Provisions**

4 M. A bargaining unit member absent under the provisions of paragraphs relating extended illness,
5 industrial accident and illness, or pregnancy leave for 15 consecutive days, shall be required to
6 provide a physician’s verification of ability to return to work. The provisions of this paragraph
7 shall not apply to child rearing leave where the health status of the bargaining unit member is not
8 involved.

9 N. For the purpose of this Article, “immediate family” shall be defined as mother, father,
10 grandmother, grandfather, or grandchild of the bargaining unit member or the spouse of the
11 bargaining unit member and spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-
12 in-law, sister, sister-in-law of the bargaining unit member or any relative of the bargaining unit
13 member living in the immediate household of the bargaining unit member.

14 O. Bargaining unit members on paid leaves of absence shall have all the fringe benefits paid for them
15 throughout the duration of the leave of absence. Bargaining unit members on unpaid leaves of
16 absence may, as long as the practice is allowed by the insurance company, continue their fringe
17 benefit program by paying to the District the amount of money equal to the premiums for the
18 various fringe benefits.

19 P. Upon return from sabbatical leave, the bargaining unit member will be reinstated to the position
20 held at the time leave was granted or to as nearly identical a position as possible.

21 Q. Upon return from industrial accident or illness leave or pregnancy leave, the bargaining unit
22 member will be reinstated to the position held at the time leave was granted.

23

1 **ARTICLE XI**

2 **VACANCIES/TRANSFERS/REASSIGNMENTS**

3
4 A. Definitions.

- 5 1. A vacancy is any vacated, promotional, or newly created position available for regular school,
6 summer school, or any position that is to go beyond the regular workday or week, including
7 intersession school and special programs that require a credentialed bargaining unit member.
- 8 2. Voluntary transfer: A request by a bargaining unit member to be moved from one school to
9 another school.
- 10 3. Involuntary transfer: An assignment by the District of a bargaining unit member from one
11 school to another school.
- 12 4. Voluntary reassignment: A movement of a bargaining unit member from one subject area to
13 another subject area or from one grade level to another grade level at the same school as
14 requested by bargaining unit member.
- 15 5. Involuntary reassignment: A movement of a bargaining unit member from one subject area
16 to another subject area or from one grade level to another grade level at the same school as
17 assigned by the site administrator or the District.
- 18 6. Mid-year transfer/reassignment: A change of teaching assignment made after the first
19 workday of the school year.
- 20 7. Emergency: Regarding this Article an emergency shall be any unforeseen circumstance that
21 necessitates the transfer/reassignment of a unit member. In the event of such an emergency,
22 the District shall meet with DUESTA to work out a solution agreeable to both parties.

23 B. In all cases, the District shall determine if and when a vacant position shall be filled.

- 1 1. Upon such determination, the District shall send email and post notice of vacancy for at least
2 five (5) workdays (a day shall mean when the District is open for business) at all schools
3 during the regular school year.
 - 4 2. Copies of notices shall be sent to the President or designee of the Exclusive Representative
5 on the day the notices are posted.
 - 6 3. The notice posted by the District shall specify the position, location, grade level or subject
7 matter assignment if known. The credential requirements and any preferred qualifications
8 will also be listed.
 - 9 4. The District shall upon request by a unit member, notify that unit member on leave of any
10 posted openings which may arise during period of leave. The unit member's request must be
11 in writing and must include a mailing address.
 - 12 5. Bargaining unit members shall fill out an application or reactivate a current application for
13 each vacant position desired.
- 14 C. Any bargaining unit member may apply to fill a posted vacant position. The request shall be on
15 a form designed and supplied by the District and shall be dated, signed, and filed with the District
16 office.
- 17 1. All applications fulfilling posted qualification requirements will be judged on their merits,
18 and any decision thereon shall be based on educational needs as determined by the District,
19 according to all of the following:
 - 20 a. Credential(s) held by the applicant(s);
 - 21 b. Qualifications as posted;
 - 22 c. The unit member's relevant training and experience, defined as follows: Relevant is
23 defined as: having a significant applicability to a specific vacant position (position is

1 defined as a set of duties identified by and contained within an existing job description).

2 Training is defined as: an extent, measure, or scope of knowledge and skills, acquired by
3 a bargaining unit member that has been trained and who is qualified or proficient in
4 relation to a specific vacant position. Experience is defined as: an extent, measure, or
5 scope of practical knowledge and skills, acquired by a bargaining unit member and
6 derived from direct observation of, or participation in, events or in a particular activity;

7 d. Federal, state, or court mandated hiring/promotion plans, if applicable; and

8 e. Length of seniority in the District. (Where all other considerations are substantially equal
9 between applicants, length of service will be the deciding factor.)

10 D. A bargaining unit member may apply for a voluntary transfer at any time. Only by mutual
11 agreement of the District and the bargaining unit member requesting the transfer may such
12 transfer be affected within the same school year. In all other circumstances, a voluntary transfer
13 request approved by the District shall be effective the following school year if received after the
14 first fifteen (15) instructional days of the school year. All bargaining unit members hired for
15 temporarily vacated positions will be subject to the involuntary transfer/reassignment criteria per
16 the Collective Bargaining Agreement. Notwithstanding any other provision of the Collective
17 Bargaining Agreement, the rejection of a unit member's request for immediate transfer shall not
18 be subject to the grievance procedure.

19 E. Unsuccessful applicants may, within five workdays of filling the vacancy, request a statement of
20 the reasons for denial of their applications. The reason for such denial shall be provided within
21 five workdays of the request. Such reasons shall be specific, not just stated as "in the best interest
22 of the District."

- 1 F. Once the selection has been made, an orientation between the employee and the receiving
2 principal or designee shall be held within five workdays.
- 3 G. No bargaining unit member shall be pressured, directly or indirectly, to seek or accept a voluntary
4 transfer.
- 5 H. Reasons for involuntary transfer/reassignment are limited to the following:
- 6 1. No qualified applicant applied for the position.
 - 7 2. Re-placement of personnel returning from leave or categorically funded programs.
 - 8 3. Instructional program which requires a particular bargaining unit member's academic
9 preparation and/or appropriate credentials.
 - 10 4. Elimination or reduction of any programs or curriculum.
 - 11 5. Enrollment Changes:
 - 12 a. Enrollment shifts during the school year
 - 13 b. Changes in enrollment patterns of limited English students.
 - 14 c. Low enrollment at the beginning of the school year.
 - 15 6. Performance renewal improvement:
 - 16 a. Transfer/reassignment for performance renewal/improvement shall be preceded by
17 evaluations, conferences, and assistance in compliance with the appropriate provisions of
18 the Article on evaluation procedures.
 - 19 b. A bargaining unit member may be transferred/reassigned no more than once every two
20 years in order to provide a reasonable opportunity for improvement of performance.
 - 21 7. The qualified bargaining unit member with the least amount of service to the District shall be
22 transferred/reassigned first (at that site and grade level).

- 1 H. Bargaining unit members to be involuntarily transferred/reassigned prior to the first day of the
2 school year shall be given written notice, and the reason, no less than five days prior to the
3 beginning date of reassignment. In the event that the bargaining unit member needs to use prep
4 days prior to July 1, prep days shall be adjusted for the following school year so that the total
5 days worked shall not exceed 184 workdays.
- 6 I. Bargaining unit members to be involuntarily transferred/reassigned after the first student day of
7 the school year shall be notified no less than five days prior to the effective date of the
8 transfer/reassignment.
- 9 J. Bargaining unit members involuntarily transferred/reassigned shall not be reduced on the
10 teacher's salary schedule or suffer loss of seniority or health and welfare benefits.
- 11 K. Bargaining unit members to be involuntarily transferred/reassigned shall be given the right of
12 first refusal for vacancies which arise at the school site from which they are being involuntarily
13 transferred/reassigned and for any other vacancy for which they possess the necessary
14 qualifications. A displaced bargaining unit member would have the 1st right of refusal to return
15 to their original site if a new vacancy occurs at their original site by the first Friday in July.
- 16 1. In the event that more than one involuntarily transferred unit member has claimed right of
17 first refusal on an open position, the right of first refusal for the vacancy shall be granted to
18 the involuntarily transferred unit member who has the most District seniority from the site
19 with the vacancy.
- 20 2. If none of the involuntarily transferred unit members claiming right of first refusal are from
21 the site with the vacancy, then the right of first refusal for the vacancy shall be granted to the
22 involuntarily transferred unit member with the most District seniority, without regard to the
23 unit member's current site.

1 L. Bargaining unit members voluntarily or involuntarily transferred/reassigned to a temporary
2 position at another school due to reconstruction, renovation, or repair at the present school will
3 have first choice as to grade based on district seniority, when returning after the completion of
4 the reconstruction, renovation, or repair when the school is reopened.

5 M. Bargaining unit members will be given their tentative assignment for the following school year
6 prior to final checkout.

7

1 **ARTICLE XII**

2 **BARGAINING UNIT MEMBER SAFETY AND WORKING CONDITIONS**

3
4 A. Bargaining unit members shall be responsible for making a written report to the District Safety
5 Administrator or designee regarding any unsafe, hazardous, unhealthy, or potentially dangerous
6 conditions. Within 24 hours of receipt of it, the District will make a determination as to the report
7 and respond in writing to the reporter, the Exclusive Representative, and the site administrator.

