

# **MASTER AGREEMENT**

**BETWEEN**

**BOARD OF EDUCATION OF THE  
DOWNEY UNIFIED SCHOOL DISTRICT**

**AND**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS DOWNEY CHAPTER #248**

**October 1, 2025**

**through**

**September 30, 2028**

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## ARTICLE I - AGREEMENT

This agreement is made and entered into between the Downey Unified School District, hereinafter referred to as the District, and the California School Employees Association and its Downey Chapter #248, hereinafter referred to as the Association or C.S.E.A.

## ARTICLE II - RECOGNITION

The District hereby acknowledges that C.S.E.A. and its Downey Chapter #248 is the exclusive bargaining representative, as granted by the Downey Unified School District on March 7, 1977, for all classified employees in Unit I holding positions as classified below:

- |   |  |
|---|--|
| 1. Accounting Assistant                         | 36. Lead Sign Language Interpreter                 |
| 2. Adult School Registrar                       | 37. Payroll Technician                             |
| 3. ASB Accounting Technician                    | 38. Personnel Assistant                            |
| 4. Assistant Buyer                              | 39. Personnel Technician                           |
| 5. Attendance/Records Clerk                     | 40. Personnel/Credentials Technician               |
| 6. Benefits Technician                          | 41. Personnel/Payroll Assistant (Adult School)     |
| 7. Budget Financial Analyst                     | 42. Physical Education Assistant                   |
| 8. Buyer  | 43. Purchasing Assistant                           |
| 9. Campus Security Assistant                    | 44. Registered Behavior Technician                 |
| 10. Child Care Assistant                        | 45. Registrar                                      |
| 11. Clerical Assistant                          | 46. School Based Therapist                         |
| 12. College and Career Technician               | 47. School Health Technician                       |
| 13. Communications Specialist                   | 48. School Office Manager                          |
| 14. Early Learning Assistant                    | 49. Secretary                                      |
| 15. Early Learning Instructor                   | 50. Senior Accounting Assistant                    |
| 16. Elementary Campus Assistant                 | 51. Senior Accounting Technician                   |
| 17. Facility Support Technician                 | 52. Senior Buyer                                   |
| 18. Family and Community Engagement Liaison     | 53. Senior Clerical Assistant                      |
| 19. Family and Community Engagement Specialist  | 54. Senior Instructional Assistant                 |
| 20. Financial Aid Technician                    | 55. Senior Instructional Assistant – Behavior      |
| 21. Food Service Assistant                      | 56. Senior Instructional Assistant – Medical       |
| 22. Food Service Assistant I                    | 57. Senior Instructional Assistant – Sign Language |
| 23. Food Service Assistant II                   | 58. Senior Personnel Technician                    |
| 24. Food Service Helper                         | 59. Senior School Office Manager                   |
| 25. Instructional Assistant                     | 60. Senior Secretary                               |
| 26. Instructional Assistant – Adult School      | 61. Sign Language Interpreter                      |
| 27. Instructional Asst. – Computer Applications | 62. Special Education Data & Compliance Specialist |
| 28. Instructional Assistant - Dental            | 63. Special Education Technician                   |
| 29. Instructional Assistant – Massage Therapy   | 64. Speech/Language Pathology Assistant            |
| 30. Instructional Assistant - Nursing           | 65. Strength and Conditioning Coach                |
| 31. Instructional Media Technician              | 66. Student Information Systems Operator           |
| 32. Intermediate Accounting Assistant           | 67. Student/Support Services Technician            |
| 33. Intermediate Clerical Assistant             | 68. Student Testing Technician                     |
| 34. Intermediate School Office Manager          | 69. TLC Resource Center Assistant                  |
| 35. Lead Food Service Assistant                 | 70. Translator/Interpreter                         |

The District and the Association agree to add any appropriate classified positions created, or whose title has changed since the last contract, to the list of bargaining unit classifications.

Excluded from the unit shall be the assistant to the Superintendent, and secretaries to the Assistant Superintendents, which shall be confidential.

All newly created classifications, except certificated, management, confidential (which include Administrative Secretary; Senior Secretary, Director, Budget and Finance; and Senior Secretary, Classified Human Resources), and supervisory employees, as defined in Government Code Section 3540 shall be assigned to the appropriate bargaining unit. Disputed cases by either party shall be submitted to the Public Employment Relations Board for resolution.

A C.S.E.A. membership application and new member packet will be provided to all newly hired employees eligible for membership.

### ARTICLE III - DEFINITIONS

1. "Association" shall mean the California School Employees' Association, Chapter 248, or its designee.
2. A "day" is a day when the District office is open for business.
3. "Distasteful duty" refers to any procedure that is invasive and/or involves bodily fluids, medical procedures, or special sanitary cleaning of normally unexposed body parts when such is not part of the employee's regular assignment.
4. "Emergency" shall mean any sudden or unforeseen situation which requires immediate action, such as flood, earthquake, natural disasters, or unforeseen combination of circumstances, which call for immediate action.
5. "Employee" shall mean a member of the bargaining unit.
6. "Evaluator" shall mean the Superintendent, or designee, of the school or department to which an employee is assigned and by whom the employee is evaluated.
7. "Extra Hours" shall mean hours worked in a day over the required assignment up to eight (8) hours.
8. "Grievance" shall mean a claim of any employee or C.S.E.A. concerning the interpretation or application of the expressed written terms of this Agreement, which interpretation or application adversely affects the employee or C.S.E.A., and which has not been resolved satisfactorily in an informal manner between the employee and the immediate supervisor.
9. "Immediate family" is the spouse, registered domestic partner, child, parent, stepparent, grandparent, grandchild, brother, sister, aunt or uncle, niece or nephew of the employee or of the spouse or registered domestic partner of the employee, and the stepchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law of the employee; or any person living

in the immediate household of the employee.

10. "Immediate supervisor" shall mean that member of the District's management team that has immediate jurisdiction over an employee and has been designated to adjust written grievances at the first level.
11. "Limited Term Employee" refers to an employee who is serving in a provisional appointment, or as a substitute for a regular employee, or in a position established for a limited period of no more than six (6) continuous months.
12. "Management employee" means any employee in a position having significant responsibilities for formulating District policies or administering District programs. Management positions shall be designated by the District subject to review by the Public Employment Relations Board.
13. "New Employee" or "New Hire" means any employee, whether permanent, full time, or part time, hired by the District. It includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit.
14. "New Employee Orientation" means the onboarding process of a newly hired employee, whether in person, online or through other means or mediums, in which employees are advised of their employment status rights, benefits, duties and responsibilities or any other employment-related matters.
15. A "permanent employee" is an employee who has successfully completed his/her initial probationary period in the District's classified service.
16. "Personnel Commission" shall mean the non-partisan public body responsible for the administration of the (Merit System) classification, selection, retention, and promotion of classified employees in the Downey Unified School District.
17. A "probationary employee" is an employee serving the initial six (6) months in a permanent position following his/her appointment from an eligibility list.
18. "Probationary period" is the trial period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer, immediately following an original or promotional appointment to a permanent position from an eligibility list.
19. "Promotion" is a change in the assignment of an employee from a position in one class to a vacant position in another class with a higher maximum salary rate.
20. "Reassignment" means a change in assignment within the employee's job classification at the same job site or a different site, under the direction of the same supervisor.
21. "District Seniority" is to be computed from date of District hire minus any breaks in service. Time spent on unpaid illness leave (except CFRA), or unpaid industrial accident leave shall not be counted for length of service credit.
22. "Seniority in Class" is secured by date of hire in the classification, excluding time services as a substitute or temporary employee.

23. "Transfer" means a change of job site within the same position classification under the direction of a different supervisor.

## ARTICLE IV - UNION RIGHTS

C.S.E.A. Downey Chapter #248 shall have the following rights in addition to the rights contained in EERA 3543.2 and any other portion of this Agreement:

- A. The right of access by authorized Association representatives shall be granted at reasonable times for purposes of grievance investigations providing there is prior notification to the employee's immediate supervisor. Association business will be conducted before and after working hours or during lunch periods and breaks.
- B. The right to use without charge institutional bulletin boards at work sites, mailboxes, email, and the use of the school mail system for purposes of communication, posting or transfer of information or notices concerning C.S.E.A. Downey Chapter #248.
- C. The right to use without charge institutional equipment, facilities, and buildings at reasonable times by submitting a facility usage request in Facilitron .
- D. The right to be supplied with a complete seniority roster of all bargaining unit employees upon request when established by the Director, Classified Human Resources, and for the purpose of layoff.
- E. The right to receive one (1) copy of any budget or public financial material submitted at any time to the governing board and regular board agendas.
- F. The right for any employee in the bargaining unit to receive a copy of the District Personnel Commission's Classified Rules and Regulations upon request.
- G. Distribution of the Contract: Within forty-five (45) days after signing of contract, the District will make contract available on the District's website and will print 500 copies for the Association and those unit members who request them, at no cost to the Association.
- H. Maintenance of Membership: Each employee covered by this Agreement who on the effective date of Agreement is a member of C.S.E.A., and each employee covered by this Agreement who becomes a member after that date, shall maintain his/her membership in C.S.E.A., Downey Chapter #248, during the term of this Agreement.
- I. Dues Deduction:
  - 1. The Association has the exclusive right to have employee organization membership dues deducted by the District from the wages or salary of employees in the bargaining unit in accordance with the provisions of this agreement.
    - A. The District shall cause payroll deductions to be made in accordance with the District's procedures and Association's dues schedule.
    - B. The District shall begin automatic payroll deduction after receipt of such written notice from the Association specifying the names of the

unit employees and the amount of the dues for each such employee. Payroll deductions shall be processed in accordance with standard District operating procedures from the first day of the month following forty-five (45) calendar days after receipt by the District of the written notice directing dues payroll deduction.

- C. The Association may specify a change in the amount of the dues provided an authorized Association officer submits a written notice to the District for such an adjustment. The processing of revised payroll deductions will be in accordance with the schedule referenced above.
  - D. The District shall, without charge, transmit to the Association the sums deducted under this agreement.
2. The Association agrees to indemnify and financially hold harmless the District, its Governing Board, officers and administrators against any and all claims, demands, costs, lawsuits, including attorney fees incurred in defending said persons or District, or any other form of liability or expense, including but not limited to, all court or administrative agency costs, that may arise out of or by reason of action taken by the District for the purpose of complying with this agreement. The District shall promptly notify the Association of any civil, administrative, or other action taken against the District as a result of its compliance with this agreement.

## ARTICLE V - MANAGEMENT'S RIGHTS

It is understood and agreed that the District retains all the customary rights, powers, functions, and authority to control and manage and to discharge its obligations as provided by law and the State and Federal Constitutions.

Any of the rights, powers, or authority which the District had prior to the execution of this Agreement are retained except as those rights, powers, and functions or authority which are specifically abridged or modified by this Agreement or by any supplement to this Agreement arrived at through the process of collective bargaining.

District reserved duties and rights include, but may not be limited to: determine its organization; direct the work of the employees; determine the kinds of and levels of service and the methods and means of providing them; determine the number and kind of personnel required; maintain the efficiency of the District's operation; build or modify buildings and facilities; establish budget procedures and funding priorities for determining methods of revenue; determine the hours of operation; establish its educational policies, goals, and objectives; ensure the rights and educational opportunities of students; determine the curriculum; in addition, the District and its designee retains the right to hire, classify, assign, evaluate, terminate, and discipline its employees, except as limited by the Personnel Commission and/or this contract; plan and oversee all staff development, with the assistance of C.S.E.A., for this unit, which will be provided only when funding is available; and to amend or rescind provisions of this Agreement in case of emergency. Emergency shall mean any sudden or unforeseen situation which requires immediate action, such as flood, earthquake, natural disaster, or unforeseen combination of circumstances which call for immediate action. Any amendment or deviation of this Agreement shall be only for the duration of the emergency.

## ARTICLE VI - RENEGOTIATIONS: PROCEDURES

- A. The Association shall submit its proposal for re-openers to the Board of Education no later than the regularly scheduled Board meeting in August. Re-openers shall include salary and Benefits and one (1) other article. Negotiations shall commence within a reasonable time period after the parties' proposals have been sunshined to the public at a Board meeting.
- B. Regularly scheduled negotiation meetings shall be established on a reasonable and mutually agreed basis between the respective bargaining teams, normally at the beginning of bargaining for a successor agreement.

## ARTICLE VII - DUTY HOURS

A notice will be sent at the beginning of each school year to all principals, special education department chairs, job stewards, and chapter president, stating that classified employees will not be used in lieu of certificated employees. A copy of the notice will be sent to C.S.E.A.

Calendar: The District and Association shall meet annually and work cooperatively with the Downey Educator's Association to develop the District and all classified work calendars for the following school year, or multiple school years. The parties shall meet no later than November 1<sup>st</sup> to negotiate future calendars.

Working Hours: The working hours for all employees shall be scheduled by the immediate supervisor in conformance with the guidelines and needs established by the District. The District shall notify and confer with the employee ten (10) working days prior, or less if mutually agreed upon with the employee and supervisor, to affecting any permanent change in the starting and ending time of the work day. School based employees assigned fewer than twelve (12) months per year, will be assigned to work and will be paid appropriately when students are present and/or when teachers are in a paid status during the regular academic year, except for days excluded through negotiations.

Accumulated vacation (unless addressed in Article XI), if any, may be used by these employees on non-paid days in any of the months in which they are regularly assigned to work. If an employee is out of vacation time, they will be allowed to use their three (3) Personal Business days during the required vacation periods, to reduce the need of Deduct days. Employees shall be required to give the District twenty-four (24) hours advance notice to use such Personal Business leave.

"Deduct" refers to a non-paid/non-working day.

Assigned Work Time – Procedures for Increasing: The District reserves the right to increase the assigned time of employment for bargaining unit members when programmatic changes or increased funding occurs.

## Section I

The following Section applies to all Unit I classifications not specified in Section II below.

- A. Occupied Positions - When an increase in assigned time for a subject position that is currently occupied by a regular employee is approved by a School Administrator or Department supervisor, the additional assigned time shall be offered to the employee currently in the position.

### Refusal of Increase in Time

- i. If the regular employee who is offered the increase in assigned time for the subject position refuses the addition of assigned work hours, regular employees in the same classification, who are willing and able to work the increase in assigned time, shall be offered the position by seniority who meet the following criteria:
    1. The employee has completed a request for the increase for assigned time on an official District form and submitted it to the Classified Human Resources Office one (1) calendar day prior to selection for the position. The request shall remain effective for one (1) year from the date submitted.
    2. The employee is currently assigned the same number of hours as the subject position prior to the increase in assigned time.
    3. The employee has received in the most recent performance evaluation an overall rating of "Average" or "3" or higher.
  - ii. Upon selection of the employee, the current incumbent of the position with the increase in assigned time shall be administratively reassigned to the requesting employee's prior position and assigned work hours.
  - iii. If there are no other employees willing to accept the increase in assigned time, the employee currently in the position shall be provided a second opportunity to accept the increase in assigned time or be considered for an alternative assignment.
- B. Vacant Positions – When an increase in assigned time for a subject position that is currently vacant is approved by a School Administrator or Department supervisor, the additional assigned time shall be allocated to the employee in the following.
- i. The vacant position shall be offered to other regular employees by seniority in the same classification who meet the following criteria:
    1. The employee has completed a request for the increase for assigned time on an official District form and submitted it to the Classified Human Resources Office one (1) calendar day prior to selection for the position. The request shall remain effective for one (1) year from the date submitted.
    2. The employee has received in the most recent performance evaluation an overall rating of "Average" or "3" or higher.

## Section II

The following section shall apply to the classifications of Senior Instructional Assistant, Senior Instructional Assistant-Behavior, Senior Instructional Assistant-Medical and Senior Instructional Assistant-Sign Language:

- A. Occupied Positions - When an increase in assigned time for a subject position that is currently occupied by a regular employee is approved by a School Administrator or Department supervisor, the additional assigned time shall be offered to the employee currently in the position.

