

TENTATIVE AGREEMENT BETWEEN
THE SHASTA UNION HIGH SCHOOL DISTRICT
AND THE SHASTA SECONDARY EMPLOYEES ASSOCIATION

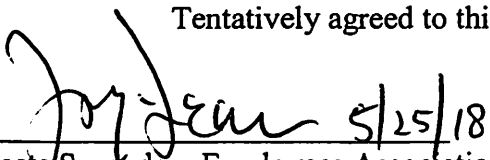
The Shasta Union High School District (hereafter "District") and the Shasta Secondary Employees Association (hereafter "SSEA") do tentatively agree as follows:


1. All SSEA Certificated members will receive a 3% on-going increase to the salary schedule effective July 1, 2018, for employees on active payroll on July 1, 2018.
2. All SSEA Certificated members employed for the 2018/19 school year will receive a one-time payment of 1.5% of their projected 2018/19 annual salary. This payment will be calculated after the 3% on-going increase has been applied to the annual salary as listed in item 1. Payment will be made on the September 2018 paycheck.
3. All Certificated members currently on the Distinguished Educators salary schedule will receive one-half of a 1% one-time salary payment based on their June 1, 2018 salary placement. This will be paid September 28, 2018 for active staff. Staff who will be retiring by June 2018 will receive a separate pay warrant in July 2018.
4. Increase the medical cap in the amount of \$341, as per SSEA contract article 10.4.2.9, to become effective October 1, 2018 for open enrollment, once ratified by SSEA and approved by the Board of Trustees.
5. The District will offer a Retirement Incentive to Certificated members for 2019.
 - A one-time payment of \$15,000 at the end of service to the district if the employee submits an irrevocable letter of retirement by November 30, 2018.
 - Member must have served 10 years with SUHSD to be eligible.
 - This incentive will not be awarded unless the District receives 5 or more retirement notifications.
 - i. If less than 5 members submit, employees will have until December 20, 2018, to rescind their letter. If they do not rescind by that date they will receive \$7,500 per contract at retirement.
6. Certificated contract language changes to the following articles as presented effective July 1, 2018.***

Article 9: Assignment, Reassignments, Transfers
Article 10: Compensation
Article 11: Earning Additional Leave through Substituting
Appendix A: Salary Regulations
2020/21 School Calendar

***Copies of the language modifications to the contract will be available on the SSEA and the District web sites on May 29, 2018.

Tentatively agreed to this 25th day of May 2018, in Redding California.


Shasta Secondary Employees Association
Layne McLean, Lead Negotiator


Shasta Union High School District
Jim Cloney, Superintendent

Article 9

ASSIGNMENT, REASSIGNMENTS, TRANSFERS

9.1 Assignments and Change of Assignments

- 9.1.1 For purposes of this article, "assignment" is the designation of a specific position or responsibilities within a school or department or work location. Assignment includes the initial placement of a newly employed bargaining contracted unit member in a specific school or work location, as well as the change of a unit member's position or responsibilities within the same school or work location. "Assignment" does not include any extra-curricular duty.
- 9.1.2 The Principal shall assign bargaining unit members. In making assignments, the Principal shall consider as applicable the unit member's training, experience, major and minor fields of study, competencies, credentials, seniority, and advanced degrees. A unit member may request the reasons for an assignment or change of assignment.
(Board Approved 11/9/04)
- 9.1.3 The District may offer and assign a sixth period teaching assignment to unit members when needed. Such assignment shall not be made without consent of the unit member.
- 9.1.4 Once each school year, a unit member may submit a District "Transfer Request Form". To the extent possible, the Principal shall consider a unit member's preferences in making assignments.
(Board Approved 11/9/04)
- 9.1.5 If a non-classroom position within the bargaining unit is created or becomes available after school begins, that position will be posted in a conspicuous place with deadline dates for making application. The deadline dates shall not be less than five working days after the date of posting. A final assignment to any such position shall not be made until after the deadline date.
- 9.1.6 Independent Study Teachers shall be assigned students on an equitable basis at the discretion of the site administrator. (Board approved 3/10/09)

9.2 Reassignment as a Result of Layoff

- 9.2.1 For purposes of this Article, "reassignment" shall be defined as a change to a different program and/or a movement from one worksite to another worksite which results from certificated layoffs pursuant to Education Code Section 44955 and which may be necessary to assure the retention of certificated employees with seniority greater than those laid off. This definition specifically excludes any transfer or change in program assignment which does not result from the District's obligation to reassign pursuant to Section 44955 of the Education Code.
- 9.2.2 Any unit member scheduled to be reassigned shall be entitled to a written notice of such reassignment within ten calendar days of the effective date of such reassignment; and, in addition, upon request, will be entitled to a conference with the Principal and the Superintendent regarding the reassignment, at which time the unit member will be provided with the reasons for the reassignment and with the opportunity to discuss those reasons.