8 1. Bargaining unit members shall not be required to search for bombs or to work under unsafe
9 or unhealthy conditions or to perform tasks which endanger their health and safety.

10 2. The District and the Exclusive Representative shall form a joint safety committee to monitor
11 the safety conditions of the school sites. The committee will develop a form for reporting
12 unsafe, hazardous, unhealthy, or potentially dangerous conditions. The committee will meet
13 tri-annually or more often as needed.

14 a. With faculty (bargaining unit member) participation, each school site shall develop and
15 annually review its site safety and emergency preparedness plan for distribution to each
16 bargaining unit member. Site plans are expected to cover contingency plans for a wide
17 variety of safety risks, including but not limited to fire, earthquake, flood, and emergency
18 closing.

19 b. Each site administrator shall keep bargaining unit members informed as to the responsible
20 person(s) at the site for the purposes of dealing with safety problems which may arise and
21 particularly for situations arising when the site administrator is not available.

22 c. Bargaining unit members shall immediately notify the site administrator of any unsafe or
23 hazardous conditions at the site. In an emergency situation, bargaining unit members may
24 take reasonable preliminary action to protect students, other bargaining unit members, and

1 themselves. If a bargaining unit member believes that an unsafe or hazardous condition
2 exists at a site and so notifies the District and the District rejects the notice contending
3 that no safety hazard exists, then the bargaining unit member may grieve under Article
4 XV.

5 d. In the event a school is closed due to an emergency, the bargaining unit members shall,
6 typically, be reassigned on a temporary basis to another location. If a school is evacuated
7 during the school day, bargaining unit members shall suffer no loss of pay or accumulated
8 leave for that day.

9 B. Bargaining unit members will immediately report cases of assault or threats of bodily harm
10 suffered by them in connection with their employment to their principal or other immediate
11 superior, and bargaining unit members must immediately report the incident to the appropriate
12 law enforcement agency pursuant to Education Code Section 44014.

13 1. A bargaining unit member may exercise the same degree of physical control over a pupil that
14 a parent would be legally privileged to exercise but which in no event shall exceed the amount
15 to protect property, or protect the health and safety of the pupils (Education Code Section
16 44014).

17 C. A bargaining unit member shall submit a field trip request form and follow District procedure
18 when planning any field trip activities per board policy.

19 D. A written description of the rights and duties of bargaining unit members with respect to student
20 discipline shall be presented to each bargaining unit member prior to the first day of each school
21 year pursuant to Education Code Section 44014.

22 1. A bargaining unit member may suspend a student from the class for the day of the suspension
23 and the day following for the habitual use of vulgar/profane language, threatening or causing

- 1 physical injury, disruption of school activities, or willfully defying the valid authority of
2 bargaining unit members (Education Code Section 48900).
- 3 2. A bargaining unit member may suspend any student from class or class period for any act
4 listed in Education Code Section 48900 for the day of suspension and the day following, and
5 the student cannot return to the class during this time without approval of the bargaining unit
6 member (Education Code Section 48910).
- 7 3. A bargaining unit member may also recommend a pupil for suspension from school but final
8 decision lies in the hands of the school administrator after following detailed procedures
9 (Education Code Section 48911).
- 10 4. No bargaining unit member shall be disciplined or reprimanded for the exercise of physical
11 control over a pupil (Education Code Section 44014).
- 12 5. A bargaining unit member may request the District to take legal action against a pupil (or the
13 pupil's parents) when the bargaining unit member is injured or his/her property is damaged
14 by the pupil while the bargaining unit member is at work (Education Code Section 48905).
- 15 E. In the event a law enforcement agency is contacted by the District due to an allegation regarding
16 misconduct of a bargaining unit member toward a child, the District will:
- 17 1. Immediately inform the bargaining unit member that a law enforcement agency has been
18 contacted by the District, what the allegation is, and to seek legal counsel;
- 19 2. Disclose all pertinent information not prohibited by a law enforcement agency to the
20 bargaining unit member; and
- 21 3. Give any and all false and untrue material to the bargaining unit member and not put it in
22 his/her personnel file.

- 1 F. No hazardous weed or pest control agents shall be applied during school hours, Operation of
2 equipment and activities will be conducted by the District or District-contracted personnel with
3 extreme caution for the safety of students and staff.
- 4 G. The District will provide a general and thorough room cleaning, including blackboards, windows,
5 and sinks, every week.
- 6 H. During the pre-school in-service, the District shall provide an in-service on the District's
7 emergency plan.
- 8 1. Bargaining unit members assigned to emergency plan needing specialized training will be
9 provided such training at District cost.
- 10 I. District will provide a plan for all classrooms to have a two-way direct communications system.
- 11 J. Bargaining unit members shall have the right to use designated school site equipment including,
12 but not limited to, computers and printers, calculators, all types of duplicating equipment, and
13 copiers, subject to the bargaining unit member's ability to operate such equipment.
- 14 K. At the beginning of the new school year each bargaining unit member, at each school site, will
15 receive information concerning their yearly classroom supply budget. Each trimester updates of
16 expenditures will be provided.
- 17 L. Personal items brought to the school by unit members, unless required by the District in the
18 performance of their teaching duties, are not covered by the District insurance nor shall the
19 District be liable for their loss or damage.
- 20 M. The District desires to provide a safe working environment for employees and a secure parking
21 area for employee vehicles. Within budgetary constraints, the District will attempt to secure all
22 parking lots with fences.

23

1 **ARTICLE XIII**

2 **PROFESSIONAL DUES/FEEES AND PAYROLL DEDUCTION**

3
4 A. Any member of the Exclusive Representative may sign and deliver to the Association an
5 assignment authorizing deduction of membership dues, initiation fees and general assessments
6 for the Exclusive Representative. The Association will notify the District in writing of the
7 amounts to be deducted from each unit member.

- 8 1. Upon receipt of such written notice, the District will deduct one-tenth from the regular salary
9 check of the employee each month for ten months.
- 10 2. The District will remit sums deducted to the Exclusive Representative.
- 11 3. Such deduction will continue in effect during the term of this Agreement, unless revoked in
12 writing by the employee. The Association will notify the District in writing of any revocation
13 filed by an employee.
- 14 4. Upon appropriate written authorization from the employee, the District will deduct from the
15 salary of any employee and make appropriate remittance for insurance premiums, credit union
16 payments, savings bonds, charitable donations, annuities or other plans or programs requested
17 by the employees and agreed to by the District.
- 18 5. Upon remitting the deductions directed by the Exclusive Representative and authorized by
19 the member pursuant to the provisions of this Article, the District has fulfilled its entire
20 obligation relative to said deductions. The Exclusive Representative hereby agrees to
21 indemnify and hold the District, its officers, agents, and employees harmless from any claim,
22 demand, action, or liability which may result from, or be in any way related to the making of
23 said deductions and the transmission of said funds to the Exclusive Representative.

1 **ARTICLE XIV**

2 **RIGHTS OF THE EXCLUSIVE REPRESENTATIVE**

3
4 A. The Exclusive Representative shall have the right to use the District’s designated bulletin boards,
5 mail service, bargaining unit members’ mailboxes, and DUESTA members’ e-mail for
6 association business.

7 1. The Exclusive Representative shall be responsible for the posting of notices on bulletin boards
8 and the contents of such notices. All postings shall be issued in the name of the Exclusive
9 Representative (DUESTA/CTA/NEA) and signed by the person who wrote them.

10 2. The Exclusive Representative shall furnish the District with one copy of materials which are
11 posted on bulletin boards or distributed through the mail system. The Exclusive
12 Representative shall assume responsibility for the preparation, posting, and distribution
13 (except for transportation through the mail system) of such notices and materials.

14 B. The Exclusive Representative shall have the right to use the District’s designated equipment,
15 including calculators, and all types of duplicating equipment, subject to the following conditions:

16 1. District designated office equipment may be used by the Exclusive Representative during
17 business hours when such equipment is not otherwise in use. District office duplicating
18 equipment shall be used only by the bargaining unit members who are trained in the use of
19 such equipment.

20 2. Designated school site equipment may be used whenever bargaining unit members have
21 access to such equipment.

22 3. The Exclusive Representative shall furnish or pay for the use of supplies.

23 C. The Exclusive Representative shall have the right to use the District’s facilities for meetings,
24 subject to the following conditions:

- 1 1. For meetings involving bargaining unit members at only one school site, a previously
2 designated representative or alternate at that site shall request a meeting room from the
3 principal.
 - 4 a. Approval of the principal shall be given if use of the meeting room has not already been
5 granted.
 - 6 b. Approval of the principal shall be requested prior to the use of the facilities.
 - 7 c. A facilities request form must be completed and approved.
 - 8 2. For meetings involving bargaining unit members of more than one school site, the President
9 of the Exclusive Representative or other person designated by the Exclusive Representative
10 shall request a meeting room from the Superintendent or designee.
 - 11 a. Approval from the Superintendent or designee shall be given if use of the meeting room
12 has not already been granted.
 - 13 b. Approval of the Superintendent or designee shall be required prior to the use of the
14 facilities.
 - 15 3. Should additional custodial costs be incurred by the District due to utilization of facilities by
16 the Exclusive Representative, the Exclusive Representative shall reimburse the District. Such
17 reimbursement shall be on the same basis as for other groups or individuals who cause the
18 District to incur additional costs.
- 19 D. Officers, agents, or representatives of the Exclusive Representative shall have access to
20 bargaining unit members at times which do not interfere with bargaining unit members'
21 performance of assigned duties.
- 22 1. Bargaining unit members' representatives shall notify the school site office of their presence
23 when they are on a school site other than their regularly assigned site.