### Refusal of Increase in Time

- i. If the regular employee who is offered the increase in assigned time for the subject position refuses the addition of assigned work hours, an interview by the hiring authority shall be offered to other regular employees in the same classification who have requested and are willing and able to work the increase of assigned time of the position who meet the following criteria:
    - 1. The employee is currently located in the same work location as the position.
    - 2. The employee has completed a request for the increase of assigned time on an official District form and submitted it to the Classified Human Resources Office one (1) calendar day prior to selection for the position. The request shall remain effective for one (1) year from the date submitted.
    - 3. The employee is currently assigned the same number of hours as the subject position prior to the increase in time.
  - ii. If there are no other regular employees in the same classification who are requesting an increase in assigned time from the same work location, regular employees in the same classification from other sites, who are willing and able to work the increase in assigned time, shall be offered an interview for the position who meet the following criteria:
    - 1. The employee has completed a request for the increase in assigned time on an official District form and submitted it to the Classified Human Resources Office one (1) calendar day prior to selection for the position. The request shall remain effective for one (1) year from the date submitted.
    - 2. The employee is currently assigned the same number of hours as the subject position prior to the increase in time.
  - iii. Upon selection of the employee, the current incumbent of the position with the increased time shall be administratively reassigned to the requesting employee's prior position and assigned work hours.
- B. Vacant Positions – When an increase in assigned time for a subject position that is currently vacant is approved by a School Administrator or Department supervisor, the additional assigned time shall be allocated to the employee in the following order.

- i. An interview by the hiring authority shall be offered to other regular employees in the same classification who have requested and are willing and able to work the increase in assigned time of the position in the following order:
  1. The requesting employee is currently located in the same work location as the position and the employee has completed a request for the increase in assigned time on an official District form and submitted it to the Classified Human Resources Office one (1) calendar day prior to selection for the position. The request shall remain effective for one (1) year from the date submitted.
  2. If there are no other regular employees in the same classification who are requesting an increase in assigned time from the same work location, regular employees in the same classification from other sites, who are willing and able to work the increase in assigned time, shall be offered an interview for the position provided that the employee has completed a request for the increase in assigned time on an official District form and submitted it to the Classified Human Resources Office one (1) calendar day prior to selection for the position. The request shall remain effective for one (1) year from the date submitted.

Work Week: The work week for full-time employees shall be forty (40) hours, rendered in units of eight (8) hours, exclusive of a District-designated meal period.

The work week shall consist of five (5) consecutive work days, normally Monday through Friday, for all employees rendering service two (2) hours or more per day during the work week. This does not preclude the extension of the work week or the work day. The District retains the right to extend the regular work day or work week as it deems necessary to carry out the District's business.

Meal Period: Each employee working six (6) or more consecutive hours shall be entitled to an uninterrupted unpaid meal period of not less than one-half hour. Meal periods may be scheduled for not longer than one hour at the discretion of the supervisor. When possible, the meal period shall be scheduled by the supervisor to coincide with normal meal times, or at approximately the midpoint of the employee's shift.

If in the judgment of the supervisor an emergency exists, the employee may be assigned work activities during the regularly scheduled meal period. At the end of the emergency, the employee shall resume his/her meal period for the remaining portion unused at the time the emergency began.

Break Period: Each employee shall receive a paid fifteen-minute break for each four (4) continuous hours of employment. This break shall be scheduled as close to the mid-shift as possible. To the extent practicable, break period shall not occur during the first or last hour of the work day.

Overtime: Overtime is defined as any time authorized by the immediate supervisor worked, whether suffered or permitted, in excess of eight (8) hours in any one work day or in excess of forty (40) hours in any work week. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the employee. (EC 45128)

Call Back Time: Any employee called in to work at a time when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this Agreement.

Right of Refusal: Any unit employee shall have the right to reject any offer or request for overtime or call-back, on call, or call-in time, except in such emergencies that health and safety are major concerns.

Parent Conference Day: The District will notify Elementary Campus Assistants (ECA) at least 72 hours in advance of District training during parent/teacher conference days.

First Aid/CPR Training: Employees in classifications designated by the District as requiring First Aid and CPR certification shall complete such training as a condition of employment.

Required training will take place during working hours. If overtime is required, employees will be paid at one and one-half (1-½) times their regular rate of pay.

Employees who choose to take the training on their own time and at their own expense must meet the District's training standard and approved providers. District-approved providers include: The American Heart Association and the American Red Cross. All others require pre-approval by Classified Human Resources.

Employees who choose to take First Aid and CPR trainings for professional growth hours will be required to take the training outside of working hours and at their own expense.

Food Services - Temporary Additional Hours: When a regular food service assistant is on a leave (either unpaid or paid) for one or more days, or when a food service assistant vacancy exists and his/her work hours are offered to another employee, whenever possible, food service staff at a site where a vacancy exists will be given the opportunity to pick up additional hours. Staff from other food service sites will be used in long term vacancies when staff at their sites are not available. Substitutes will only be used to fill lowest-hour positions when permanent employees are absent, or a scheduling conflict exists with staff at the site.

Food Service's special events extra duty hourly pay shall be served by employees in order of a voluntary sign up on a rotational basis that expires on the last day of the work calendar each school year.

Extra Duty: Extra duty will be offered to the student's assigned paraprofessional providing Additional Adult Assistance (AAA) support first. If the AAA is not available, the site administrator will offer extra duty to a special education paraprofessional at the site, prioritizing those familiar with and capable of supporting the student's needs.

- A. When given advance notice, site administrators will strive to secure the most senior members on a rotational basis for extra duty. This shall not be a grievable matter.

Compensatory Time Off: In lieu of overtime or extra time pay, a unit member and his/her administrator may mutually agree to authorize compensatory time off. Such compensatory time off shall be granted within twelve (12) months following the month in which the overtime or extra time was worked and without impairing the services rendered by unit members to the District. Compensatory time off which is not taken within the above time limits shall be paid. Compensatory time may be used in lieu of vacation time or Personal Business on non-work

days. An employee must be paid no less than one and one-half (1 ½) times his/her regular rate of pay for all hours worked after eight (8) hours a day or forty (40) hours a week.

## ARTICLE VIII - SALARIES

Salary and fringe benefits applicable to members of the bargaining unit are set forth in this article and within the provisions of Appendix A and B of this agreement.

Working Out of Class: Employees who are required and directed by their immediate supervisor to perform higher level duties inconsistent with their assigned duties shall be compensated at not less than five percent (5%) above the employee's regular rate of pay.

Holiday Compensation: Employees assigned and directed by their immediate supervisor to provide service on a holiday authorized by the District shall be compensated at the rate of time and one-half in addition to the regular rate of pay.

Longevity: Beginning with the 7<sup>th</sup> year of service with Downey Unified School District all employees shall receive an additional \$35 per month. Beginning with the 10<sup>th</sup> year of service with the Downey Unified School District all employees shall receive an additional \$101 per month. Beginning with the 15<sup>th</sup> year, the amount shall be raised to \$156 per month. Beginning with the 20<sup>th</sup> year, the amount shall be raised to \$206 per month. Beginning with the 25<sup>th</sup> year, the amount shall be raised to \$256 per month. For purposes of this Section, longevity shall be calculated from the initial date of hire, excluding unpaid leaves of absence and breaks in service.

Anniversary Increment: An employee who has performed in a satisfactory manner as described in his/her most recent performance rating shall be entitled to any anniversary salary increments provided for in Appendix A.

Incorrect Salary Placement:

- A. Underpayments - Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the appointing authority shall, within five workdays following such determination, provide the employee with a statement of the correction and a supplemental payment drawn against any available funds.
- B. Overpayments – shall follow the California Education Code Section: 44042.5.

Salary and Fringe Benefits:

- A. Salary - The unit's current salary schedule (2025-26) shall reflect a 2.00% salary increase effective July 1, 2025. The District agrees that direct deposit of payroll shall be made available to all bargaining unit members.
- B. Night Shift - The Night Shift Differential for all employees working the B Shift is \$.35 per hour. B Shift shall be defined as a shift in which the employee works a majority of his/her day after 3:00 p.m. If any other bargaining unit receives an increase in the shift differential, Unit 1 will receive the same increase.
- C. Fringe Benefits – The District and Unit agree to continue to work with the Employee

Benefits Committee to contain health benefit costs. The District shall provide employees working twenty (20) hours or more per week [four (4) hours per day] with the following:

1. Pro-rated benefits.
2. Health and welfare insurance plans in accordance with Appendix B.
3. Employees not electing medical coverage may choose to receive \$25,000 in life insurance.
4. All employees working less than four (4) hours shall receive \$5,000 as a death benefit.

D. Health and Welfare - The District shall continue funding the health and welfare benefits of all benefit eligible Bargaining Unit Members hired by June 30, 2022, as described in this Article, and shall not require the Bargaining Unit Member to exceed 10% maximum contribution for all plans which include medical, vision and dental. Bargaining unit members hired by June 30, 2022, who did not qualify for benefits and promote to a benefit eligible position, with no separation in service, shall be grandfathered into the 10% maximum contribution for all health and welfare plans which include, medical, vision and dental.

Effective July 1, 2022, the District shall fund the health and welfare benefits of all newly hired benefit eligible Bargaining Unit Members as described in this Article and shall not require the Bargaining Unit Member to exceed a 20% maximum contribution for all plans, which include medical, vision and dental. The District and Unit agree to continue to work cooperatively with the Employee Benefits Committee to contain health benefit costs. The specific benefits of the health and welfare plans shall be maintained unless changed by mutual agreement of the District and the Unit. Current benefit summaries will be posted on the District web page.

E. Pretax Earnings: Employee contributions for medical benefits are to be paid with pre-tax earnings as per Section 125 (Flexible Benefits) of the IRS Code.

F. Service Animal Stipend – The Stipend shall be paid to all classified employees that are required to have additional duties that entail taking care of a student and a service animal. These duties shall include all of the usual duties of the position along with assistance to support the service animal for a student. If it is one (1) paraprofessional, then they shall be paid \$100.00 additional per month and if there are multiple assistants then the paraprofessionals must work at least 25% of the time with the animal in order to receive a \$50.00 monthly stipend.

#### Classified School Employee Summer Assistance Program

The District elects to participate in the Classified School Employee Summer Assistance Program for all subsequent school years in which the State of California provides funding, allowing qualified bargaining unit members to participate pursuant to Ed Code Section 45500.

CSEA agrees to assist and cooperate with the District relative to the implementation of the Program.

Prior to January 1, the District shall provide written notice to all bargaining unit members about its election to participate in the Program and the way classified employees may elect to

participate. In subsequent years, similar written notice (with updated dates) shall be provided to bargaining unit members no later than January 1<sup>st</sup> of each year.

## ARTICLE IX - HOLIDAYS

### Approved Days:

Independence Day	Christmas Day
Labor Day	New Year's Day
Admission Day*	Martin Luther King, Jr. Day
Veteran's Day	Lincoln's Day
Wednesday before Thanksgiving	Washington's Day
Thanksgiving Day	Memorial Day
Friday following Thanksgiving	Juneteenth

\*Admission Day is a district designated floating holiday and shall be scheduled in accordance with the annual school calendar

In addition to the paid holidays listed in this provision, the District agrees to provide all employees with paid holidays as mandated by the Education Code, and additional days, if any, as established in the annual school year calendar by authority of the Board of Education.

Holidays Occurring on Weekends: When a holiday falls on a Saturday, the preceding work day shall be deemed to be that holiday. When a holiday falls on a Sunday, the following work day shall be deemed to be that holiday.

Holiday Eligibility: An employee must be in a paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

Employees in the bargaining unit who are not normally assigned to duty during school holidays of December 25 and January 1 shall be paid for those holidays provided they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

## ARTICLE X - RELEASE TIME

Association Business: The Association shall be granted at least twenty-five (25) days each year to be used by any of the officers of C.S.E.A. for Association business and/or the annual conference. The Association shall have the right to send delegates of their choice to the annual conference for a maximum of five (5) days each without loss of compensation each year. The number of delegates shall be determined on the basis of two delegates for the first one hundred fifty (150) members and one delegate for each additional one hundred (100) members or fraction thereof as determined by the roster of dues-paying members.

There will be five (5) additional days per person with a maximum of fifteen (15) days of release time, with substitute coverage provided if one is requested by the supervisor, for C.S.E.A. state officers and/or state appointees. Any release time under this section will require advance notice to the employee's supervisor.

Negotiations and Grievance Processes: The Association will have available a reasonable amount of paid working hours of release time per year to be utilized at the Association's discretion for negotiating with Board representatives or for grievance processing. Release time for negotiating or grievance processing shall not be used in less than four-hour increments.

In January of each year, the elected president of the Association shall provide to the district personnel office and keep current a list of official chapter officers, and job stewards authorized to represent bargaining unit members in grievance and disciplinary matters.

Upon entering a work location, the job steward shall advise the grievant's supervisor and the appropriate administrator of his/her presence and business. The grievant shall be granted permission to leave the job if it will not cause an undue interruption of work. Additionally, the job steward may be permitted to discuss a grievance with all employees immediately concerned during those employees' normal working hours as permitted by the appropriate administrator, and, if appropriate, to attempt to achieve settlement in accordance with grievance procedure.

The job steward shall be required to log the utilization of his/her time as it relates to grievance processing. In investigating and processing grievances the job steward shall be required to utilize the District's Affidavit of Absence form. This form shall be submitted to the immediate supervisor upon return of the job steward from each individual grievance meeting. In reviewing this form with his/her immediate supervisor, the job steward shall be required to account for all time utilized under this provision. The immediate supervisor shall initial the form upon review and keep a copy for his/her office files.

#### Leave of Absence for Unelected Union Member(s)

The District shall grant a leave of absence, without loss of compensation, to a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the Association in accordance with Education Code Section 45210(b). Any leave of absence granted for unelected Association member(s) will require a notification in writing by the Association to each employee's supervisor or administrator a minimum of ten (10) work days prior to the start date of the Association's activity. The notification shall state the purpose of the leave and the duration of time that the employee is designated to be on the leave of absence.

Compensation during the leave shall include retirement fund contributions required for the school district as the employer. The employee shall earn full service credit during the leave of absence and the employee shall continue to pay member contributions. The maximum amount of service credit earned shall not exceed twelve (12) years.

The District shall be reimbursed by the Association for the released employee for all compensation paid the employee on account of the leave. Reimbursement by the Association shall be made within ten (10) work days after the Association has received certification of payment of compensation to the employee.

## ARTICLE XI - LEAVES

#### Personal Necessity Leave

A bargaining unit member may elect to use his/her annual accumulative illness or injury leave, not to exceed eight (8) days per school year, except in the case of twelve (12) month employees who may elect to use ten (10) days, for the following purposes:

- A. Death or illness of a member of his/her immediate family.
- B. An accident involving the employee's person or property, or the person or property of a member of the employee's immediate family as defined in Section (a) of this Article.
- C. An appearance of the employee in court as a litigant or witness under an official order. The employee is expected to return to work in cases where he/she is not required to be absent the entire day.
- D. Birth or adoption of an employee's child.
- E. Imminent danger to the home of the employee.
- F. Religious holidays.
- G. Activities required by virtue of holding a public elected office.
- H. In cases of personal necessity where the employee cannot reasonably be expected to disregard the situation, or where the necessity cannot be transacted outside of the employee's assigned working hours, except that such leave may not be used for:
  - (a) routine personal business
  - (b) vacation, recreation, or social activities
  - (c) employee organization activities
  - (d) political activities or demonstrations
  - (e) work stoppage and other concerted activities

An employee using personal necessity leave shall submit his/her absence verification form certifying in writing the reason that the employee is using personal necessity leave for a purpose provided in Article XI, Sections A-H. An employee shall give his/her immediate supervisor advance notice of personal necessity leave whenever reasonably possible.

If in cases of suspected abuse, management reserves the right to request the employee to provide verification that the absence was due to a necessity as defined in Article XI, Sections A-H.