9.3 Transfers

9.3.1 For purposes of this Article, a "transfer" shall consist of a change in work location of a member of the unit from one school or work site to another school or work site within the District. Such a transfer does not encompass the process of assignment of a specific position and responsibilities within the school or department or work location. A unit member assigned to more than one work site shall be considered as being transferred only when moved from one District-wide program to another program. A transfer may be initiated by a unit member ("voluntary") or by the District ("involuntary").

9.4 Voluntary Transfers as a Result of Posting and Filling Vacancies

9.4.1 A "Vacancy" is any position to which a unit member is not assigned, which is newly created or created by reassignment, transfer, resignation, retirement, termination or death and is identified as needing to be filled by District Administration. (Board Approved 12/12/17)

~~9.4.1 By February 1, a unit member may request a voluntary transfer to take effect at the beginning of the next school year.~~

~~The unit member requesting a transfer shall submit an application no later than February 1 to be placed into the transfer pool. The transfer pool employees will be granted an interview for vacancies when they become available. This will create a transfer pool of available candidates who will be interviewed for vacant positions before non-District employees.~~

~~In the event that unit members are not selected from the transfer pool for a vacancy, the vacancy will be advertised to outside candidates and all unit members may apply and may be granted an interview.~~

9.4.2 Notices of vacancies shall be e-mailed to all unit members using their District e-mail address. The positions will be posted for at least five (5) working days before closing. Such notices shall be posted as soon as the District determines that a vacancy exists and shall include the position description and location, grade level and/or subject matter assignment, credential and other special requirements. Postings will also list the date and time the vacancy was posted and when the posting closes. A copy of the vacancy notice shall be forwarded via e-mail to the Association President. (Board Approved 10/13/15, 12/12/17)

9.4.3 Unit members requesting a transfer from their current site to the open position shall submit an application to the Personnel Department of the District Office listing the sites they would be willing to transfer to when a vacancy is posted. The application shall be submitted within the timeframe which is outlined in the posting. As outlined in Article 9.4.2. (Board Approved 12/12/17)

9.4.4 When deciding whether to grant any request for a voluntary transfer, the Superintendent or designee shall consider as applicable: the applicant's training, experience, seniority, major and minor fields of study, competencies, credential(s), past evaluations, advanced degrees, continued commitment to programs, and willingness to participate in paid extra-curricular activities. (Board Approved 5/10/05)

9.4.5 The District shall notify, in writing, the unit member requesting transfer of the District's acceptance or denial of the request. Such decision shall not be arbitrary, capricious or without basis in fact. The District shall provide written reasons, including the application of the criteria, for not granting the transfer request upon the request of the unit member. ~~Prior to the processing of a grievance for not granting the transfer request, the District's written response will be reviewed by the Central Coordinating Committee set forth in section 16.1 of this Agreement, and the grievance may be resolved by the Central Coordinating Committee.~~ (Board Approved 12/12/17)

9.4.6 Unit member applications for transfers will be considered before outside candidates are interviewed.

9.5 Involuntary Transfers

9.5.1 Involuntary transfers shall be initiated by the Superintendent and shall be based on the needs and best interests of the District.

9.5.2 In addition, when the number of teachers at a school site needs to be reduced, the individual to be involuntarily transferred shall be selected on the basis of the criteria listed in section 9.4.2 above. If two or more individuals are considered equal after applying the above referenced criteria, the unit member with the least District-wide seniority will be transferred. (Board Approved 5/10/05)

9.5.3 Any member of the unit who is to be involuntarily transferred shall be informed by the Superintendent or designee of the reason(s) for the transfer. If the involuntarily transferred unit member so requests, a conference shall be held between the unit member and Superintendent or designee prior to the effective date of the transfer. Upon request of the unit member being transferred, the specific reasons for the transfer will be provided in writing.

9.5.4 Unit members who are notified that they will be involuntarily transferred to another school site after the last day of school and before the first day of school of the following year shall be compensated up to two (2) days (six (6) hrs per day) at the employees daily rate. (Board Approved 6/20/2016)

Unit members who are notified that they will be involuntarily moved to another classroom within their current school site after the last day of school and before the first day of school of the following year shall be compensated for one (1) days work (six (6) hrs per day) at the employees daily rate. (Board Approved 6/20/2016)

9.5.5 Unit members, who are notified after August 1 that he/she will be required to teach a subject that the employee has not taught within the last three (3) years shall be compensated two (2) days of time for preparation at an hourly rate of six (6) hours per day at the employees daily rate. (Board approved 6/20/2016)

9.6 District Level Administrative Interns (Board Approved 6/20/16)

9.6.1 "Administrative Intern" positions serve at the discretion of the District. The teachers serving in these positions remain in the bargaining unit. District Administration may end this assignment if they so choose then they would be assigned to a teaching position in the District the following year. Either party must notify the other by February 1 of the current year with any changes for the following year.

