

PREAMBLE

This Agreement is made and entered into this first day of September, 1981, by and between Los Altos School District, hereinafter referred to as the District, and the California School Employees Association and its Los Altos Chapter #103, hereinafter referred to as the Los Altos Chapter #103 of CSEA.

The purpose this Agreement is to promote the improvement of personnel management and employer/employee relations, provide an equitable and peaceful procedure for the resolution of differences and establish rates of pay and other terms and conditions of employment.

The District and the Los Altos Chapter #103 of CSEA agree that all employees of the District share in the important responsibility of providing a superior school system, and that every job and position is considered to be important.

ARTICLE I

RECOGNITION

I. ACKNOWLEDGMENT

The District hereby acknowledges that CSEA, hereinafter referred to as the Los Altos Chapter #103 of CSEA, is the exclusive bargaining representative for all classified employees holding positions described in Appendix A, attached hereto and incorporated by reference as a part of this Agreement. All newly created positions, except those that lawfully are certificated, management, or confidential shall be assigned to the bargaining unit. The determination of management, or confidential employees shall be made by consultation between the District and the Los Altos Chapter #103 of CSEA. Disputed cases shall be submitted to the PERB for resolution. The bargaining unit may be expanded to other classes by mutual agreement of the District and the Los Altos Chapter #103 of CSEA subject to the rules of PERB.

ARTICLE II

CHECK OFF

1. CSEA DEDUCTIONS

The Los Altos Chapter #103 of CSEA shall have the right to have membership dues, initiation, and fees deducted by the District for CSEA members in the bargaining unit. The District shall, upon appropriate written authorization from any employee, deduct and make appropriate remittance for insurance premiums, credit union payments, savings bonds, charitable donations, or other plans or programs jointly approved by the Los Altos Chapter #103 of CSEA and the District. The District shall pay to the designated payee within fifteen (15) days of the deduction all sums so deducted.

2. ORGANIZATIONAL DEDUCTIONS

The District shall deduct in accordance with the CSEA dues fee schedule, attached hereto and marked Appendix C, dues from wages of all employees who are members of the Los Altos Chapter #103 of CSEA on the date of the execution of the Agreement, who have submitted dues authorization forms to the District. The District shall deduct dues in accordance with the dues fee schedule attached hereto and marked Appendix C, from the wages of all employees who, after the date of execution of the Agreement, become members of the Los Altos Chapter #103 of CSEA and submit to the District a dues authorization form. Any employee who is or becomes a member of the Los Altos Chapter #103 of CSEA shall, as a condition of employment, maintain his/her membership in good standing for the duration of this Agreement.

The District and the Los Altos Chapter #103 of CSEA agree that each employee in the bargaining unit shall contribute toward the cost of administration of this Agreement and for representation of all employees in such unit. Employees in the bargaining unit who are not members of the Los Altos Chapter #103 of CSEA and who choose not to become members within thirty (30) days of their employment, shall execute an authorization to pay the Los Altos Chapter #103 of CSEA a service fee in accordance with Appendix C. In the event the employee does not execute the authorization, the District shall cause the employee to be dismissed immediately.

ARTICLE III

ORGANIZATION RIGHTS

1. LOS ALTOS CHAPTER #103 OF CSEA RIGHTS

The Los Altos Chapter #103 of CSEA shall have the following rights in addition to rights contained in any other portion of this Agreement.

- 1.1. The right of access at reasonable times to areas in which unit members work.
- 1.2. The right to use without charge institutional bulletin boards, mailboxes, and the use of the school mail system, and other District means of communication for the posting or transmission of information or notices concerning the Los Altos Chapter #103 of CSEA matters, providing information does not interfere with the normal operation of the District.
- 1.3. The right to use for association purposes institutional equipment (at cost), facilities, and buildings at reasonable times.
- 1.4. The right to review unit members' personnel files and any other records dealing with unit members when accompanied by the unit member or on presentation of a written authorization signed by the unit member.
- 1.5. The rights to be supplied with a complete "hire date" and class seniority roster of all classified employees on the effective date of this Agreement and changes when they occur and annually thereafter. The roster shall indicate the unit members' present classification and primary job site.
- 1.6. The right to review at reasonable times any other material in the possession of, or produced by the District necessary for the Los Altos Chapter #103 of CSEA to fulfill its role as the exclusive bargaining representative.
- 1.7. The right to conduct one orientation session on this Agreement for bargaining unit members from 3:30 p.m. to 5:00 p.m. on specified date within fifteen (15) working days following the signing of this Agreement. Within fifteen (15) working days from the hiring of new employees, an orientation session will be allowed, limited to one session per calendar month.
- 1.8. The District shall conduct no negotiations nor enter into any agreement with any other organization on matters concerning the rights of bargaining unit members.

2. DISTRIBUTION OF CONTRACT

- 2.1. Within thirty (30) days after the execution of this contract, the District shall print or duplicate and provide without charge, a copy of this Agreement to every unit member in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided with a copy of the Agreement by the District without charge at the time of employment. Each unit member shall be provided by the District without charge a copy of any written changes agreed to by the parties to this Agreement during the life of the Agreement.

ARTICLE IV

DEFINITIONS

1. ANNIVERSARY DATE

The anniversary date for classified employees will be July 1st. On or before July 15th, employees will be notified of salary and position for the coming year.

When salary schedule has not been approved by July 1st, salary is retroactive to July 1st, unless otherwise agreed upon by the Board of Trustees and the Los Altos Chapter #103 of CSEA.

Increments shall be given on the first day of July of each year, except that employees who enter the classified service after February 1st shall receive no annual increment until the second fiscal year following entrance into service.

2. APPOINTMENT

The offer to a person and his acceptance of a position in accordance with the regulations of the Governing Board and the agreement with the Los Altos Chapter #103 of CSEA.

3. CLASSIFIED SERVICE (UNIT MEMBERS UNDER CONTRACT)

Persons employed in school district not requiring certification, with the following exceptions:

3.1. Substitute and/or short-term employees.

3.2. "Short-term employee" shall mean any person who is employed to perform a service upon the completion of which the service involved or similar services will not be extended or needed on a continuing basis.

3.3. Part-time playground employees.

3.4. Noon Duty Aides.

3.5. Full-time students employed part-time.

3.6. Apprentices and professional experts employed on a temporary basis for a specific project.

3.7. Confidential employees.

3.8. Federally funded contract employees.

4. PART-TIME POSITION

One in which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87.5 percent of the normally assigned time of the majority of classified employees.

5. TEMPORARY EMPLOYEE

An employee holding a position under temporary assignment.

ARTICLE IV

DEFINITIONS (continued)

6. PERMANENT EMPLOYEE

Any person who has been continuously employed in a classified position for a period of six months, except positions listed in Items 3.1 through 3.7.

7. DEMOTION

The reduction of an employee from a position in one class to a position in a lower class.

8. DISMISSAL

Removal of an employee from his position.

9. EMPLOYEE

A person receiving pay for service or work performed on a temporary or continuing basis for the District.

10. LEAVE OF ABSENCE

Permission to be absent from duty for a specific period and a specified purpose with the right to return at the expiration of the period.

11. ORIGINAL APPOINTMENT

The first appointment to a classified position.

12. PROBATIONARY PERIOD

The first six (6) months of service following original appointment.

13. PROMOTION

Advancement from a position in one class to a position in a higher class.

14. LIMITED TERM OR TEMPORARY EMPLOYEES

Personnel may be employed with approval of the Board of Trustees to complete limited assignments.

15. REINSTATEMENT

The reappointment of an employee who has resigned.

16. RESIGNATION

The voluntary action of an employee which separates him from his position.

17. SEVERANCE

Any termination of employment.

ARTICLE IV

DEFINITIONS (continued)

18. SPECIFICATION

The official description of a class including (1) title, (2) statement of duties and responsibilities, and (3) the employment standard.

19. STATUS

The condition of an employee's present appointment such as: limited term, substitute, probationary, permanent.

20. TRANSFER

A change between positions.

21. YEAR

The fiscal year, July 1 to June 30, unless designated otherwise.

22. WORK DAY

A work day under the terms of this contract shall constitute any day when the Central Office of the District is open for District business. The time schedule and hours of work as well as the commencing and ending may vary from 6:00 a.m. to 12:00 midnight.

ARTICLE V

CONDITIONS OF EMPLOYMENT

1. PHYSICAL EXAMINATIONS – INITIAL EMPLOYMENT

A physical and medical examination to determine physical capacity to perform the duties of the position may be required. Such examination shall be performed under the direction of the Los Altos School District. Medical examination standards will be developed by the Los Altos School District. Physical standards for the class shall be included in the class description. Failure to pass such an examination shall be disqualifying. All records of such examination shall be considered confidential.

Every person being initially employed by the District, whether in a regular position, limited-term, or provisional class, shall be required to comply with the provisions of Education Code Section 49406.

2. PHYSICAL EXAMINATIONS – AFTER EMPLOYMENT

Every employee is required to undergo an examination to determine that he is free from active tuberculosis at least once every four years after employment. The tine tuberculin test is not acceptable.

The District shall maintain adequate records on each employee which indicate compliance with these rules.

At any time it becomes questionable that an employee's physical condition is such that he may not be able to perform the duties of his position or that he may be a safety hazard to himself or others or that he is capable of returning to work but has not done so for alleged medical reasons, his supervisor shall notify the Superintendent, who shall determine if a physical examination is needed. Physical examinations will be performed by the School District selected physician and all costs will be paid by the District.

3. MEDICAL REVIEW BOARD

Any rejection for medical reasons for employment or of an employee who has applied for return from leave of absence may be appealed to the Board of Trustees.

The Board of Trustees shall employ outside medical experts to give a medical advisory opinion.

The Board of Trustees, based on evidence submitted and the advice of medical experts to the Board, shall determine whether or not the denial of appointment of return from leave shall be sustained.

4. FINGERPRINTS

All employees are required to have fingerprints before employment begins in accordance with Ed Code 45125.

5. AGE

Insofar as is consistent with the law, no minimum or maximum age limits shall be established for employment.

ARTICLE VI

EMPLOYMENT AND ASSIGNMENTS

1. PROBATIONARY APPOINTMENT

Upon initial appointment each employee will be furnished with a contract outlining employee conditions, rules, regulations, benefits, and job descriptions.

Initial appointment of an employee to the District shall be for a period not to exceed six months.

At any time during this probationary period, the appointee may be dismissed if his services are not satisfactory to the administration and the Board of Trustees will be the sole judge of such satisfaction.

2. PERMANENT

Upon completion of a six-month period after initial employment and with two written evaluations of services on the appointee stating that his services are satisfactory, the appointee shall become a permanent employee under the local system of permanency.

3. TEN-MONTH EMPLOYEES

Employees considered as ten-month employees are: Administrative Secretaries, Schools, Art Docent Coordinator, District Office Clerk, School Clerk, District Library Coordinator, Instructional Assistant, Neighborhood Liaison Worker, Noon Duty Aide, Program Specialist, School Coordinator and School Health Assistant. School secretaries' work year will be the number of teacher work days plus 15. The selection of those additional 15 days (traditionally 10 days before school starts and 5 days after school ends) shall be determined by the school Principal in consultation with the secretary. If the teachers' work year is lengthened beyond the 1985-86 school year of 185 days, the District agrees to pay the school secretaries at a daily rate for the extra days worked. Should the school year decrease below the 1985-86 school work year of 185 days, school secretaries shall have their pay decreased by the daily rate listed in Appendix A of this document to reflect the number of days reduced. The formula for arriving at the daily rate will be monthly salary divided by 21.67. School secretaries shall receive all paid holidays that fall during their regular work year.

3.1 TWELVE-MONTH EMPLOYEES

Employees considered as twelve-month employees are: Account Clerk, Administrative Secretary Maintenance, Automated Sub System Operator, Custodian, District Office Clerk, Computer Network Specialist, District Office Secretary, Gardener, Landscape Specialist, Lead Warehouse Person, Maintenance Worker and Printing Technician.

4. PART-TIME EMPLOYEES

Employees working 4 hours or more per day for 75% or more of the regular work year shall be subject to benefits provided by law and the Board of Trustees on a pro rata basis.

5. SUMMER ASSIGNMENTS

Prior to the start of the summer work schedule, vacant summer positions shall be posted under normal circumstances for five (5) working days, at all work locations. Summer positions which become vacant after the summer work schedule starts may be filled from the prior candidate applications without recourse to posting.

ARTICLE VI

EMPLOYMENT AND ASSIGNMENTS (continued)

5.1. Summer Vacancies

Current ten (10) month employees who possess the minimum qualifications shall be given first consideration in filling a summer job vacancy. This does not preclude the District from accepting a placement of workers from work programs not created or funded by the District without reduction in ongoing unit work.

ARTICLE VII

EVALUATION

1. PURPOSE

The purpose of evaluation is to help the employee improve and to continue the quality and quantity of service to the District.

2. SUPERVISORIAL RESPONSIBILITY

Employees in a supervisory capacity are responsible for a continuous process of evaluation. Frequent informal discussions are encouraged in which both the quantity and quality of work are discussed.

3. PROBATIONARY

Probationary classified employees will receive a formal written evaluation on the third and sixth month of employment.

4. PERMANENT

Permanent classified employees will receive a formal written evaluation on or before April 15th of each year. A supervisor who is responsible for submitting evaluation reports may submit more than the required number indicated above. Employees who are experiencing difficulty with their work may have evaluations more frequently as needed. Employees who receive all "outstanding" or "above average" marks may be evaluated only every other year if both employee and supervisor mutually agree to do so.

5. RESPONSIBILITY

A supervisor who is responsible for submitting evaluations is responsible for working very closely with any employee who has unsatisfactory evaluations. The supervisor is urged to assist the employee in every possible way, so that every effort is made to improve the quality and quantity of work.

6. PROCEDURE

The formal written evaluation report will be discussed in a conference between the evaluator and the employee before the written report is submitted to the Administration.

7. CLASSIFICATION CHANGE

Evaluations will be considered in any proposed change in the status of classification of an employee.

8. INSPECTION OF EVALUATION

See Article XV, Miscellaneous Provisions.

9. DEROGATORY EVALUATION

See Article XV, Miscellaneous Provisions.

ARTICLE VII

EVALUATION (continued)

10. EVALUATION

No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. No evaluation shall be made based upon hearsay statements, but shall only be based upon the direct observation or verified observation and knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation.