In situations where absence is due to subpoena or an official order, the employee must provide evidence from a certified clerk or authorized officer of a court or other governmental jurisdiction. For such leaves the employee shall be granted leave of absence with pay up to the amount of the difference between the employee's regular earnings and any amount he/she received for litigant or witness fees.

#### Personal Business Leave

Employees shall be eligible to use up to three (3) days of unrestricted personal business leave per school year to be deducted from any available sick leave days accrued. Employees shall be required to give the District twenty-four (24) hours advance notice to use such personal business leave.

#### Vacation

Every regular classified employee shall earn vacation at the prescribed rate as part of his/her compensation.

Vacation shall be earned at the rate of one (1) working day for each full month of employment or

portion thereof. Major portion of the month, as used herein, is defined as in excess of eleven (11) working days in the month.

All regular classified employees who work on a part-time basis in a ten (10), eleven (11), or twelve (12) month assignment shall accrue paid vacation in line with those policies and receive such vacation credit commensurate with the designated hours worked per day.

Additional paid vacation for longevity shall be granted on the following schedule:

Anniversary Years of Service	10-Month Employees	11-Month Employees	12-Month Employees	Additional Days Per Year
0-5	10	11	12	0
6	11	12	13	1
7	12	13	14	2
8	13	14	15	3
9	14	15	16	4
10	15	16	17	5
11	16	17	18	6
12	17	18	19	7
13	18	19	20	8

\*Every employee starts earning one day per calendar month worked.

It is understood that there will be some exceptions to this rule due to District necessity and/or an individual employee's circumstances. Vacation accumulation shall be limited to a maximum of forty (40) days at any time. Excess vacation days over forty (40) must be scheduled to be taken by the first pay period following the accumulation of over forty (40) days. Should the employee fail to schedule excess of vacation by the end of the first pay period after the excess accumulation, the supervisor and employee shall collaboratively schedule the date(s) of vacation in the amount of days over forty (40) and the employee will be required to utilize the vacation on the dates scheduled for him/her.

Required Vacation Periods: Employees required to provide services directly to students on instructional days shall take vacation during the Thanksgiving, Winter and Spring school recesses. Exceptions can be made on a case-by-case basis.

Vacation leave shall be scheduled by the employee, subject to approval by the department head, principal, or administrator. Vacation leave and requests for such leave shall not be unreasonably denied by a department head, principal, or administrator, provided that the granting of vacation leave shall not create a burden for the District in terms of the performance of its mission.

If the vacation leave is denied, the department head, principal, or administrator shall supply the reasons for said denial in writing to the employee within a reasonable time period. If the employee or C.S.E.A. deems that the denial of vacation leave was unreasonable, the employee or C.S.E.A. may appeal the decision to the administrator above the supervisor.

The salary at which vacation is paid shall be the employee's current salary rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned vacation salary by reason of subsequent changes in conditions of employment. Upon separation from the service, a permanent employee shall be paid for his/her accumulated vacation credit at

the rate of pay applicable to his/her last regular assignment. No pay for accumulated vacation shall be paid to employees whose employment is terminated prior to completion of the probationary period.

An employee who has completed his/her probationary period may be granted vacation during the year even though not earned at the time the vacation is taken.

If an employee resigns or is terminated and had been granted vacation which was not earned at the time of termination, the District shall deduct from the employee's severance pay the full amount of salary that was paid for such unearned days of vacation taken.

A regular classified employee may revert to leave of absence for illness or injury if the employee suffers an incapacitating personal illness or injury while on authorized paid vacation. Such request shall be verified in writing by the attending physician and accompany the request for change in status.

#### Paid Sick Leave

Sick leave is the authorized absence of an employee because of illness or injury or exposure to contagious disease.

A regular classified employee (probationary and permanent) shall earn paid sick leave in accordance with the provisions of Education Code Section 45191. Unused sick leave may be accumulated without limit.

At the beginning of each fiscal year, the sick leave "bank" of the employee shall be increased by the number of days of paid sick leave which he/she would normally earn in the ensuing fiscal year. An employee's sick leave "bank" shall be adjusted if a change of assignment alters the amount of sick leave earnable. Sick leave may be taken at any time, provided that employees with probationary status may use only six (6) days of paid sick leave during their initial probationary period.

Pay for any day of sick leave shall be the same pay the employee would have received if he/she had worked that day.

In order to receive compensation while absent on sick leave, the employee must notify his/her supervisor of his/her absence one (1) hour prior to the start of their shift of the day absent. Barring any conditions which would make notification impossible. The burden of proof of impossible conditions shall be upon the employee.

At least one (1) day prior to his/her expected return to work, the employee shall notify his/her supervisor in order that any substitute employee may be terminated. If the employee fails to notify his/her supervisor and both the employee and the substitute report, the substitute is entitled to the assignment, and the employee shall be allowed to use one (1) earned vacation day or not receive pay for that day.

An employee absent for five (5) working days or more shall present a doctor's statement excusing the employee from work and the date the employee is able to return to work. The employee shall provide a doctor's statement at any time with proper notification. Habitual absenteeism shall be the basis for disciplinary action.

Any classified employee of any California school district who has been an employee of that

district for one year or more and terminates such employment for the sole purpose of accepting a position in Downey Unified School District, and subsequently accepts such position within thirty (30) days of termination of his/her former employment, shall have transferred with him/her to Downey Unified School District the accumulated unused earned leave of absence for illness or injury, if properly established, to which he/she is entitled under Education Code Section 45191.

#### Additional Sick Leave

After exhaustion of paid sick leave, a twelve (12) month employee who is ill or injured must use accumulated vacation and compensatory time to avoid leave without pay.

After exhaustion of paid sick leave, a permanent employee may be placed on additional leave upon request and with the approval of the Board of Education. The additional leave may be paid or unpaid and may be extended for any period not to exceed eighteen (18) months. If placed on unpaid leave, the employee shall not again become eligible for paid leave because of the commencement of a new fiscal year until employee has rendered service.

In addition to current and accumulated sick leave, all unit members shall be entitled to not more than one hundred (100) days of sick leave at fifty percent (50%) of the employee's regular salary, upon appropriate medical verification of illness or injury. After exhaustion of paid sick leave and prior to using the one hundred (100) days at fifty percent (50%), an employee who is ill or injured will use accumulated compensatory and vacation time to avoid leave without pay. Ten and eleven month employees may bank/save enough vacation days to cover current year winter and spring breaks.

#### Family Medical Leave Act(FMLA)/California Family Rights Act (CFRA)

Requests shall be available for a maximum of twelve (12) weeks in a one-year period for:

- Birth and care of the newborn child of the employee within one year of birth;
- placement with the employee of a child for adoption or foster care within one year of placement;
- care of biological, adopted, foster, stepchild, legal ward, or adult dependent child with serious health condition;
- care of biological, adoptive, or foster parent or spouse with a serious health condition; employee's own disability due to serious health condition.

Employees are required to give thirty-day (30) advance notice of the need to take this leave when the need is known in advance. When the need for leave is unforeseen, the employee must provide as much notice as is practicable. A form to request such leave is available in the Classified Human Resources Office.

To qualify, an employee must have rendered one (1) year of continuous services and have worked a minimum of 1,250 hours in the twelve months immediately preceding the requested leave.

This leave will run concurrently with leave benefits to which the employee is otherwise entitled upon approval, except in the case of pregnancy-related disability. In this case, the employee may use her leave privileges already in place, and then may apply for an additional twelve (12) weeks of unpaid family care leave under the provisions of the California Family Rights Act.

"A Designated Person" is any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by

the employee at the time the employee to one designated person per 12 month period for a family care and medical leave.

When intermittent leave is needed due to medical treatments of the employee or employee's child, spouse, or parent, and the need is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid undue disruption to the District's operations.

#### Reproductive Loss Leave

Upon request by any employee who has experienced a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, the district shall grant the employee up to five days of reproductive loss leave, to be taken consecutively or non-consecutively. The employee shall take the leave within three months following the event. If the employee is on another type of leave at the time of the reproductive loss event, or chooses to take another type of leave immediately following a reproductive loss event, then the reproductive loss leave shall be completed within three months of the end date of the other leave. (Government Code 12945.6)

Reproductive loss leave will be unpaid unless the employee chooses to use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee. (Government Code 12945.6)

Any request or inquiry or information provided by an employee related to reproductive loss leave and/or a reproductive loss shall remain confidential, except to internal personnel or counsel as necessary or as required by law.

#### Termination of Sick Leave

An employee who has been placed on paid or unpaid sick leave may return to duty at any time during the leave, provided that he/she is able to resume the assigned duties and if the leave has been for more than twenty (20) working days, provided that he/she has notified the District of his/her return at least three (3) working days in advance.

If at the conclusion of all sick leave and additional leave, paid or unpaid granted under these rules, the employee is still unable to assume the duties of his/her position, he/she will be placed on a reemployment list a period of thirty-nine (39) months in the same manner as if he/she were laid off for lack of work or lack of funds.

#### Sick Leave Bank

Purpose: To assist all regular permanent classified employees that earn sick leave from the school district, but who have suffered a non-industrial injury or illness of a disabling nature, the absence from which has caused them to have exhausted all available paid leave, except that they may be used in conjunction with fifty percent (50%) paid days. The intent is to allow classified employees time to be restored to health and return to work.

Donations: Once a year, or more often if needed, donations will be requested to be made to the bank. Donations may be made to benefit specific individuals at any time of the year, whether or not through formal solicitation. Hours donated to the bank are **NOT REFUNDABLE**, whether made for a general solicitation or for a specific individual.

Donations may be made in increments of one (1) hour. Donations to the bank are irrevocable.

Requests to the Bank: Employee, or employee's representative, may make a request for hours from the sick leave bank on the "Request for Hours from Classified Employee's Sick Leave Bank" form. It shall be submitted to: ATTN: Sick Leave Bank Review Committee, c/o Director, Classified Human Resources or by email.

A Doctor's note verifying the extended absence must be attached to the request to the sick leave bank. The District may require an additional exam by a doctor specified by the District, paid for by the District.

Requestor must have exhausted all paid leaves, with the exception of fifty percent (50%) paid days. The Sick Leave Bank Review Committee will review the employee's request along with the submitted medical information, will make a determination, and will notify the requesting employee as quickly as possible as to the committee's decision. No assurance is implied.

The maximum hours allowed per qualifying event will be equivalent to fifty (50) working days (shall not exceed the employee's permanent daily scheduled hours). At the discretion of the Sick Leave Bank Review Committee if fewer than fifty (50) working days remain in the sick leave bank then fifty percent (50%) of the total days in the bank may be granted. Upon review of a qualifying event, the Sick Leave Bank Committee may grant above 50% of the total days in the bank when the maximum days allowed are less than 50 days.

Hours from the Sick Leave Bank may be used prior to, or after exhaustion of fifty percent (50%) paid days. They may also be used in conjunction with fifty percent (50%) paid days to constitute a full-day's pay. Specification must be made at the time of the request how the requested hours will be used.

Hours donated specifically for an individual will be used prior to general donations in sick leave bank, if any. Request for sick leave bank donations are allowed once per year per qualifying event.

If the employee returns to work and has a reoccurrence of the same or related non-industrial injury or illness of a disabling nature during the initial twelve-month period, the employee may use the remaining donated hours. After one year, the employee may request from the Sick Leave Bank Review committee an extension for any remaining hours, up to one additional year. Donated hours may be used only for the specified illness or injury. Unless an extension has been requested and approved, any remaining unused days will revert to the Sick Leave Bank after twelve months from the date advanced to the employee. The employee may reapply for additional days after one year from the date Sick Leave Bank days are initially donated.

Exclusions: Not covered are cosmetic surgery, normal pregnancy, and worker's compensation and related illness/injury leaves.

Sick Leave Bank Review Committee: The Sick Leave Bank Review Committee will consist of five (5) voting members including two (2) union members from CSEA unit I plus the Director of Classified Human Resources either/or designee. Additional non-voting participants may be included to provide resources and information for the committee's decision to review.

### Catastrophic Vacation Leave Bank-Classified

1. Classified employees may donate vacation leave to another member of a Classified employee bargaining unit who qualifies for leave due to an unforeseen event [i.e. death or event affecting the health condition of the employee, the employee's spouse, child, parent (including parent-in-law), or registered domestic partner], and the employee has exhausted all of their own vacation. The reason for the leave shall be approved by the Superintendent or his/her designee.
2. Classified employees who choose to donate vacation leave may donate from his/her accrued/earned vacation leave. A Classified employee may not donate more than the equivalent of ten (10) days maximum vacation leave to any other one Classified employee. An employee may make donations to different employees' multiple times per year.
3. Total donations to one employee cannot exceed six (6) work calendar months.
4. Donated vacation leave shall be made in terms of hours and shall be utilized in terms of hours.
5. Classified administrators may donate vacation leave hours to other Classified employees. However, Classified employee bargaining unit members may not donate hours to Classified administrators.
6. Classified employees who would like to donate vacation days to a specific employee must complete a Vacation Donation Form and return said form to the Classified Human Resources Office.
7. Donations will be transferred to the recipient as needed in the order they are received by the Classified Human Resources Office. They will be utilized first in/first out. Donated vacation hours not used by the recipient shall be returned to the individual donor(s).
8. The recipient of donated vacation leave shall be required to exhaust their own vacation leave as it is accrued/earned during the absence.
9. Nothing in this section shall be interpreted to entitle an employee to leave of absence, with or without pay. Entitlement to leave shall be regulated by other applicable provisions of the Master Agreement.

### Industrial Accident and Industrial Illness Leave

Leaves resulting from an industrial accident or illness shall be granted in accordance with the provisions of Education Code Section 44043 and 45192 and Personnel Commission rule #60.500.5.

An employee in the classified service who is absent from duty because of an illness or injury occurring on or after the effective date of this agreement, defined as an industrial accident or illness under provisions of the Workers' Compensation law, shall be granted industrial accident leave for each such accident or illness while receiving temporary disability benefits from Workers' Compensation. Temporary disability benefits shall consist of two thirds (2/3) of the employee's base pay rate and are not taxable.

In addition, if the employee has served continuously with the district for a period of two (2) years or more, the employee shall receive from the first day of absence to and including the last day of absence resulting from each separate industrial illness or injury, a paid industrial accident leave for not more than sixty (60) working days. The requirement that employees have served continuously with the district for a period of two (2) years or more will be applied to individuals employed after the effective date of this agreement.

Paid industrial accident/illness leave shall be reduced by one (1) day for each day of authorized absence regardless of the temporary disability allowance made under Worker's Compensation. Days absent while on paid industrial accident/illness leave shall not be deducted from the number of days of paid illness leave if he/she is eligible for. Accumulated illness leave will be reduced only in the amount necessary to provide a full day's wages or salary, as indicated in the employee's assignment, when added to compensation without penalties from the Workers' Compensation Fund.

After all paid illness leave has been exhausted following a paid industrial accident/illness leave, an employee may choose to receive pay from accrued vacation, earned compensatory time, or other earned leave to the extent necessary to make up the employee's regular salary when receiving a temporary disability allowance without penalties from the Workers' Compensation Fund.

After the expiration of all paid leave privileges, the Board of Education may place the employee on an industrial accident/illness leave without pay. The total time of all leave benefits provided under this rule, including unpaid industrial accident/illness leave, shall not exceed thirty-six (36) months for any one (1) industrial accident or illness.

Upon return to service from paid or unpaid leave resulting from an industrial accident or illness, an employee shall be assigned to a position in his/her former class ahead of any employee with a lesser amount of seniority. If no vacancy exists in his/her former class, he/she may displace the most recently appointed employee in the class with less seniority. If an employee's former class has ceased to exist, the employee may be reassigned or placed on a suitable reemployment list.

An employee returning from such paid or unpaid leave of absence shall not have any loss or gain in status or benefit other than that which is specifically provided in applicable provisions of the Education Code and Personnel Commission rules. An employee shall continue to receive seniority credit for all purposes while on such a paid or unpaid leave of absence.