9.6.2 Unit members serving as an "Administrative Intern" will remain in the certificated bargaining unit while they are serving in the "Administrative Intern" position and shall retain all rights of the collective bargaining agreement for certificated bargaining unit members, except as modified by the expressed provisions of this section of Article 9, and except for Article 7 ("Hours"), Article 8 ("Class Size") and Article 12 ("Evaluations"). (Board Approved 6/20/2016)

9.6.3 Administrative Interns may be in the assignment for no more than four (4) consecutive years. Any assignment beyond the conclusion of year two (2) will require that the employee, prior to February 1 of year two (2) of the assignment, will have either taken and passed the Administrative Credentialing test, or be enrolled in or have completed

applicable coursework required for an Administrative program, or have completed an Administrative program. (Board Approved 6/20/2016, 12/12/17)

9.6.4 A selection committee will be formed to assist with the screening of candidates. This committee will be composed of an equal number of members from the bargaining unit and the administration, selected jointly by the Association and the Superintendent. The committee's top three candidates will be presented to the Superintendent who will make a recommendation to the Board. (Board Approved 5/10/05)

9.6.4.1 Administrative Intern positions will not be responsible for administrative related duties requiring an Administrative credential (i.e. suspension/expulsion, evaluations). The screening and interviewing process for such positions will be conducted by members of the District's administration selected by the superintendent. (Board Approved 6/20/2016)

9.6.5 Unit members on assignment shall be paid at the rate of their appropriate placement on the certificated bargaining unit salary schedule, and shall receive benefits according to the collective agreement.

9.6.6 Workdays assigned beyond the basic 184-day bargaining unit work year shall be compensated at the unit member's per diem rate for each day so assigned. Prior approval of any additional days must be approved by the Superintendent.
(Board Approved 5/13/14, 6/20/2016)

9.6.6.1 Administrative interns will be assigned to six periods per day. Evening work and extra days before and after the regularly calendared school year are required. Such time shall be compensated pursuant to stipend fund in Appendix A.

9.6.7 Administrative Interns may be assigned partial or full days duties. Partial assignments may be created based on the needs of the District. Evening work beyond the regularly scheduled work will be required. Such time shall be compensated with a stipend of \$5,772 as listed on Appendix A. Assignments which are not full time shall receive a prorated stipend. Payment will be split between the December and June check.
(Board approved 6/20/16)

9.6.8 The District will guarantee a teaching assignment upon completion of the temporary Administrative Intern assignment. The "Administrative Intern" will retain the rights to assignment and transfer as if the teacher had continued employment at the school site. Unit members who accept an assignment beyond one year will not be guaranteed the same teaching position but will be guaranteed a position within the District.(Board Approved 12/12/17)

9.7 Site Level Period Release Assignments

9.7.1 Period release assignments, such as Instructional Coach, Yearbook, Athletic Director, Director of Student Activities and District Level Department Chairs, and Administrative Intern positions may be dropped at the discretion of the District due to lack of work or lack of funds. Should the District wish to provide some other form of compensation aside from release periods for these positions, the District will confer with the Association prior to any adjustments. Certain positions listed within this provision may also include compensation as listed on the extra duty salary schedule (ie: Athletic Director)
(Board Approved 11/9/04, 2/12/08) (Board Approved 5/13/14, 10/13/15, 12/12/17)

Such period release assignments shall be made by the Principal Administrative Interns shall be selected as outlined in Article 9.6.4.

Positions such as Administrative Interns, Instructional Coach, Athletic Director, Workability Teacher, College Connection Teacher shall be considered temporary. (Board Approved 12/12/17)

9.8 Coaching/Compensated Assignment Hiring

The District will first consider unit member applications for the open coaching positions. A unit member candidate who is properly qualified, as determined by the District, will be hired for the position unless there is more than one unit member applying for the position. In such instances, the District will interview all qualified unit members to determine the person hired to the position. If still there are no applicants that meet the requirements, the District may hire an outside candidate. (Board approved 6/20/2016)

9.9 Coaching positions outlined in the Extra Duty Compensation Salary Schedule which are vacant or held by a "walk-on" coach will be posted as outlined below:

Fall Season-January

Winter Season-April

Spring Season-August/September

(Board Approved 12/12/17)

SSEA

Article 10

COMPENSATION

10.1 Salary

Effective July 1, 2002, the existing certificated salary schedules shall be Appendix A. It is recognized that in order to maintain unit members' movement on these schedules the District incurs step and column costs for each year it is maintained. These costs can be calculated by comparing the total cost of unit members' salaries in the base year to the total cost of unit members' salaries in the following year, making adjustments for positions eliminated and positions added by deleting both from the calculation.

10.2 Employees will receive their regular contract salary as follows: eleven (11) equal paychecks and one (1) deferred paycheck (August-June). (Board approved 5/11/10)

10.3 Reduced Workload Program (EC 22713) (name change Board Approved 5/13/14)

The Pre-Retirement Program provides partial employment for certificated staff members that are approaching retirement. Further, while on this program, the employee gains full credit toward retirement and is provided by the District with seniority and fringe benefits normally accruing to full time staff.

10.3.1 The option of part time employment must be available at the request of the employee for a period not to exceed five years, and can be revoked only with the mutual consent of the Shasta Union High School District Board of Trustees and the employee, except that such employee shall be subject to layoff and dismissal according to the appropriate statutory provisions.