- 1 2. Nonteaching officers, agents or representatives shall check in at the site office and receive
2 clearance to contact bargaining unit members in area specified by the site administrators.
- 3 3. The DUESTA President will be able to leave the assigned site once a week after children have
4 been dismissed and assigned duties have been completed, to conduct DUESTA business.
- 5 E. The Exclusive Representative may copy any public document. The charge for copying public
6 documents shall be the same for the Exclusive Representative as it is for all other groups.
- 7 F. Upon appropriate written authorization from the bargaining unit member, the District shall deduct
8 from the salary of any bargaining unit member, and make appropriate remittance for, insurance
9 premiums, credit union payments, saving bonds, charitable donations, or other plans or programs
10 requested by the bargaining unit members and agreed to by the District.
- 11 G. Not later than the first regularly-scheduled board meeting in February of each year that this
12 Agreement is in effect, the Exclusive Representative and District shall make a public presentation
13 of its initial proposal pursuant to regulations implementing the Act.
- 14 1. At the next regularly-scheduled meeting of the Board of Trustees, the District shall hold a
15 public hearing on the Exclusive Representative's and the District's initial proposal.
- 16 2. Within 20 workdays after the public hearing on the District's initial proposal, the parties will
17 have met at a mutually agreeable time and place for the purpose of negotiating a successor
18 agreement.
- 19 a. Once negotiations begin, meetings shall be scheduled in blocks of four mutually agreeable
20 dates until a successor agreement is determined.
- 21 b. Cancellation of a negotiation meeting will result in a make-up meeting being held as soon
22 as possible.

- 1 3. The Exclusive Representative shall be entitled to have four bargaining unit members receive
2 reasonable periods of release time without loss of compensation when meeting and
3 negotiating. At any meeting in progress after class is dismissed, all members of the Exclusive
4 Representative's negotiating committee may be present.
- 5 4. On request of either the District or the Exclusive Representative, agreements reached on a
6 subject shall be reduced to writing and signed by both parties.
- 7 5. Within 30 workdays of tentative agreement, the District shall provide the Exclusive
8 Representative with thirty-five (35) physical copies of the Agreement for distribution to the
9 association. New bargaining unit members shall be notified of the availability of the CBA on
10 the website.
- 11 6. The model for bargaining (such as WIN-WIN) to be used, will be mutually agreed upon by
12 the District's and DUESTA's negotiating teams. Time lines specified in G above may be
13 modified to accommodate the bargaining model.
- 14 H. The President of the Exclusive Representative may designate certain bargaining unit members to
15 have a complete total of up to 18 days paid leave per school year for use for local, state, or national
16 conferences or for conducting other business pertinent to the Exclusive Representative.
 - 17 1. Leave may be taken on one-half day blocks.
 - 18 2. Such representatives shall be excused from school duties upon two days' advance notice to
19 the Superintendent by the President of the Exclusive Representative.
 - 20 3. Upon exhaustion of paid leave per school year, the Exclusive Representative may purchase
21 additional days at the daily substitute rate.
- 22 I. All correspondence from the Exclusive Representative to the District shall be directed to the
23 Superintendent.

- 1 J. The District agrees to provide up to two hours of release time per school month to allow the
2 President or designee of the Exclusive Representative and the Superintendent or designee to
3 consult on matters of mutual interest. Dates, times, and places of these meetings will be mutually
4 decided by the President and the Superintendent.
- 5 K. When the District decides that the bargaining unit members are to be invited to serve on any
6 District-wide committee, it shall notify DUESTA and specify the background and experience
7 required.
- 8 L. A listing of current and updated employee information (name, job title, department, work
9 location, work/home/personal cell numbers (if maintained by the district) and home address) will
10 be provided to DUESTA at the beginning of each school year.
- 11 M. When a new bargaining unit member is hired, after the employee information has been
12 distributed, the District will provide DUESTA with only the new bargaining unit member's
13 information as delineated in section L.
- 14 N. At the beginning of each school year, DUESTA will have access to all new bargaining unit
15 members during the DUESTA "new teacher luncheon".
- 16 O. Bargaining unit members hired after the DUESTA "new teacher luncheon", will be given time to
17 talk with DUESTA Site Representatives.

18

1 **ARTICLE XV**

2 **GRIEVANCE PROCEDURE**

3
4 A. A “grievance” shall mean an allegation by a bargaining unit member or by the Exclusive
5 Representative that there has been a violation, misinterpretation, or misapplication of a specific
6 provision or provisions of this Agreement.

7 1. Actions to challenge application(s) of Board policies, administrative directives rules, or
8 procedures over matters not contained in this Agreement are not grievances under the
9 provisions of this Article and shall be undertaken pursuant to such separate administrative
10 procedures as established by the Board of Trustees.

11 2. For all matters which have specified review procedures, such procedures shall be the sole
12 method of review or challenge (e.g., Affirmative Action).

13 B. A “grievant” shall mean a bargaining unit member or the Exclusive Representative, which may
14 file on its own behalf or on the behalf of the bargaining unit member.

15 C. A “day” shall mean a day school is in session.

16 D. An “immediate supervisor” is the management person having immediate jurisdiction over the
17 grievant.

18 E. The bargaining unit member may elect to be represented by the Exclusive Representative and
19 inform the District accordingly.

20 1. The grievant, a designated representative, or witnesses who are to testify, if any, participating
21 in the grievance meeting shall suffer no loss in pay.

22 2. A bargaining unit member may, at any time, present grievance to the District and have such
23 grievance adjusted without the intervention of the Exclusive Representative, as long as the
24 adjustment is not inconsistent with the terms of the Agreement. The District shall not agree

- 1 to a resolution of the grievance until the Exclusive Representative has received a copy of the
2 grievance and the proposed resolution and has been given an opportunity to file a response.
- 3 3. At all levels of the grievance procedure, the grievant shall provide the Exclusive
4 Representative with all details and copies of correspondence relative to the grievance.
- 5 F. Once a grievance has been initiated, all matters of dispute relating to it which occur during the
6 processing of the grievance shall become a part of and be resolved in the grievance proceeding.
7 Once a grievance has been resolved or a final decision has been rendered, a grievant shall not be
8 entitled to initiate a new grievance on any matter or occurrence which could have been included
9 in the first grievance.
- 10 G. Time limits may be extended or shortened by mutual agreement of the grievant and the District.
- 11 1. The timeline for grievances will be held in abeyance during intersessions of the school year.
12 The timelines for processing grievances stop during the intersessions and automatically
13 continue the first work day following the intersessions.
- 14 a. On notice to the District, the bargaining unit member has a reasonable right to postpone
15 processing during the summer intersession.
- 16 2. Failure of the grievant or the grievant's representative to adhere to the time limits of this
17 Article shall constitute waiver of the grievance and acceptance of the District's action or
18 decision at the appropriate level.
- 19 H. No reprisal of any kind will be taken by the District against any grievant or participant in the
20 grievance procedure by virtue of such participation. All written materials pertinent to a grievance,
21 except decisions resulting from final determination or settlements, shall be filed separately in a
22 grievance file.

1 I. Until final disposition of the grievance takes place, the grievant shall conform to the original
2 direction of the District.

3 **Level One**

4 J. Within 20 workdays of the occurrence or knowledge of the occurrence of the alleged violation of
5 the Agreement, the grievant shall present the grievance in writing to the immediate supervisor.

6 1. The written grievance shall contain the following minimum information:

7 a. The grievant's name.

8 b. The date of filing.

9 c. The date of the alleged violation.

10 d. The specific Article(s) and section(s) violated.

11 e. The specific relief requested.

12 2. Grievances not containing the required information shall be rejected as improperly filed. Such
13 rejection shall not extend the time limits of this Article.

14 3. The grievant may request a conference with the immediate supervisor.

15 4. Within ten workdays of receipt of the grievance by the supervisor, or within ten workdays of
16 the conference, the supervisor shall communicate a decision to the
17 grievant in writing. If the supervisor does not respond within the time limit, the grievant has
18 two workdays to appeal to the next level.

19 **Level Two**

20 K. In the event that the grievant is not satisfied with the decision at Level One, a written appeal to
21 the Superintendent or designated representative shall be filed within 10 workdays of the issuance
22 of the Level One decision or the deadline within which such decision was to be made.

- 1 1. The appeal shall contain all materials utilized in the first level, including the decision
2 rendered, if any, and a specific and concise statement of the reason for the appeal.
- 3 2. The Superintendent or designated representative shall meet with the grievant and the
4 representative if the grievant so desires, within ten workdays of the receipt of the appeal.
- 5 3. Within ten workdays of the meeting between the Superintendent and the grievant, a written
6 decision and the reasons for such decision shall be transmitted to the grievant. If there is no
7 response within the specified time limit, the grievant has two workdays to proceed to the next
8 level.