ARTICLE VIII

LAYOFF AND REEMPLOYMENT

1. REASON FOR LAYOFF

Layoff shall occur only for lack of work or lack of funds. Lack of funds or work will be determined by the School Board after consultation with the bargaining unit. The Los Altos Chapter #103 of CSEA will be invited to make recommendations to the School Board.

2. NOTICE OF LAYOFF

The District shall notify both the Los Altos Chapter #103 of CSEA and the affected unit member in writing no later than sixty (60) calendar days before any planned layoffs; thirty (30) days for any employees in state or federally funded categorical programs or overload aides (aides hired to alleviate the effects of large class sizes). The District and the Los Altos Chapter #103 of CSEA shall meet following the receipt of any notices of layoff to review the proposed layoffs and determine the order of layoff within the provisions of the Agreement. Any notice of layoffs shall specify the reason for the layoff and identify by name and classification the unit member designated for layoff. Failure to give written notice under the provisions of this section shall invalidate the layoff.

3. REDUCTION IN HOURS

The District shall notify both the Los Altos Chapter #103 and the affected unit member in writing no later than sixty (60) calendar days, or 30 calendar days for positions funded by categorical programs, before any planned reduction of hours. The District and the Los Altos Chapter #103 of CSEA shall meet following notice of proposed reduction of hours and review the proposed reduction of hours and its impact upon members in the unit. Any notice of reduction of hours shall specify the reason for the reduction and identify by name and classification the unit member designated for reduction. Failure to give written notice under provisions of this section shall invalidate the reduction of hours.

4. ORDER OF LAYOFF

Any layoff shall be effected within a class. The order of layoff shall be based on seniority within that class and higher classes throughout the District. A unit member with the least seniority within the class plus higher classes shall be laid off first. Seniority shall be based on the number of hours a unit member has been in a paid status in the class plus higher classes of seniority acquired.

5. BUMPING RIGHTS

A unit member laid off from his or her present class may bump into the next lower class in which the unit member has greatest seniority considering his/her seniority in the lower class and any higher classes. The unit member may continue to bump into lower classes to avoid layoff.

6. LAYOFF IN LIEU OF BUMPING

A unit member who elects a layoff in lieu of bumping maintains his/her reemployment rights under this Agreement.

ARTICLE VIII

LAYOFF AND REEMPLOYMENT (continued)

7. EQUAL SENIORITY

If two (2) or more unit members are subject to layoff and have equal class seniority, the determination as to who shall be laid off will be made on the basis of the greater hire date seniority, and if that be equal, then the determination shall be made by lot. For purpose of this section, employment as a substitute or employment in summer school does not count toward seniority.

8. REEMPLOYMENT RIGHTS

Laid off persons are eligible for reemployment in the class from which laid off for a thirty-nine (39) month period and shall be reemployed in the reverse order of layoff. The reemployment of laid off persons shall take precedence over all others. In addition, they shall have the right to apply for promotional positions within the filing period specified in the Promotion Article of this Agreement and use their seniority therein for a period of thirty-nine (39) months following layoff. A unit member on a reemployment list shall be notified of promotional opportunities.

9. VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION IN HOURS

Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former class or to a position with increased assigned time as vacancies become available, within the forty-eight (48) month period, except that they shall be ranked in accordance with their seniority on any valid reemployment list also.

10. RETIREMENT IN LIEU OF LAYOFF

Any unit member may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned hours. Such unit members shall, within seven (7) working days prior to the effective date of the proposed layoff complete and submit a form provided by the District for this purpose. The unit member shall then be placed on a thirty-nine (39) month reemployment list. However, the unit member shall not be eligible for reemployment during such other periods of time as may be specified by pertinent law.

The District agrees that when an offer of reemployment is made to an eligible person retired under this Article, and the District receives within seven (7) working days a written acceptance of the offer, the position shall not be filled by another person; and the retired person shall be allowed sufficient time to terminate his/her retired status.

A unit member subject to this section who retires and is eligible for reemployment and who declines an offer of reemployment equal to that from which laid off shall be deemed to be permanently retired. Any election to retire after being placed on a reemployment list shall be retirement in lieu of layoff within the meaning of this section.

ARTICLE VIII

LAYOFF AND REEMPLOYMENT (continued)

11. NOTIFICATION OF REEMPLOYMENT OPENING

Any unit member who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of all openings in their class. Such notice shall be sent by certified mail or personal contact (documented) with a follow-up letter to the unit member and to his or her file by the personnel office to the last address given the District by the employee or delivered in person to such employee and a copy shall be sent to the Los Altos Chapter #103 of CSEA by the District which shall acquit the District of its notification responsibility.

12. EMPLOYEE NOTIFICATION TO DISTRICT

A unit member shall notify the District of his or her intent to accept or refuse reemployment within seven (7) days following registered mailing of the reemployment notice or personal contact (documented) by the personnel office. If the unit member accepts reemployment, the employee must report to work within eighteen (18) calendar days following registered mailing of the reemployment notice or personal contact (documented) by the personnel office. A unit member given notice of reemployment need not accept the reemployment to maintain the unit member's eligibility on the reemployment list, provided the unit member notifies the District of refusal of reemployment within seven (7) working days from registered mailing of the reemployment notice or personal contact (documented) by the personnel office. However, three (3) such rejections of employment offers by the same classification shall result in loss of eligibility for reemployment.

13. REEMPLOYMENT IN THE HIGHEST CLASS

Unit members shall be reemployed in the highest rated job classification available in accordance with their class seniority. Unit members who accept a position lower than their higher former class shall retain their original thirty-nine (39) months rights to a higher paid position.

14. IMPROPER LAYOFF

Any unit member who is improperly laid off shall be reemployed immediately upon discovery of the error by a Management/Los Altos Chapter #103 of CSEA Review Committee and shall be reimbursed for all loss of salary. The Management/Los Altos Chapter #103 of CSEA Review Committee shall be composed of two (2) members of Management and two (2) Los Altos Chapter #103 of CSEA representatives. Should the Review Committee deadlock in this decision, the case will be decided by the Los Altos Board of Trustees or, at the option of CSEA, by an arbitrator mutually selected by the District and CSEA from the American Arbitration Association or the State Conciliation Service and the arbitrator's decision shall be final and binding upon the parties.

ARTICLE IX

PROMOTION

1. FIRST CONSIDERATION

Any permanent employee of the District shall be given first consideration in filling any job vacancy which can be considered a promotion after the announcement of the position vacancy.

2. POSTING OF NOTICE

Notice of all unit member job vacancies shall be posted on bulletin boards in prominent locations at each District job site. The job vacancy notice shall remain posted for a period of five (5) full working days, during which time employees may file for the vacancy. Any employee who will be on leave or layoff during the period of the posting shall be mailed a copy of the notice upon written request or by a form provided. The notice will be mailed by First Class Mail on the date the position is posted.

3. NOTICE CONTENTS

The job vacancy notice shall include the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

4. FILING

Any employee in the District may file for the vacancy by submitting written notice to the Personnel Department within the filing period. Any employee on leave or vacation may authorize another employee to file on the employee's behalf.

5. PROMOTIONAL ORDER

Any employee who files for the vacancy during the posting period and meets the qualifications and is successful in the selection process shall be promoted into the vacant position. (If two (2) or more employees who file meet the qualifications and are seen to be equally meritorious of the position by the interviewers, the employee with the greatest seniority shall be the one promoted.) In the event that two (2) or more employees have identical seniority, the employee to fill the position shall be selected by lot. All personnel records as well as interview procedures shall be kept in the strictest confidence. The CSEA president may have access and review test scores of all job applicants, recognizing that such test scores are only one element in the selection process/decision.

6. DISTRIBUTION OF JOB INFORMATION

Upon initial employment, each affected employee shall receive a copy of the applicable job description, a specification of the monthly and hourly rates applicable to his or her position, a statement of the duties of the position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, days per week, and months per year.

ARTICLE IX

PROMOTION (continued)

7. INTERVIEWS

In all cases in which there is a bargaining unit vacancy to be filled except Instructional Assistant I and Instructional Assistant II (Special Education), a member of the unit selected by the Superintendent and the Executive Board of the Los Altos Chapter #103 of CSEA should be present and participate in the interview process even if there is a single candidate.

It is the intent of the parties when practicable to include in the interview process a CSEA member from the classification for which the interview/opening is being conducted.

ARTICLE X

RECLASSIFICATION

Reclassifications: Changing conditions may warrant reclassification of positions which are a part of the Association unit. Since the District and the Association have vested interest in such reclassification, this section is intended to provide an orderly process for effecting justifiable reclassifications.

Definition: Reclassification means the redefining of an individual's position to account for changes in technology, duties, or work that may alter the nature of the position(s).

When either the District, the Association, or a bargaining unit member seeks to effect a reclassification, the following procedures will be followed:

1. A fully completed request for reclassification shall be submitted first to the Executive Board of the Association. A maximum of two (2) Association designees, appointed by the Executive Board of the Association, shall meet with the Superintendent's designee to review the request.
2. The request for reclassification may be approved or denied at the first level by mutual agreement by the Superintendent's designee and the Association.
3. In the event there is no agreement at this first level, the disparate recommendations shall be submitted to the Superintendent.
4. The Superintendent shall meet with the Association's two (2) designees and the Superintendent's designee for further review. He/she will then submit his/her recommendation to the Association, the Superintendent's designee, and the affected employee(s) within fifteen (15) working days and shall include the effective date for any retroactivity if appropriate.
5. Appeals can be submitted within fifteen working days of receipt of the Superintendent's recommendation and shall be heard within fifteen (15) days thereafter. A final decision by the Superintendent shall be submitted within fifteen (15) days of the appeal hearing.
6. A denial of the reclassification by the Superintendent shall allow the Association to appeal the decision to an Advisory Arbitrator. The arbitrator shall be mutually agreed to by the Association and the District. The costs of the Advisory Arbitrator shall be shared equally between the District and the Association. The Arbitrator will prepare his/her response including recommendations to the Superintendent and the Association. The decision of the Arbitrator shall be final and binding upon the parties.
7. Violations of the reclassification procedures are grievable.
8. Timelines may be extended by mutual agreement.
9. A whole classification must be submitted prior to negotiations and are subject to negotiations with the District.

ARTICLE XI

LEAVES

The benefits provided unit members by the Education Code are incorporated into this Agreement except as supplemented in this Article.

1. LEAVES OF ABSENCE WITH PAY (details follow)
 - 1.1. Sick Leave Including Maternity
 - 1.2. Industrial Accident or Illness
 - 1.3. Personal Necessity
 - 1.3.1. Seven days
 - 1.4. Bereavement and Family Illness
 - 1.5. Jury or Witness, Litigant Leave if School Related
 - 1.6. Floating Holidays (2 1/2 Days)
2. UNPAID LEAVE OF ABSENCE (details follow)
 - 2.1. Legislative
3. MISCELLANEOUS (details follow)
4. MILITARY LEAVE

ARTICLE XI

LEAVES (continued)

1. LEAVES OF ABSENCE WITH PAY

1.1. Sick Leave

- 1.1.1. Unit members shall be entitled to one day of paid sick leave for every month worked. Sick leave unused in any year will be accumulated indefinitely.
- 1.1.2. A unit member employed less than full time shall be entitled to the proportion of one (1) day per month sick leave as it bears to full time employment.
- 1.1.3. At the beginning of each year, every unit member shall receive a sick leave allotment credit equal to his sick leave entitlement of the year. A unit member may use his credited sick leave at any time during the year. Should an employee use his credited sick leave before it is earned and subsequently leave his position, all money received not earned shall be returned to this district.
- 1.1.4. The School Board shall provide each unit member with a written statement of (1) his/her accrued sick leave total and (2) his/her leave entitlement for the year. Such statement shall be provided no later than October first of each year.
- 1.1.5. If requested by the School Board, a unit member shall not return to work after an absence of five (5) or more consecutive days without a medical doctor's statement recommending the unit member's return to work.
- 1.1.6. Whenever possible, a unit member will make arrangements through the District Office for a substitute as soon as the need to be absent is known.
- 1.1.7. The School Board shall provide for leave of absence from duty for any unit member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date of which the leave shall commence and the date of which the employee shall resume duties, shall be determined by the unit member and the unit member's physician. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by this School District.
- 1.1.8. All written employment policies and practices of the District shall be applied to disability due to pregnancy, miscarriage, childbirth and recovery therefrom on the same terms and conditions applied to other temporary disabilities. This section shall be construed as requiring the Board of Education to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability. Any employee shall have the right to utilize sick leave provided for in the Education Code for absences necessitated by pregnancy, miscarriage, childbirth and recovery therefrom.

1.1.8.1. The District shall not do any of the following because of a unit member's pregnancy:

- 1.1.8.1.1. refuse to hire or employ;

ARTICLE XI

LEAVES (continued)

- 1.1.8.1.2. refuse to select her for training program leading to employment, reassignment or promotion;
- 1.1.8.1.3. bar or discharge her from employment;
- 1.1.8.1.4. discriminate against her in compensation or in terms, conditions, or privileges of employment.

1.1.9. Extended Illness Leave

If a unit member has utilized all the accumulated sick leave and is still absent from duties on account of illness or accident for a period of five (5) months or less, then the amount of salary deducted any month shall not exceed the sum which was actually paid a substitute. The five (5) months or less period during which the above deductions occur shall begin on the first day of illness. Use of vacation is at employee's discretion.

1.2. Industrial Accident and Illness Leave

- 1.2.1. Employee must have been employed for a period of six (6) months to be eligible.
- 1.2.2. Industrial accident or illness is defined as any injury, illness, or disease caused by or arising out of conditions of employment during authorized working times.
- 1.2.3. A statement from a licensed medical practitioner shall be made available to the Board of Trustees upon request.
- 1.2.4. Allowable leave of absence shall be for sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.
- 1.2.5. Allowable leave shall not be accumulated from year to year. Leave of absence shall commence on the first day of absence.
- 1.2.6. When industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.
- 1.2.7. Industrial accident or illness leave of absence shall be reduced by one day for each day of authorized absence regardless of temporary disability indemnity award.
- 1.2.8. The determination by the Board as to industrial accident or illness for the purpose of this section is an independent finding and is not affected by a later determination, one way or the other, by Worker's Compensation.
- 1.2.9. During any paid leave of absence under this article, the employee shall receive full salary from the District, but shall endorse to the District any temporary disability indemnity checks received from Worker's Compensation.