10.3.2 The employee must have been employed by the Shasta Union High School District full time as a certificated employee for at least 15 years, of which the immediately preceding five years must be full time employment, and must agree to retire at the conclusion of the Reduced Workload Program.

10.3.3 To be eligible to start the optional Reduced Workload Program in a given year, the employee must be 55 years of age before July 1 of the year in which the reduction in workload starts.

10.3.4 The minimum part time employment shall be the equivalent of one-half of the number of days of service required during the final year of service in a full time position by the unit member.

10.3.5 Except for the reduction in salary corresponding to the reduced workload, the District will provide the part time employee the same fringe benefits provided a regular full time employee pursuant to this Agreement.

10.3.6 The District and the employee each agree to make contributions to the State Teachers' Retirement System equal to the amount required by the retirement system for full-time service credit.

10.3.7 An employee on the optional Reduced Workload Program shall have a payroll deduction for State Teachers' Retirement System equal to the amount for full-time service credit. In the event that the employee shall receive a pay warrant

insufficient to cover the cost of this deduction, the employee shall send a personal check to the Shasta Union High School District. (Board Approved 10/13/15)

10.3.8 Employees may not participate after age 65. Employees in the program who reach age 65 during a fiscal year may continue through that school year.

10.3.9 Applications to participate in this program must be received by the Superintendent by February 1 of the school year preceding the one involving the reduction of workload.

10.3.10 The employee in this program shall receive assignments in a similar manner as full time employees and will participate as a member of the full time staff, including attendance at faculty meetings and committee assignments, unless he or she has no assignments in a given semester.

10.4 Medical Benefit Insurance Coverage

10.4.1 Participation in California's Valued Trust (formerly known as Central Valley Trust) (Board Approved 2/12/08)

Unit members shall participate in the California's Valued Trust pursuant to the Trust document and the participation agreement with the Trust. Both parties have waived the right to bargain any modification in medical benefits for the duration of the agreement. The trustees of the Trust will assume the sole responsibility for providing benefits and shall have the authority to modify the benefits. The District's sole responsibility shall be the payments to California's Valued Trust, as listed in 10.4.2 below. (Board Approved 12/12/08, 1/13/14)

10.4.2 Contributions

10.4.2.1 2007-08 to 2013-14 Benefit Year

For the 10/1/07 to 9/30/14 benefit year the District shall contribute an Annualized Amount of at least \$11,345.88, \$10,918.51 from 2006-07 plus 4.53% COLA, applied to the medical component only. The \$413.64 (the \$350 plus COLA since 2003-04) is included in the \$11,345.88. (Board Approved 3/15/07, 5/11/10, 1/13/14, 5/13/14, 10/13/15)

10.4.2.2 2014-15 Benefit Year

For the 10/1/14 to present benefit year the District shall contribute an Annualized Amount of at least \$11,387.28. (Board Approved 3/15/07, 5/11/10, 1/13/14, 5/13/14, 10/13/15)

10.4.2.3 2015-16 Benefit Year

For the 10/1/15 to present benefit year the District shall contribute an Annualized Amount of at least \$11,887.28. (Board Approved 10/13/15)

10.4.2.4 10/1/2017-1/31/2018

For the 10/1/2016 benefit year the District shall contribute an Annualized Amount of at least \$12,887.34.
(Contract Amended 8/2016 per ESP & District)

10.4.2.5 2/1/2018-9/30/2018

The District shall contribute an Annualized Amount of at least \$12,996.34. This amount includes medical, dental, vision and the additional life insurance. During 2017/2018 negotiations in accordance with Article 10.4.2.9, \$73 was added to the CAP. An

additional \$36 was added to cover the cost of the Life Insurance (\$109) for each unit member.

10.4.2.6 10/1/2018-9/30/2019

The District shall contribute an Annualized Amount of at least \$13,337.34. This amount includes medical, dental, vision, and ~~the~~ ~~additional~~ life insurance. During 2018/2019 negotiations in accordance with Article 10.4.2.10, \$341 was added to the **medical portion of the CAP.**

10.4.2.7 Any amount over the above District's dollar contribution for dental, vision, and medical coverage in any benefit year will be deducted from the unit members' pay.

10.4.2.8 The Annualized Amount shall be prorated for part-time unit members based upon the ratio of their employment to full-time employment.

10.4.2.9 For any fiscal year in which there is a funded revenue limit/base grant COLA, such monies shall first be used to pay any excess cost of salary schedule movement, as defined in section 10.1. The district shall contribute to the Annualized Amount paid to the Trust, for the medical component only, by the percentage COLA received by the District.
(Board Approved 5/13/14)

10.4.2.10 For 2013-14 the funded revenue limit is equitable to funded base grant. As example for 2013-14: 1.57% (base grant COLA) X 11.78% (gap funded percentage) = percentage applied to cap portion of medical component only. (Board Approved 5/13/14)

10.4.3 Insurance Enrollments and Coverage

10.4.3.1 Dental Insurance

All full-time employees must enroll for dental insurance coverage. Coverage equivalent to the plan for eligible employees and their eligible dependents as of October 1, 1991, with coverage increased to \$2,000 annually and \$1,000 orthodontia coverage for adult and child at the 50/50 level of coverage shall be offered.