9 **Level Three**

- 10 L. In the event that the grievant is not satisfied with the decision at Level Two, either party on a
11 written notice to the other party within ten workdays of the filing of the Level Two decision, may
12 request mediation through the California State Mediation Service. The mediator will establish a
13 meeting date.
- 14 1. The mediator shall attempt to find a mutually acceptable resolution of the grievance.
 - 15 2. The mediator shall not issue any public statement of fact or opinion on the issue.
 - 16 3. The mediation or settlement positions of either party shall not be made public nor shall they
17 be introduced into any other grievance level.

18 **Level Four**

- 19 M. If the grievant is not satisfied with the result at Level Three, the Exclusive Representative may,
20 within ten workdays, submit the grievance to binding arbitration under the provisions of the
21 voluntary labor arbitration procedure.
- 22 N. The arbitration shall be limited solely to the interpretation and application of this Agreement to
23 the precise issue(s) submitted for arbitration. The arbitration shall not determine any other

1 issue(s). The arbitrator shall have no power or authority to recommend or resolve any of the
2 following:

- 3 1. The termination of services or failure to re-employ a probationary bargaining unit member.
- 4 2. The classification of a bargaining unit member as probationary.
- 5 3. The termination of services or failure to re-employ any bargaining unit member in a position
6 for which extra compensation is received.
- 7 4. The content of the bargaining unit member's evaluation.
- 8 5. The District's right to promulgate rules, policies, or procedures for the implementation of this
9 Agreement.

10 O. After a hearing on the merits of the grievance, the arbitrator shall render a written decision which
11 sets forth findings of fact, reasoning, and conclusions on the precise issue(s) submitted. The
12 arbitrator shall be limited as follows:

- 13 1. Where the District has made a judgment involving the exercise of discretion, the arbitrator
14 shall review such decision solely to determine whether the decision has violated the
15 Agreement and shall not substitute the arbitrator's judgment for that of the District.
- 16 2. The arbitrator shall not add to, subtract from, amend, modify, or alter any provisions or
17 procedures contained in this Agreement.
- 18 3. The arbitrator shall not issue statements of opinion or conclusions not essential to the
19 determination of the issue(s) submitted.
- 20 4. The arbitrator's award may include restitution, financial reimbursement, or other proper
21 remedy, except fines, damages, or penalties.

22 P. The decision of the arbitrator will be submitted to the Board of Trustees and the Exclusive
23 Representative.

1 Q. The parties shall share the per diem and expense costs of the arbitrator and the American
2 Arbitration Association's administration fees.

3 1. Each party shall bear all costs of its own case.

4 2. Costs provided in paragraph Q above does not include costs of recording, transcription, or
5 court reporter.

6

1 **ARTICLE XVI**

2
3 **EMPLOYEE DISCIPLINE**

4
5 A. For the purposes of this Article, "Discipline" will mean any adverse action, including a letter of
6 warning, a written reprimand, or a suspension for a period of up to 10 work days, without pay,
7 initiated by the District against a certificated employee. The District will issue a verbal warning
8 prior to the placement of a written letter/reprimand in the employee's personnel file. A written
9 warning may precede a written reprimand depending on the severity of the incident. A written
10 reprimand will precede suspension. The level of discipline may be adjusted so as to be appropriate
11 to the seriousness of the violation(s), i.e., a serious offense, even though it is a first offense, may
12 warrant a suspension as determined by the Superintendent or designee subject to Section D of
13 this Article.

14 B. The provisions of this Article shall not apply to a verbal warning, a "Notice of Unprofessional
15 Conduct", or a "Notice of Unsatisfactory Performance" as set forth in Education Code Section
16 44938, or to any proceeding that arises out of the issuance of such a Notice.

17 C. No employee will be disciplined unless the following has occurred:

- 18 1. The employee has been given written notice of conduct that might result in discipline being
19 administered.
- 20 2. The Employer's rules or administrative directives are reasonably related to the orderly,
21 efficient, and safe operation of the District or its schools.
- 22 3. The District prior to administering discipline, fairly and objectively conducts an investigation
23 to discover whether an employee to be disciplined did, in fact, violate or disobey a rule, policy,
24 standard or directive of an administrator.
- 25 4. The District's investigation results in the collection of substantial evidence or proof that the

- 1 employee committed the alleged violation.
- 2 5. The District's application of its rule, directives, and discipline to all employees is without
3 discrimination.
- 4 6. The District's administration of any discipline reasonable relates to the seriousness of the
5 employee's proven offense and the record of the employee's service with the District.
- 6 D. All disciplinary actions of the District will be for just cause and will be administered in
7 accordance with the following:
- 8 1. Any matter that may result in discipline will be brought to the attention of the Superintendent
9 or designee within ten work days of the specific acts or omissions or within ten work days
10 after the district knew or should have reasonably known, about the facts or omissions causing
11 a need to consider disciplining an employee.
- 12 2. The Superintendent or designee will investigate the matter and discuss it with the employee
13 or, if requested by the employee, with the employee and a representative within ten work days
14 after the matter has been brought to the attention of the Superintendent. The employee will be
15 informed of the right to be accompanied to the discussion by an Association representative.
16 If the employee elects not to be represented by a representative, the employees will sign a
17 statement to that effect.
- 18 3. As part of the investigation, the employee will be notified in writing of the allegations and
19 will be given an opportunity to respond and to comment on the appropriate disposition, The
20 Association President will receive a copy of the written allegations concurrent with the receipt
21 of the allegation by the employee.
- 22 4. Within ten (10) work days of the conclusion of the investigation, the Superintendent or
23 designee will give the employee and the Association written notice of the intended

1 disciplinary action.

2 a. The notice of disciplinary action will be personally served upon the employee and will be
3 signed for and dated upon receipt, or it will be sent by United States certified mail, return
4 receipt requested, addressed to the employee's last known address.

5 b. Where the employee has utilized the services of a representative during the investigation,
6 the representative will also be sent a copy of the notice.

7 c. The notice of disciplinary action will inform the employee of the charges as well as the
8 effective date of discipline. The notice will contain a statement in ordinary and concise
9 language of the specific acts and omissions upon which the disciplinary action is based, a
10 statement of the cause for the action taken, and if it is claimed that an employee has
11 violated the rule or regulation will be set forth in the notice. The notice will contain copies
12 of any document upon which the intended discipline is based, and the proposed discipline.

13 d. The notice will inform the employee of his/her right to notify the Association of his/her
14 wish to appeal the notice which may result in requesting a grievance be filed at Level II.
15 The Association will review the appeal and determine if a grievance will be filed on the
16 employee's behalf. If a grievance is to be filed, it shall be done within ten (10) work days.
17 If the grievance is filed, the proposed disciplinary action shall be stayed until the grievance
18 process is completed. Failure to file a grievance shall constitute a waiver of a right to an
19 appeal and the discipline shall be final.

20 5. All information and proceedings regarding any of the above actions or proposed actions will
21 be kept as confidential, as possible, by all parties to the proceedings. The notification to the
22 employee and the Association, in paragraph C. 4.a-d of this Article, will not be considered a
23 violation of confidentiality.

1 6. If no similar incidents occur within 48 months, all references to the incident shall be sealed
2 and remain in the employee's personnel file.

3 E. District-initiated disciplinary transfer/reassignment

4 1. The District may initiate a transfer/reassignment if there is one (1) written letter of reprimand
5 that occurs during a school year.

6 2. The affected unit member may request from open positions for which he/she is credentialed.

7 3. If the unit member does not make their preference known within 5 work days of notification
8 of impending transfer/reassignment, the District shall select the site and assignment.

9 4. A unit member subject to transfer/reassignment shall be eligible to request a voluntary transfer
10 after two years of no documented disciplinary action.

11 5. The District may review all involuntary placements prior to selecting and/or reassigning
12 administrators to school sites.

13 Grounds for Discipline

14 F. Employee conduct that may result in a written reprimand or in a suspension without pay:

15 1. Excessive, repeated, patterned, or unexcused absences.

16 2. Excessive, repeated, patterned, or unexcused tardiness.

17 3. Insubordination [refusal to follow the lawful direction of a supervisor]**).

18 4. Negligence or willful damage to public property or waste of public supplies equipment.

19 5. Possession and/or consumption of alcoholic beverages or intoxication on district premises or
20 while on duty at any location (**).