ARTICLE XI

LEAVES (continued)

- 1.2.10. Any employee receiving the benefits of this policy shall during period of injury or illness, remain within the State of California unless the Board of Trustees authorizes travel outside the State.
- 1.2.11. Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.
- 1.2.12. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his position, he shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. When available during the 39-month period, he shall be employed in a vacant position in the class of his previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case he shall be listed in accordance with appropriate seniority regulations.
- 1.2.13. An employee who has been placed on a reemployment list, as provided herein who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.
- 1.2.14. Where there is a continuing disability over twenty-eight (28) days the School District will notify employee of availability of services for rehabilitation.

ARTICLE XI

LEAVES (continued)

1.3. Personal Necessity Leave

- 1.3.1. Personal Necessity Leave shall be granted in circumstances that provide the unit member with an unavoidable situation that he cannot reasonably be expected to disregard, but that necessitates his attention and cannot be taken care of after working hours or on weekends.
- 1.3.2. A maximum of three (3) days of personal necessity leave may be taken each school year. A maximum of four (4) additional sick leave days may be used for personal necessity purposes. In no event may more than seven (7) days be used for personal necessity.
- 1.3.3. Additional personal necessity leave may be granted with salary deductions for a period not to exceed thirty (30) working days in any year.
- 1.3.4. The unit member shall submit the appropriate Leave Form to the Personnel Office. He/she must check one category on the Leave Form. The completed form constitutes proof of personal necessity required in Education Code 44981.
- 1.3.5. In implementing this paragraph, the School Board shall prepare a Leave Form, sufficient copies of which shall be available in each school and Personnel Office.
- 1.3.6. The unit member shall submit a completed Leave Form upon returning to work in cases when it was not possible to complete such a form prior to taking personal necessity leave.
- 1.3.7. The unit member shall not be required to provide advance written notice for personal necessity leave for the following reasons:
 - 1.3.7.1. Death or unexpected critical illness of a member of his immediate family.
 - 1.3.7.2. Accident, involving his person or property, or the person or property of a member of his immediate family.

ARTICLE XI

LEAVES (continued)

1.4. Bereavement Leave and Family Illness

- 1.4.1. When a classified employee is absent from his duties on account of serious illness in his immediate family, no salary deductions shall be made for a period not to exceed a total of five (5) days in any school year. When a classified employee is absent from his duties on account of death in his immediate family, no salary deductions shall be made for a period not to exceed five (5) days in any school year for each occurrence. In the event an employee is absent from duties for a period exceeding five (5) days for each of the above reasons, the matter will be referred to the Superintendent for his consideration.
- 1.4.2. Immediate family includes mother, father, grandmother, or grandfather of the employee or of the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, grandchild, or any relative living in the immediate household of the employee.

1.5 Jury Leave

- 1.5.1 A unit member shall be entitled to as many days of paid leave as are necessary for appearances for jury duty or in any legal proceedings that involves the School District where the employee has not instituted litigation against the District.
- 1.5.1.1 Any amount paid for services on jury or as a subpoenaed witness becomes due and payable to the School District except that an employee may retain any fees paid as a travel allowance or subsistence. This section supersedes the School Board policy.

1.6 Floating Holiday

- 1.6.1 The District shall grant a paid two-and-one-half (2 ½) days upon request of any bargaining unit member. These two-and-one half (2 ½) days will not be charged against any leave. These two-and-one half (2 ½) days reflect the following: One (1) day in lieu of Admission Day, one-half (1/2) day in lieu of Good Friday and one (1) day in lieu of pay increase for the school year 2002-03.

ARTICLE XI

LEAVES (continued)

2. UNPAID LEAVE OF ABSENCE

2.1 Legislative Leave

2.1.1 A unit member who is elected to the State Legislature, Congress, or a School Board in another district shall be entitled to an unpaid leave of absence for the length of his/her term or terms in office.

2.1.2 The unit member on such leave shall notify the School Board on intended return at least four (4) weeks in advance.

2.2. After three years of employment, a classified employee may be granted a straight leave of absence without pay for not more than one year for unusual situations such as personal injury or illness or other reasons acceptable to the Board of Trustees. Supporting documents of verification may be required.

3. MISCELLANEOUS

3.1 Unit members on paid leave of absence shall be entitled to all negotiated fringe benefits currently in force (health, dental, life and disability insurance).

3.2 Unit members on unpaid leave of absence shall be entitled to all negotiated fringe benefits currently in force except disability provided he/she shall reimburse the School Board for premium costs.

3.3 The School Board may extend leaves of absence at their discretion.

3.4 After the expiration of the leave, the unit member shall be reassigned by the Superintendent to a position in the District.

4. MILITARY LEAVE

Employees who are members of any reserve corps of the armed forces of the U.S. or of the National Guard, or who are inducted, enlisted, or are otherwise ordered to active military shall be granted such leave and military leave pay as is provided in the Military and Veterans Code.

4.1 This section shall not apply to employees who volunteer service during their duty days.

4.2 Employees on military leave shall retain those rights and privileges as required by the law.

ARTICLE XII

PROFESSIONAL GROWTH

Professional growth is the continuous, purposeful engagement in study and related activities designed to retain and extend the high standards of classified employees of the Los Altos School District.

1. PROFESSIONAL GROWTH IS BEING DEVELOPED IF:

- 1.1. The experience reflects increased knowledge, understanding, and skills in the participant's assignments or advancement; and
- 1.2. The experience manifests personal development through alertness and responsiveness to the human and social factors of others; and
- 1.3. The experience assists in fields closely related to the activity in which engaged.

2. ACHIEVEMENT OF PROFESSIONAL GROWTH

- 2.1. Professional growth may be achieved by any employee through participation in any of the following categories, provided the program is followed: college courses, junior college courses, trade school courses, adult education courses, District sponsored inservice training, workshops, and seminars.
- 2.2. Professional growth is a joint enterprise between the District and the individual employee.
- 2.3. Participation in the Professional Growth Program should be included on the evaluation sheet as prepared by the supervisor.
- 2.4. This program will not restrict the courses any employee may take on his own initiative to fit himself for promotion; however, such courses shall be considered for the award under this program only if they fit the criteria of the program.

3. CRITERIA

The following criteria have been established regarding courses taken by employees at an accredited college, junior college, trade school, adult education school, or any other accredited school. The approval of the immediate supervisor is necessary.

- 3.1. The subject matter or the course should relate directly to the position currently occupied by the employee.
- 3.2. The subject matter of the course should meet the requirements of the position for which the employee is training.
- 3.3. A course which does not meet the requirements of 3.1 and 3.2 above may be approved by the Credit Review Committee under XI, #4 of this contract.

ARTICLE XII

PROFESSIONAL GROWTH (continued)

4. PROFESSIONAL GROWTH COMMITTEE

The Credit Review Committee shall be composed of four (4) members; two (2) shall be members of the classified service appointed by Los Altos Chapter #103 of CSEA; two (2) shall be administrators appointed by the District Superintendent.

- 4.1. In instances when there is a disagreement between the unit member and the immediate supervisor concerning the acceptability of course work for salary schedule advancement, the unit member may appeal to the Credit Review Committee.
- 4.2. In the case of a tie, the Superintendent will finally decide action upon the request.
- 4.3. The committee will meet as needed.
- 4.4. The committee will report the recommendation to the administrator in charge of personnel.
- 4.5. District credits will not be given for those hours where the experience or training has been performed during the employee's regular working period, such as during a minimum day or exclusively on release time.

5. GUIDELINES FOR THE PROFESSIONAL GROWTH PROGRAM

- 5.1. Attendance at educational/organization conventions may be considered. (Credit will not be allowed for attendance at any convention in which the District participates in 50% or more of the expenses, including mileage. A total of one and one-half (1-1/2) units may be earned for attendance.)
- 5.2. No credit shall be given for seminars, institutes, lectures, workshops, or conventions if: attended during the working day, at District expense, if the employee is being paid for other services at the same time. Specific exceptions may be made by the Credit Review Committee and the District Superintendent. *
- 5.3. An official transcript shall be presented to the Personnel Office for the employee's personnel file.
- 5.4. Request for appropriate salary adjustment effective July 1st, shall be submitted to the Board of Trustees no later than June 15th.
- 5.5. To participate in the Professional Growth Program, an employee must have been employed by the Los Altos School District one year.

ARTICLE XII

PROFESSIONAL GROWTH (continued)

6. SALARY ADVANCEMENT

Professional growth salary advancement shall be effective July 1st. Salary will be increased \$8.00 per approved unit earned during the previous year. The increase will be computed per working month of each employee and according to the following schedule per FTE:

6.1. College course each: semester unit 1 unit
 quarter unit 2/3 unit

6.2. Adult Education class courses:

10–15 hours: 1/2 unit; 16–20 hours: 1 unit; 21–30 hours: 1 1/2 units; 31–40 hours: 2 units
41–50 hours: 2 1/2 units; 51+ hours: 3 units

6.3. Lectures, seminars, institutes, and workshops: 1 unit/15 hours

6.4. Maximum of nine (9) units per year. Three (3) years between increments.

*Example: A course necessary for employee to do his job with new equipment with a large tuition payment which employee would never recover in course of Professional Growth Program.

ARTICLE XIII

GRIEVANCE PROCEDURES

1. DEFINITION

- 1.1. A grievance is defined as a complaint that may arise in the interpretation of this Agreement, Education Code, rules or regulations governing the classified service or any statute or practice which in any way affects the wages, or working conditions of the classified unit members.
- 1.2. A grievant is defined as CSEA or a member of the bargaining unit.
- 1.3. Bargaining unit members are urged to make full use of their representative as designated by the Los Altos Chapter #103 of CSEA in resolving a grievance and may be represented at any level of this procedure. It shall be the intent of all parties to equitably resolve grievances at the lowest possible administrative level. At step two of the grievance procedure, the grievant may elect in writing to represent himself/herself rather than for the Los Altos Chapter #103 of CSEA to provide representation.

2. EMPLOYEE PROCESSED GRIEVANCE

If the grievant elects to represent himself/herself at the second step or any later step, the Los Altos Chapter #103 of CSEA shall be relieved of any further obligation or to share in any further expenses. However, it must be clearly understood that each unit member has the right to present his/her own appeal. No employee processed grievance resolution shall be inconsistent with the terms of this Agreement. No employee processed grievance shall be resolved until the Los Altos Chapter #103 of CSEA has received a copy of the grievance and proposed resolution and has been given the opportunity to file a response. If legal counsel will appear on behalf of either party, notice must be given to the party in sufficient time to allow for that party to have legal counsel if they so choose.

3. LEVELS OF APPEAL

The following steps shall be followed in the event of a grievance unless both parties agree to some alteration.

3.1. First Level (oral or written)

A unit member shall make every effort to resolve the problem through informal discussion with the first level of supervision that can effectively resolve the problem within three (3) working days of the initiation of the grievance. If the problem is not resolved within this period of time, appeal may be made to the next level of this procedure.

3.2. Second Level (written)

If the problem has not been resolved at the first level the unit member may appeal in writing to the next level of supervision within three (3) days of the conclusion of the informal discussions required in Level 1. If the problem is not resolved within four (4) days, appeal may be made to the next level of this procedure. A copy of any written agreement made at this level shall be provided to the Los Altos Chapter #103 of CSEA within four (4) days.

ARTICLE XIII

GRIEVANCE PROCEDURES (continued)

3.3. Third Level (written)

If the problem has not been resolved at the second level, the unit member may within five (5) working days submit an appeal in writing to the Superintendent. A copy of the appeal shall include a clear, concise statement of: (1) The act or condition on which it is based; (2) The persons involved in the grievance; (3) Attempts made to resolve the grievance; and (4) The remedy desired. Within five (5) working days of the receipt of the appeal the Superintendent shall hold a conference among all parties, and within five (5) additional working days, the Superintendent shall communicate his decision to the parties concerned.

3.4. Fourth Level (written)

If the decision of the Superintendent does not resolve the grievance to the satisfaction of the unit member, the unit member may, within five (5) working days of the date of the third level decision, submit an appeal. The appeal shall be directed through the office of the Superintendent and shall constitute a request that all material in this office related to the matter be forwarded with the appeal to the School Board. The School Board will hear the appeal at the earliest possible date at a regular or special meeting of the School Board and will render its decision by action and in written form to the unit member within ten (10) working days thereafter. The appeal may be heard in public or closed session at the option of the grievant. The appeal shall be forwarded by the Superintendent in sufficient time for presentation on the agenda of the next scheduled meeting of the Board of Trustees. In addition, if the grievant, the Los Altos Chapter #103 of CSEA, and the Superintendent agree, a special Board meeting may be scheduled to facilitate disposition of the grievance.

At the option of either party, the grievance may be moved directly to Level 4, passing over Levels 2 and 3.

4. POLICY GRIEVANCES

If the grievance involves District-wide policy affecting unit members, or interpretation of this Agreement, the grievance may be submitted by the Los Altos Chapter #103 of CSEA at Level Three.

ARTICLE XIV

DISCIPLINARY ACTION

1. EXCLUSIVE PROCEDURE

Discipline shall be imposed upon bargaining unit employees only pursuant to the Article.

2. DISCIPLINARY PROCEDURE

Discipline shall be imposed on permanent employees of the bargaining unit only for just cause. Disciplinary action is deemed to be any action which deprives any employee in the bargaining unit of any classification or incident of employment of classification in which the employee has permanence and includes but is not limited to dismissal, demotion, suspension, reduction in hours or class, or transfer or reassignment without the employee's voluntary written consent. *

Except in those situations where an immediate suspension is justified under the provisions of this Agreement, an employee whose work or conduct is of such character as to incur discipline shall first be specifically warned in writing by the supervisor. Such warning shall state the reason(s) underlying any intention the supervisor may have of any disciplinary action and a copy of the warning shall be sent to the unit member of the Los Altos Chapter #103 of CSEA. The supervisor shall give a reasonable period of advanced warning to permit the employee to correct the alleged deficiency without incurring disciplinary action. An employee who has received such a warning may appeal the warning notice through the grievance procedure, and in addition, shall be given the option of requesting a lateral transfer.