10.4.3.2 Vision Care Insurance

All full-time employees must enroll for vision care insurance coverage. Coverage equivalent to VSP Plan C, \$10.00 deductible shall be offered.

10.4.3.3 Medical Insurance

All full-time employees must enroll for medical insurance coverage in a plan which has been mutually agreed upon by the Association and the District.

10.4.3.4 Life Insurance

Beginning 2/1/2018 the District will provide a \$50,000 term life insurance plan for each certificated employee who is employed a minimum of .60 FTE. (SSEA is OK with this addition)

10.4.3.5 Benefits Committee

A benefit committee composed of representatives of each of the bargaining units, the confidential employees, the supervisory employees and management employees shall be formed no later than January 15, 2004. This committee shall search, investigate, review, and recommend health and welfare plans, schemes, and other measures which could result in cost savings. These shall be brought back to the table for negotiation. Any recommendation related to benefits must be in response to the report of this committee.
(Board Approved 10/8/13)

10.4.5 Retirees and/or Disabilitants

10.4.5.1 In order to qualify for this retiree benefit, the retiree/disabilitant must have served at least 15 years of paid consecutive full time service immediately preceding retirement/ disablement in the District and be at least age 50 at the time of retirement or disability. Any employee who was granted an unpaid leave within the 15 year window, and such leave was approved by the Superintendent, shall not be subject to the "paid consecutive" requirement. Such leave provisions are outlined in Article 11. This benefit will cease when the retiree/disabilitant becomes eligible for either Medicare or Medical, or when the retiree/ disabilitant reaches age 65, whichever occurs first. (Board Approved 10/8/13)

10.4.5.2 The maximum dollar contribution by the District toward the purchase of retiree/disabilitant (including eligible dependents) health and welfare benefits for the 2000-01 fiscal year will be the prorata share of \$620,000, subject to the reductions specified below. The "prorata share" shall mean the maximum contribution set forth below multiplied by a percentage equal to the total salaries paid to bargaining unit members during the previous fiscal year. The parties agree that this contribution may be less than the total cost of the benefits in this fiscal year.

The following example is offered for illustration purposes only:

Bargaining unit salaries	\$ 9,145,000
Total employees salaries	\$12,740,000
Ratio	.72
Allocation of .72 of \$620,000 to this unit	\$ 446,400

10.4.5.3 The District will contribute the maximum contribution (prorated and adjusted as provided in this Agreement) in a designated account entitled Retiree Health Benefit Fund ("Fund"). The monies deposited in the Fund will be invested according to the requirements of law by the District with the intent to obtain a high interest rate, consistent with the law and established investment principles. Investments in Certificates of Deposit will be for the longest possible term consistent with law and cash flow circumstances of the District. From the Fund the District will contribute toward the cost of benefits for retirees/disabilitants the balance of that fiscal year. Any funds remaining unexpended at the end of the fiscal year, including interest earned thereon, will remain in the Fund and carry over into the next fiscal year. The money in

the Fund will be expended only for contributions toward retiree/disabilitant health benefits. In the event that the current year's prorata maximum contribution and any funds accrued from previous fiscal years, including interest earned thereon, is insufficient to pay the full cost of benefits for the current fiscal year, it is agreed that the current year's prorata maximum contribution plus any accrued funds will be divided by the number of eligible retirees/disabilitants as of October 1 of the current fiscal year. That "individual cap" will be the maximum amount contributed by the District toward the purchase of benefits for each retiree/disabilitant. Each retiree/disabilitant wishing to receive the benefits shall contribute the excess by monthly payment in advance to the benefit provider. Failure to make each payment on time will result in cancellation of the benefit. The District agrees to provide to the Association information on a quarterly basis regarding income and expenditures for the Fund.

- 10.4.5.4 For 1997-98 and subsequent fiscal years the prorata maximum annual District contribution will be reduced by the amount contributed by the District toward the purchase of health and welfare benefits for retiree/disabilitants (including eligible dependents) not covered by the Agreement of the parties dated November 17, 1997, because they retired prior to the effective date of that Agreement and did not execute any agreement under which the retiree/disabilitant would be covered by the terms set forth in the agreement dated November 17, 1997.
- 10.4.5.5 The parties agree that the prorata maximum annual District contribution specified above includes funds allocated for this purpose by the District out of funds received at any time in the past and the future from the State of California pursuant to the "Gould" settlement agreement. The parties agree that this is the total District contribution from all sources, regardless of any changes in District revenues.
- 10.4.5.6 For purposes of this subsection, "health and welfare benefits" shall be defined as the medical, dental and vision benefits as established, modified, or terminated, as per the collective bargaining agreement, for then-current bargaining unit members represented by the Association in each fiscal year. The parties agree that none of the benefits referred to herein is vested as to any current or future retiree or disabilitant or any of their spouses or dependents, but instead their benefits are dependent upon and will be equal to the benefits for future retirees and any modifications thereto, as provided in section 9 of the Agreement between the parties dated November 17, 1997. All rights of a retiree/disabilitant, spouse, or dependent to District health and welfare benefits or to contributions toward those benefits, including, but not limited to, rights under this section shall be terminated upon the death of the retiree/disabilitant.
(Board Approved 11/9/04)
- 10.4.5.7 Retiree/disabilitants who have dual/spousal coverage may elect retiree only or disabilitant only coverage. Once this election is made, the retiree/ disabilitant may return to dual/spousal coverage. In the event that an eligible current or future retiree/disabilitant is married at the time of retirement and that marriage later terminates, the retiree/disabilitant will then be entitled to coverage as an unmarried