21 6. Possession of, consumption of or intoxication due to the use of any narcotic, restricted
22 dangerous drug or other controlled substance which is regulated by the California Uniform
23 Controlled Substances Act on District premises or while on duty at any location, unless such

- 1 possession is under a valid written prescription (**).
- 2 7. Unauthorized use of another employee's password to gain access to the District computer
3 system.
- 4 8. Accessing confidential or private information stored on District Servers or computer files of
5 others for an impermissible purpose.
- 6 9. Attempting to bypass or evade or bypassing or evading the District filter system including
7 downloading software in violation of copyright.
- 8 10. Intentionally accessing pornographic websites, photographs, or information (**).
- 9 11. Violation of the District's policy on Sexual Harassment.
- 10 12. Act of physical violence against a student, parent, employee of the District, or any other
11 person except as referred to in Education Code section 44807 or in violation of the provisions
12 of Education Code section 49001(**).
- 13 13. Oral or Written attack that could reasonably be construed as hostile, demeaning, or
14 threatening and or use of expletives/epithets directed against a student, parent, employee of
15 the District, or any other person. (**)
- 16 14. Use of District time, facilities, equipment, or supplies for private gain.
- 17 15. Duplication of any key to a District facility without proper authorization.
- 18 16. Misappropriation or mishandling of District or student body funds resulting in loss (**).
- 19 17. Theft (**).
- 20 18. Possession of a firearm on school property (**).

21 **First offense may result in a suspension.

22

1 **ARTICLE XVII**

2 **REPORTING OF CHILD ABUSE**

- 3
- 4 A. The District shall provide during the regular workday in-service training as required.
- 5 B. No later than the end of the first week of school, the District shall provide each bargaining unit
- 6 member with a copy and an explanation of the laws regarding the bargaining unit member’s
- 7 responsibilities of reporting child abuse and materials on how to recognize child abuse. The
- 8 District shall provide mandatory training annually, within six (6) weeks of the start of the school
- 9 year for returning employees, and within six (6) weeks for new employees. Reference link to
- 10 where information regarding Reporting Child Abuse can be found at www.duesd.org.
- 11 C. The bargaining unit member must notify the appropriate authorities within 36 hours of the
- 12 reporting of a case of child abuse. The supervisor shall provide immediate and positive assistance
- 13 to that bargaining unit member in his/her fulfillment of legal responsibilities. Such assistance
- 14 must include, but not be limited to, providing copies of the official report forms, agency
- 15 addresses, or telephone numbers, a quiet and private place to complete the forms, friendly and
- 16 courteous assistance in completion of the forms, and release time for the completion of the forms.
- 17 D. The District shall respect and maintain the confidentiality of all information on child abuse which
- 18 a bargaining unit member reports to the appropriate authorities.
- 19 E. The District shall provide all necessary assistance to protect a bargaining unit member from
- 20 attempted harassment or intimidation as a result of the bargaining unit member having completed
- 21 and submitted the necessary forms on child abuse.
- 22

1 **ARTICLE XVIII**

2 **CONCLUSION**

3
4 A. This Agreement supersedes the previous Collective Bargaining Agreement and represents
5 complete collective bargaining in respect to wages, hours of employment, and other terms and
6 conditions of employment which shall prevail during the term hereof and any matters of subject
7 not herein covered by the parties for the life of this Agreement. The Exclusive Representative
8 understands and agrees that, as to all matters not covered by this Agreement, there shall be no
9 duty on the District to meet and negotiate further during the term of this Agreement.

10 B. This Agreement shall supersede any rules, regulations, or practices of the District which are
11 contrary to or inconsistent with its terms.

12 1. The specific provisions of this Agreement and rules implementing it shall prevail over any
13 District past practice or procedure and shall be interpreted and applied in a uniform and
14 consistent manner and shall not be interpreted or applied in a manner which is arbitrary,
15 capricious, or discriminatory. Past practices shall continue to the extent allowed by the
16 Collective Bargaining Agreement.

17 C. It is understood and agreed that the District retains all of its powers and authority to direct,
18 manage, and control its operations to the full extent of the law, except as modified in this
19 Agreement. The exercise of the foregoing powers, rights, authority, duties, and responsibilities
20 by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof,
21 and the use of judgment and discretion in connection therewith shall be limited only by the
22 specific and express terms of this Agreement.

23 D. In the event that any portion of this Agreement is found to be unlawful by a court of competent
24 jurisdiction, the rest of the Agreement shall remain in full force and effect. Should a federal or

1 state agency with jurisdiction invalidate any portion of this Agreement or should the California
2 Legislature decrease or delete any portion of this Agreement, the parties shall on appropriate
3 notice, meet to negotiate over the affected provisions.

4 E. It is agreed and understood that there will be no strike, work stoppage, slow down, or refusal or
5 failure to fully and faithfully perform job functions and responsibilities or other interference with
6 the operations of the District by the Exclusive Representative or its officers, agents, or members
7 during the terms of this Agreement, including any request to or compliance with the request of
8 any other labor organization to engage in such activity. The Exclusive Representative recognizes
9 the duty and obligation of its representatives to comply with the provisions of this Agreement and
10 to make every reasonable effort to induce all bargaining unit members to do so. In the event of a
11 strike, work stoppage, slow down, or other interference with the operation of the District by
12 bargaining unit members who are represented by the Exclusive Representative, the Exclusive
13 Representative agrees in good faith to take all necessary steps to cause those bargaining unit
14 members to cease such action. There shall be no strike or concerted activities until the exhaustion
15 of the impasse procedure (including completion of the fact finding process).

16 F. This Agreement shall be in full force and effect from July 1, 2021 and shall expire June 30, 2024.
17 The terms of this Agreement shall remain in effect until a successor Agreement is reached. In
18 addition, during the intermediate years of this Agreement (2022/2023, 2023/2024), the parties
19 agree to reopen:

20 a. Article III – Salary and Article IV - Health and Welfare Benefits.

21 b. Up to two (2) one (1) article selected by each party.

SIGNATURE PAGE

FOR RATIFICATION

By their signatures below, the signatories certify that they are the authorized representatives of either the District or DUESTA as the contracting parties, that all actions necessary for the District or DUESTA to ratify and accept this Agreement as a binding and bilateral Agreement have been completed in the manner required by that party and the law, and that this Agreement is hereby entered into without the need for further ratification and acceptance.

ACCEPTED

DELANO UNION SCHOOL DISTRICT



Rosalina C. Rivera
Superintendent

DELANO UNION ELEMENTARY SCHOOL
TEACHERS
ASSOCIATION/CTA/NEA



Darrell Winger
President

Dated: 8/20/2021

Dated: 08/20/2021

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APPENDIX

A

DELANO UNION SCHOOL DISTRICT

2021-22 TEACHER SALARY SCHEDULE

184 WORK DAYS

3% Increase

Range	I	II	III	IV	V	VI	VII
Sem Units	BA+0	BA+12	BA+24	BA+36	BA+48	BA+60	BA+72
Qtr Units	BA+0	BA+18	BA+36	BA+54	BA+72	BA+90	BA+108
1	\$54,472	\$56,084	\$57,776	\$60,362	\$62,208	\$64,054	\$65,897
2		\$57,702	\$59,391	\$62,003	\$63,848	\$65,698	\$67,539
3		\$59,320	\$61,011	\$63,645	\$65,494	\$67,338	\$69,178
4		\$60,940	\$62,635	\$65,288	\$67,132	\$68,978	\$70,824
5		\$62,622	\$64,317	\$66,992	\$68,843	\$70,684	\$72,531
6		\$64,446	\$66,138	\$68,844	\$70,310	\$72,535	\$74,382
7		\$66,270	\$67,964	\$70,691	\$72,538	\$74,385	\$76,233
8		\$68,090	\$70,485	\$72,541	\$74,388	\$76,239	\$78,082
9		\$69,919	\$71,629	\$74,389	\$76,241	\$78,083	\$79,927
10			\$73,509	\$76,314	\$78,161	\$80,009	\$81,758
11			\$75,719	\$78,556	\$80,404	\$82,247	\$84,097
12				\$80,608	\$82,458	\$84,304	\$86,153
13				\$82,664	\$84,510	\$86,362	\$88,209
14					\$86,573	\$88,421	\$90,267
15						\$90,473	\$92,322
16							\$94,953
17							\$97,224
18							\$99,493

M.A. \$ 2,000

Doctorate \$ 2,000

Effective 7/1/2021

Approved 6/14/2021

Longevity pay beginning with the 20th year of service:

20-24 years \$ 1,638

25-29 years \$ 3,275

30-34 years \$ 5,186

35 or more years \$ 7,370

DELANO UNION SCHOOL DISTRICT

2021-2022 TEACHER SALARY SCHEDULE

194 WORK DAYS

3% Increase

Range	I	II	III	IV	V	VI	VII
Sem Units	BA+0	BA+12	BA+24	BA+36	BA+48	BA+60	BA+72
Qtr Units	BA+0	BA+18	BA+36	BA+54	BA+72	BA+90	BA+108
1	\$57,432	\$59,131	\$60,916	\$63,643	\$65,980	\$67,535	\$69,479
2		\$60,838	\$62,619	\$65,373	\$67,318	\$69,268	\$71,210
3		\$62,544	\$64,327	\$67,103	\$69,052	\$70,998	\$72,937
4		\$64,251	\$66,038	\$68,836	\$70,782	\$72,727	\$74,673
5		\$66,025	\$67,813	\$70,633	\$72,583	\$74,525	\$76,471
6		\$67,949	\$69,732	\$72,584	\$74,526	\$76,476	\$78,425
7		\$69,873	\$71,658	\$74,533	\$76,480	\$78,427	\$80,376
8		\$71,789	\$74,316	\$76,484	\$78,430	\$80,382	\$82,326
9		\$73,719	\$75,522	\$78,431	\$80,384	\$82,327	\$84,272
10			\$77,504	\$80,461	\$82,409	\$84,358	\$86,202
11			\$79,833	\$82,825	\$84,773	\$86,717	\$88,669
12				\$84,987	\$86,939	\$88,887	\$90,835
13				\$87,156	\$89,103	\$91,056	\$93,003
14					\$91,278	\$93,228	\$95,174
15						\$95,391	\$97,340
16							\$100,113
17							\$102,508
18							\$104,899

M.A. \$ 2,000

Doctorate \$ 2,000

Effective 7/1/2021

Approved 6/14/2021

Longevity pay beginning with the 20th year of service:

20-24 years \$ 1,638

25-29 years \$ 3,275

30-34 years \$ 5,186

35 or more years \$ 7,370

DELANO UNION SCHOOL DISTRICT
School Nurse, Academic Counselor, School Social Worker, Psychologist & MFT Base Salary Schedule
2021-2022
3% Increase

F.