When all paid or unpaid leaves of absence have been exhausted following an industrial accident or illness, the employee's name shall be placed on the reemployment list for the class from which he/she was on leave for a period not to exceed thirty-nine (39) months.

An employee who fails to accept an appropriate assignment after being medically approved shall be removed from the reemployment list. Appropriate assignment is defined as an assignment to the employee's former class, in his/her former status and time basis.

While an employee is on any paid leave resulting from an industrial accident or illness, the employee's salary paid by the District shall not, when added to normal temporary disability allowance award without penalties granted the employee under Workers' Compensation laws, exceed the employee's regular salary. A permanent employee's regular salary is computed on the basis of the number of hours and days in his/her basic daily assignment. An employee who

is not permanent shall have his/her regular salary computed on the basis of the average number of hours worked each month in which the employee was in paid status during the preceding six (6) months.

During all paid leaves resulting from an industrial accident or illness, the employee shall endorse to the District all wage-loss benefit checks received under Workers' Compensation laws. The District shall issue to the employee appropriate warrants for payment of wages, loss of benefits, salary, and/or leave benefits and shall deduct normal retirement and other authorized contributions.

Final allowance for permanent industrial disability settlements shall not be subject to remittance to the District under this rule. When returning from a leave of absence for industrial accident or illness, the employee will be required to obtain a health clearance for normal duties from his/her attending physician or surgeon. The District may require the employee to undergo an exam paid for by the District by a physician selected by the District for the purpose of verifying that the employee is fit for duty. Should the two physicians disagree, a third physician will examine the employee at the District's expense, whose decision will be final and binding.

#### Bereavement Leave

Probationary and permanent employees in the classified service shall be allowed regular pay for not more than three (3) working days, not to exceed 8 hours per day, when absent due to the death of any member of his/her immediate family. Bereavement leave with pay shall be extended to a maximum of five (5) days when travel beyond a two-hundred (200) mile radius and/or out of state is necessary in connection with the bereavement. Bereavement leave under this section shall not be charged against the employee's accumulated illness leave.

If in cases of suspected abuse, management reserves the right to request the employee to provide verification that the absence was due to a death of any member of his/her immediate family.

#### Jury Duty and Witness Leave

Leave of absence for jury service shall be granted to any classified employees who have been officially summoned to jury duty in local, state, or Federal Court. Leave shall be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such leave is assigned to and the subpoena or court certification is filed with the District. Request for jury service leave should be made by presenting the official court summons to jury service to the Director, Classified Human Resources. Not more than two percent (2%) of the classified service shall be granted jury duty leave at any one time.

Leave of absence to serve as a witness in a court case shall be granted an employee when he/she has been served a subpoena to appear as a witness, not as the litigant in the case. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The employee shall receive full pay during the leave period, provided that the witness fee for such leave is assigned to and the subpoena or court certification is filed with the School District. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the Director, Classified Human Resources. The jury service fee and witness fee referred to in the above do not include reimbursement for transportation expenses.

An employee who has received leave of absence under this rule shall make himself/herself available for work during his/her regular work hours when his/her presence is not required in

court.

#### Absence for Examination

Every employee in the classified service shall be permitted to be absent from his/her duties during working hours in order to take any examination for promotion in the District without deduction of pay or other penalty, provided that he/she gives two (2) days' notice to his/her immediate supervisor.

#### Leave for Voting

Consideration of time off for purposes of voting shall be determined by the provisions of the State Election Law as follows:

State of California Elections Code Section 14000:

"(a) If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.

(b) No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

(c) If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section."

#### Leave for CSEA Voting

With 24-hour notice (minimum), direct supervisors shall grant CSEA members a maximum of 30 minutes during work hours to vote in person on CSEA business without deduction of pay. The members shall coordinate voting time with their direct supervisor.

#### Pregnancy Disability Leave

The District shall provide a pregnancy disability leave to any employee who is absent from work on account of pregnancy disability. Such leave shall be paid to the same extent as for any other disability. The employee shall inform the District of her due date no less than four (4) months before such due date. The starting and ending dates of the pregnancy disability leave shall be the dates on which the employee's medical disability begins and ends, as determined by the employee's physician. The District may require medical verification of pregnancy disability and/or release to return to work. If the employee's physician and the District's physician disagree, the employee and the District shall request the physicians to select a third physician who shall decide the issue.

#### Leave of Absence Without Pay

Leave of absence without pay may be granted to a permanent classified employee, upon the written request of the employee and the approval of the Board of Education, subject to the following restrictions:

- A. Leave of absence without pay may be granted if not to exceed six (6) months. The Board may renew the leave of absence for two (2) additional six (6) month periods or such lesser leave periods that it may provide but not to exceed a total of eighteen (18) months, except that the leave of absence for military service shall be granted as provided by the Education Code and the Military and Veterans Code, and leave of

absence for service in the Peace corps and Vista may be granted for a period not to exceed twenty-four (24) months.

- B. The granting of a leave of absence without pay gives to the employee the right to return to a similar position within the same classification as determined by the District at the expiration of his/her leave of absence, provided that he/she is physically and legally capable of performing the duties.
- C. If time is requested away from a position for a period of less than two (2) weeks, the employee need not apply for a leave of absence. He/she should make arrangements with his/her department supervisor and obtain prior approval.
- D. The District may offer less demanding work or reduced hours, when same is available, to an employee who has become medically unable, in the opinion of the employee's physician, to perform his/her regular job. The employee's physician shall verify in writing that the employee is medically able to do less demanding work or work reduced hours.
- E. Parenting Leave: An employee who has successfully completed the probationary period of employment may be eligible for a parenting leave. The District may grant a leave of absence without pay for parenting purposes for up to one (1) year in duration. The District may condition the scheduling of this leave to minimize substantiated disruption of the educational program.
- F. If a permanent employee secures employment from another employer while on leave, the leave is automatically cancelled, and the employee is considered to have resigned his/her position with the District.

#### Military Leave

The Board of Education will grant a leave of absence to permanent and probationary employees for the duration of active military service as defined in Military Code Section 395.1, U.S. Department of Labor, and Education Code Section 44800. Such absence shall not affect in any way the classification of the employee. In the case of a probationary employee, the period of such absence shall not count as a part of the service required for permanence; however, the absence shall not be construed as a break in continuity of the service of said employee for any purpose.

Unpaid military leave for reserve training during the school year may be approved upon written request of the commanding officer to the Assistant Superintendent, Human Resources, indicating the necessity for such training at the specified time.

Within six (6) months after being honorably discharged from active duty, the employee shall have the right to the position he/she formerly held provided the active military service does not extend beyond the national emergency. The rate of pay upon reemployment shall be the current salary for that position.

The time spent in military service may count toward retirement under PERS. The Board of Education will make District payment to the retirement system for those who make their contribution to the system either during or immediately following the period of military service, if permitted by law.

### Child Bonding Leave

As per AB 2393, classified employees may receive baby bonding leave. The employee must have worked for the district for one year and exhaust all available sick leave, including accumulated sick leave, before receiving 50% pay for the 12-work week period. The leave is for the birth of a child of the employee or placement of a child with an employee in connection with the adoption or foster care of the child of the employee. Employees may only receive one child bonding leave within a 12-month period. This leave must be used within one year of the birth or placement of the child. This leave runs concurrent with CFRA. This leave is a separate entitlement from the 100 days of differential pay. Documentation of the birth/placement will be required for all employees.

## ARTICLE XII - TRANSFER

### Definition

A transfer is defined as a change of job site (and a change of supervisor) but within the same position classification.

### Criteria for Transfer

The following criteria shall be considered in evaluating a transfer request:

1. The needs, goals, and efficient operation of the District.
2. Any employee in the same classification who has passed the six (6) month probation.
3. When considering these criteria, the District shall not be arbitrary, capricious, or discriminatory.
4. No vacant position shall be filled until all transfer requests are referred for interview in order to allow current employees an opportunity to move before going to an outside list.

### Employee Initiated Transfer Requests

A permanent employee covered by this Agreement shall have the right of requesting a transfer to any job location within the same position classification, subject to the following conditions:

1. The employee must submit a request for transfer on the appropriate District form. Properly filed transfer requests shall be given administrative consideration and shall be valid for one (1) year from date submitted to the Classified Human Resources Office.
2. The employee's immediate supervisor will be notified of the transfer request at the time of referral for interview.
3. The filing of a request for transfer is without prejudice to the employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee in writing at any time within the year in which it is valid.

### Employer Initiated Transfers

#### Involuntary Transfer

A transfer may be made by the District at any time for any of the following reasons:

1. In order to balance the classified staff of the District.
2. A change of enrollment or workload necessitating transfer of classified staff.
3. Improved efficiency of the District.

The employee will be notified by his/her immediate supervisor at least five (5) working days, in writing, prior to the effective date of the proposed transfer. If the employee or C.S.E.A. deems that the involuntary transfer was unreasonable, the employee or C.S.E.A. may appeal the decision to the administrator above the supervisor. If the administrator finds the reasons to be

unreasonable or incorrect, the transfer shall be reversed and considered invalid.

Any unit member who will be required to change their work location, as a result of moving from one education program to another program, shall be notified by his/her immediate supervisor or Director of Classified HR or designee at least five (5) working days prior to the transfer being initiated.

Any unit member who will be required to transfer as a result of disciplinary action will be notified by his/her immediate supervisor or Director of Classified HR or designee at least forty-eight (48) hours prior to the transfer being initiated.

## ARTICLE XIII - SAFETY/UNIFORMS

District Compliance: It shall be the intent of the District to comply with the standards of the Division of Industrial Safety of the State of California and those requirements imposed by State or Federal law.

The District shall be responsible for providing safe working conditions for unit members and for prescribing appropriate safety standards. The District shall meet the safety and health standards mandated by the California Occupational Safety and Health Act. Unit members shall be responsible for complying with District safety standards, including accident and incident reports, and for practicing basic safety measures. Unit members shall report to their immediate administrator and/or principal, in writing, suspected unsafe conditions. The District shall investigate all reports of suspected unsafe conditions, and shall take necessary steps to correct conditions identified as being unsafe.

Should an emergency arise, the District emergency plan will be executed. When all of the emergency tasks have been completed, and the needs of the students have been satisfied, employees may be dismissed by the responsible administrator.

All written reports submitted to the District shall be responded to within ten days. The intent of this section is to provide timely resolution of a safety disagreement.

A unit member may refuse to do work as long as it is made clear that he/she believes the health or safety of themselves, or others would be in clear and present danger if he/she did the work. The unit member is also obligated to inform the supervisor that he/she is willing to perform other duties as assigned until the job is safe.

Under no circumstances shall repercussions be taken against any employee reporting unsafe conditions.

### Security Cameras and Electronic Locks:

- A. The intent and purpose of the video monitoring and electronic lock system is to enhance security for District staff, students, facilities, property, and assets, and to respond to crisis or safety issues more effectively.
- B. When there is a suspected incident of criminal activity, damage, and/or safety concerns, the recordings will be reviewed initially by the Superintendent Designee and/or Site/District Management Personnel.
- C. The sole purpose of reviewing security camera and electronic lock content is to determine the source of/or prevent inappropriate activity and to ensure safety for staff, students, and District property.

- D. Specifically, this data will be reviewed pursuant to date/s on which there is a reasonable suspicion of inappropriate activity.
- E. If a serious violation of the law, Board policy, Collective Bargaining Agreement, or a pattern of unsafe and/or inappropriate behavior is reported and confirmed through the security cameras and/or electronic locks, the data gathered may become evidence in the disciplinary process.

Uniforms: For the classification(s) listed below, the employees shall wear the full uniform provided at all times. The upkeep of the uniforms shall be borne by the employee. The cost of purposely damaged or lost uniforms shall be paid by the employee. The District will provide uniforms, as needed, for the following classification:  
Campus Security Assistant

The cost of the shirts and jacket required by the District shall be borne by the District.

Personal Protective Equipment (PPE): The District agrees to provide all PPE and safety equipment, i.e. face shields, sleeve guards, and block guards, reasonably necessary to bargaining unit members.

Reimbursement for Damage of Personal Property:

The Board of Education will reimburse unit members, in an amount not to exceed a total \$250 in any school year, for loss or damage or destruction while on duty in the school, of personal property of a kind normally worn or brought into school when the employee has not been negligent, to the extent that such loss is not covered by insurance. The term "personal property" shall not include cash. The term "loss," "damage," and "destruction" shall not cover the effects of normal wear and tear and use.

Food Service Staff Uniforms

The District reserves the right to select the components of the uniform to be worn by the Food Service employees. The complete Food Service uniform components are:

- A. Required Components:
  - a. Closed toe, closed heel, non-slip sole, non-permeable material (no canvas, mesh, etc.) shoes
  - b. Black work pants (no jeans, leggings, tights, sweats, etc.)
  - c. District issued polo or t-shirt
  - d. District issued apron
  - e. District issued hat, visor, or hair net
    - i. Must be restrained, including facial hair.
- B. Optional Components:
  - a. District issued jacket, sweatshirt, sweater, vest.

The District will provide each Food Service employee a complete uniform upon hire and an annual allotment in subsequent years for the purchase of uniforms through the provider of the District's choice, which will be ordered directly. The annual allotment will be no less than \$250 per employee and the amount may be adjusted annually upon mutual agreement between the association and the District.

Uniforms:

Each Food Service employee shall receive the following uniform upon hire:

A. Required Components:

- a) One (1) pair of appropriate shoes
- b) Five (5) pairs of black work pants
- c) Five (5) District issued polos
- d) Five (5) District issued aprons
- e) One (1) District issued hat or visor

B. Optional Components:

- a) One (1) District issued jacket, sweatshirt, sweater, vest

Food Service employees have the option to order their chosen uniform components up to the allotment amount on an annual basis.

Food Service employees are responsible for ensuring all uniform components are clean. Uniforms are to be worn during all scheduled workdays. Failure to report to work without a full uniform shall lead to progressive discipline.

## ARTICLE XIV - EMPLOYEE RIGHTS AND EVALUATION

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

### General Provisions of Evaluation

- A. The evaluation process is for the purpose of assessing the competency of classified personnel performance which contributes toward the improvement and growth of employees of the bargaining unit.
- B. Permanent employees shall be evaluated in respect to their total work assignment every other year.
- C. Only matters that have been brought to the attention of the employee prior to the formal evaluation shall be included in the evaluation report.
- D. No employee shall be formally evaluated following his/her termination from the District.

### Procedures for Evaluation

- A. No bargaining unit member shall be involved in the evaluation process of another bargaining unit member or be required to provide any administrator with information relative to another bargaining unit member's performance.
- B. Regular probationary employees shall receive at least two (2) formal written performance ratings on District-approved forms during the probationary period. Normally these ratings shall be completed at the end of the third and beginning of the fifth months of service.
- C. Regular permanent employees shall receive at least one (1) formal written performance

rating on District-approved forms every other year. Normally these ratings shall be completed by the end of each employee anniversary date. A permanent employee may receive a special evaluation by his/her immediate supervisor at any time if exemplary or unsatisfactory service is performed.

- D. The rating forms described herein shall be completed and signed by the employee's immediate supervisor and may be reviewed and signed by the administrator to whom the immediate supervisor is responsible.
- E. The rating form shall contain an appraisal of the employee's performance and appropriate commendations or specific suggestions for improvement of the employee's performance.
- F. The employee shall acknowledge that he/she has read such material by affixing his/her manual signature on the rating form with the understanding that such signature merely signifies that he/she has read the rating but does not necessarily indicate agreement with the contents. The employee shall receive a copy of the evaluation upon signing. The employee may attach a written response to the performance evaluation. Such written response by the employee shall be transmitted through the administrator to whom the immediate supervisor is responsible prior to placement in the employee's personnel file.
- G. The procedures of evaluation are subject to the grievance article in this Agreement. Subjective evaluation findings are not a grievable matter.