person only, regardless of whether the retiree/disabillant later remarries. The prior spouse shall not be entitled to any benefits. In the event a retiree is single a the time of retirement, the retiree may not add a dependent after retirement. (Board Approved 5/12/14)

10.4.5.8 If any unification or other procedure results in the reduction of territory within the boundaries of the District, the prorata maximum annual District contribution as specified in sections 10.4.5.2 and 10.4.5.3 will be reduced by the same percentage loss of ADA due to the reduction in territory. This loss will be determined by using the actual prior year P-2 by school site.

The following example is offered for illustration purposes only:

Total ADA (prior year)	4752
Reduction in enrollment (current year)	1387
Ratio	.29
Reduction in \$620,000	\$179,800

10.4.5.9 The District and the Association agree to study cost containment for retiree and active unit member benefits and alternatives to the current benefit providers as part of the Health Benefits Committee. (Board Approved 2/12/08)

10.4.5.10 For purposes of retiree/disabillant coverage, effective March 1, 2000, domestic partners will be recognized as a dependent (not a spouse), and the retiree will be required to pay 100% of the fair market value as determined by the District's benefit provider for the dependent coverage and the District paid cap does not apply. (Board Approved 5/13/14)

10.4.6 Part Time Employees

Employees working less than full time may elect to participate in insurance coverage with the approval of the Trust and limited by the policies of the Trust. Otherwise, part time unit members are entitled to a pro-rata share of District-paid insurance benefits. The pro-ration will be based upon the number of teaching periods assigned compared to a full time assignment. The employee may elect to apply the pro-ration to any one or more of the insurance benefits. Any portion of the pro-ration that is unused will remain with the District

~~10.5 Distinguished Educator Program (Board approved 3/15/07) (Board approved 5/21/12) SSEA: A minimum of a 1.5% on-going compensation increase will eliminate the DEP salary schedules and all current DEP members will move to the "skinny schedule". The entire article 10.5 can be eliminated from the contract for 18-19 once the district adopts the SSEA compensation request for 18-19.~~

~~SSEA bargaining unit members which have obtained Distinguished Educator Status prior to June 2017 shall remain on (Salary Schedule A1, B1, C1 etc) until they have reached _____. No new Distinguished Educators will be added after June 2017. Once all members have been grandfathered off of the Distinguished Educator Salary schedule this language will no longer be in effect. shall be granted additional salary (Salary Schedule A1, B1, C1, etc) for completing the District Leadership Sequence. Members must complete activities within four categories to complete the sequence. Each category will have specific requirements, timelines, and approval process and evidence of attainment. The categories are: Academic Performance of Students, Coaching/Advising, Professional Growth Opportunities and School Operations/ Leadership. The District shall~~

~~have appropriate forms available. These forms can be obtained on the District Web Site or by contacting the District Human Resources Department.~~

~~Employees submitting after July, 2012 shall use forms dated effective July 1, 2012. Those approved for 2013-2014 school year shall use the form dated July 1, 2012.~~

~~Employees who were approved prior to the 2012-2013 school year must meet the new standards and forms for continuance in DEP status. These shall be the new guidelines for all employees.~~

~~Members may use past performance in one of the four areas. As prerequisites to entering into the sequence, teachers must be highly qualified according to NCLB and to have completed the District Leadership Academy.~~

~~In order to maintain Distinguished Educator status, unit members must meet qualifying criteria in three areas every three years. Appropriate form/s for continuance shall be submitted no later than April 1 of each year. Necessary work towards this distinction shall be approved and documented. (Board approved 5/11/10)~~

~~A maximum of fifteen (15) new Distinguished Educator Applications will be approved annually. The first fifteen (15) which meet the criteria each school year will be accepted. The deadline for submission for new applicants shall be April 1 of each year.~~

10.5 Other Salary Information

10.5.1 Retirement

A retirement bonus, as stated on the current salary schedule, shall be available for each bargaining unit member on any currently approved salary schedule who submits a retirement letter on or before February 1 of any school year, to be effective at the end of that school year. The member must meet the retirement criteria outlined by STRS/PERS in order to be eligible. **and have been employed by the District for at least 15 consecutive years.** ~~SSEA is not interested in adding this language~~ (Board Approved 11/9/04, 2/12/08) (Board Approved 10/8/13)

10.5.2 During any year a retirement incentive, i.e Golden Handshake, is offered, there will be no retirement bonus given as stated on the current salary schedules for retiring bargaining members on any salary schedule. (Board Approved 2/12/08)

SSEA
Article 11

11.14 Earning Additional Leave Through Substituting

If a teacher is requested ~~and~~ or volunteers to substitute during the teacher's preparation period, the teacher will be paid the prorated share of the substitute teacher per diem day. However, the teacher can choose, when accepting a preparation period substitution assignment, to earn additional leave credit in increments of two tenths (0.2) of a day instead of pay.