Position	Work Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
School Nurse**	196 Days	\$82,922	\$85,406	\$87,967	\$90,608	\$93,325	\$96,125	\$99,008	\$101,977	\$105,035
Academic Counselor**	196 Days	\$82,922	\$85,406	\$87,967	\$90,608	\$93,325	\$96,125	\$99,008	\$101,977	\$105,035
School Social Worker**	196 Days	\$82,922	\$85,406	\$87,967	\$90,608	\$93,325	\$96,125	\$99,008	\$101,977	\$105,035

G.

Position	Work Year	Step 1	Step 2	Step 3	Step 4	Step 5
Psychologist**	196 Days	\$102,719	\$104,286	\$105,856	\$107,433	\$109,006
Marriage Family Therapist	196 Days	\$102,719	\$104,286	\$105,856	\$107,433	\$109,006

**DUESTA Bargaining Unit

ALL ABOVE POSITIONS RECEIVE STIPENDS AS FOLLOWS

M.A. \$2,000

Doctorate \$2,000

Longevity payment of \$1,092 for 10, 15, 20, 25, and 30 years

Effective: 7/01/2021

Approved: 06/14/2021

Speech Pathologist Salary Schedule
2021-2022
3% Increase

Work Year	Step 1	Step 2	Step 3	Step 4	Step 5
189 Days	\$92,748	\$94,801	\$96,899	\$99,043	\$101,234

**DUESTA Bargaining Unit

ALL ABOVE POSITIONS RECEIVE STIPENDS AS FOLLOWS
M.A. \$2,000
Doctorate \$2,000
Longevity payment of \$1,092.00 for 10, 15, 20, 25, and 30 years
Intern Support Provider Stipend \$2,060

Effective: 7/01/2021
Approved: 6/14/2021

APPENDIX B

**DELANO UNION SCHOOL DISTRICT
2021 - 2022 SCHOOL YEAR**

STUDENT CALENDAR

JULY 2021						
S	M	T	W	TH	F	S
			1	2	3	
4	●	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	P	P	P	NP	31

AUGUST 2021						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	▼	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	◆	▲	▲	▲	10	11
12	13	14	▼	16	17	18
19	20	21	22	23	24	25
26	27	28	▼	30		

OCTOBER 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	▼	7	▲	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	▼	28	29	30
31						

NOVEMBER 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	▼	◆	12	13
14	15	▲	▲	▲	▲	20
21	22	23	24	◆	●	27
28	29	30				

DECEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	▲	11
12	13	14	15	16	17	18
19	20	21	22	23	●	25
26	●	28	29	30	●	

JANUARY 2022						
S	M	T	W	TH	F	S
						1
2	●	4	5	6	7	8
9	P	11	12	13	14	15
16	◆	18	▼	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
S	M	T	W	TH	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	◆	15	▼	17	18	19
20	◆	22	23	24	25	26
27	28					

MARCH 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	▼	10	11	12
13	14	15	16	17	18	19
20	21	22	▼	24	25	26
27	28	29	30	31		

APRIL 2022						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	▲	9
10	11	12	13	14	●	16
17	●	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	▲	20	21
22	23	24	25	26	27	28
29	◆	31				

JUNE 2022						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	▲	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 26 New Tchr Orient.
 July 27-29 Tchr Prep/Training
 Aug. 2 First Day of School
 Oct. 11-15 Fall Recess
 Nov. 22-26 Thanksgiving Recess
 Dec. 13-Jan. 7 Winter Recess
 Jan. 10 Tchr Prep/Training
 Apr. 11-18 Spring Recess
 June 9 Last Day of School

HOLIDAYS
 July 5
 Sept. 6
 Nov. 11, 25, 26
 Dec. 24, 27, 31
 Jan. 3, 17
 Feb. 14, 21
 April 15, 18
 May 30

PROGRESS REPORTING
 1st Quarter Progress Report: Week of Aug. 30 – Sept. 3, 2021
 1st Quarter Ends: Oct. 1, 2021
 Fall Academy: Week of October 11 – 14, 2021
 2nd Quarter Progress Report: Week of Nov. 15 – 18, 2021
 2nd Quarter Ends/1st Semester Ends: January 21, 2022
 Reports Cards Issued: Week of January 18 – 21, 2022
 Winter Academy: Week of January 4 – 7, 2022
 3rd Quarter Progress Report: Week of Feb. 28 – March 4, 2022
 3rd Quarter Ends: April 1, 2022
 4th Quarter Progress Report: Week of May 16 – 20, 2022
 4th Quarter Ends/2nd Semester Ends: June 9, 2022
 Report Cards Issued: Week of June 6 – 9, 2022
 Summer Academy: Week of June 13 – 24, 2022

PROGRESS REPORTING
 1st Quarter Progress Report: Week of Aug. 30 – Sept. 3, 2021
 1st Quarter Ends: Oct. 1, 2021
 Fall Academy: Week of October 11 – 14, 2021
 2nd Quarter Progress Report: Week of Nov. 15 – 18, 2021
 2nd Quarter Ends/1st Semester Ends: January 21, 2022
 Reports Cards Issued: Week of January 18 – 21, 2022
 Winter Academy: Week of January 4 – 7, 2022
 3rd Quarter Progress Report: Week of Feb. 28 – March 4, 2022
 3rd Quarter Ends: April 1, 2022
 4th Quarter Progress Report: Week of May 16 – 20, 2022
 4th Quarter Ends/2nd Semester Ends: June 9, 2022
 Report Cards Issued: Week of June 6 – 9, 2022
 Summer Academy: Week of June 13 – 24, 2022

◆ Legal Holiday (No school)
 ● Local Holiday (No school)
 ▲ Minimum Day (1:05 p.m.) All Middle Schools only
 ▼ Elementary Schools only
 □ Late Start Schedule (10:00 a.m.)
 PD - 9/15, 10/6, 11/10, 3/9, 3/23
 STPT - 8/18, 9/29, 10/27, 1/19, 2/16
 School in session
 *Any month may result in reverting to stable grouping, if applicable.
 □ Academics (Fall, Winter, & Summer)
 □ No Students
 NP New Teacher Prep Day (No school)
 P Prep Day (No school)

Board Approved _____

APPENDIX C

**DELANO UNION TEACHERS ASSOCIATION
TEACHER ASSISTANCE PROGRAM
PEER ASSISTANCE AND REVIEW PROGRAM (PAR)
Memorandum of Understanding
July 1, 2003 – June 30, 2005
~~REVISION~~
RECITALS**

- A. The DUSD and DUESTA are parties to a Collective Bargaining Agreement (“Agreement”) which expires by its terms on June 30, 2005. The parties wish to add the attached and revised PAR MOU.
- B. The purpose of this MOU is to set forth the agreements of the DUSD and DUESTA with regard to the implementation of the California Peer Assistance and Review Program for Teachers (“PAR”) pursuant to Education Code section 44500 et seq.
- C. The provisions of this MOU may be bargained as a new article for a successor agreement when the current CBA expires on June 30, 2005 or the MOU may be continued by mutual consent.
- D. Except as provided in F6 (Miscellaneous Provisions) it is the intent of the DUSD and DUESTA that this MOU remain in effect.
- E. The DUSD and DUESTA understand that Education Code section 44500 et seq. may be subject to periodic Legislative amendment and that implementation guidelines and regulations related to PAR are also subject to change. Therefore, the parties have provided a mechanism for reopening this MOU.

TERMS

The DUSD and DUESTA agree as follows:

- 1. The above recitals are true.
- 2. The MOU between the DUSD and DUESTA is supplemented by the addition of the following provisions, effective as of the latest date of ratification and acceptance of this MOU. The attached MOU will serve and be effective on July 1, 2003 and expire on June 30, 2005.

DELANO UNION SCHOOL DISTRICT PEER ASSISTANCE AND REVIEW PROGRAM (PAR)

PAR provides a mechanism wherein exemplary classroom teachers assist other teachers in the areas of classroom management, subject matter knowledge, teaching methods, and teaching strategies.