Discipline less than discharge will be undertaken for corrective purposes only. The District shall not initiate any disciplinary action for any cause alleged to have arisen more than two years preceding the date that the District files the notice of disciplinary action except actual criminal acts or falsification of application relating to prior criminal offenses. When the District seeks the imposition of any disciplinary punishment, notice of such discipline shall be made in writing and served in person or by registered or certified mail upon the employee. The notice shall indicate (1) the specific charges against the employee which shall include time, dates, and location of chargeable actions or omissions, (2) the penalty proposed, and (3) a statement of the employee's rights to make use of the grievance procedure to dispute the charges or the proposed penalty. A copy of any notice of discipline shall be delivered to the Los Altos Chapter #103 of CSEA within twenty-four (24) hours after service to the employee. The penalty proposed shall not be implemented until the employee has exhausted his/her rights under the grievance article. An employee may be relieved of duties without loss of pay at the option of the District.

3. EMERGENCY SUSPENSION

The Los Altos Chapter #103 of CSEA and the District recognize that emergency situations can occur involving the health and welfare of students or employees. If the employee's presence would lead to a clear and present danger to the welfare, lives, safety or health of students or fellow employees, the District may immediately suspend the employee for up to five (5) days without pay pending the results of a hearing conducted in the process of implementing the grievance procedure. If results of hearing prove unsubstantiated, pay will not be forfeited. During the five (5) days, the District shall serve notice and the statement of facts upon the employee, who shall be entitled to a hearing before the Board as is outlined in step four of the grievance procedure of this Agreement.

* The provisions shall not preclude the district from effecting an administrative transfer for non-disciplinary reasons.

ARTICLE XIV

DISCIPLINARY ACTION (continued)

4. DISCIPLINARY GRIEVANCE

Any proposed discipline and any emergency suspension shall be subject to the grievance procedure of this Agreement and the employee or the District, at his/her option, may commence review either at Step 2, 3 or 4. An employee upon whom a notice of discipline has been served may grieve an emergency suspension without pay at Step 4 of the grievance procedure. The grievance meeting shall be held and a response made within three (3) days of the submission of the grievance. Notwithstanding any separate grievance meeting held in accordance with the preceding sentence, the employee may also grieve the emergency suspension along with the notice of discipline.

5. DISCIPLINARY SETTLEMENTS

A disciplinary grievance may be settled at any time following the service of notice of discipline. The terms of the settlement shall be reduced to writing. An employee offered such a settlement shall be granted a reasonable opportunity to have the Los Altos Chapter #103 of CSEA review the proposed settlement before approving the settlement in writing.

ARTICLE XV

RELEASE TIME

The District shall grant reasonable periods of compensated release time to a reasonable number of unit members and requested witnesses for the purpose of planning for and participating in negotiations, grievance proceedings, and committees mentioned herein. No more than one employee from each department shall be released at any one time. The maximum number of days allowed each fiscal year shall not exceed twenty (20) days.

Further, the District shall grant the CSEA President one (1) day per month for CSEA business with the cost of half those days abated to the District by CSEA.

Release time shall be granted for 12-month employees chosen by CSEA to attend the annual CSEA Conference. This provision can be carried over to the following year allowing for two (2) 12-month employees' release time.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

1. PERSONNEL FILES

- 1.1. The personnel file of each employee shall be maintained at the District's central administration office. Any files kept by any supervisor of any employee shall not contain any material that is not in the main personnel file. No adverse action of any kind shall be taken against any employee based upon materials which are not in the personnel file.
- 1.2. Employees shall be provided with copies of any derogatory written material ten (10) workdays before it is placed in the employee's personnel file. The employee shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- 1.3. An employee shall have the right at any reasonable time without loss of pay to examine and/or obtain copies of any material from the employee's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the employee involved.
- 1.4. All personnel files shall be kept in confidence and shall be available for inspection only to the employee's immediate supervisor, or other superiors in the chain of command or the confidential employee appointed custodian of the records of the District when actually necessary in the proper administration of the District's affairs or the supervisor of the employee. The District shall keep a log indicating the persons who have examined a personnel file as well as the date such examinations were made. Such log and the employee's personnel file shall be available for examination by the employee or his/her CSEA representative if authorized by the employee. The log shall be maintained in the employee's personnel file.
- 1.5. Any person who places written material or drafts written material for placement in an employee's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

2. RESTRICTION ON CONTRACTING OUT

During the life of this Agreement, the District agrees that it will not contract out work which has been customarily and routinely performed by employees in the bargaining unit covered by this Agreement unless the Los Altos Chapter #103 of CSEA specifically agrees to same or: 1) contracting is specifically required by the Education Code; 2) insurance coverage requires outside work; 3) work schedules or size or magnitude of job to be contracted make in-house work impractical. In-district employees will be given first opportunity to perform the services required before outside contracting is secured. Labor made available through a prisoner or juvenile work program shall be used only after consultation with the Chapter #103 of CSEA when the labor provided is customarily and routinely not performed by members of the unit. Mutual agreement must be reached between Chapter #103 of CSEA and the LASD when work provided for each job with 30-days notice and prior agreement for work done by such groups is that which is customarily and routinely performed by the employees in the bargaining unit. The 30-day provision of this Article may be waived by mutual consent of both CSEA and the LASD. Summer employees and community volunteers are considered an exception to this provision.

ARTICLE XVI

MISCELLANEOUS PROVISIONS (continued)

3. CLASSIFICATION

Every bargaining unit position shall be placed in a class. Position classification and reclassification shall be subject to mutual written agreement between the District and the Los Altos Chapter #103 of CSEA. Either party may propose a reclassification at any time during the life of this Agreement for any position. All newly created positions or classes of positions, unless specifically exempted by laws, shall be assigned to the bargaining unit if the job descriptions describe duties performed by employees in the bargaining unit or which by the nature of the duties should reasonably be assigned to the bargaining unit. When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions. When a position or positions less than the total class is or are classified, incumbents in the positions who have been in the positions for one (1) year or more shall be reallocated to the higher class. If an incumbent in such a position has not served in that position for one (1) year or more, then the new position shall be considered a vacant position subject first to lateral transfer then the promotion provisions of this Agreement. Any downward adjustment of any position or class of positions shall be considered a demotion. It shall take place as a result of following; layoff or disciplinary procedures of the Agreement.

4. MANAGEMENT RIGHTS

It is understood and agreed that the District has its customary and usual rights, powers, functions, and authority to discharge its obligations. Any of these rights, powers, or authority which the District had prior to the execution of this Agreement are retained except as to those rights, powers, and functions or authority which are abridged or modified in this Agreement or by any supplement to this Agreement arrived at through the process of collective bargaining.

The School Board has the right to amend, modify, or rescind policies, procedures or practices referred to in this Agreement during cases of emergency. An emergency is defined as an unexpected, unforeseen condition beyond the control of the District such as fire, earthquake, safety, economic hardship conditions caused by significant income cutbacks beyond the District's control, flood, or health or sanitary condition. The determination of whether or not an emergency as expressed immediately above exists, is solely within the discretion of the School Board and is expressly excluded from the grievance provisions of this Agreement.

The District shall publicly announce any such amendment, modification, or rescission together with the specific facts which constitute the existence of the emergency. Any such amendment, modification or rescission shall last only during the term of the emergency.

ARTICLE XVI

MISCELLANEOUS PROVISIONS (classified)

5. AIDES AS SUBSTITUTES

Aides possessing qualifications of substitutes, shall, upon request and with the site Principal's concurrence, be permitted to be the substitute with all rights and benefits thereof in preference to all others when the regularly assigned certificated employee (teacher) is absent. If a teacher is absent and a substitute cannot be hired, an aide can be hired under the supervision of the Principal and will be compensated at the same rate as a substitute teacher.

6. REASSIGNMENTS

If it becomes necessary to reassign any unit member for any reason, the member and the President of CSEA #103 shall be notified in writing ten (10) working days prior to the change.

ARTICLE XVII

NEGOTIATIONS

Public notice will be in compliance with District Policy #4234.31.

1. IMPASSE

If the parties have not been able to agree on terms of a new Agreement within thirty (30) days prior to expiration of this Agreement or if the parties have not been able to agree on terms of proposed alterations or amendments within (3) calendar days, either party may institute impasse procedures in accordance with the rules of the Educational Employment Relations Act. Once impasse procedures have been invoked, this Agreement shall remain in full force and effect until the conclusion of the impasse process. Terms and conditions of this Agreement will remain in full force and effect during negotiations.

2. RATIFICATION OF ADDITIONS OR CHANGES

Any additions or changes in this Agreement shall not be effective unless reduced to writing and made public and properly ratified by both parties.

The Los Altos Chapter #103 of CSEA shall have the right to review and make copies upon presentation of twenty-four (24) hour notice at not more than the cost of all budgetary information on file with the District. It feels necessary for the Los Altos Chapter #103 of CSEA to fulfill its role as exclusive bargaining agent.

This Agreement contains the agreement of the parties as to existing matters.

ARTICLE XVIII

COMPENSATION

1. SALARY SCHEDULE

The salary schedule for various classifications of unit members is included in Appendix A.

1.1 Amendments to Collective Bargaining Agreement Regarding Compensation

- 1.1.1. 1993-94 school year – see Appendix A-1
- 1.1.2. 1994-95 school year – see Appendix A-2
- 1.1.3. 1995-96 amendments to be added as Appendix A-3

1.2 Copies of amendments to the Collective Bargaining Agreement for previous years will be kept on file in the district office.

2. WORKWEEK

The workweek shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. This shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District as provided for herein. Employees will be considered “on duty” from the start of the shift until the end of the shift, including rest periods, (see Article 18, Section 6) unless there is a split shift with an off-campus time of two (2) hours or more.

3. WORKDAY

The length of the workday shall be designated by the District for each classified assignment. Starting times of each workday in the week shall be designated for each employee after consultation with the employees involved. Starting times should normally stay the same except for emergencies or major program changes.

4. ADDITIONAL TIME FOR PART-TIME ASSIGNMENTS

Any employee in the bargaining unit who is directed to work an average of fifteen (15) minutes or more per day in excess of his/her regular part-time assignment for a period of ten (10) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

When additional hours are assigned to a part-time position on a regular basis which by said change creates a four (4) or more hour position, or said change is greater than one (1) hour the assignment shall be posted and all regulations listed in Article IX-5 shall apply. If the senior employee declines the assignment, it shall be offered to the remaining employees in the class in descending order of seniority until the assignment is made.

5. LUNCH PERIODS

All employees covered by this Agreement shall be entitled to an uninterrupted lunch period after the employee has been on duty for four (4) hours excepting by mutual agreement. An employee required to work during his/her lunch period shall receive pay at the rate of time and one-half for all the time worked during the normal lunch period.

ARTICLE XVIII

COMPENSATION (continued)

6. REST PERIODS

All employees shall be granted two fifteen (15) minute rest periods per eight hour day. Such time shall be mutually agreed upon between employees and their supervisors.

Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.

7. OVERTIME

Except as otherwise provided herein, all overtime hours shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of the employee. Overtime is defined as approved time worked by a unit member exceeding eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time.

- 7.1. All hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate of one and one-half times the employee's regular hourly rate.
- 7.2. All hours worked on holidays shall be compensated at two and one-half times the regular rate of pay. (Example: if regular rate is \$10/hour, holiday rate would be \$25/hour, which includes the \$10/hour holiday pay included in monthly salary.)
- 7.3. Emergency overtime calls will be compensated at one-and-a-half time and be a minimum of two (2) hours of paid time.

Overtime shall be distributed and rotated as equally as is practical among employees in the bargaining unit within each department.

Overtime must be approved prior to its use by authorized personnel of the District. The District shall comply with the provisions of the Fair Labor Standards Act.

8. TRAVEL ALLOWANCE – NIGHT CUSTODIAN

Night custodians who are required to travel will receive a \$40/month travel allowance if they travel to three schools and \$20/month allowance if they travel to two schools. This allowance would be for ten months only (September through June).

9. OBJECTIVES AND GUIDES

It is the objective to establish salary levels and pay relationships between positions which may reasonably be accepted as equitable and proper. Salary rate schedules are developed to provide an equitable series of salary ranges which recognize duties and responsibilities.

- 9.1. The Salary Rate Schedule establishes salary levels for positions of like duties and like levels of responsibilities and provides employees with the opportunity to advance in rate with promotion and longevity to other positions.
- 9.2. Newly hired employees shall be started at the initial step of the range for their position unless prior experience or training justifies a rate above the minimum.

ARTICLE XVIII

COMPENSATION (continued)

9. OBJECTIVES AND GUIDES (continued)

In no case should that rate be above the rate being paid present employees of similar training and ability. At the District's option and after consultation with CSEA the new employee may, after a six (6) week trial period, be moved up to the next salary step commensurate with that of the District employee of similar training and experience. This change in salary position in no way waives the six (6) month probationary period of new employees.

- 9.3. All bargaining unit classified salaries will be on the salary schedule.
- 9.4. Unit members reclassified shall go to the next highest salary in their new range beyond that presently earned.
- 9.5. Employees transferred to a lower classification will be placed on their same step of the new salary classification.
- 9.6. Compensation will be negotiated on improvement of salary schedules by percentage or a flat rate amount per step; all other negotiated fringe benefits will be negotiated on specification of coverage only. All increased compensation, including negotiated fringe benefits, will be publicly reported as a "total compensation package." For Los Altos, this package is comprised of related items for contracted unit members; (i.e., schedule improvement, increments, column movement, and Professional Growth credits) plus all negotiated fringe benefits which at present include health, life, dental and income protection insurance. During the term of this Agreement the compensation shall be 2004–2005 salary schedules plus range, step, longevity, and professional growth credit.
- 9.7. By written notification not less than thirty (30) days prior to June 1 of each succeeding year, either party may request negotiations regarding the salary schedule. The parties will meet and make a good faith effort to reach agreement prior to the School Board's adoption of a final budget.

10. SALARY WARRANTS

Time of payment shall be consistent with that required by the County Office (usually) on the last working day of the month in which the employee was in paid status. (E.C. Section 45166)

11. WORKING OUT OF CLASSIFICATION

If an employee is required to perform duties inconsistent with those assigned to the position by the Board for a period of more than five working days in one year, his salary will be adjusted upward for the entire period he is required to work out of classification; such adjustment will reasonably reflect the duties required to be performed outside of his normally assigned duties.