#### Personnel Files

- A. The Classified Human Resources Office shall maintain a permanent personnel file on each employee of bargaining unit.
- B. Disciplinary action may be taken against an employee only when the employee has been notified of the unsatisfactory performance or the employee commits an act by law that requires formal discipline. Such notification must be followed with written documentation for inclusion in the employee's personnel file.
- C. Each employee shall have the right to inspect his/her personnel file and obtain copies upon advance notification to the Classified Human Resources Office. Release time for the purpose of inspecting said file shall be scheduled by the immediate supervisor. The loss resulting from this release time shall be made up if in excess of thirty (30) minutes. Exceptions of material that may be inspected include: ratings, reports, or records which were obtained prior to the employment of the employee involved.
- D. Written material placed in an employee's personnel file shall be signed and dated. Derogatory or adverse material in an employee's file may not be used in a disciplinary proceeding against the employee if it concerns matters more than two years old or unless the material is required to be retained by current law.
- E. An employee shall have the right to file a written response to any derogatory or adverse material filed in his/her personnel file. The written response shall be attached to the material or incident report.
- F. Prior to utilizing materials or incidents in the evaluation process, the evaluator shall

make a reasonable effort to verify the accuracy of the material or incident.

## ARTICLE XV - RESTRICTION ON CONTRACTING OUT

The District agrees that it will not contract out work which is customarily and routinely performed by employees in the bargaining unit. The District will not contract out work contrary to law.

## ARTICLE XVI - COMPLAINT PROCEDURE RELATING TO RULES, REGULATIONS, AND POLICIES

The Board of Education and the Personnel Commission shall for the term of this Agreement provide, by rule and/or regulation cited under BP 5233 and RR 80.100, a process for reviewing employee complaints where the employee was adversely affected due to an alleged violation of Board Policies and Administrative Regulations and/or Personnel Commission Rules and Regulations. Application of this complaint procedure shall be limited to those policies, rules and regulations which have directly affected the employee's employment.

## ARTICLE XVII - GRIEVANCE PROCEDURE

### Definition

A claim by C.S.E.A., an individual, or a group of the bargaining unit that there has been or exists a violation, misinterpretation, or misapplication of the provisions of the contract that adversely affects his/her/their employment.

### Intent

It is the intent of both parties to resolve grievances at the lowest possible level and to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances. C.S.E.A. has the right to file a grievance on behalf of the employee(s).

### Procedural Steps

Step One (Informal Level): Before filing a formal written grievance, the grievant shall attempt to resolve it with an informal conference with his/her immediate supervisor. The grievance shall be presented orally and/or in writing to the grievant's immediate supervisor within fifteen (15) working days after the event occurred or within fifteen (15) working days of the time the grievant knew or could have reasonably known of the event giving rise to the grievance. The employee has the option to have a C.S.E.A. representative at the step one meeting or this step may be considered optional. The immediate supervisor shall give his/her oral and/or written response to the employee within seven (7) working days after the grievance has been discussed, or unless both parties mutually agree to an extension.

Formal Level Step Two: If the grievance is not resolved at the informal level, the grievant may, within seven (7) working days after the date of response from the immediate supervisor, request a formal review by submitting the grievance in writing to said supervisor. Written response shall be submitted to the aggrieved party and the job representative, if any, within seven (7) working days from submission of the written grievance.

Commencing at Step Two of this procedure, the grievant may elect to represent himself/herself or have a job representative from the local chapter or a field representative from the State

Association or any person of his/her choosing present at all subsequent conferences held for purposes of bringing resolution to the grievance. If the supervisor fails to respond within the prescribed time limits, the grievant may appeal to level three. If the grievant elects to represent himself/herself at this step or at any later step, C.S.E.A. shall be relieved of any further obligation of representation.

#### Formal Level Step Three

If the grievance is not resolved at level two, the grievant may appeal in writing to the next level of supervision within seven (7) working days following the response from the immediate supervisor. Within seven (7) working days after receipt of the written appeal, the next level of supervision shall meet with the grievant and representative, if any, to discuss and seek resolution to the grievance. The grievant and the job representative shall be notified in writing of the response within seven (7) working days after the meeting. If the supervisor fails to respond, the grievant may appeal to level four.

Formal Level Step Four: If the grievance is not resolved at level three, the grievant may appeal in writing to the Superintendent or designee. The Superintendent or designee will meet within seven (7) working days with the grievant and job representative, if any, in an attempt to resolve the grievance following receipt of the written appeal. Within seven (7) working days following the meeting, the Superintendent or designee shall deliver to the grievant and the job representative a written response. If the Superintendent fails to respond, the grievant may appeal to level five.

Formal Level Step Five: If the grievance is not resolved at level four, the grievant may submit the grievance in writing to the Board of Education within seven (7) working days following receipt of the response from the Superintendent or designee. The Governing Board will schedule, in closed session, a hearing on the grievance at its next regular meeting. At that meeting the grievant and the job representative, if any, or any person of the employee's choosing, if any, shall present an argument in writing attaching whatever evidence the grievant wishes to submit. The District may respond in writing. By no later than the next regular meeting, the Governing Board will deliver to the grievant and the job representative or his/her designee, if any, its written response to the grievance, which decision shall be final and binding on both parties.

## ARTICLE XVIII - NEW EMPLOYEE ORIENTATION (AB119)/(SB191)

### 1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) Provide CSEA With Notice of New Hires: The District shall provide the CSEA Labor Relations Representative notice of any newly hired employee, within ten (10) days of date of hire, via electronic mail. The notice shall include full legal name, date of hire, classification, and site.
- b) Definition of a Newly Hired Employee: "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this agreement only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.

## 2. EMPLOYEE INFORMATION

- a) Provide CSEA With New Hire Contact Information: Except for employees who have submitted written requests pursuant to Government Code section 6254.3(c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, personal email address, or birth date, the District shall provide CSEA with contact information on the new hires. The District shall not solicit employees to opt out.

The information shall be provided electronically via a mutually agreeable secure FTP format and shall include the following items, with each field in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III);
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work Extension;
- x. Home Street address (incl. apartment #);
- xi. City;
- xii. State;
- xiii. ZIP Code (5 or 9 digits);
- xiv. Home telephone number (10 digits);
- xv. Personal cellular telephone number (10 digits);
- xvi. Personal email address of the employee;
- xvii. Employee ID;
- xviii. Hire date;
- xix. CalPERS status

- b) Provide CSEA With Periodic Update of Unit Member Contact Information: The District shall provide CSEA, via a mutually agreeable secure FTP site or service, all bargaining unit member names and contact information on the last working day of September, January, and May. The specific employee information required to be submitted, shall include all the information described above in section 2(a) of this agreement.
- c) On the last workday of each month, the District shall provide to a CSEA, via a mutually agreeable secure FTP site or service, the name and contact information on the new hires. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

## 3. NEW EMPLOYEE ORIENTATION

- a) Definition of New Employee Orientation: "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related

matters.

- b) Provide CSEA With Access to New Employee Orientations: The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. Orientation sessions may include individual (one-on-one) new hire meetings with a Human Resources representative, a site administrator and/or group orientation sessions.
  - i. Group Orientations: In the event the District conducts a group orientation, CSEA shall have a minimum of one (1) hour, including travel time, of paid release time for two (2) CSEA representatives to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
  - ii. Individual Orientations: In the event the District conducts one-on-one orientations with new employees, CSEA shall have a minimum of thirty (30) minutes of paid release time, including travel time, for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
  - iii. Online Orientations: In the event the District conducts online orientations, CSEA shall be notified of the onboarding appointments.
  - iv. During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.
- c) In-person meeting entitlement: The exclusive representative is entitled to schedule an in-person meeting at the worksite during employment hours if a public employer has not conducted an in-person new employee orientation within 30 days of the hire.
- d) Relieved of other duties to attend the meeting: Newly hired employees are relieved of their work duties in order to attend the meeting.
- e) 30-minute paid time: During the meeting, the exclusive representative is allowed to communicate with the newly hired employees for up to 30 minutes on paid time.
- f) Meeting space must be provided: Employers must provide appropriate onsite meeting space within seven calendar days of receiving a request from the exclusive bargaining representative.
- g) Alternative options: Alternative access to NEO can be determined through mutual agreement between the employer and the exclusive representative.
- h) If the public employer has not conducted an in-person new employee orientation within 30 days of a newly hired employee's start date, and the new employee is working in person, the exclusive representative shall be entitled to schedule an in-person meeting at the worksite during employment hours, during which newly hired employees shall

have the meeting. During this meeting, the exclusive representative shall be permitted to communicate directly with newly hired employees in the applicable bargaining unit for up to 30 minutes on paid time. Employers shall provide appropriate on-site meeting space within seven calendar days of receiving a request from the exclusive representative to provide more than 30 minutes of paid time for communicating with newly hired employees.

- i) If the state or local public health agency issues an order limiting the size of gatherings, the exclusive representative may schedule multiple meetings to ensure that newly hired employees have the opportunity to attend without exceeding the maximum allowable number of people. If such an order prohibits all gatherings, the exclusive representative may schedule a meeting or meetings once the order is lifted or modified to permit gatherings. Alternative access pursuant to these provisions shall be determined through mutual agreement between the employer and the exclusive representative.

## Article XIX - LAYOFF (AB438)

### 60.600 Layoff

#### 60.600.1 Reason for Layoff

The layoff of classified employees shall only occur for a lack of work or a lack of funds, and only in accordance with the rules and regulations of the Personnel Commission. Any effects of layoff that may be negotiated by and between the District and any recognized exclusive representative shall be in addition to these rules and regulations. Any agreement between the District and a recognized exclusive representative may not provide for less than the mandated employee protections and procedures outlined in this chapter.

#### 60.600.2 Advance Notification to Exclusive Representative

If any of the impacted positions are represented by a collective bargaining exclusive representative, the District and the exclusive bargaining representative shall meet in advance of layoff regarding effects of the proposed layoff. A copy of each layoff notice will be sent to the exclusive representative.

#### 60.600.3 Action to be Taken by Board of Education

Before layoff notices can be issued, the Board of Education shall take action to abolish or reduce positions in assigned time, stating the reason for the abolishment(s) and/or reduction(s), giving the number of positions within each classification to be affected.

#### 60.600.4 Notice of Layoff

In compliance with Ed Code §45117, the District shall notify the affected classified employees in writing of any layoff for lack of work or funds by March 15. The notice to the affected employee shall specify the reason for the layoff and be given by personal delivery, email, certified mail, and regular mail, to the last known home address of the employee on file in the Classified Personnel Office. Failure of the employee to notify Classified Personnel of a change of address shall not be grounds for voiding notification, or the staying of timelines outlined in these rules. For purposes of this rule, if a notice is mailed, the third working day following the postmark date of the notice shall be considered to be the official date of receipt.

Any notice of layoff shall include the following:

- a. reason for the layoff;
- b. employee's displacement rights, if any;
- c. employee's reemployment rights;
- d. name and classification of the employee designated for layoff;
- e. statement that the employee may have a right to unemployment insurance;
- f. notice that the employee may request a hearing to determine if there is a cause for not reemploying the employee for the ensuing year.

60.600.5 Procedure Regarding Layoff

- A. The Personnel Commission shall establish and maintain a seniority list indicating an employee's hire date, and seniority within classification. Such roster shall be available to interested employees through the Classified Personnel Office.
- B. Length of service (seniority as prescribed herein) shall be the only criterion used to effect layoffs. When classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the class in which the layoff occurs. The employee who has been employed the shortest time in the class, plus higher classes, shall be considered to have the least seniority, and, therefore, shall be laid off first. Reemployment shall be in the reverse order of layoff.
- C. Seniority within classification is to be computed by date employee enters the classification, minus unpaid breaks in employment (excluding summer, spring & winter breaks). Seniority within classification continues to accrue in lower classes held after employee promotes to higher classifications.

District seniority ("Length of Service) shall be calculated from employee's date of hire as a regular employee, minus unpaid breaks in service (excluding summer, spring & winter breaks).

- D. The names of permanent and probationary employees thus laid off shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in the relative order of seniority.
- E. Classified employees laid off under this rule are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants.
- F. If two or more employees subject to layoff have equal class hire date and seniority, the employee with the least District seniority shall be laid off first. If District seniority is equal, the decision shall be made by lot.

60.600.6 Site Seniority

If a position in a classification is eliminated or reduced at a site or department which has multiple positions at that site or department with similar times, the least senior employee in that classification with those assigned hours will be bumped from the site before more senior employees in that classification and assigned hours are impacted.

EXAMPLE: A site has four Instructional Assistants that are each three (3) hours per day. If one three (3) hour position is eliminated at that site, the least senior of the four Instructional Assistants at that site will be bumped.

60.600.7 Bumping Rights

An employee in the classified service who is laid off from a class, and who has previous service

in an equal or lower class, shall have the right to bump a less senior employee in that equal or lower class. Seniority for purposes of bumping shall include the total of the previous service in the equal or lower class, plus service in the class from which layoff occurs and in higher classes. In the event of a layoff the following bumping priority will apply:

1st ... An employee whose position is eliminated or reduced shall first be placed in a vacant position with an equal assignment in the same class when compared with the employee's current position.

2nd ... If the previous option is unavailable, the employee shall be placed in a vacant position that has additional assigned time in the same class when compared with the employee's current position.

3rd ... If the previous option is unavailable, the employee will be allowed to bump into a position providing an equal assignment in the same class when compared with the employee's current position, and which is occupied by a less senior employee.

4th ... If the previous option is unavailable, the employee will be allowed to bump into a position providing additional assigned time in the same class when compared with the employee's current position, and which is held by the least senior employee of those less senior employees holding positions with more assigned time.

5th... If the previous option is unavailable, the employee will be allowed to bump into a position in the class with less assigned time that is closest to the employee's current assigned time, and which is held by a less senior employee in the class. As an alternative, the employee shall also have the option of bumping into an equal (1st option) or lower class (2nd option) previously held as a regular classified employee that will provide at least the same assigned time as the employee's current position.

6th... If the employee is the least senior employee in the class, the employee shall have the option of bumping into an equal (1st option) or lower class (2nd option) previously held as a regular classified employee. The employee will repeat the sequence of options outlined in this rule for the equal class position first. If no alternative is available in the equal class, the employee will repeat the sequence of options outlined in this rule for the lower class.

#### 60.600.8 Voluntary Demotion or Transfer

A classified employee who will suffer a layoff for lack of work or lack of funds may accept a voluntary demotion to a vacant position in a lower class or equal class, providing that the employee is deemed to be qualified to perform the duties thereof by the Personnel Commission, and provided further that the Board of Education approves the voluntary demotion or movement to an equal class.

#### 60.600.9 Layoff Versus Temporary Positions

No regular classified employee shall be laid off from any position while employees serving temporary appointments are retained in positions of the same class, unless the regular employee refuses assignment to the temporary position.

#### 60.600.10 Acceptance of Substitute or Temporary Employment

An employee who has been laid off for lack of funds or lack of work and who is on a reemployment list, may be employed as a substitute or temporary employee in his/her original class or any other class for which qualified (as determined by the Personnel Commission). Such employment shall in no way jeopardize or otherwise affect his/her status or eligibility for

reemployment. This section is a negotiable issue for represented employees.

60.600.11 Refusal of Temporary Employment

Refusal of an offer of limited-term employment shall not affect the standing of any employee on a reemployment list.

60.600.12 Salary Placement After Demotion or Placement in an Equal Class

A classified employee who accepts a demotion in lieu of a layoff shall be placed on the salary range of the lower class, at the step closest to the employee's hourly salary rate in the higher classification, without being more than the previous hourly salary rate.

A classified employee who accepts placement in an equal classification shall be placed on the same salary range and step as in the previous position.

## ARTICLE XX - SAVINGS CLAUSE

In the event that any provision of this Agreement shall at any time be declared invalid by a final judgment of any court of competent jurisdiction or through a final decree of government, state, or local body, such decision shall not invalidate the entire agreement, it being the expressed intention of the parties hereto that all other provisions are not declared invalid and shall remain in full force and effect. The parties agree that any invalid provisions of this Agreement shall be modified to comply with existing regulations or laws.