Peer assistance activities are provided by "Consulting Teachers" to "Participating Teachers". Consulting Teachers are selected and designated by the Joint Teacher-Administrator Peer Assistance and Review Panel (PAR Panel). A Participating Teacher is a classroom teacher who is referred to and required to participate in the PAR program as a result of an unsatisfactory rating of the employee's performance in the area of teaching methods or instruction, as reflected on DUSD's standard evaluation form. All referrals to the PAR Program shall be made prior to March 1 of each school year.

A classroom teacher may request assistance through the PAR Program as a "Voluntary Participant" subject to the provisions of law and the agreement of the PAR Panel.

A. Joint Teacher Administrator Peer Assistance and Review Panel

Oversight and guidance of the PAR program is provided through the Joint Panel. The majority of the Joint Panel shall be certificated classroom teachers.

1. The Joint Panel shall be composed of 5 members, 3 classroom teachers, and 2 administrators. The term of a Joint Panel member who is a classroom teacher shall be two years.
 - a. Qualifications for the classroom teacher members of the PAR Panel shall be determined by the DUESTA Executive Board.
 - b. In order to avoid the appearance of a Conflict of Interest, no Panel member shall be related to a Consulting Teacher.
 - c. Vacancies on the PAR Panel shall be filled in the same manner by which the departed member was originally chosen. Stipends, for classroom teachers, will be prorated on the basis of number of months served.
2. Certificated administrator members of the Joint Panel shall be designated by the District.
3. The Joint Panel shall elect a chair who shall serve for a two-year term.

4. The PAR Panel shall meet monthly and as it deems necessary to perform its functions. Classroom teacher members of the PAR Panel shall be entitled to ten days of release, from regular classroom duties. The cost of substitute teachers shall be paid for by the PAR budget.
5. The Joint Panel will endeavor to make decisions by consensus. If the attempt to achieve consensus is unsuccessful, decisions of the committee shall be made by a majority vote.
6. Pursuant to Education Code section 44502(a), the PAR Panel shall:

Select and assign Consulting Teachers.

Report to the Board of Trustees regarding PAR program participants, who the PAR Panel determines have not demonstrated "satisfactory improvement" after receiving "sustained assistance" from a Consulting Teacher. All reports pursuant to this provision shall be made to the Board not later than thirty days after the receipt of the final report from a Consulting Teacher.

Make an annual evaluation of the impact of the PAR program.

In addition, the Joint Panel has the discretion to submit "recommendations for improvement of the program". Recommendations shall be submitted to the district board, administration and the exclusive representative of certificated employees.

7. In the process of carrying out its obligations, the Joint Panel may:
 - Establish its internal procedures
 - Solicit and review applications for appointment as a Consulting Teacher
 - Provide appropriate training opportunities for Consulting Teachers
 - Guide and assist Consulting Teachers in (1) the development of performance goals for Participating Teachers; (2) determining appropriate observation scheduling and practices; (3) establishing and maintaining a cooperative relationship with Participating Teacher's Principal; (4) assessing staff development activities that may assist in improving a Participating Teacher's skills and knowledge; (5) writing peer review reports. Provide appropriate training opportunities for Joint Panel members in areas related to the Panel's statutory responsibility. Annual training for the joint panel could include:
 - ◆ Team Building
 - ◆ Verbal Skills
 - ◆ Adult Learning Theory
 - ◆ Budget Development

- ◆ Due Process
 - ◆ Systemic Observation Techniques
 - ◆ The “Language” of Report Writing
8. Pursuant to Education Code sections 44500(b)(7) and 44662(d), the Joint Panel’s final report regarding the results of a Participating Teacher’s participation in the PAR program (including responses, if any) shall be made available in the personnel file for consideration as part of the evaluation and assessment of employee performance.
 9. At the end of each school year, the Joint Panel shall forward all documents and records relating to an employee’s participation in the PAR program to the District Office for filing as provided in section F of this MOU.
 10. Joint Panel will determine the number of Consulting Teachers as needed.

B. Consulting Teacher Selection

A Consulting Teacher is a classroom teacher who applies and is selected for that designation by the Joint Panel. The Consulting Teacher shall be assigned to assist other teachers who are in need of improved teaching methods and/or instruction.

1. In order to be selected as a Consulting Teacher, the classroom teacher must possess the requisite minimum qualifications and must file an application with the Joint Panel. The minimum qualifications are:
 - Credentialed classroom teacher with permanent status.
 - “Five years immediate past” relevant classroom teaching experience.
 - Demonstrated exemplary teaching ability as provided by Education Code section 44501(c) and reflected in the applicant’s performance evaluations.
 - Demonstrated ability to work cooperatively and effectively with other teachers and administrators.
 - Effective leadership skills.
2. An application for selection as a Consulting Teacher shall include two references from individuals that have knowledge of the applicant’s ability to satisfy the minimum qualifications. Sources for references may include, but are not limited to the following: district administration, site administration, regular classroom teachers, and the DUESTA officers, and/or representatives.

Following a decision by the PAR Panel as to which candidates it will consider, one or more PAR Panel members shall observe each candidate's classroom teaching performance. A written report of the observations may be made to the PAR Panel prior to any vote to select a Consulting Teacher.

All applications shall be turned in to the DUSD Department of Human Resources.

3. Annual training for Consulting Teachers shall include but not be limited to the following: conferences, in-services, seminars, and training sessions deemed appropriate by the PAR Panel. Consulting Teachers shall be entitled to release time from classroom duties, which may be used in one-half day blocks as approved by the Joint Panel. The cost of the substitutes will be paid for out of the PAR Program budget. Additional days may be purchased, from the district, by the PAR Panel, as needed.
4. A Consulting Teacher's duties shall include, but not be limited to, the following: assisting voluntary participants in the PAR Program, assisting teachers referred to the PAR Program, and facilitating staff development for teachers.
5. The assistance provided by a Consulting Teacher shall not involve the participation in nor the conducting of the evaluation and assessment of performance of the Participating Teacher that is set forth in Education Code section 44660 et. seq. The assistance provided by the Consulting Teacher shall focus on the specific areas recommended for improvement by the Participating Teacher's Principal, based upon the unsatisfactory rating or ratings in the performance evaluation that resulted in the referral to the PAR Program.
6. Within ten teacher work days following the assignment of a Consulting Teacher by the Joint Panel, the Consulting Teacher, Principal of the Participating Teacher, and the Participating Teacher shall meet and discuss the areas of unsatisfactory performance and recommended improvement plan. Thereafter, the Consulting Teacher shall independently prepare a Plan of Consultative Assistance and time-line which is consistent with the provisions of this MOU and Education Code section 445500(b)(2), (3), (5), (6), and (7).
 - a. The plan shall outline scheduled observations by the Consulting Teacher and any release time requirements for the Consulting Teacher's activities related to implementing the Plan such as:
 1. Professional development and observation of exemplary teachers
 2. Release time for professional development and observation of exemplary teachers
 3. Subject matter conferences

- b. The plan shall be submitted to the Joint Panel for final development and approval.
 - c. As a part of the monitoring process, the Consulting Teacher shall be required to meet with the Panel to discuss the progress of the Participating Teacher.
7. The Consulting Teacher's final report regarding a Participating Teacher's participation in the PAR program for the school year shall be submitted to the Joint Panel not later than ten contractual work days following completion of the Program of Consultative Assistance. The report shall describe the assistance provided in the area or areas recommended for improvement. A copy of the report shall be provided to the Participating Teacher at the time of submission to the Joint Panel.

For Voluntary Participants, including but not limited to permanent teachers, teachers changing assignments, and teachers returning from leave, the Assistance Plan identified in this MOU shall focus on areas identified by the teacher. The Consulting Teacher shall not submit a report to the PAR Panel, unless the Voluntary Participant makes a written request for one.

C. Participating Teachers

A Participating Teacher is a classroom teacher who has been referred to the PAR program by the site principal as a result of an unsatisfactory rating of the employee's performance in the area of teaching methods or instruction. **Participants shall be guaranteed due process.** An unsatisfactory rating shall be defined as set forth in Education Code section 44662.

- (a) The DUSD Board of Trustees shall establish standards of expected pupil achievement at each grade level in each area of study.
- (b) The DUSD Board of Trustees shall evaluate and assess certificated employee performance as it reasonably relates to:
 - (1) The progress of pupils toward the standards established pursuant to subdivision (a).
 - (2) The instructional techniques and strategies used by the employee.
 - (3) The employee's adherence to curricular objectives.
 - (4) The establishment and maintenance of a suitable learning environment, within the scope of the employee's responsibilities.
- (c) The DUSD Board of Trustees shall establish and define job responsibilities for certificated non-instructional personnel, including, but not limited to, supervisory and administrative personnel, whose responsibilities cannot be evaluated appropriately under the provisions of subdivision (b) and shall evaluate and assess the performance of those non-instructional certificated employees as it reasonably relates to the fulfillment of those responsibilities.

- (d) Results of an employee's participation in the Peer Assistance and Review Program for Teachers established by E.C. Article 4.5 (commencing with section 44500) shall be made available as part of the evaluation conducted pursuant to this MOU.
- (e) The evaluation and assessment of certificated employee performance pursuant to this section shall not include the use of publishers' norms established by standardized tests.
- (f) Nothing in this section shall be construed as in any way limiting the authority of the DUSD Governing Board to develop and adopt additional evaluation and assessment guidelines or criteria within the framework of the collective bargaining process.