The employee must choose compensation "with pay" or "earn additional leave credit" on the period substitute form. This will be recorded on the teacher's period substitute form and signed by both employees and the site administrator ~~time card by the site administrator and paid at the end of each month or as accrued. The employee must choose compensation with pay or as earning additional leave credit on the period substitute form.~~

~~However, the teacher can choose, when accepting a preparation period substitution assignment, to earn additional leave in increments of two tenths (0.2) of a day instead of pay.~~

* ~~The teacher for whom the period sub was for will be deducted in the same manner.~~

If the period sub is for school business, no deduction in leave to the unit member shall be made.

If the teacher completes the equivalent of a full day (**5 periods**) within a school year, this amount may be converted to an additional day of personal leave and used under Section 11.9. Additional leave earned through substituting shall be carried over to the following school year but must be used or paid out by the end of the first semester of that year at the prorated share of the substitute teacher per diem daily rate. (Board Approved 2/12/08)
(Board approved 5/21/12)

If a unit member chooses to use additional leave credit in increments of less than a full day, credit will be deducted at 1.2 hours per period in the same way it was earned.

Appendix A

SALARY REGULATIONS

A.1 Salary Schedule and Provisions

- A.1.1. Employees shall be classified on the basis of training and experience and paid an annual salary based on the salary schedule currently in effect.
- A.1.2 The employee is responsible to provide the Superintendent's office with official transcripts of record, letters verifying prior work experience, and other information as may be required and requested for salary schedule placement purposes. New employees must file all requested information with the Superintendent's office prior to the employee reporting to work the first day. In subsequent years, official transcripts or official correspondence from the university verifying approved new course work taken for salary schedule advancement shall be filed with the Superintendent's office between September 1 and September 30, following the completion of the course work and salary credit shall be retroactive to July 1. All course work taken for salary schedule advancement must be from an institution accredited by WASC or its other regional affiliates. For District Nurse, continuing education hours required to maintain the RN Certification will be accepted. All course work, tests and lessons must be completed prior to the day the employee reports for work in the fall. *(Board approved 6/23/11)*
- A.1.3 For all teachers hired on or after May 1, 1997, prior teaching experience will count year for year up to a maximum of six (6) years teaching credit, excluding Super Maximum longevity steps.

Effective July 1, 2016 and moving forward, all teachers hired after August 1, 2011, prior teaching experience will count year for year up to a maximum of eleven (11) years teaching credit, excluding Super Maximum longevity steps. *(Board approved 6/20/2016)*

For trade and vocational teachers, any supervisory experience and for District Nurse, any RN experience, approved by the Superintendent obtained above credential requirements and subsequent to the 21st birthday will count one year for two years, up to a total of five years. Prior teaching experience must be in an accredited public or private school while holding a valid teaching credential. One half of satisfactory full-time teaching will be evaluated as the equivalent of one year, provided such experience does not allow the teacher more than a total of one full year of experience for partial teaching experience. No credit is given for military service. The District shall also provide a longevity program. Such Program shall include Super Maximum longevity steps, Class V, Steps 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, and 34 are dependent upon the following:

(Board approved 6/23/11, 10/13/15)

A.1.3.1 After September, 2016 movement to each step after Step 12 requires an additional ~~four~~ **two** years of employment service. **The final step will be 34 years.**

~~A.1.3.2 Movement to Step 34 requires an additional two years of satisfactory service.~~
(Board Approved 3/15/07, 5/24/12)

- A.1.4 Each employee who provides service in paid status for at least 75% of the days that school is in session shall move to the next step on the schedule for the upcoming year. Movement down the Super Maximum longevity steps shall also require the completion of ~~four~~ two years of service. This article is in effect unless the employee receives an "unsatisfactory evaluation" as outlined in Article 12.5
(Board Approved 3/15/07) (Board Approved 10/8/13)
- A.1.5 The school year shall be based on the adopted certificated school calendar and employee's contract. Extra pay for extra time worked beyond those dates will be based on a per diem rate based upon the current salary schedule.