## ARTICLE XXI - SUPPORT OF AGREEMENT

The District and Association agree that it is in their mutual benefit to encourage the resolution of differences through the meeting and negotiations process. Therefore, it is agreed that the Association and the District will support the terms of this Agreement and will not appear before the Board of Education or the Personnel Commission to seek change or improvement in any matters subject to the meeting and negotiation process.

## ARTICLE XXII - NO STRIKE/LOCKOUT

The Association agrees that it shall not call, sanction, or engage in any strike or work stoppage. The District agrees that it shall not cause nor engage in a lockout.

## ARTICLE XXIII - ZIPPER CLAUSE

This Agreement, when signed by the parties hereto, supersedes all other Agreements and represents the sole Agreement between the parties.

During the term of this Agreement, the Association and the Board waive their respective rights to meet and negotiate with respect to any provision contained within or matters outside the Agreement with the following exception:

Incorporating into the agreement the addition of statutory guarantees providing mandated benefits amended into or added to California or Federal law after negotiation of this Agreement.

If, during its term, the parties hereto should mutually agree to modify, amend, or alter the

provisions of this Agreement in any respect, any such changes shall be effective only if reduced to writing and executed by the authorized representatives of the District and C.S.E.A., and ratified by the Board of Education, if necessary. Any such changes made shall become a part of this Agreement and subject to its terms of automatic renewal or termination.

No individual employee or group of employees acting independently of C.S.E.A. signatory hereto may alter, amend, or modify any of the provisions herein.

## ARTICLE XXIV - TERM OF AGREEMENT

This Agreement shall become effective and in full force on October 1, 2025, and shall continue in effect through September 30, 2028.

  
Marisol Alarid (Dec 17, 2025 14:38:30 PST)

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Marisol Alarid, President

Chapter 248

  
Alyda Mir (Dec 16, 2025 18:15:15 PST)

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Dr. Alyda Mir, Assistant Superintendent,  
Certificated Human Resources  
District

Downey Unified School District  
CLASSIFIED PERSONNEL

[UNIT I SALARY SCHEDULE](#)

Effective Date: July 1, 2025

CLASSIFICATION	RANGE	Monthly Salary Steps											
		1	Hourly	2	Hourly	3	Hourly	4	Hourly	5	Hourly	15	Hourly
Accounting Assistant	125	\$4,224	(\$24.369)	\$4,430	(\$25.558)	\$4,648	(\$26.815)	\$4,886	(\$28.189)	\$5,126	(\$29.573)	\$5,383	(\$31.056)
Adult School Registrar	140	4,538	(26.181)	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,793	(33.421)
ASB Accounting Technician	155	4,886	(28.189)	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,238	(35.989)
Assistant Buyer	170	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)
Attendance/Records Clerk	120	4,110	(23.712)	4,320	(24.923)	4,538	(26.181)	4,763	(27.479)	5,003	(28.864)	5,252	(30.300)
Benefits Technician	190	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)
Budget/Financial Analyst	205	6,229	(35.937)	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,947	(45.848)
Buyer	190	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)
Elementary Campus Assistant	840	3,006	(17.340)	3,156	(18.208)	3,313	(19.113)	3,479	(20.071)	3,653	(21.075)	3,836	(22.131)
Campus Security Assistant	120	4,110	(23.712)	4,320	(24.923)	4,538	(26.181)	4,763	(27.479)	5,003	(28.864)	5,252	(30.300)
Career Development Program Specialist	215	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,950	(45.865)	8,348	(48.162)
Certified Occupational Therapy Assistant (COTA)	200	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)	7,761	(44.775)
Child Care Assistant	50	2,930	(16.904)	3,077	(17.752)	3,231	(18.640)	3,393	(19.575)	3,563	(20.556)	3,741	(21.583)
Clerical Assistant	105	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,881	(28.160)
College and Career Technician	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)
Communications Specialist	215	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,950	(45.865)	8,348	(48.162)
Communication Center Assistant	160	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,080	(35.077)	6,384	(36.831)
Early Learning Assistant	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Early Learning Instructor	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)
Elementary Campus Assistant	840	3,006	(17.340)	3,156	(18.208)	3,313	(19.113)	3,479	(20.071)	3,653	(21.075)	3,836	(22.131)
Elementary School Library/Media Technician	115	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,129	(29.590)
Family and Community Engagement Liaison	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)
Family and Community Engagement Specialist	215	6,539	(37.725)	6,863	(39.594)	7,202	(41.551)	7,566	(43.650)	7,950	(45.865)	8,348	(48.162)
Facilities Support Technician	170	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)
Financial Aid Technician	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)
Food Service Assistant	250	3,182	(18.000)	3,342	(19.281)	3,509	(20.244)	3,684	(21.254)	3,868	(22.315)	4,062	(24.258)
Food Service Assistant I	65	3,359	(19.000)	3,527	(20.348)	3,704	(21.369)	3,888	(22.431)	4,082	(23.550)	4,287	(24.258)
Food Service Assistant II	80	3,536	(20.400)	3,713	(21.421)	3,898	(22.489)	4,093	(23.614)	4,298	(24.796)	4,514	(25.530)
Food Service Helper	35	2,713	(15.652)	2,858	(16.488)	2,995	(17.279)	3,153	(18.190)	3,301	(19.044)	3,466	(19.996)
Instructional Assistant	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Instructional Assistant - Adult School	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Instructional Assistant - Computer Applications	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Instructional Assistant - Dental	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Instructional Assistant - Massage Therapy	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Instructional Assistant - Nursing	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Instructional Media Technician	115	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,129	(29.590)
Intermediate Accounting Assistant	140	4,538	(26.181)	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,793	(33.421)
Intermediate Clerical Assistant	115	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,129	(29.590)
Intermediate School Office Manager	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)
Labor Compliance Technician	155	4,886	(28.189)	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,238	(35.989)
Lead Food Service Assistant	240	3,713	(21.421)	3,898	(22.489)	4,093	(23.614)	4,298	(24.796)	4,514	(26.042)	4,739	(27.340)
Lead Sign Language Interpreter	235	7,202	(41.550)	7,566	(43.650)	7,950	(45.865)	8,345	(48.144)	8,767	(50.579)	9,208	(53.123)
Makeup Artistry Assistant	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)
Nursing Specialist	220	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)	7,753	(44.729)	8,143	(46.979)	8,551	(49.333)

Downey Unified School District  
CLASSIFIED PERSONNEL

APPENDIX A - CONT.

UNIT I SALARY SCHEDULE (Cont.)

Effective Date: July 1, 2025

Base Salary Schedule

Monthly Salary Steps

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>Monthly Salary Steps</u>													
		<u>1</u>	<u>Hourly</u>	<u>2</u>	<u>Hourly</u>	<u>3</u>	<u>Hourly</u>	<u>4</u>	<u>Hourly</u>	<u>5</u>	<u>Hourly</u>	<u>15</u>	<u>Hourly</u>		
Payroll Technician	175	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)	6,868	(39.623)		
Personnel Assistant	130	4,320	(24.923)	4,538	(26.181)	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,513	(31.806)		
Personnel Technician	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
Personnel/Credentials Technician	175	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)	6,868	(39.623)		
Personnel/Payroll Assistant (Adult School)	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
Physical Education Assistant	95	3,647	(21.040)	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,651	(26.833)		
Purchasing Assistant	140	4,538	(26.181)	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,793	(33.421)		
Registered Behavior Technician	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)		
Registrar	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
School Based Therapist	215	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,950	(45.865)	8,348	(48.162)		
School Health Technician	170	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)		
School Office Manager	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
Secretary	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
Senior Accounting Assistant	155	4,886	(28.189)	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,238	(35.989)		
Senior Accounting Technician	190	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)		
Senior Buyer	205	6,229	(35.937)	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,947	(45.848)		
Senior Clerical Assistant	125	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,126	(29.573)	5,383	(31.056)		
Senior Instructional Assistant	105	3,825	(22.067)	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,881	(28.160)		
Senior Instructional Assistant - Behavior	115	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,129	(29.590)		
Senior Instructional Assistant - Sign Language	115	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,129	(29.590)		
Senior Instructional Assistant - Medical	115	4,013	(23.152)	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,129	(29.590)		
Senior Personnel Technician	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)		
Senior School Office Manager	160	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,080	(35.077)	6,384	(36.831)		
Senior Secretary	170	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)		
Senior Student Information Systems Operator	205	6,229	(35.937)	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,947	(45.848)		
Sign Language Interpreter	215	6,539	(37.725)	6,863	(39.594)	7,202	(41.550)	7,566	(43.650)	7,950	(45.865)	8,348	(48.162)		
Special Education Data & Compliance Specialist	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)		
Special Education Technician	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
Speech-Language Pathology Assistant	200	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)	7,761	(44.775)		
Strength and Conditioning Coach	245	5,304	(30.000)	5,569	(32.129)	5,848	(33.739)	6,140	(35.423)	6,447	(37.194)	6,770	(39.058)		
Student Information Systems Operator	190	5,795	(33.433)	6,080	(35.077)	6,378	(36.796)	6,696	(38.631)	7,041	(40.621)	7,391	(42.640)		
Student/Support Services Technician	165	5,126	(29.573)	5,382	(31.050)	5,651	(32.602)	5,940	(34.269)	6,229	(35.937)	6,539	(37.725)		
Student Testing Technician	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
Translator-Interpreter	150	4,763	(27.479)	5,003	(28.864)	5,251	(30.294)	5,517	(31.829)	5,795	(33.433)	6,083	(35.094)		
True Lasting Connections Resource Center Asst	125	4,224	(24.369)	4,430	(25.558)	4,648	(26.815)	4,886	(28.189)	5,126	(29.573)	5,383	(31.056)		

\$35/mo. longevity @ 7 years; \$101/mo. longevity @ 10 years; \$156/mo. longevity @ 15 years; \$206/mo. longevity @ 20 years; \$256/mo. longevity @ 25 years

Downey Unified School District  
CLASSIFIED PERSONNEL

UNIT I BILINGUAL ORAL SALARY SCHEDULE

Effective Date: July 1, 2025

CLASSIFICATION	RANGE	Monthly Salary Steps											
		1	Hourly	2	Hourly	3	Hourly	4	Hourly	5	Hourly	15	Hourly
Accounting Assistant	425	\$4,330	(\$24.981)	\$4,541	(\$26.198)	\$4,764	(\$27.485)	\$5,008	(\$28.892)	\$5,254	(\$30.312)	\$5,518	(\$31.835)
Adult School Registrar	440	4,651	(26.833)	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,938	(34.258)
ASB Accounting Technician	455	5,008	(28.892)	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,394	(36.889)
Assistant Buyer	470	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)
Attendance/Records Clerk	420	4,213	(24.306)	4,428	(25.546)	4,651	(26.833)	4,882	(28.165)	5,128	(29.585)	5,383	(31.056)
Budget/Financial Analyst	505	6,385	(36.837)	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,146	(46.996)
Buyer	490	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)	7,217	(41.637)	7,576	(43.708)
Campus Security Assistant	420	4,213	(24.306)	4,428	(25.546)	4,651	(26.833)	4,882	(28.165)	5,128	(29.585)	5,383	(31.056)
Career Development Program Specialist	515	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,149	(47.014)	8,557	(49.367)
Certified Occupational Therapy Assistant (COTA)	500	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)	7,217	(41.637)	7,576	(43.708)	7,955	(45.894)
Child Care Assistant	350	3,003	(17.325)	3,154	(18.196)	3,312	(19.108)	3,478	(20.065)	3,652	(21.069)	3,835	(22.125)
Clerical Assistant	405	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,003	(28.864)
College and Career Technician	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Communications Specialist	515	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,149	(47.014)	8,557	(49.367)
Communication Center Assistant	460	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,232	(35.954)	6,544	(37.754)
Early Learning Assistant	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Early Learning Instructor	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Elementary School Library/Media Technician	415	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,257	(30.329)
Facilities Support Technician	470	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)
Family and Community Engagement Liaison	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Family and Community Engagement Specialist	515	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,149	(47.014)	8,557	(49.367)
Financial Aid Technician	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Food Service Assistant	550	3,262	(18.819)	3,426	(19.765)	3,597	(20.752)	3,776	(21.785)	3,965	(22.875)	4,164	(24.023)
Food Service Assistant II	365	3,443	(19.863)	3,615	(20.856)	3,797	(21.906)	3,985	(22.990)	4,184	(24.139)	4,394	(25.350)
Food Service Assistant II	380	3,624	(20.908)	3,806	(21.958)	3,995	(23.048)	4,195	(24.202)	4,405	(25.414)	4,627	(26.694)
Food Service Helper	335	2,781	(16.044)	2,929	(16.898)	3,070	(17.712)	3,232	(18.646)	3,384	(19.523)	3,553	(20.498)
Instructional Assistant	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Instructional Assistant - Adult School	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Instructional Assistant - Computer Applications	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Instructional Assistant - Dental	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Instructional Assistant - Massage Therapy	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Instructional Assistant - Nursing	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Instructional Media Technician	415	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,257	(30.329)
Intermediate Accounting Assistant	440	4,651	(26.833)	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,938	(34.258)
Intermediate Clerical Assistant	415	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,257	(30.329)
Intermediate School Office Manager	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Labor Compliance Technician	455	5,008	(28.892)	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,394	(36.889)
Lead Food Service Assistant	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Sign Language Interpreter	515	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,149	(47.014)	8,557	(49.367)
Makeup Artistry Assistant	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Nursing Specialist	520	6,863	(39.594)	7,217	(41.637)	7,576	(43.708)	7,947	(45.848)	8,347	(48.156)	8,765	(50.567)

Downey Unified School District  
CLASSIFIED PERSONNEL

UNIT I BILINGUAL ORAL SALARY SCHEDULE (cont.)