ARTICLE XVIII

COMPENSATION

12. OFFICIAL HOLIDAYS

Classified employees shall be allowed the following holidays during the school year: July 4th, Labor Day, Veterans' Day, Thanksgiving Day and the day preceding and the day following, Christmas Day and the day preceding, New Year's Day and the day preceding, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, and, in addition, the District shall grant a paid two-and-one-half (2 1/2) Floating Holidays upon request of any bargaining unit member*. These two-and-one-half (2 1/2) days will not be charged against any leave. The days between Christmas and New Year's Day will be holidays for all 12-month CSEA employees (this was granted in consideration for the acceptance of a smaller salary increase during the 1983-84 school year). Any other holiday declared by the Board of Trustees for classified employees will also be allowed.

*These two-and-one half (2 ½) days reflect the following: One (1) day in lieu of Admission Day, one half (1/2) day in lieu of Good Friday and one (1) day in lieu of pay raise for the school year 2002-03.

When a holiday listed above falls on a Sunday, the following Monday shall be observed as the holiday; when a holiday listed above falls on a Saturday, the preceding Friday shall be observed as the holiday.

12.1. Teacher Aides will receive a monthly holiday payoff as defined in Appendix C of this Contract.

*An alternate holiday will be provided in the event that Admission Day is scheduled as a school day. This alternative holiday shall be mutually agreed to by the unit member and his/her immediate supervisor.

13. VACATIONS

Vacation eligibility for all unit members will be as follows:

<u>12-Month Employee</u>		<u>10-Month Employee</u>
12 days	1 day per month worked at the completion of the 1 st year of service	10 days
15 days	1.25 days per month worked at the completion of the 5 th year of service	12.5 days
18 days	1.5 days per month worked at the completion of the 9 th year of service	15 days
20 days	1.67 days per month worked at the completion of the 12 th year of service	16.7 days
22 days	1.83 days per month worked a the completion of the 15 th year of service	18.3 days

ARTICLE XVIII

COMPENSATION (continued)

13. VACATIONS (continued)

Employees working in the District Office will be given those days between Christmas and New Year's Day not already designated as holidays and as additional vacation days. (This was granted in consideration for the acceptance of a smaller salary increase during the 1983-84 year.)

Holidays falling within a vacation period will not be counted as days of vacation.

Vacation is earned monthly. New employees must be employed for no less than six (6) months before vacation can be used. Up to five (5) days may be carried over to the following fiscal year. Carry over vacation time must be used no later than the year following the one in which it was earned. The employee must submit this intent to carryover vacation in writing to the personnel department.

Vacations are not cumulative unless a District assignment of duties makes the completion of earned vacation time impossible in a single year as determined by the Superintendent in writing. In such cases, unused vacation time may be carried over for 14 months only or be paid in cash at the option of the Governing Board. The responsibility for requesting Superintendent approval for carryover beyond 14 months rests with the employee. (Reference: Ed. Code Section 45197)

Vacations will be arranged with the appropriate department head. A request for vacation period will be submitted on the Leave Request form and approval must be secured from the Department Head and Superintendent. In the event that two or more employees from the same department request the same vacation dates, the unit member with the greater seniority will be given first priority for the vacation leave. Vacation requests shall be submitted at least ten (10) days before the vacation period.

14. Vacations - 10 Month Employees

Ten (10) month employees will receive a monthly vacation payoff in lieu of a paid vacation during the school year.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES (INCLUDING EARLY RETIREES)

1. SPECIAL SKILLS RETIRED PROGRAM

1.1. Purpose of the Special Skills Retired Program

- 1.1.1. A unit member who retires from employment in the District is eligible to participate in a Special Skills Retired Program designed to utilize his or her skills and experience in a manner which will be of benefit to the District's educational program.
- 1.1.2. A definition of the project to be performed by the Special Skills Retired person and of all terms governing completion of the project will be mutually developed and agreed to in writing between the Special Skills Retired person and the District prior to commencement of the project.
- 1.1.3. Terms to be agreed upon in writing will include:
 - 1.1.3.1. A definition of all tasks to be performed relative to the project;
 - 1.1.3.2. A time at which the project will be completed;
 - 1.1.3.3. A time table for completion of all tasks or stages associated with the project;
 - 1.1.3.4. A statement of the benefits to be received by the District through completion of the project;
 - 1.1.3.5. Standards of quality and/or quantity which must be met for satisfactory completion of the project.
- 1.1.4. Agreement on the terms of the project must be reached by October 1 of the school year in which the project is to be performed. Failure to reach agreement will result in no project being performed for that year and in no compensation being paid for that year. The year in which a project is not performed will count as one of the years referred to in sub-paragraph 1.3(b) of this Article but will not result in the individual's termination from the Special Skills Retired Program.
- 1.1.5. It is generally recognized that the Special Skills Retired person should perform work equivalent to twenty-five (25) days of work per school year; that figure is subject to variance depending upon the tasks to be completed. The amount of time to be spent will be more specifically defined as a term of each individual's Special Skills Retired agreement.

1.2. Qualifications for Special Skills Retired Program

- 1.2.1. The unit member shall be at least age 55 as of July 1st of the fiscal year in which he or she enters the plan. Applications for participation in the Special Skills Retired Program must be made through the Personnel Office by April 1st.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES (INCLUDING EARLY RETIREES) (continued)

1.2. Qualifications for Special Skills Retired Program (continued)

- 1.2.2. A classified person must be in PERS and have a minimum of 120 consecutive months in the Los Altos School District.
- 1.2.3. In order to be eligible for this special skills employment, the employee must actually resign from the School District and be retired under PERS.

1.3. Conditions of Special Skills Retired Program

- 1.3.1. Participation in the plan with the School District shall be purely voluntary on the part of unit members.
- 1.3.2. Persons opting and qualifying for the special skills consultant program shall receive annual agreements for special skills service. The agreements for special skills service shall terminate at the end of the fifth consecutive fiscal year or at the end of the fiscal year in which the employee reached 65 years of age, whichever comes first. This paragraph will, however, not apply in instances where the special skills contract has been terminated because of failure to perform contractual terms. That condition is more explicitly set forth in paragraph 1.5.

1.4. Pay and Allowances for Retirees

- 1.4.1. The annual compensation shall be 20% of the top step of the current salary schedule for which the consultant is performing special skills services consistent with the employee's training, experience, and ability.
- 1.4.2. During the period of special consulting, the School District shall continue to pay health, major medical, dental and life insurance or its equivalent for the employee and his/her dependents (those listed as of retirement). These shall be the plans carried by the employee the year prior to retirement. Upon retirement, the benefits for dependents will be eliminated and optional dependent coverage made available to the employee under Article XVIII, 4.4 of this contract. The retired employee will not be eligible for participation in any new employee benefit program put into effect subsequent to retirement.
- 1.4.3. All monies paid to the special skills retired person will be subject to usual federal and state payroll and withholding taxes.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES (INCLUDING EARLY RETIREES) (continued)

1.5. Termination of the Contract

- 1.5.1. The special skills retired contract may be terminated upon the mutual agreement of the employee and the School District, or either party may terminate the contract at his/her initiative should the other party fail to perform required services or if the employee receives two (2) consecutive unsatisfactory yearly evaluations by his or her supervisor.
- 1.5.2. Each special skills retired person will report to an administrator designated as the person's supervisor at the commencement of each year of the Special Skills Retired Program. That administrator will be responsible for an ongoing evaluation of the special skills retired person's work.

2. RESIGNATION

An employee wishing to leave the classified service in good standing shall file with the Board of Trustees a written resignation, giving at least two weeks' notice of this intention to leave unless the said Board of Trustees consents to his leaving sooner. Payment of salary shall be continued for the full two-week period if the employee continues to fulfill assigned duties.

If an employee quits without giving the required notice, the fact should be recorded on the separation form, and no salary should be paid beyond the last day worked.

3. RETIREMENT

Retirement ages for classified employees shall be in accordance with the prevailing Public Employees Retirement System rules and regulations.

There shall be no action taken to terminate the service of any employee believed unable to continue to perform the duties of his position; rather, in such instances, application for disability retirement of such employee shall be made to the Public Employees Retirement System and the employee shall be advised accordingly. The District or the employee may file the application.

4. CLASSIFIED RETIREE BENEFITS

The Los Altos School District will provide health and major medical benefits to all retirees who were hired before November 1, 1988. The criteria for benefits shall be as follows:

- 4.1. Retiree shall have had a minimum of 120 months service with the District and shall be actively retired under PERS.
- 4.2. The health insurance plan to be provided will be equal to the plan selected by the employee for the final year of employment and shall remain in force until the 65th birthday at which time he shall apply for Medicare coverage. After that time, the District's benefit to the employee will be supplemental to Medicare coverage only.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES
(INCLUDING EARLY RETIREES) (continued)

4. CLASSIFIED RETIREE BENEFITS (continued)
 - 4.3. The employee who retires early on disability retirement shall meet the criteria for all regular retirees.
 - 4.4. The option to cover retiree dependents shall be exercised by the retiree with premiums being paid annually by the employee through the Los Altos School District.
 - 4.5. For the employee who elected the Special Skills Policy, this benefit will become effective at age 65 or at such time that his contract expires with the District.
 - 4.6. Individuals who were hired after November 1, 1988 or who otherwise do not qualify for the lifetime insurance benefits outlined in this section, may purchase these benefits from the District at their own expense if those individuals were participating in insurance benefits at the time of retirement. All other applicable provisions or restrictions outlined in this section shall also apply to individuals purchasing these benefits. The right to purchase these benefits shall be dependent upon the insurance carriers' willingness to allow for such purchase.

ARTICLE XX

SEVERANCE OF CONTRACTUAL PROVISIONS

1. REPLACEMENT FOR SEVERED POSITION

In the event of suspension or invalidation of any Article or Section of this Agreement by applicable rule, regulation or order issued by Government Authority other than the District, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for Articles or Sections.

Such invalidation of a part or a portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect during the term of this Agreement. The District and the Los Altos Chapter #103 of CSEA not inconsistent with State and Federal law, applicable law, and District policies which are within the scope of the Rodda Act affecting classified unit member employees shall remain in full force and effect.

ARTICLE XXI

INSURANCE

1. HEALTH INSURANCE

CSEA unit members (who work four (4) or more hours per day) and their dependents will be given a prescription drug plan and a choice of medical plans offered by CalPERS, with 95% of the premiums paid by the District for full-time employees and their dependents.

Additionally, the District shall provide for each unit member and dependent a prepaid prescription plan with a deductible.

Application should be completed and submitted to the Personnel Department as soon as possible. If papers are received by the fifth of the month, coverage will become effective on the first day of the following month.

2. INCOME PROTECTION INSURANCE

The District shall provide full-time CSEA unit members the sponsored Provident Life Plan II. District pays the premium on the basic policy for the full-time unit members participating in the plan. An employee pays an additional amount per month for supplemental coverage.

Coverage begins the first of the month following the month of employment. This insurance is available to unit members working four (4) or more hours per day each work day.

3. LIFE INSURANCE

The District shall provide full-time CSEA unit members the sponsored Provident Life Plan II.

4. DENTAL INSURANCE

District pays cost of the premium for coverage for the full-time unit members and dependents including orthodonture for children as covered under the plan. Dependent coverage became effective December 1, 1989. The District shall provide dental insurance through the plan offered by Delta Dental.

5. UNEMPLOYMENT INSURANCE

Classified employees are eligible for specified unemployment insurance benefits, exclusive of unemployment compensation disability benefits.

6. IRC SECTION 125 (FLEXIBLE BENEFITS) PLANS

The District will offer two IRC Section 125 (Flexible Benefits) Plans to CSEA members. One plan is a medical/child care expense reimbursement plan. The other plan is a premium conversion plan for part-time employees. Participation in either or both plans is entirely voluntary.

ARTICLE XXI

INSURANCE (continued)

7. FRINGE BENEFITS FOR PART-TIME EMPLOYMENT

Unit members may be offered contract for services which are less than a regular full-time assignment. Salaries paid will be paid in direct proportion to the time worked as related to current salary schedules.

Benefits will be offered as follows:

A full-time position is defined to be an 8-hour work day.

7.1. In the event the employment is one-half or more the District will provide Income Protection Insurance and will pay all costs.

7.2. The employee may waive rights to Health Insurance benefits offered regular full-time employees. This shall not be considered as a factor in employment.

7.3. In the event the employment is part-time, the District shall pay the same percentage of premium costs for health, dental and life insurance benefits as the percentage of time the employee works.

8. The District shall comply with provisions of the Consolidated Omnibus Reconciliation Act (COBRA).

ARTICLE XXII

AGREEMENT

1. The articles and provisions contained within this Agreement constitute a bi-lateral and binding contract (“Agreement”) between the Board of Trustees of the Los Altos School District (“School Board”) and the Los Altos Chapter #103 of CSEA.
2. This Agreement is entered into pursuant to Chapter 10.7, Section 3540-3549 of the Government Code of California.
3. During the term of this Agreement, the School Board and the Los Altos Chapter #103 of CSEA agree that all applicable laws remain in full force and effect except as herein modified to the extent not inconsistent with State or Federal law, that current District Board Policy and current job descriptions affecting unit members shall remain in full force and effect subject only to change by mutual agreement of the parties. Such policies and job descriptions are incorporated herein by reference.
4. This Agreement shall remain in full force and effect from July 1, 2006 to June 30, 2009 unless alteration or amendment is requested in writing by the Los Altos Chapter #103 of CSEA or School Board in accordance with the Negotiations Article (See Article XVI).

This Agreement shall continue in effect through June 30, 2009 unless one of the parties notifies the other in writing prior to the end of the contract year of its request to modify, amend a maximum of two (2) specific sections or parts of articles on this Agreement. These two (2) reopeners per year would be in addition to salary schedule and insurance reopeners. Additional reopeners may be submitted by mutual consent of CSEA and the District. Such request to modify or amend shall affect only those sections or articles identified.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year as written in Article XXI of this Agreement.

LOS ALTOS CHAPTER #103 OF CSEA

LOS ALTOS SCHOOL DISTRICT

Approval Date: _____

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Account Clerk

STAFF POSITION

Directly responsible to the Purchasing Agent (Supervisor) and/or the Assistant Superintendent – Business Services.