1. The Participating Teacher may request a change in an assigned Consulting Teacher. Depending on the availability of another appropriate Consulting Teacher, one request for a change shall be granted.
2. A Participating Teacher may respond to a Consulting Teacher's final report either by an appearance before the Joint Panel or by a written submission or both. If a Participating Teacher desires to file a written response and/or to request to appear before the Joint Panel, the response/request must be made in writing within five work days of the date of the final report.
3. All Participating Teachers shall be entitled to be released from classroom duties, during participation in PAR as approved by the Joint Panel. The cost of substitutes shall be paid for by the PAR budget.

D. Voluntary Participants

All Voluntary Participants shall be entitled to be released from classroom duties, to be used during participation in PAR as approved by the Joint Panel. The cost of substitutes shall be paid for by the PAR budget.

E. Stipends and Budget Administration

The Joint Panel shall prepare and administer the budget for funds received by the District by virtue of its Participation in PAR.

The following are the stipends for the teachers selected as:

Joint Panel Members	\$2,400.00 annually
(PAR) Consulting Teacher	Per diem rate to be recorded and submitted to the PAR Panel monthly.

The balance of the budget would be designated for the following expenditures to insure the success of the PAR Program:

- Staff Development
- Mileage
- Materials and Supplies
- Conferences
- Substitutes / release time

F. Miscellaneous Provisions

1. Confidentiality of the Process. Discussion related to an employee's participation in the PAR program shall be kept in strict confidence by Joint Panel members, Consulting Teachers, and the Principal of a Participating Teacher.
2. Records. Documents and writings related to an employee's participation in the PAR program are regarded as personnel matters and shall be subject to the personnel record exemption of the Public Records Act (Government Code section 6250 et seq.) Except for a Consulting Teacher's final report regarding an employee's participation in the PAR program pursuant to Education Code section 44500(b) 7, the Joint Panel's report to the Board of Trustees regarding the PAR program participants pursuant to Education Code section 44502(a), and any management follow up evaluation and assessment of performance by the employee's Principal or, all other documents relating to participation in the PAR program shall be maintained in a separate file.
3. Liability. As provided by Education Code section 44530(d), any certificated bargaining unit member who is a Joint Panel member or a Consulting Teacher or who was directly involved in the negotiation and acceptance of the PAR program on behalf of the Exclusive Representative shall have the same protection from liability and access to appropriate defense as other public school employees pursuant to division 3.6 (commencing with section 810) of Title I of the Government Code. Pursuant to the terms of the District's liability insurance policy, the employee shall be indemnified and held harmless against any claim, causes of action, damages, grievances, administrative proceedings or any other litigation arising from participation in the PAR program.
4. Bargaining Unit Status. A certificated bargaining unit employee who implements any PAR program functions is not a management or supervisory employee for purposes of the Educational Employment Relations Act.
5. Continuing Discussion. The District and the Association agree to continue discussions on the subject of providing PAR services to permanent teachers who volunteer.

-
6. Termination of This MOU. If State funding for the PAR program is eliminated, this MOU shall expire and have no force or effect without the need for further action by either the DUSD or DUESTA. The District shall notify the Association in writing that the PAR program funding has been eliminated.
 7. In the event a Consulting Teacher receives an unsatisfactory evaluation, the PAR Panel shall determine continuing fitness to serve, on a case-by-case basis.
 8. In the event a teacher member of the PAR Panel receives an unsatisfactory evaluation, the DUESTA Executive Board, with input from the PAR Panel shall determine continuing fitness to serve, on a case-by-case basis.
 9. Definitions:

Consulting Teacher (CT)

A teacher who provides assistance to a Participating Teacher (PT) pursuant to the PAR Program requirements. (See attached duty description).

Participating Teacher (PT)

A Participating Teacher is a classroom teacher who has been referred to the PAR program as a result of an unsatisfactory rating of the employee's performance in the area of teaching methods or instruction.

Volunteer Teacher (VT)

- 1) A VT is a teacher with permanent status who volunteers to participate in the PAR Program for the purpose of peer assistance only. The Consulting Teacher for the VT shall not complete a final report of the VT unless requested to do so by the VT.
- 2) The VT may terminate his/her participation in the PAR Program at any time.

Attachment

DUTY DESCRIPTION

PAR Consulting Teacher Pool: 2000 - 2005

Positions

PAR Consulting Teacher Positions may be available for the 2004 - 2005 school year, at the following levels: K-3, 4-5, 6-8 Language Arts, 6-8 Math, & Special Education.

Qualifications

Applicants must have two letters of reference and have five (5) years immediate past successful teaching experience, and be fully credentialed by the State of California or be nationally board certified.

Duties

1. Develop & provide staff development and professional growth activities, including but not limited to: group training, individual training, providing written resources, & referrals to others with expertise in areas relevant to the needs of the teacher.
2. Assist PAR Program volunteers with successful completion of the program using methods including but not limited to: Problem identification (pinpointing & specification of teaching behavior to be improved), classroom observation, direct modeling of appropriate teaching techniques, coaching teacher in the rehearsal of appropriate teaching methods, and providing corrective feedback.
3. Assist teachers referred to the PAR program in successful completion of the program using methods including but not limited to: Problem identification (pinpointing & specification of teaching behavior to be improved), classroom observation, direct modeling of appropriate teaching techniques, coaching teacher in the rehearsal of appropriate teaching methods, and providing corrective feedback.
4. Assist referred & volunteer teachers with setting goals for what is to be learned at conferences and workshops, and hold teachers accountable for achieving those goals via a brief written report of what was learned at the workshop/conference, to be submitted to the Consulting Teacher following the workshop or conference.
5. Keep paperwork as assigned, such as logs and goal sheets, etc. that are required.
6. Other duties as assigned by the PAR Panel in support of the teachers in the program.

Accountability

Consulting Teachers are accountable to the PAR panel, and may be required to attend PAR Panel meetings once per month after normal working hours.

Stipend

1. Per diem (based upon the CBA definition of Per diem) rate to be recorded and submitted to the PAR Panel monthly.
2. All in the pool will receive a supply augmentation at the end of the year.

Application Process

1. Complete the required application form and forward to the Human Resources office by the deadline set by the PAR Panel on the application form.
2. Have two letters of reference sent to the Human Resources office by the deadline set by the PAR Panel.
3. Be observed (unannounced) by one or more members of the PAR Panel.
4. Applications to be disseminated to all certificated staff no later than the last full working day of the first instructional week of the school year.

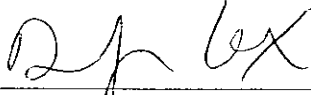
**TENTATIVE AGREEMENT
BY AND BETWEEN
DELANO UNION SCHOOL DISTRICT
AND
DELANO UNION ELEMENTARY SCHOOL TEACHERS ASSOCIATION**

**MEMORANDUM OF UNDERSTANDING
PEER ASSISTANCE AND REVIEW (PAR)**

The parties agree the attached, and revised Memorandum of Understanding (MOU), for implementing PAR, will take effect on July 1, 2003 and expire on June 30, 2005.

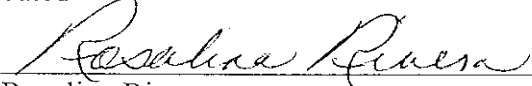
The parties may continue the attached addendum to the collective bargaining agreement, which also expires on June 30, 2005, by mutual consent. In the alternative, this MOU may be bargained as a replacement for the Mentor Article, in a successor agreement.

DUSD representatives will recommend the MOU to the DUSD Board of Trustees and DUESTA representatives will recommend this MOU to the bargaining unit. The MOU will become an addendum to the collective bargaining agreement when approved by both parties.



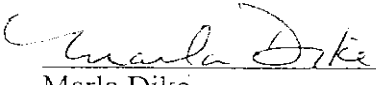
Diane J. Cox
Asst. Supt.-Human Resources
DUSD PAR Panel Member

dated



Rosalina Rivera
Asst. Supt.-Curriculum & Instruction
PAR Panel Member

dated




Marla Dike
1st Vice President, DUESTA
PAR Panel Member

dated

8-7-03

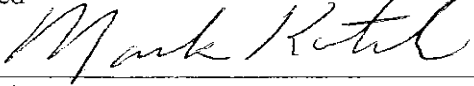
Ronald A. Garcia
DUSD Superintendent

dated



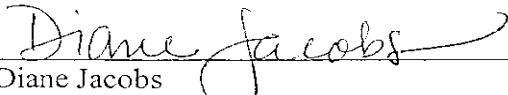
John Roskell
Bargaining Chair
DUESTA

dated

8/7/03


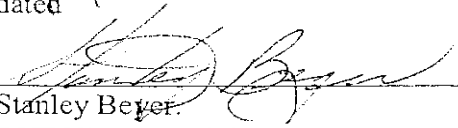
Mark Kotch
President, DUESTA
PAR Panel Member

dated

8/07/03


Diane Jacobs
DUESTA Bargaining Team

dated



Stanley Beyer
DUESTA Bargaining Team

dated