Effective Date: July 1, 2025

CLASSIFICATION	RANGE	Monthly Salary Steps											
		1	Hourly	2	Hourly	3	Hourly	4	Hourly	5	Hourly	15	Hourly
Payroll Technician	475	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)	7,040	(40.615)
Personnel Assistant	430	4,428	(25.546)	4,651	(26.833)	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,651	(32.602)
Personnel Technician	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Personnel/Credentials Technician	475	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)	7,040	(40.615)
Personnel/Payroll Assistant (Adult School)	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Physical Education Assistant	395	3,738	(21.565)	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,767	(27.502)
Purchasing Assistant	440	4,651	(26.833)	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,938	(34.258)
Registered Behavior Technician	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Registrar	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
School Based Therapist	515	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,149	(47.014)	8,557	(49.367)
School Health Technician	470	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)
School Office Manager	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Secretary	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Senior Accounting Assistant	455	5,008	(28.892)	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,394	(36.889)
Senior Accounting Technician	490	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)	7,217	(41.637)	7,576	(43.708)
Senior Buyer	505	6,385	(36.837)	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,146	(46.996)
Senior Clerical Assistant	425	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,254	(30.312)	5,518	(31.835)
Senior Instructional Assistant	405	3,921	(22.621)	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,003	(28.864)
Senior Instructional Assistant - Behavior	415	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,257	(30.329)
Senior Instructional Assistant - Sign Language	415	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,257	(30.329)
Senior Instructional Assistant - Medical	415	4,113	(23.729)	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,257	(30.329)
Senior Personnel Technician	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Senior School Office Manager	460	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,232	(35.954)	6,544	(37.754)
Senior Secretary	470	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)
Senior Student Information Systems Operator	505	6,385	(36.837)	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,146	(46.996)
Sign Language Interpreter	515	6,702	(38.665)	7,035	(40.587)	7,382	(42.589)	7,755	(44.740)	8,149	(47.014)	8,557	(49.367)
Special Education Data & Compliance Specialist	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Special Education Technician	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Speech-Language Pathology Assistant	500	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)	7,217	(41.637)	7,576	(43.708)	7,955	(45.894)
Student Information Systems Operator	490	5,940	(34.269)	6,232	(35.954)	6,537	(37.714)	6,863	(39.594)	7,217	(41.637)	7,576	(43.708)
Student/Support Services Technician	465	5,254	(30.312)	5,517	(31.829)	5,792	(33.415)	6,089	(35.129)	6,385	(36.837)	6,702	(38.665)
Student Testing Technician	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
Translator-Interpreter	450	4,882	(28.165)	5,128	(29.585)	5,382	(31.050)	5,655	(32.625)	5,940	(34.269)	6,235	(35.971)
True Lasting Connections Resource Center Asst	425	4,330	(24.981)	4,541	(26.198)	4,764	(27.485)	5,008	(28.892)	5,254	(30.312)	5,518	(31.835)

\$35/mo. longevity @ 7 years; \$101/mo. longevity @ 10 years; \$156/mo. longevity @ 15 years; \$206/mo. longevity @ 20 years; \$256/mo. longevity @ 25 years

Downey Unified School District  
CLASSIFIED PERSONNEL

UNIT I BILINGUAL BI-LITERATE SALARY SCHEDULE

Effective Date: July 1, 2025

CLASSIFICATION	RANGE	Monthly Salary Steps											
		1	Hourly	2	Hourly	3	Hourly	4	Hourly	5	Hourly	15	Hourly
Accounting Assistant	725	\$4,435	(\$25.587)	\$4,652	(\$26.839)	\$4,880	(\$28.154)	\$5,130	(\$29.596)	\$5,382	(\$31.050)	\$5,652	(\$32.608)
Adult School Registrar	740	4,765	(27.490)	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,083	(35.094)
ASB Accounting Technician	755	5,130	(29.596)	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,550	(37.789)
Assistant Buyer	770	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)
Attendance/Records Clerk	720	4,316	(24.900)	4,536	(26.169)	4,765	(27.490)	5,001	(28.852)	5,253	(30.306)	5,515	(31.817)
Budget/Financial Analyst	805	6,540	(37.731)	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,344	(48.139)
Buyer	790	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)	7,393	(42.652)	7,761	(44.775)
Campus Security Assistant	720	4,316	(24.900)	4,536	(26.169)	4,765	(27.490)	5,001	(28.852)	5,253	(30.306)	5,515	(31.817)
Career Development Program Specialist	815	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,348	(48.162)	8,765	(50.567)
Certified Occupational Therapy Assistant (COTA)	800	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)	7,393	(42.652)	7,761	(44.775)	8,149	(47.014)
Child Care Assistant	650	3,077	(17.752)	3,231	(18.640)	3,393	(19.575)	3,563	(20.556)	3,741	(21.583)	3,928	(22.662)
Clerical Assistant	705	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,125	(29.567)
College and Career Technician	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Communications Specialist	815	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,348	(48.162)	8,765	(50.567)
Communication Center Assistant	760	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,384	(36.831)	6,703	(38.671)
Early Learning Assistant	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Early Learning Instructor	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Elementary School Library/Media Technician	715	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,385	(31.067)
Facilities Support Technician	770	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)
Family and Community Engagement Liaison	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Family and Community Engagement Specialist	815	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,348	(48.162)	8,765	(50.567)
Financial Aid Technician	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Food Service Assistant I	665	3,527	(20.348)	3,703	(21.364)	3,889	(22.437)	4,082	(23.550)	4,286	(24.727)	4,501	(25.967)
Food Service Assistant II	680	3,713	(21.421)	3,899	(22.494)	4,093	(23.614)	4,298	(24.796)	4,513	(26.037)	4,740	(27.346)
Food Service Helper	635	2,849	(16.437)	3,001	(17.313)	3,145	(18.144)	3,311	(19.102)	3,466	(19.996)	3,639	(20.994)
Instructional Assistant	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Instructional Assistant - Adult School	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Instructional Assistant - Computer Applications	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Instructional Assistant - Dental	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Instructional Assistant - Massage Therapy	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Instructional Assistant - Nursing	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Instructional Media Technician	715	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,385	(31.067)
Intermediate Accounting Assistant	740	4,765	(27.490)	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,083	(35.094)
Intermediate Clerical Assistant	715	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,385	(31.067)
Intermediate School Office Manager	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Labor Compliance Technician	755	5,130	(29.596)	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,550	(37.789)
Lead Food Service Assistant	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Lead Sign Language Interpreter	835	7,562	(43.627)	7,944	(45.831)	8,348	(48.162)	8,762	(50.550)	9,205	(53.106)	9,668	(55.777)
Makeup Artistry Assistant	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Nursing Specialist	820	7,031	(40.564)	7,393	(42.652)	7,761	(44.775)	8,141	(46.967)	8,550	(49.327)	8,979	(51.802)

Downey Unified School District  
CLASSIFIED PERSONNEL

UNIT I BILINGUAL BI-LITERATE SALARY SCHEDULE (Cont)

Effective Date: July 1, 2025

CLASSIFICATION	RANGE	Monthly Salary Steps											
		1	Hourly	2	Hourly	3	Hourly	4	Hourly	5	Hourly	15	Hourly
Payroll Technician	775	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)	7,211	(41.602)
Personnel Assistant	730	4,536	(26.169)	4,765	(27.490)	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,789	(33.398)
Personnel Technician	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Personnel/Credentials Technician	775	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)	7,211	(41.602)
Personnel/Payroll Assistant (Adult School)	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Physical Education Assistant	695	3,829	(22.090)	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,884	(28.177)
Purchasing Assistant	740	4,765	(27.490)	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,083	(35.094)
Registered Behavior Technician	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Registrar	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
School Based Therapist	815	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,348	(48.162)	8,765	(50.567)
School Health Technician	770	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)
School Office Manager	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Secretary	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Senior Accounting Assistant	755	5,130	(29.596)	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,550	(37.789)
Senior Accounting Technician	790	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)	7,393	(42.652)	7,761	(44.775)
Senior Buyer	805	6,540	(37.731)	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,344	(48.139)
Senior Clerical Assistant	725	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,382	(31.050)	5,652	(32.608)
Senior Instructional Assistant	705	4,016	(23.169)	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,125	(29.567)
Senior Instructional Assistant - Behavior	715	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,385	(31.067)
Senior Instructional Assistant - Sign Language	715	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,385	(31.067)
Senior Instructional Assistant - Medical	715	4,214	(24.312)	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,385	(31.067)
Senior Personnel Technician	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Senior School Office Manager	760	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,384	(36.831)	6,703	(38.671)
Senior Secretary	770	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)
Senior Student Information Systems Operator	805	6,540	(37.731)	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,344	(48.139)
Sign Language Interpreter	815	6,866	(39.612)	7,206	(41.573)	7,562	(43.627)	7,944	(45.831)	8,348	(48.162)	8,765	(50.567)
Special Education Data & Compliance Specialist	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Special Education Technician	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Speech-Language Pathology Assistant	800	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)	7,393	(42.652)	7,761	(44.775)	8,149	(47.014)
Student Information Systems Operator	790	6,085	(35.106)	6,384	(36.831)	6,697	(38.637)	7,031	(40.564)	7,393	(42.652)	7,761	(44.775)
Student/Support Services Technician	765	5,382	(31.050)	5,651	(32.602)	5,934	(34.235)	6,237	(35.983)	6,540	(37.731)	6,866	(39.612)
Student Testing Technician	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
Translator-Interpreter	750	5,001	(28.852)	5,253	(30.306)	5,514	(31.812)	5,793	(33.421)	6,085	(35.106)	6,387	(36.848)
True Lasting Connections Resource Center Asst	725	4,435	(25.587)	4,652	(26.839)	4,880	(28.154)	5,130	(29.596)	5,382	(31.050)	5,652	(32.608)

\$35/mo. longevity @ 7 years; \$101/mo. longevity @ 10 years; \$156/mo. longevity @ 15 years; \$206/mo. longevity @ 20 years; \$256/mo. longevity @ 25 years

**IMPORTANT:**

- Enrolled members must sign on to the Health Payment Online Portal at [kp.org/healthpayment](http://kp.org/healthpayment) to use and manage your account
- Review next page for additional information and the [FAQs](#)
- Use your HRA to pay for the medical deductible, copays and coinsurance
- To learn more visit [my.kp.org/dusd](http://my.kp.org/dusd).

For services that apply to the plan out-of-pocket maximum, you will not pay any more cost share for the rest of the accumulation period once you have reached the amounts listed below. Accumulation period is 10/1 – 9/30 (plan year). The Health Reimbursement Arrangement (HRA) pays the first \$1,500 of eligible expenses for each employee enrolled in self-only coverage. Families (employees that enroll with one or more dependents) can be reimbursed for up to \$3,000 of eligible expenses subject to a maximum of \$1,500 per individual family member. Prescription drug copays are not reimbursable via the HRA.

Amounts Per Accumulation Period (plan year)	Employee only coverage (self-only)	Family coverage (each member in a family of two or more members)	Family coverage (entire family of two or more members)
Plan Deductible	\$1,000	\$1,000	\$2,000
Plan Out-of-Pocket Maximum	\$2,000	\$2,000	\$4,000
HRA Reimbursement excludes prescription drugs	\$1,500	\$1,500	\$3,000
Members medical responsibility	\$500	\$500	\$1,000
<b>Medical Services</b>	<b>You Pay</b>		<b>HRA Reimbursable</b>
Primary Care Physician	\$20 per visit after deductible		Yes
Physician Specialist	\$20 per visit after deductible		Yes
Preventive Services	No charge		N/A
Urgent Care	\$20 per visit after deductible		Yes
Outpatient Surgery	20% after deductible		Yes
X-rays and Laboratory Tests	\$10 per encounter after deductible		Yes
Hospitalization Services	20% after deductible		Yes
Emergency Room (waived if admitted)	20% after deductible		Yes
Ambulance Services	\$150 per trip after deductible		Yes
Durable Medical Equipment	20% (deductible doesn't apply)		Yes
<b>Pharmacy Drug Coverage</b>	<b>You Pay</b>	<b>Supply Limit</b>	<b>HRA Reimbursable</b>
Generic	\$10 (ded. doesn't apply)	Up to 30 days	No
Brand-Name	\$30 (ded. doesn't apply)	Up to 30 days	No
Specialty	20% up to \$250 (ded. doesn't apply)	Up to 30 days	No
<b>Mail-Order Drug Coverage</b>	<b>You Pay</b>	<b>Supply Limit</b>	<b>HRA Reimbursable</b>
Generic	\$20 (ded. doesn't apply)	Up to 100 days	No
Brand-Name	\$60 (ded. doesn't apply)	Up to 100 days	No

# Blue Shield PPO

To find an in-network providers visit [blueshieldca.com](https://blueshieldca.com) and select Blue Shield of California PPO network or call member services.

	In-Network	Out-of-Network <sup>1</sup>
<b>Medical Calendar Year Deductible</b>	\$250 individual/ \$750 family	\$500 individual/ \$1,500 family
<b>Medical Calendar Year Out-of-Pocket Max</b>	\$750 individual/ \$2,250 family	\$3,500 individual/ \$10,500 family (combined with in-network)
Physician/Specialist Office Visit	10% coinsurance after deductible	30% coinsurance after deductible
<b>Teladoc<sup>2</sup></b> – Virtual Visits (deductible waived)		Not covered
General Medical Services	\$10 copay per visit	
Behavioral Health Services	\$10 copay per visit	
Preventive Services	No charge	30% coinsurance after deductible
Diagnostic X-ray and Lab	10% coinsurance after deductible	30% coinsurance after deductible
Scans: CT, CAT, MRI, PET etc.	10% coinsurance after deductible	30% coinsurance after deductible
Inpatient Hospitalization	10% coinsurance after deductible	30% coinsurance after deductible
Physician Services	10% coinsurance after deductible	30% coinsurance after deductible
<b>Outpatient Facility Services</b>		
Surgery in an Ambulatory Surgery Center	10% coinsurance after deductible	30% coinsurance after deductible
Surgery in a Hospital	10% coinsurance after deductible	30% coinsurance after deductible
Urgent Care	10% coinsurance after deductible	30% coinsurance after deductible
Emergency Room	\$100 copay per visit (waived if admitted)	
Ambulance Services	10% coinsurance after deductible	
Durable Medical Equipment	10% coinsurance after deductible	30% coinsurance after deductible
Acupuncture	Not covered	Not covered
Chiropractic Care (up to 50 visits per year)	10% coinsurance after deductible	30% coinsurance after deductible
Hearing Aids - limits apply (deductible waived)	\$2,000 allowance every 24 months	\$2,000 allowance every 24 months

**Prescription Drugs** – Rx Spectrum Network is part of Blue Shield’s pharmacy network and offers two options for filling prescriptions: Level A preferred pharmacies and Level B pharmacies. **Level A preferred pharmacies offer lower copays and pharmacies include: CVS, Costco, Vons, and more.** If you use Level B pharmacies your copays will be higher. Login to [blueshieldca.com](https://blueshieldca.com) to locate pharmacies.

Calendar Year Deductible	None		
Calendar Year Out-of-Pocket Max	\$250 individual/ \$750 family		
<b>In-Network Costs</b>	<b>Level A Pharmacy</b>	<b>Level B Pharmacy</b>	<b>Mail Order*</b>
Tier 1 drugs	\$5 copay	\$10 copay	\$10 copay
Tier 2 drugs	\$25 copay	\$35 copay	\$50 copay
Tier 3 drugs	\$45 copay	\$60 copay	\$90 copay
Tier 4 drugs (excluding specialty drugs)	30% up to \$150	30% up to \$150	30% up to \$300
Tier 4 Specialty drugs	30% up to \$150	30% up to \$150	Not covered
Supply Limit	Up to 30-days	Up to 30-days	Up to 90-days

\*Certain generic maintenance medications are free when you use RX ‘N Go mail order medication program instead of Blue Shield’s mail order program. See the next page for details.

<sup>1</sup>Non-participating providers can charge more than Blue Shield’s allowable amounts. When members use non-participating providers, they must pay the applicable deductibles, copayments or coinsurance plus any amount that exceeds Blue Shield's allowable amount. Charges above the allowable amount do not count toward the calendar year medical deductible or out-of-pocket maximum

<sup>2</sup>Virtual access to healthcare providers, including psychiatrists, psychologists, therapists and social workers.

# Dental Plans – PPO or HMO

## Delta Dental PPO<sup>1</sup> Plan

Visit a dentist in the PPO network to maximize your savings. These dentists have agreed to reduced fees. You don't need a Delta Dental ID card when you visit the dentist. Just provide your name, birth date and enrollee ID or Social Security number. If your family members are covered under your plan, they'll need your information. Prefer to have an ID card? Simply log in to your account to view or print your card.

### IF YOU HAVE ADDITIONAL COVERAGE (DUAL COVERAGE)

It is to your advantage to let your dentist and Delta Dental know if you have dental coverage in addition to this Delta Dental plan. Most dental carriers cooperate with one another to coordinate payments and still allow you to make use of both plans - sometimes paying 100% of your dental bill. For example, you might have some fillings that cost \$100. If the primary carrier usually pays 80% for these services, it would pay \$80. The secondary carrier might usually pay 50% for this service. In this case, however, the secondary plan's payment is limited to the amount of your out-of-pocket cost under the primary plan, the secondary carrier pays the remaining \$20 only. Since this method pays 100% of the bill, you have no out-of-pocket expense.

## MetLife Dental HMO Managed Care Plan (SafeGuard)

You and your eligible dependents must select a primary dentist from the SafeGuard DHMO directory.