JOB SUMMARY

Performs clerical and accounting work in the areas of purchasing, accounts payable, and payroll. Does other related work as required.

EXAMPLES OF WORK

Assists in reviewing purchase orders and requisitions for purchase of supplies, materials, services and equipment; assists in determination of method of procurement; assists in locating sources of supply and in securing quotations on all items to be purchased; prepares and summarizes data for purchase orders and assigns numbers; assists in drafting specifications and preparing formal bids; helps maintain purchase records, catalogs and sources of supply; and, expedites orders and purchasing complaints.

Maintains all payment records, including vendor invoices and paid bills; checks that invoiced amounts are within purchase order amounts and batches invoices for payment by the County; enters accounts payable data on a remote terminal to County data processing; and, sends or mails payments to vendors.

Provides assistance to Payroll in areas as assigned, including (but not limited to) the payment of insurance premiums, the payment to other payroll vendors, the collections of insurance premiums where appropriate, employee attendance record keeping (including leaves), and accounting for and reconciling employer burdens.

Other related duties as assigned.

QUALIFICATIONS

Familiarity with procedures in purchasing, accounts payable, and payroll; has ability to maintain effective relationships with others; operates common office machines with some skill; has an average ability in mathematics; meets and works with vendors; uses proper telephone techniques.

Two years of college with major in business and related fields and/or sufficient work experience in purchasing, accounts payable, and payroll to meet the needs of the job.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Administrative Secretary – Maintenance

STAFF POSITION

Directly responsible to the Maintenance and Operations Director

JOB SUMMARY

Under general supervision, performs a variety of clerical and secretarial duties pertaining to the function of the office of Maintenance and Operations. Performs other duties as assigned.

EXAMPLES OF WORK (These examples are descriptive only and are not restrictive as to nature and type of assignment.)

Types letters, memos and other correspondence; types all repair orders for maintenance and types supply requisitions for maintenance and custodial department; prepares purchase orders, locates vendors, prices, and correct ordering information; processes work orders; maintains payroll information for the department; assists in compiling inventories; maintains necessary maintenance and operations records; files correspondence; answers telephone and performs duties of office receptionist; and maintains automated energy management systems as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Is responsible for maintaining an adequate supply of office supplies; assists in issuance of parts for repairs to maintenance workers; completes and maintains the maintenance and operations monthly reports and all other required paperwork.; Keeps custodian schedules and locates substitutes as needed; handles telephone communication; performs other duties as assigned. Assists administratively as a member of the maintenance and operations team in the office and in the field.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office methods, practices and procedures, including business correspondence and filing; of English, spelling, grammar and punctuation; of office equipment and some skill in their use; ability to make arithmetical calculations with speed and accuracy; to type 40 WPM; to carry out oral and written instructions; and to maintain cooperative relationships with those contacted in the course of work; proficient in use of computer for data collection and reporting and word processing.

EDUCATION AND EXPERIENCE

Any combination of experience and education equivalent to graduation from twelfth grade and two years of experience in secretarial/clerical work. Keeps current with best practices in the field. Valid California driver's license required.

Approved: 01-18-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Administrative Secretary - Schools

STAFF POSITION

Responsible directly to Principal.

JOB SUMMARY

Under supervision of Principal, acts as the school Office Manager. Performs tasks requiring complex management and administrative skills. Prepares and maintains files and records relating to students, staff, operations and activities while preserving a high level of confidentiality. Acts as confidential administrative assistant to Principal; supervises, coordinates and performs a wide variety of complex office procedures. Performs public relations and communications for Principal, school and district. Administers first aid on a regular basis. In absence of Principal, uses good judgment in communicating with the District Office and teacher in charge, acts as first emergency responder. Creates, produces and distributes newsletters, correspondence, flyers and bulletins; schedules appointments and meetings; receives, opens, prioritizes, and distributes inter-office and U.S. mail.

EXAMPLES OF WORK

Sets the tone of the school office when greeting the school community as well as the community at large; effectively communicates with all age groups; informs students, staff and public of school policies, procedures, actions, activities and schedules as appropriate; maintains Principal's calendar and school calendar of events. Collects, compiles, organizes and records a variety of data related to personnel and student activities; prepares and maintains related records, files and logs. Completes a wide variety of annual reports. Maintains records of payroll for certificated, classified and other personnel; maintains accurate records of substitute teachers; receives and distributes paychecks. Collects and accounts for monies in conjunction with school activities according to established procedures; oversees and maintains petty cash. Responsible for attendance accounting and reports for students and staff including daily, weekly, and monthly attendance reports; maintains confidential student database information (using knowledge of Power School program), has knowledge of complex computer programs; keeps cumulative paper records; keeps accurate records of absent and tardy students; verifies absences for employees and students. Supervises additional clerical staff. Administers first aid; responsible for caring for students and staff who become ill, have accidents or serious medical conditions; administers daily and as needed medications under direction of the District Nurse. Orders school supplies (using QSS program), maintains office equipment, handles work orders (using Zeus program) and service calls. Acts as liaison to PTA presidents and committee chairs.

QUALIFICATIONS

In addition to secretarial competencies (typing, word processing, phone etiquette, etc.), has the professional and executive skills that will enable him/her to be effective in relationships with Principal, staff, parents and students. and sensitive to and able to communicate with a multi-cultural population of students, parents, professional and paraprofessional staff members. Must be tactful and courteous. Able to multi-task in a busy office with constant interruptions and effectively delegate tasks. Able to prioritize responses to a variety of situations, including medical emergencies. Able to handle extremely stressful situations including contact with abusive and dissatisfied individuals. Uses good judgment in scope of authority delegated; willing to be trained in basic first aid and CPR; willing to work with potential hazards such as contact with blood and blood-borne pathogens; willing to learn rules, regulations, laws and policies governing the School District and ability to apply them with good judgment.

EDUCATION AND EXPERIENCE

High school diploma and two years of college or equivalent training needed; additional training on computer and data processing. Two years of varied experience in general secretarial positions, preferably in a school district.

Approved: 01-18-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Art Docent Coordinator

STAFF POSITION

Responsible directly to the Assistant Superintendent.

JOB SUMMARY

Under the supervision of the Assistant Superintendent, acts as coordinator to implement all of the aspects of the Art Docent Program.

EXAMPLES OF WORK

Knows the scope of the Art Docent Program and is skilled in presenting a majority of the units in the classroom. Serves as a resource person and understands the art component in the state curriculum framework. Provides teacher and docents with information on the art process, media basic arts elements and principles. Writes and illustrates the "hands-on" art experience procedure manuals and helps with development of new units. Gives individual training to the docents needing additional help. Designs, writes and assembles the art docent brochure, and flyers and information sheets going out to teachers. Writes new releases, arranges for, collects and hangs displays of children's art in the Board Room. Coordinates the annual Student Arts Show for the District. Orders or purchases all materials used by the program and prepares supplies uses in the classroom. Handles correspondence for the program. Does other related work as required.

QUALIFICATIONS

Should have extensive experience in art; prefer knowledge of the Art Docent Program. Must have the personal qualifications that will enable her/him to be effective in relationships with staff, public and children and meet the public tactfully. Ability to assume responsibility and use good judgment in recognizing the scope of authority delegated. Knows, or has the ability to learn, the art units to be used in classrooms and understands the art component in the state curriculum framework. Ability to give individual training to docents along with motivation and encouragement. Ability to organize children's work for displays, design flyers and write news releases.

Approved: 12-07-81

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Automated Sub System Operator

STAFF POSITION

Responsible to the Personnel Specialist.

JOB SUMMARY

Under supervision of the Personnel Specialist, oversees substitute needs of both certificated and classified personnel. Does other related work as required.

EXAMPLES OF WORK

- Enter new employees and substitutes in data base
- Edit data base as necessary
- Check daily log for unfilled absences
- Assist teachers with long term subs and same day absences

QUALIFICATIONS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of recent paid responsible and varied experience in secretarial/clerical work. Must exhibit tactfulness and courtesy when communicating on the telephone.

Approved: 01-10-07

JOB DESCRIPTION

JOB TITLE

Computer Network Specialist

BASIC FUNCTION

Under the direction of the Assistant Superintendent for Business Services, respond to requests for assistance with computer software, hardware, and networking problems. Provide technical assistance and training to district personnel on PC based and Apple/Macintosh based systems.

REPRESENTATIVE DUTIES

- Serve as LAN and WAN manager for the district, including system development and diagnosing and troubleshooting problems.
- Diagnose and repair problems.
- Train individual employees and/or groups on computer and software programs.
- Coordinate and perform back up of all data on the network.
- Upon request, evaluate and recommend computers and software and other hardware for compatibility, computer user's needs and district requirements.
- Upon request, install computer software applications on computers.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Personal computers, operating systems, and software applications.
- System analysis and computer programming techniques and procedures.
- LAN and WAN system operations and maintenance.

Ability to:

- Diagnose and solve computer related problems, including networking problems.
- Train and in-service employees.
- Quickly learn computer applications.

EDUCATION AND EXPERIENCE

Any combination equivalent to: three years of full-time personal/micro computer experience including systems programming, installation and maintenance of systems software, network management, and employee training. College degree in a computer science related field or comparable course work.

LICENSES AND OTHER REQUIREMENTS

Valid California motor vehicle operator's license

Approved 12-08-97

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Custodian

STAFF POSITION

Directly responsible to the Principal/Maintenance and Operations Supervisor.

JOB SUMMARY

Performs work in keeping an assigned campus or building area in a clean orderly condition. Does other related work as required.

EXAMPLES OF WORK

Sweeps, scrubs, and waxes floors; dusts, polishes furniture and woodwork, empties and cleans waste receptacles; washes windows and walls; leans, scrubs, and dusts all plumbing fixtures and polishes metal work; assists in moving and arranging furniture and equipment; locks doors and windows; turns out lights; takes care of equipment and materials used in the work; tends surrounding grounds; performs other sundry duties as directed by the Principal.

Custodian is familiar with the school's mechanical systems and is able to accept responsibility for their daily operations. Custodian is able to analyze and solve custodial problems. Custodian will order materials needed for custodial work at assigned school. Custodian will prepare rooms scheduled for school and community use.

QUALIFICATIONS

Must have the experience and training equivalent to one year's custodial work. Has knowledge of methods and materials used in custodial work; has ability to understand and carry out oral and written directions.

Custodians must possess a strong sense of responsibility and a high degree of reliability. Custodian must have the human understanding and manner essential to his relationship with school children. Custodian must be able to work harmoniously and effectively with teachers, staff, and the public.

Approved: 12-07-81

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Library Coordinator

STAFF POSITION

Under the direction of the Assistant Superintendent for Curriculum, coordinates the district's library program.

EXAMPLES OF WORK

Assists with training of employees and volunteers working in school libraries.
Provides material for library skills lessons.
Establishes a working relationship with local public libraries.
Oversees all school library collections.
Recommends purchases of library books, supplies and other media resources.
Oversees library databases and circulation systems.
Works with teachers and other curriculum leaders to select materials for school libraries.
Ensures consistency in library operations among district schools.

QUALIFICATIONS

Professional Librarian Certification or equivalent
Degree in Library Science or equivalent
Knowledge of library media, database and circulation systems
Strong oral and written communication skills

JOB DESCRIPTION

JOB TITLE

District Office Clerk

JOB SUMMARY

Under the direct supervision of the Superintendent and/or designee, acts as assistant to the district office staff and does other related office work as required by the district office.

EXAMPLES OF WORK

- typing, word processing, photocopying, proofreading, filing, recording information on records, compiling information for reports and summaries
- works within a framework of established procedures, but performs duties with only occasional instruction or assistance
- collects information and maintains records and files
- composes routines letters, operates standard office machines including computers and software

QUALIFICATIONS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of varied experience of secretarial/clerical work. Able to multi-task and prioritize duties. Willing to learn rules and regulations governing the School District and ability to apply them with good judgment.

Approved: 06-23-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Office Secretary

STAFF POSITION

Responsible to the Superintendent, Assistant Superintendent or designee.

JOB SUMMARY

Under supervision of the Superintendent, Assistant Superintendent or designee, operates multi-line telephone system, acts as receptionist and assists in typing and filing. Assists other departments as time allows, with clerical duties. Performs other duties as assigned.

EXAMPLES OF WORK

Front Desk

Acts as receptionist; operates a multi-line telephone system, takes messages and answers phones for those out of their office; handles and distributes all incoming mail; sends FedEx, UPS, etc. ; stamps and bundles all outgoing mail for post office; receives and sends faxes; maintains inventory of district forms for distribution; maintains basic office machinery: copier, fax, postage meter, etc.; assists telephone callers and office visitors by answering routine inquiries, providing departmental information or directing to appropriate staff member; explains district policies and procedures; promotes positive school, parent and community relationships and maintains surplus items files.

OTHER DUTIES AND RESPONSIBILITIES

The following are examples of duties that support various departments:

Superintendent's Office

- Assists with distribution of Board Meeting materials
- Maintains street directory, sends corrections to staff and verifies disputed addresses for correct school assignments
- Annually reconciles street directory with the Santa Clara County Tax Collector's report
- Copies student cumulative files sent to the district office for mailing to new school of attendance
- Maintains files of un-requested student cumulative records
- During the summer, registers incoming students to the district

Personnel Office

- Notifies employees when TB test proofs are due for renewal and maintains TB files
- Posts job openings to schools, unions and interested agencies
- Types income protection forms, verification of employment requests and Live Scan forms
- May schedule substitute employees
- During peak hiring months, reviews certificated employment applications for completeness and compliance within established selection requirements, records certificated applications for employment, sends response cards to applicants and responds to inquiries regarding application status

Curriculum Office

- Assists with projects as needed

Business Office

- Maintains Fixed Asset database
- Orders office supplies
- Maintains certificates of insurance file
- Distributes and mails direct mail payroll checks
- Assists in opening accounts payable invoices
- Parcel Tax
 - Handles all parcel tax calls and paperwork
 - Maintains data files for parcel tax exemptions
 - Processes parcel tax exemptions for eligible seniors
 - Generates and mails annual renewal letter
 - Maintains “Annual Exemption Report” to county

QUALIFICATIONS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of recent paid responsible and varied experience in secretarial/clerical work. Ability to act in time of emergency in an efficient manner. Knowledge of office methods and practices, including operation of district telephone system and telephone techniques; correct English, grammar, spelling and punctuation and strong computer skills (word processing and spreadsheets). Must be an asset to the district, exhibiting promptness, tactfulness and courtesy when meeting the public.