A.1.5.1 A stipend equivalent to 20% of a teacher's gross salary (Schedule A) will be given to any unit member who teaches a sixth period. The stipend will be pro-rated on a monthly basis.
(Board Approved 11/9/04)

A.1.6 Units shall be of one type - horizontal. (Board approved 5/21/12)

A.1.6.1 Units for horizontal advancement on the salary schedule shall be semester units valued at 15 hours. Quarter and Continuing Education units valued at 10 hours shall be converted to semester units. Units shall be earned through course work taken through a college or university accredited by WASC or its other regional affiliates, or approved workshops. For District Nurse, continuing education hours required to maintain the RN Certification will be accepted. Horizontal units allow the employee to change classifications. (Board approved 6/23/11, 5/21/12, 10/13/15)

A.1.6.2 Only one unit per year from District-sponsored workshops shall be used for horizontal salary schedule advancement. Exceptions may be made at discretion of the Superintendent. District approved credit exceptions include District Leadership Academy. (Board Approved 3/10/09) (Board approved 5/21/12)

A.1.6.3 Effective July 1, 1984 unit members shall pay all costs related to attendance at conferences, workshops, inservice training, or any other meeting(s), if the employee receives, or intends to receive, unit credit for advancement on the salary schedule. This shall apply whether the unit credit is granted by the sponsoring organization as a result of attendance at the conference, workshop, etc., or the credit is granted by a separate participating college or university, following attendance at the conference. Nevertheless, if the employee's attendance is approved by the supervising administrator, the District will pay the cost of a substitute and the employee's regular pay when the absence occurs on a scheduled workday.

A.1.6.4 All units applied toward horizontal advancement on the salary schedule must be in the employee's credentialed major or minor field of study or related to the employee's current teaching assignment, unless approved by the Superintendent or designee.

(Board Approved 3/10/09)

Units for course work commenced prior to the execution of this Agreement shall be credited in accordance with the provisions contained in the previous collective bargaining agreement. Units for course work commenced subsequent to execution of this Agreement shall be credited in accordance with the terms and conditions of this Agreement.

A.1.6.5 Any request for a variance from the percentage limits shall be processed as follows: (Board Approved 10/13/15)

A.1.6.5.1 The employee shall submit a written request and the justification for such request to the appropriate principal for approval.

A.1.6.5.2 In the event the request for variance is not approved by the Principal, the employee may appeal the matter to the Superintendent. The decision of the Superintendent shall be final.

A.1.6.6 The employee is not eligible to receive salary credit if the District has paid the required tuition and textbook cost.

A.1.6.7 The administration of the procedures for salary schedule placement and advancement shall be the responsibility of the District Superintendent.

A.2 Salary Schedule Classification

Any degree used in qualifying for a classification must be from an institution accredited by WASC or one of its regional affiliates.

A.2.1 Column I (Board Approved 2/12/08, 6/23/11)

A valid California Credential that authorizes public school service.
(Board Approved 2/12/08)

Column IA

A valid California Designated Subjects Credential plus 15 semester units
(Board approved 6/23/11)

A.2.2 Column II (Board Approved 2/12/08, 6/23/11)

A valid California Credential that authorizes public school service with 30 semester units beyond the Bachelor's Degree, or Designated Subjects Credential plus 30 units. (Board approved 6/23/11)

A.2.3 Column III (Board Approved 2/12/08, 6/23/11)

A valid California Credential that authorizes public service plus one of the following options:

A.2.3.1 Master's Degree.

A.2.3.2 45 semester units beyond Bachelor's Degree date.

A.2.4 Column IV (Board Approved 2/12/08)

A valid California Credential that authorizes public school service plus one of the following:

A.2.4.1 Master's Degree and 15 semester units beyond degree date.

A.2.4.2 60 semester units beyond Bachelor's Degree date.

A.2.5 Column V (Board Approved 2/12/08, 6/23/11)

A valid California Credential authorizing public school service plus one of the following:

A.2.5.1 Master's Degree and 30 semester units beyond degree date.

A.2.5.2 75 semester units beyond Bachelor's Degree date.

A.3 Other Salary Schedule Information

A.3.1 Employees who possess a Master's, Ed Specialist or Doctorate Degree from an institution accredited by WASC or one of its regional affiliates will be paid an additional stipend as indicated on the Certificated Salary Schedules.

A.3.2 Units earned beyond the degree date shall comply with all three of the following:

- A.3.2.1 Units not applied toward the Bachelor's Degree.
- A.3.2.2 Units not included in the undergraduate grade point average.
- A.3.2.3 Units included on the graduate transcript.
- A.3.3 A maximum of six units taken at the undergraduate level will be counted as work taken beyond the Bachelor's Degree at the time of initial employment, if these units have been shown on the official college or university transcript as post graduate credit.

Shasta Union High School District 2020-2021 ESP Calendar DRAFT

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Shaded = 10 month employee work days (181)

11 month employees do not work during July
12 month employees work all days except holidays

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

HOLIDAYS/RECESSES		<input type="checkbox"/>
Labor Day	Sep 7	
Veteran's Day Holiday	Nov 11	
<i>(by law must be Nov 11 if a weekday)</i>		
Thanksgiving Break	Nov 23-27	
Winter Break	Dec 18-Jan 4	
Martin Luther King Day	Jan 18	
Lincoln Day observed	Feb 15	
Washington Day observed	Feb 16	
Spring Break	Apr 5-Apr 12	
Memorial Day	May 31	
<i>Thanksgiving - November 26</i>		
<i>Easter - April 4</i>		

ESP DATES	
School Starts:	August 12
School Ends:	June 3
ESP Work Day (all employees)	Aug 10
Snow Day Makeup:	June 4