	Delta PPO <sup>1</sup>		MetLife DHMO
	In-Network	Out-Of-Network	In-Network
Calendar Year Deductible	None		None
Annual Plan Maximum	\$2,000 per person each calendar year (January 1 – December 31)		Not applicable
<b>Diagnostic &amp; Preventive Services</b> Exams, cleanings and x-rays	Plan pays 100%		Copays vary by service; see contract for fee schedule
<b>Basic Services</b> Fillings, posterior composites Endodontics Periodontics Oral Surgery	Plan pays 100%		Copays vary by service; see contract for fee schedule
<b>Major Services</b> Crowns, inlays, onlays and cast restorations	Plan pays 100%		Copays vary by service; see contract for fee schedule
<b>Prosthodontics</b> Bridges and dentures	Plan pays 50%		Copays vary by service; see contract for fee schedule
<b>Implant Benefits</b>	Plan pays 100%		Not covered - exclusion
<b>Orthodontic Services</b>	Plan pays 50% <b>Adults and Children</b>		Adults and Children
<b>Orthodontic Maximums</b>	\$1,000 Lifetime		Up to \$1,350 Copays vary by service; see contract for fee schedule

<sup>1</sup>You can visit any licensed dentist, but your out-of-pocket costs may be higher if you choose an out-of-network provider. In-Network dentists are paid contracted fees. You are responsible for any applicable deductibles, coinsurance, and amounts over plan maximums and charges for non-covered services. Out-of-network dentists may bill the difference between their usual fee and Delta Dental's maximum contract allowance. Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan.

# Vision – VSP

Members have access to preferred private practice, retail, and online in-network choices<sup>1</sup>. Log in to [vsp.com](http://vsp.com) to find an in-network provider. **Provider network: VSP Signature**



	In-network Benefit	Copay	Frequency
	Vision exam	\$0 copay	Every 12 months
Prescription Glasses			
Frame <sup>2</sup>	<p><b>\$220 featured frame brands allowance</b></p> <p><b>\$200 frame allowance</b></p> <p>20% savings on the amount over your allowance</p> <p><b>\$200 Costco® frame allowance</b></p>	\$0 copay	Every 24 months
Lenses	<p>Single vision, lined bifocal, and lined trifocal lenses</p> <p>Impact-resistant lenses for dependent children</p>	\$0 copay	Every 12 months
Lens Enhancements	<p>Tints/Light-reactive lenses</p> <p>Scratch-resistant coating</p> <p>UV protection</p> <p>Standard progressive lenses</p> <p>Premium progressive lenses</p> <p>Custom progressive lenses</p>	<p>\$0 copay</p> <p>\$0 copay</p> <p>\$0 copay</p> <p>\$0 copay</p> <p>\$80 - \$90 copay</p> <p>\$120 - \$160 copay</p>	Every 12 months
Contacts (instead of glasses)	<p><b>\$200 allowance</b> for contacts and contact lens exam (fitting and evaluation)</p> <p>15% savings on a contact lens exam (fitting and evaluation)</p>	\$0 copay	Every 12 months

<sup>1</sup> If you choose to, you may receive covered benefits outside of the VSP network. Please contact member services to speak to a representative to go over out-of-network providers.

<sup>2</sup> Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change.

# Cost of Coverage – Tenthly

## Employees hired before 7/1/2022

Please note that unless your domestic partner is your tax dependent as defined by the IRS, contributions for domestic partner coverage must be made after-tax. Similarly, the company contribution toward coverage for your domestic partner and his/her dependents will be reported as taxable income on your W-2. Contact your tax advisor for more details on how this tax treatment applies to you. Notify the Benefits team if your domestic partner is your tax dependent.

### Employees working more than 75% or more (6-8 hours per day).

	Medical		Dental		Vision
	Kaiser DHMO	Blue Shield PPO	MetLife HMO	Delta PPO	VSP
Tenthly Premium	\$915.45	\$1,550.41	\$20.30	\$67.88	\$13.44
District Contribution	\$823.92	\$1,395.37	\$18.27	\$61.09	\$12.10
<b>Employee Only Pays</b>	<b>\$91.55</b>	<b>\$155.04</b>	<b>\$2.03</b>	<b>\$6.79</b>	<b>\$1.34</b>
Tenthly Premium	\$1,830.95	\$3,100.79	\$34.78	\$138.06	\$19.64
District Contribution	\$1,647.86	\$2,790.71	\$31.30	\$124.25	\$17.68
<b>Employee + 1 Pays</b>	<b>\$183.09</b>	<b>\$310.08</b>	<b>\$3.48</b>	<b>\$13.81</b>	<b>\$1.96</b>
Tenthly Premium	\$2,742.07	\$4,387.61	\$52.15	\$198.28	\$35.73
District Contribution	\$2,467.86	\$3,948.85	\$46.94	\$178.45	\$32.16
<b>Employee + Family Pays</b>	<b>\$274.21</b>	<b>\$438.76</b>	<b>\$5.21</b>	<b>\$19.83</b>	<b>\$3.57</b>

### Employees working more than 50% and less than 75% (more than 4 hours and less than 6 hours per day).

	Medical		Dental		Vision
	Kaiser DHMO	Blue Shield PPO	MetLife HMO	Delta PPO	VSP
Tenthly Premium	\$915.47	\$1,550.41	\$20.30	\$67.88	\$13.44
District Contribution	\$617.94	\$1,046.53	\$13.70	\$45.82	\$12.10
<b>Employee Only Pays</b>	<b>\$297.53</b>	<b>\$503.88</b>	<b>\$6.60</b>	<b>\$22.06</b>	<b>\$1.34</b>
Tenthly Premium	\$1,830.95	\$3,100.79	\$34.78	138.06	\$19.64
District Contribution	\$1,235.89	\$2,098.03	\$23.48	\$93.19	\$17.68
<b>Employee + 1 Pays</b>	<b>\$595.06</b>	<b>\$1,007.76</b>	<b>\$11.30</b>	<b>\$44.87</b>	<b>\$1.96</b>
Tenthly Premium	\$2,742.07	\$4,387.61	\$52.15	\$198.28	\$35.73
District Contribution	\$1,850.90	\$2,961.64	\$35.20	\$133.84	\$32.16
<b>Employee + Family Pays</b>	<b>\$891.17</b>	<b>\$1,425.97</b>	<b>\$16.95</b>	<b>\$64.44</b>	<b>\$3.57</b>

### Employees working 50% (4 hours per day).

	Medical		Dental		Vision
	Kaiser DHMO	Blue Shield PPO	MetLife HMO	Delta PPO	VSP
Tenthly Premium	\$915.47	\$1,550.41	\$20.30	\$67.88	\$13.44
District Contribution	\$411.96	\$697.69	\$9.14	\$30.55	\$12.10
<b>Employee Only Pays</b>	<b>\$503.51</b>	<b>\$852.72</b>	<b>\$11.16</b>	<b>\$37.33</b>	<b>\$1.34</b>
Tenthly Premium	\$1,830.95	\$3,100.79	\$34.78	138.06	\$19.64
District Contribution	\$823.93	\$1,395.36	\$15.65	\$62.13	\$17.68
<b>Employee + 1 Pays</b>	<b>\$1,007.02</b>	<b>\$1,705.43</b>	<b>\$19.13</b>	<b>\$75.93</b>	<b>\$1.96</b>
Tenthly Premium	\$2,742.07	\$4,387.61	\$52.15	\$198.28	\$35.73
District Contribution	\$1,233.93	\$1,974.43	\$23.47	\$89.23	\$32.16
<b>Employee + Family Pays</b>	<b>\$1,508.14</b>	<b>\$2,413.18</b>	<b>\$28.68</b>	<b>\$109.05</b>	<b>\$3.57</b>

# Cost of Coverage – Tenthly

Employees hired 7/1/2022 and after

Employees working more than 75% or more (6-8 hours per day).

	Medical		Dental		Vision
	Kaiser DHMO	Blue Shield PPO	MetLife HMO	Delta PPO	VSP
Tenthly Premium	\$915.47	\$1,550.41	\$20.30	\$67.88	\$13.44
District Contribution	\$732.38	\$1,240.33	\$16.24	\$54.30	\$10.75
<b>Employee Only Pays</b>	<b>\$183.09</b>	<b>\$310.08</b>	<b>\$4.06</b>	<b>\$13.58</b>	<b>\$2.69</b>
Tenthly Premium	\$1,830.95	\$3,100.79	\$34.78	138.06	\$19.64
District Contribution	\$1,464.76	\$2,480.63	\$27.82	\$110.45	\$15.71
<b>Employee + 1 Pays</b>	<b>\$366.19</b>	<b>\$620.16</b>	<b>\$6.96</b>	<b>\$27.61</b>	<b>\$3.93</b>
Tenthly Premium	\$2,742.07	\$4,387.61	\$52.15	\$198.28	\$35.73
District Contribution	\$2,193.66	\$3,510.09	\$41.72	\$158.62	\$28.58
<b>Employee + Family Pays</b>	<b>\$548.41</b>	<b>\$877.52</b>	<b>\$10.43</b>	<b>\$39.66</b>	<b>\$7.15</b>

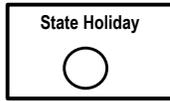
Employees working more than 50% and less than 75% (more than 4 hours and less than 6 hours per day).

	Medical		Dental		Vision
	Kaiser DHMO	Blue Shield PPO	MetLife HMO	Delta PPO	VSP
Tenthly Premium	\$915.47	\$1,550.41	\$20.30	\$67.88	\$13.44
District Contribution	\$549.28	\$930.25	\$12.18	\$40.73	\$10.75
<b>Employee Only Pays</b>	<b>\$366.19</b>	<b>\$620.16</b>	<b>\$8.12</b>	<b>\$27.15</b>	<b>\$2.69</b>
Tenthly Premium	\$1,830.95	\$3,100.79	\$34.78	138.06	\$19.64
District Contribution	\$1,098.57	\$1,860.47	\$20.87	\$82.84	\$15.71
<b>Employee + 1 Pays</b>	<b>\$732.38</b>	<b>\$1,240.32</b>	<b>\$13.91</b>	<b>\$55.22</b>	<b>\$3.93</b>
Tenthly Premium	\$2,742.07	\$4,387.61	\$52.15	\$198.28	\$35.73
District Contribution	\$1,645.24	\$2,632.57	\$31.29	\$118.97	\$28.58
<b>Employee + Family Pays</b>	<b>\$1,096.83</b>	<b>\$1,755.04</b>	<b>\$20.89</b>	<b>\$79.31</b>	<b>\$7.15</b>

Employees working 50% (4 hours per day).

	Medical		Dental		Vision
	Kaiser DHMO	Blue Shield PPO	MetLife HMO	Delta PPO	VSP
Tenthly Premium	\$915.47	\$1,550.41	\$20.30	\$67.88	\$13.44
District Contribution	\$366.19	\$620.16	\$8.12	\$27.15	\$10.75
<b>Employee Only Pays</b>	<b>\$549.28</b>	<b>\$930.25</b>	<b>\$12.18</b>	<b>\$40.73</b>	<b>\$2.69</b>
Tenthly Premium	\$1,830.95	\$3,100.79	\$34.78	138.06	\$19.64
District Contribution	\$732.38	\$1,240.32	\$13.91	\$55.22	\$15.71
<b>Employee + 1 Pays</b>	<b>\$1,098.57</b>	<b>\$1,860.47</b>	<b>\$20.87</b>	<b>\$82.84</b>	<b>\$3.93</b>
Tenthly Premium	\$2,742.07	\$4,387.61	\$52.15	\$198.28	\$35.73
District Contribution	\$1,096.83	\$1,755.04	\$20.86	\$79.31	\$28.58
<b>Employee + Family Pays</b>	<b>\$1,645.24</b>	<b>\$2,632.57</b>	<b>\$31.29</b>	<b>\$118.97</b>	<b>\$7.15</b>

2025 ~ 2026 SCHOOL CALENDAR



Days Worked: 185  
Days Taught: 180

July 2025					January 2026					6th School Month: 12/29/25 ~ 1/23/26				
M	TU	W	TH	F	M	TU	W	TH	F	Days Worked: 19 / Days Taught: 19				
	1	2	3	(4)				(1)	(2)	1st - New Year's Day Holiday				
7	8	9	10	11	5	6	7	8	9	2nd - Student/Teacher Free Day				
14	15	16	17	18	12	13	14	15	16	5th - Return From Winter Break				
21	22	23	24	25	(19)	20	21	22	23	19th - Martin Luther King, Jr. Day Holiday				
28	29	30	31		26	27	28	29	30	23rd - Progress Reports (ES)				
August 2025					February 2026					7th School Month: 1/26/26 ~ 2/20/26				
M	TU	W	TH	F	M	TU	W	TH	F	Days Worked: 15 / Days Taught: 15				
				1	2	3	4	5	6	6th - Progress Reports (HS)				
4	5	6	7	8	9	10	11	12	13	13th - Progress Reports (MS)				
(11)	(12)	13	14	15	(16)	(17)	(18)	(19)	(20)	16th & 17th - Presidents' Day Holidays (Lincoln/Washington)				
18	19	20	21	22	23	24	25	26	27	18th-20th - Student/Teacher Free Days				
25	26	27	28	29										
September 2025					March 2026					8th School Month: 2/23/26 ~ 3/20/26				
M	TU	W	TH	F	M	TU	W	TH	F	Days Worked: 22 / Days Taught: 22				
(1)	2	3	4	5	2	3	4	5	6	11th - Report Cards (ES)				
8	9	10	11	12	9	10	11	12	13	20th - End of 3rd Quarter (HS)				
15	16	17	18	19	16	17	18	19	20					
22	23	24	25	26	23	24	25	26	27					
29	30				30	31								
October 2025					April 2026					9th School Month: 3/23/26 ~ 4/17/26				
M	TU	W	TH	F	M	TU	W	TH	F	Days Worked: 16 / Days Taught: 16				
		1	2	3			1	2	(3)	3rd-10th - Spring Break - Students/Teachers				
6	7	8	9	10	(6)	(7)	(8)	(9)	(10)	17th - Progress Reports (MS)				
(13)	14	15	16	17	13	14	15	16	17	29th - Progress Reports (ES)				
20	21	22	23	24	20	21	22	23	24					
27	28	29	30	31	27	28	29	30						
November 2025					May 2026					10th School Month: 4/20/26 ~ 5/15/26				
M	TU	W	TH	F	M	TU	W	TH	F	Days Worked: 20 / Days Taught: 20				
									1	1st - Progress Reports (HS)				
3	4	5	6	7	4	5	6	7	8	25th - Memorial Day Holiday				
10	(11)	12	13	14	11	12	13	14	15					
17	18	19	20	21	18	19	20	21	22					
(24)	(25)	(26)	(27)	(28)	(25)	26	27	28	29					
December 2025					June 2026					11th School Month: 5/18/26 ~ 6/05/26				
M	TU	W	TH	F	M	TU	W	TH	F	Days Worked: 5 / Days Taught: 4				
1	2	3	4	5	1	2	3	4	(5)	1st-4th - Minimum Day - Finals (WHS)				
8	9	10	11	12	8	9	10	11	12	2nd-4th - Minimum Day - Finals (DHS)				
15	16	17	18	(19)	15	16	17	18	(19)	4th - Minimum Day - End of School Year				
(22)	(23)	(24)	(25)	(26)	22	23	24	25	26	5th - Student Free Day/Staff Development				
29	30	31			29	30				5th - Teacher Check Out Day/Grades Due				
										19th - Juneteenth Holiday				

70.200 Application of Salary Schedule70.200.1 Appointments

All appointments, promotions, and salary increases, shall be recommended by the nominating authority, certified by the Classified Personnel Director, and approved by the Board.

70.200.2 Initial Placement

- A. All salary advancements within each class shall not be automatic, but shall be based upon merit and fitness. Any and all advancements shall be contingent on the availability of funds.
- B. In most cases, new employees shall be appointed at the hiring rate for the class as approved by the Board.
- C. In cases where a request is made in advance by the hiring authority to place an individual upon initial employment above the first step of the salary range, justification will be provided to the Classified Personnel Director by the hiring authority, who shall make a determination of the appropriateness of the advanced placement.
- D. Schedule of movement across salary steps after initial hire and/or promotion shall not be altered, but shall be in accordance with rule 70.200.3 A.

70.200.3 Step Advancement

- A. After the initial salary placement, each succeeding step may be granted one (1) year from the preceding step up to Step 5. Step 15 (for Unit I members only) will be recognized after 15 years in the classification.
- B. For the purpose of this rule, an appointment made between the first and fifteenth day of the month shall be considered as effective on the first day. Later appointments shall be considered as effective at the beginning of the next month.