Approved: 02-15-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB SUMMARY

Gardener

STAFF POSITION

Directly responsible to the Maintenance and Operations Director.

JOB SUMMARY

Under general supervision of the Maintenance and Operations Director, a Gardener performs ~~gardening~~ landscaping work including mowing lawns and the maintenance of landscaped and other areas at all district facilities. Does other related work as required.

EXAMPLES OF WORK

A Gardener mows lawns, does planting, cultivates earth with a spade, mixes leaf mold, fertilizers soil increments to prepare ground for planting; fertilizes lawns, shrubs, and flower beds when and where needed; operates power grounds equipment, light trucks, hand sprayers, and hedge shears; waters lawns; edges lawns, paths and borders; sweeps lawns, sidewalks and other areas; picks up papers and trash from lawns in recreation areas; rakes leaves; prunes plants, trims trees and shrubbery; cleans shrubbery beds; applies chemicals for killing weeds and burning lines on athletic fields; gases gophers; and performs other duties as assigned.

Drags and marks tracks; renovates runways for pole vault, high jump and broad jump; cleans and levels baseball field; lays out game areas on asphalt; picks up and delivers wood shavings and tan bark for school recreation areas and picks up and delivers sandboxes at schools; hauls dirt and fills in all holes on school grounds; greases, oils, sharpens mowers and assists in the repair of gardening equipment; and answers emergency calls.

Assists Landscape Specialist as needed. Assists Maintenance Worker with routine building repairs as needed; assists with furniture and equipment set-ups and take-downs as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods of cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns appropriate to school grounds; knowledge of the methods of preparing soils for planting; knowledge of the use and capabilities of hand and power driven grounds keeping equipment; knowledge of proper safety practices and procedures in use of equipment and materials; able to repair and maintain gardening tools and equipment; able to understand and carry out oral and written instructions; ability to perform heavy manual labor; and ability to work effectively with principals, the general public and fellow employees. Ability to operate heavy equipment and machinery.

EDUCATION AND EXPERIENCE

Minimum of any combination of education and experience equivalent to the completion of the twelfth grade and one year of experience in gardening, tree work or grounds maintenance work. **AA** degree in a related field may be substituted for experience. Keeps current with best practices in the field. Valid California driver's license and other job required certifications required.

Approved: 03-01-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant, Level One

STAFF POSITION

Under direction of school Principal and staff, performs clerical tasks, media preparation, assistance in instructional activities of students. Attends meetings, planning sessions and does other related work as required.

EXAMPLES OF WORK

Aids teacher in preparing materials and room environment; records student progress, monitors instructional systems, corrects papers, and records progress; aids in typing; under teacher's supervision, may aid in small group instruction; participates in planning sessions with teachers and attends other meetings and in-service when required; assists in yard supervision; may work in library.

QUALIFICATIONS

Education/experience equivalent to completion of the twelfth grade. Possesses an aptitude to work with children and teachers; possesses warmth, empathy and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, confidentiality, promptness and good inter-personal relations.

SPECIFIC ASSIGNMENT

An ESL Level One Classroom Assistant carries out her roles in support of the regular classroom program, working with at least one referred or eligible ESL child. The ESL Aides carry out their activities in accordance with the current district ESL Procedures Handbook so that the ESL program will be in compliance with state and federal regulations. An ESL Assistant provides services to ESL students under the direct supervision of an ESL Teacher or Classroom Teacher, and may also be assigned to help ESL Specialists or teachers with clerical or assessment duties.

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant, Special Education

STAFF POSITION

Under direction of school Principal and staff, instructs individuals, small groups or classes of students designated by teachers from different classrooms; within teacher guidelines, may be expected to prepare lesson plans, materials for lessons, and assess students' progress. Meets with staff and/or parents. Assists with program planning, evaluation and revision.

EXAMPLES OF WORK

Instructs students in new skills or reinforces and extends skills introduced in the classroom; participates in planning sessions with staff and/or parents; assists in developing schedules, program planning, and the maintenance of records.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. Possesses the ability to organize data, schedules and information collected and/or submitted by teachers; an aptitude to work with children and teachers; warmth, empathy and the desire to become involved in the instructional process; the ability to follow instruction and accept constructive suggestions and professional standards. Knowledge of, or the ability to learn curriculum. May need to possess knowledge of a specialized field. Experience as a classroom aide and/or course work in education preferred.

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Landscape Specialist

STAFF POSITION

Directly responsible to the Maintenance and Operations Director.

JOB SUMMARY

Under general supervision of the Maintenance and Operations Director, a Landscape Specialist performs landscaping work including installing and repairing irrigation systems, mowing lawns, plans and installs grounds improvements and performs the maintenance and repairs of landscaped and other areas at all district facilities. Does other related work as required.

EXAMPLES OF WORK

A Landscape Specialist installs and repairs irrigation systems, mows lawns, does planting, cultivates earth with a spade, mixes leaf mold, fertilizers soil increments to prepare ground for planting; fertilizes lawns, shrubs, and flower beds when and where needed; operates power grounds equipment, light trucks, hand sprayers, and hedge shears; waters lawns; edges lawns, paths and borders; sweeps lawns, sidewalks and other areas; picks up papers and trash from lawns in recreation areas; rakes leaves; prunes plants, trims trees and shrubbery; cleans shrubbery beds; applies chemicals for killing weeds and burning lines on athletic fields; gasses gophers and assists principals in developing landscape plans, estimates time and material costs for such plans.

Assists Maintenance Worker with routine building repairs as needed; assists with furniture and equipment set-ups and take-downs as needed and performs other duties as assigned.

Drags and marks tracks; renovates runways for pole vault, high jump and broad jump; cleans and levels baseball field; lays out game areas on asphalt; picks up and delivers wood shavings and tan bark for school recreation areas and picks up and delivers sandboxes at schools; hauls dirt and fills in all holes on school grounds; greases, oils, sharpens mowers and assists in the repair of gardening equipment; and answers emergency calls.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods of cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns appropriate to school grounds; knowledge of the methods of preparing soils for planting; knowledge of the use and capabilities of hand and power driven grounds keeping equipment; knowledge of proper safety practices and procedures in use of equipment and materials; knowledge of automated irrigation systems; knowledge of various fertilizers and their proper uses; knowledge of plant diseases and pests common to the area and methods used in their eradication and/or control; able to repair and maintain gardening tools and equipment; able to understand and carry out oral and written instructions; ability to perform heavy manual labor; and ability to work effectively with principals, the general public and fellow employees. Ability to operate heavy equipment and machinery.

EDUCATION AND EXPERIENCE

Minimum of any combination of education and experience equivalent to the completion of the twelfth grade and two years of experience in gardening, tree work or grounds maintenance work. AA degree in a related field may be substituted for experience. Keeps current with best practices in field. Valid California driver's license and other job required certification required.

Approved: 03-01-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Lead Warehouse Person

STAFF POSITION

Directly responsible to the Purchasing Agent (Supervisor).

JOB SUMMARY

To receive, store and distribute all materials and equipment ordered for the District's programs including all warehouseable maintenance supplies. Maintains a warehouse and records of commonly used school supply items. Performs other related work as assigned including maintenance and gardening tasks as directed by the Purchasing Agent (Supervisor).

EXAMPLES OF WORK (Warehouse)

- Maintain records of receipts of materials and equipment and maintains quality control over receipt of purchases for the District
- Responsible for checking quantities, quality of materials and their condition when received by the District
- Responsible for proper storing or distribution to user and for providing the Business Office with proper documentation of receipt and disposition
- Act as a member of the maintenance and gardening crews and carry out tasks as directed by the Purchasing Agent
- Receive deliveries for Los Altos School District
- Organize warehouse merchandise
- Review Purchase Orders over a month old
- County runs for accounts payable twice weekly
- Ensure that curriculum materials are current and notify curriculum office of older materials which may be obsolete
- Delivery of Board books to Trustees before Board meetings
- Tag all orders over \$500 and record with serial number for accounts payable
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Must be trained in modern methods for receiving, storing and the issuing of materials and equipment. Employee must have a basic understanding of computers and have the ability to coordinate, understand and carry out oral and written instructions. Employee must keep accurate records, make reports and maintain a cooperative relationship with those contacted in the course of work.

QUALIFICATIONS

A combination of education and experience equivalent to the completion of the twelfth grade and two years warehousing or maintenance and gardening experience including the maintenance of stock records, receiving, storing, and the issuing of materials and equipment.

Approved: 01-10-07

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Maintenance Worker

STAFF POSITION

Directly responsible to the Maintenance and Operations Director.

JOB SUMMARY

Under general direction, does skilled maintenance work, construction, repair of buildings and equipment. Does other related work as required.

EXAMPLES OF MAJOR DUTIES AND RESPONSIBILITIES (These examples are descriptive only and are not restrictive as to nature and type of work.)

A Maintenance Worker does painting, roofing, woodworking, repair work to buildings and equipment; measures, cuts, threads, and installs water lines; does plumbing installation and repairs in a school plant or school office; repairs and installs lavatory equipment, repairs and installs drinking fountains; electrical work; runs wire; runs conduit (rigid, flex, thin wall); installs lights; repairs HVAC systems; repairs electrical equipment; repairs light switches; welds pipe, playground equipment or machinery.

OTHER DUTIES AND RESPONSIBILITIES

Build fences; does cement work; repairs play equipment; repair and maintenance of roofing; does plastering; lays out recreational grounds; installs and repairs floor coverings; does locksmith and security systems work. Performs other duties as assigned including assisting Landscape Specialist and/or Gardener with landscaping tasks when needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of electrical and plumbing tools, carpentry, equipment, supplies, HVAC systems, locksmith work, security systems work; diagrams used in the proper installation of electrical and plumbing fixtures; building construction and repair work; skill in the care and use of electrical and plumbing tools and tools required in the performance of the job; ability to properly care for the electrical and plumbing needs of a school district; ability to understand and carry out oral and written instructions; and the ability to work effectively with principals, the general public and fellow employees.

EDUCATION AND EXPERIENCE

Minimum of any combination of education and experience equivalent to the completion of the twelfth grade and two years of experience in either the electrical or plumbing field and/or general maintenance. AA degree in a related field may be substituted for experience. Keeps current with best practices in the field. Valid California driver's license required.

Approved: 02-13-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Neighborhood Liaison Worker

STAFF POSITION

Under general supervision of school Principal develops and implements programs to make families aware of the health related services available to them and their children, encourages families to take advantage of these services, and does related work as required.

EXAMPLES OF WORK

Assists children/parents in accessing services provided by community human service agencies; advises parents of free/reduced meal options and available pre-school services; schedules home visits to new families to orient them to various health related programs; schedules visits to all families to secure developmental histories; encourages volunteering in their child's school and assists with any health related needs; assists in arranging transportation for students/parents to service providers within the community when needed; serves as a resource to parents when they are dealing with health related programs and services offered in the community; phones/visits families to remind them of appointments, follows up on a teacher referral regarding health/family needs and advises parents' needs for information, education, etc.; assists School Nurse and School Health Assistant in performance of duties at local site.

QUALIFICATIONS

Possesses valid California Driver's License; bilingual in Spanish, Vietnamese, Tagalog or Chinese; resident of school/district neighborhood; reflects the language and cultural background of school/district neighborhood; has ability to be sensitive to confidentiality of students/family situations; has ability to be tactful and diplomatic when dealing with parents and students; has ability to understand and carry out oral and written directions given in English; has ability to speak and write correct English, Spanish, Vietnamese, Tagalog or Chinese; has ability to maintain cooperative working relationships with students, staff, parents and visitors; has ability to recognize the culture of the local neighborhood and be sensitive to cultural diversity.

One or more years of experience working with students and families. Desired: experience in a school liaison capacity or social services agency.

High school diploma or any combination equivalent to graduation from high school. Desired: any combination of education and related experience equivalent to completion of two years of college with course work in social science, psychology, sociology, health services or child development.

Approved: 02-13-95

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Noon Duty Aide

STAFF POSITION

Under direction of school Principal, serves as primary adult supervisor during lunchtime.

EXAMPLES OF WORK

Supervises and monitors eating area, play area and restrooms. Carries forward school discipline management plan. May be required to administer first aid. Does other related work as required.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to resolve conflict. Strong communication skills with children. Willingness to communicate with teachers. The ability to recognize potential playground issues. Must be flexible, punctual and consistent with disciplinary practices. The ability to multi-task and remain calm in high paced environment. Requires stamina as position requires supervision on many areas of playground. Experience as a classroom aide and/or work in education preferred. Coursework in child psychology desired.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Printing Technician

STAFF POSITION

Directly responsible to the Assistant Superintendent - Business

JOB SUMMARY

Under direction, is responsible for all media, reproduction work, plate making, and bindery. Orders and maintains supplies for the printing area. Does other related work as required.

EXAMPLES OF MAJOR DUTIES AND RESPONSIBILITIES (These examples are descriptive only and are not restrictive as to nature and type of work.)

A Printing Technician sets up and operates Multilith-Multigraph Duplicator 1250, Multilith Offset 2850, 2000 Electrostatic Copier, Xerox 9200 Copier, Plate-Maker, Velo Oinder 201 and Caser, paper cutter, collator, stapler (manual and electric), and paper drill. Makes metal plates, including layout. Reproduces by offset process forms, letterheads, envelopes, charts, booklets, pamphlets, brochures, form letters, reports, and special publications; this includes line, solids, halftones, hairline registration, and multi-color work. Collates, assembles, pads, binds, and staples reproduced work; prepares and distributes reproduced materials to schools and offices located in the administration building; orders and maintains, cleans Xerox machines and maintains paper supply for Xerox machine. May direct work of personnel assigned to the reproduction areas.

OTHER DUTIES AND RESPONSIBILITIES

Operates tape duplicator, dry mount, and laminator. Instructs personnel (district and PTA) in methods of preparing their work for finished copy. Instructs personnel (district and PTA) in the use of equipment within the department available for their use. Correlates materials and schedules workloads.

KNOWLEDGE, SKILLS AND RESPONSIBILITIES

Knowledge of modern reproduction and media methods, practices and procedures; must be thoroughly familiar with photographic processes for offset reproduction, copy preparation, lay-out, paste ups (includes stripping and halftones), plate-making, chemicals used in the developing, preserving and storing of masters and plates; making and stripping negatives for printing; ability to operate tape duplicator, dry mount press, laminator, Xerox, Velo Binder and Caser; and the ability to maintain cooperative relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Equivalent to the completion of twelfth grade and five years experience and/or training in the field of reproductive work, as well as knowledge of media described in this job description.

Approved: 12-07-81

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Behavioral Therapist

STAFF POSITION

Under direction of school Principal and Director of Pupil Services. Behavioral Therapist will provide specialized behavior management to severely disabled students. The Behavioral Therapist will assist in curriculum access with appropriate curriculum adaptations, monitoring non-structured times, classroom management, assist in advancing behavior with students and performing other duties, as assigned, so that the student acquires as much autonomy as possible. The Behavioral Therapist will, under specialized supervision, provide one-on-one Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs. Behavioral Therapist will be responsible for collecting behavioral data and implementing interventions to assist students with respect to their IEP goals.

EXAMPLES OF WORK

Delivers ABA instruction to autistic students in a variety of settings. Assists in general education classroom to provide curriculum access to severely disabled students. Provides social skills facilitation in conjunction with ABA to assist students in generalizing social skills in playground or classroom settings. Collects data related to behavior and social skills IEP goals. Provides supports to students who need help with toileting or other hygiene needs.

QUALIFICATIONS

Education: Minimum AA degree, BA preferred. Experience: Minimum one year of experience working with students with autism including some demonstrated experience implementing ABA programs, or one year of experience working with students with severe handicaps, though three years is preferred. In general, must meet NCLB requirements for qualification.

Approved: 10-18-05

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Computer Specialist

STAFF POSITION

Under direction of school Principal, serves as school coordinator of the computer program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides computer instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction. Troubleshoots and repairs computer hardware and software. Updates operating system and browsers. Assists with grade books, email, mailing lists and school presentations.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, English Language Learner (ELL) Specialist

STAFF POSITION

Under direction of school Principal and Director of Pupil Services. Prepares lesson plans and gathers materials for lessons to supplement the classroom program for ELL students. Administers and scores ELL assessments, keeps records regarding students who speak another language, and assists teachers and Principal in collecting and recording data regarding the academic progress and test performance of current and former ELL students. Works with teachers to provide modifications in the supplemental instruction setting so that ELL students can learn the Core Curriculum.

Carries out his/her role in support of the regular classroom program, carrying out activities in accordance with the current district ELL procedures handbook so that the ELL program will be in compliance with state and federal regulations

EXAMPLES OF WORK

Participates in planning sessions, provides instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Library Program Specialist

STAFF POSITION

Under direction of school Principal, serves as school coordinator of the school library. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides library skills instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction. Checks books in and out. Orders and enters new books. Updates media information.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Music Specialist

STAFF POSITION

Under direction of Assistant Superintendent - Curriculum, serves as member of the music program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides music instruction and supervision to students, schedules and provides assistance to music teachers, volunteers and level one assistants, plans and prepares materials for instruction.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in music education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Physical Education Specialist

STAFF POSITION

Under direction of Assistant Superintendent - Curriculum, serves as member of the physical education program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning physical education sessions, provides instruction and supervision to students, schedules and provides assistance to physical education teachers, volunteers and level one assistants, plans and prepares materials for instruction.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Science Specialist

STAFF POSITION

Under direction of school Principal, serves as school coordinator of the science program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides science instruction and supervision to students, schedules and provides assistance to teachers, volunteers and level one assistants, plans and prepares materials for instruction. Keeps science supplies updated and organized. May plan and organize science fairs.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in science education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Site-Specific Program

STAFF POSITION

Under direction of school Principal and staff, serves as specialist for a program in any one of a number of areas (e.g. reading, noon activities) at one specific school funded by a school-level budget. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Visual Arts Specialist

STAFF POSITION

Under direction of Assistant Superintendent - Curriculum, serves as member of the visual arts program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides art instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction. Orders art supplies. Develops curriculum in conjunction with Art Docent Program.

QUALIFICATIONS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

School Coordinator

STAFF POSITION

Under the direction of the building principal, performs clerical and coordination tasks as delegated by the principal.

EXAMPLES OF WORK

Monitors inventory of school supplies and orders supplies.
Maintains school master calendar of events and coordinates room use.
Assists with scheduling and recordkeeping for instructional and other aides and volunteers.
Acts as principal's liaison with PTA committees.
Maintains records of purchase orders to be reimbursed by PTA.
Provides clerical assistance with school publications, bulletins, agendas and correspondence.
Monitors ball room supplies, procedures and student workers.
Assists with special events and student activities.
Acts as principal's clerical assistant.
Assists the administrative secretary when directed to do so by the principal.
Maintains confidentiality of student and staff information.

QUALIFICATIONS

Excellent spoken and written communication skills
Basic word processing skills
Strong organizational skills
Ability to use spreadsheets, database scanner, e-mail
Ability to understand the operation of the school as a whole
Interpersonal and public relations skills

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

School Health Assistant

STAFF POSITION

Under general supervision of school Principal and school nurse maintains accurate and complete health records, contacts students/families as follow-up to health screenings, assists in student health issues and does related work as required.

EXAMPLES OF WORK

Assists in health/dental screenings: schedules, organizes, records, does referral and telephone follow up with families and coordinates volunteers; contacts families to advise of medical resources, immunization information, Child Health and Disability Prevention (CHDP) program; arranges for needed transportation, makes home visits when necessary; provides clerical assistance to nurse including data entry for computerized records, keeps statistics on family contacts/services rendered; reviews emergency cards for health information, completes routine reports and tracks immunization for students; organizes educational presentations for staff/families, coordinates programs and arranges facilities.

QUALIFICATIONS

Possesses valid California Driver's License; types at a speed of not less than 50 words per minute from clear copy; is proficient on a personal computer; has ability to be sensitive to confidentiality of students/family situations; has ability to be tactful and diplomatic when dealing with parents and students; has ability to maintain accurate and complete health records and reports; has ability to perform clerical work of average difficulty; has ability to operate a personal computer, word processing and spread sheet program; has ability to understand and carry out oral and written directions given in English and has ability to maintain cooperative working relationships with students, staff, parents and visitors.

One year of experience of general clerical and computer duties. Desired: Experience in a school health service capacity.

Any combination equivalent to graduation from high school, including or supplemented by training in typing and computers. Desired: any combination of education and related experience equivalent to completion of two years of college with course work in social science, psychology, sociology, child development or health services.

Approved: 02-13-95

JOB DESCRIPTION

JOB TITLE

School Office Clerk

JOB SUMMARY

Under the direct supervision of the Principal and/or designee, acts as assistant to the school office secretary and does other related office work as required by the school.

EXAMPLES OF WORK

- answers phones and performs duties as office receptionist interacting with staff, students and parents
- assists with daily attendance, data entry and student cumulative records
- types, copies and files as requested
- administers first aid, dispenses daily medication and helps care for ill children and staff as needed
- assists with registration of new students and maintains confidentiality of students and staff
- maintains student records of Independent Study Plans, National School Lunch Program, Student Stores and Student Council funds
- distributes mail, orders and receives supplies and educational materials
- assists in keeping calendar of events and performing light bookkeeping
- performs other duties as assigned by the Principal or secretary

QUALIFICATIONS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of varied experience of secretarial/clerical work. Able to multi-task and prioritize duties. Able to act in a calm, efficient manner in times of emergency. Willing to be trained in basic first aid and CPR; willing to work with potential hazards such as blood and blood-borne pathogens; willing to learn rules and regulations governing the School District and ability to apply them with good judgment.

Approved: 03-01-06

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Technology Support Technician

WORK YEAR

_12-Month Position

JOB SUMMARY

Under the direction of the Technology Support Specialist, provide technical support to the school computer systems, including software, hardware and networking.

EXAMPLES OF MAJOR DUTIES AND RESPONSIBILITIES

- Install and upgrade system and program software
- Troubleshoot printer, system and network problems
- Coordinate repair services as needed
- Maintain school library systems as needed
- Gather and maintain inventories of computer equipment and software
- Document network configurations
- Help implement backup strategies
- Assist and, if needed, provide direction to school computer lab specialists
- Train individual employees on computer and software programs
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Personal computers, operating systems and software applications
- System analysis and computer programming techniques and procedures
- LAN and WAN system operations and maintenance
- PC and Apple/Macintosh based systems

Ability to:

- Coordinate systems and training at multiple sites
- Diagnose and solve computer related problems, including networking problems
- Train and in-service employees
- Quickly learn computer applications

EDUCATION AND EXPERIENCE

Any combination equivalent to: three years of full-time personal/micro computer experience including systems programming, installation and maintenance of systems software, network management and employee training. College degree in a computer science related field or comparable coursework. Valid California driver's license required.

Approved: 01-18-06

**LOS ALTOS SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
NON PERS MEMBER
2006-2007**

APPENDIX A

<u>CLASSIFIED MONTHLY POSITION</u>									12 MONTH FACTORED BY FTE
RANGE									
A	DISTRICT OFFICE CLERK								
B	CUSTODIAN, GARDENER, PRINTING TECHNICIAN, DISTRICT OFFICE SECRETARY								
C	ADMINISTRATIVE SECRETARY								
D	ACCOUNT CLERK, MAINTENANCE WORKER, LANDSCAPE SPECIALIST, LEAD WAREHOUSE PERSON, CONSTRUCTION PROJECT MANGER/CLERK								
E	TECHNOLOGY SUPPORT TECHNICIAN								
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
A	2337	2453	2574	2702	2840	2980	3127	3283	
B	2953	3096	3256	3414	3586	3766	3955	4153	
C	3251	3416	3586	3769	3953	4153	4360	4579	
D	3340	3509	3685	3872	4061	4267	4478	4704	
E	4171	4389	4620	4864	5118	5389	5674	5969	

<u>CLASSIFIED DAILY POSITION</u>									10-MONTH - TEACHER DAYS FACTORED BY FTE
									(AA, BB, CC "DAILY" RATE = A,B,C "MONTHLY" RATE DIVIDED BY 21.67 DAYS)
RANGE									
AA	DISTRICT OFFICE CLERK, SCHOOL OFFICE CLERK, NEIGHBORHOOD LIAISON								
BB	ART DOCENT COORDINATOR, SCHOOL COORDINATOR								
CC1	SCHOOL HEALTH ASSISTANT								
CC2	SCHOOL ADMINISTRATIVE SECRETARY								
DD	COMPUTER NETWORK SPECIALIST								
EE	DISTRICT LIBRARY COORDINATOR								
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
AA	107.84	113.20	118.78	124.69	131.06	137.52	144.30	151.50	
BB	136.27	142.87	150.25	157.54	165.48	173.79	182.51	191.65	
CC1	150.02	157.64	165.48	173.93	182.42	191.65	201.20	211.31	
CC2	156.77	164.73	172.96	181.77	190.64	200.26	210.23	220.83	
DD	249.72	262.23	275.42	289.16	303.59				
EE	266.23	279.46	293.44	308.14	323.46				

<u>CLASSIFIED HOURLY POSITION</u>									10 MONTH - STUDENT DAYS FACTORED BY FTE
RANGE									
I	INSTRUCTIONAL ASSISTANT								
II	INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION								
III	PROGRAM SPECIALIST								
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
I	12.51	12.51	13.00	13.66	14.18	14.91	15.66	16.47	
II	16.54	17.27	18.01	18.75	19.46	20.20	20.95	21.66	
III	20.40	21.41	22.46	23.60	24.79	26.02	27.33		

PROFESSIONAL GROWTH \$8.00 PER APPROVED UNIT FACTORED BY FTE

<u>LONGEVITY</u>		FACTORED BY FTE
6 - 9 YEARS = \$25.00 PER MONTH	18 - 21 YEARS = \$85.00 PER MONTH	
10 - 13 YEARS = \$45.00 PER MONTH	22 - 25 YEARS = \$105.00 PER MONTH	
14 - 17 YEARS = \$65.00 PER MONTH	26 + YEARS = \$125.00 PER MONTH	

<u>NIGHT ALLOWANCE</u>		\$25.00 PER MONTH AS NOTED BELOW:
SCHOOL CUSTODIAN:	10 MONTH PRORATED OVER 12 MONTHS	
DISTRICT OFFICE CUSTODIAN:	12 MONTHS	

APPROVED: 02-12-07 EFFECTIVE: 07-01-06 4.5% Increase

**LOS ALTOS SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
PERS MEMBER
2006-2007**

APPENDIX A

<u>CLASSIFIED MONTHLY POSITION</u>									12 MONTH FACTORED BY FTE
RANGE									
A	DISTRICT OFFICE CLERK								
B	CUSTODIAN, GARDENER, PRINTING TECHNICIAN, DISTRICT OFFICE SECRETARY								
C	ADMINISTRATIVE SECRETARY								
D	ACCOUNT CLERK, MAINTENANCE WORKER, LANDSCAPE SPECIALIST, LEAD WAREHOUSE PERSON, CONSTRUCTION PROJECT MANAGER/CLERK								
E	TECHNOLOGY SUPPORT TECHNICIAN								
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
A	2260	2365	2491	2613	2743	2880	3022	3174	
B	2854	2992	3145	3302	3468	3641	3824	4017	
C	3144	3303	3468	3641	3821	4017	4216	4426	
D	3229	3393	3562	3741	3925	4126	4330	4546	
E	4069	4281	4508	4746	4994	5257	5535	5825	

<u>CLASSIFIED DAILY POSITION</u>									10-MONTH - TEACHER DAYS (AA, BB, CC "DAILY" RATE = A,B, C "MONTHLY" RATE DIVIDED BY 21.67 DAYS) FACTORED BY FTE
RANGE									
AA	DISTRICT OFFICE CLERK, SCHOOL OFFICE CLERK, NEIGHBORHOOD LIAISON								
BB	ART DOCENT COORDINATOR, SCHOOL COORDINATOR								
CC1	SCHOOL HEALTH ASSISTANT								
CC2	SCHOOL ADMINISTRATIVE SECRETARY								
DD	COMPUTER NETWORK SPECIALIST								
EE	DISTRICT LIBRARY COORDINATOR								
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
AA	104.29	109.14	114.95	120.58	126.58	132.90	139.46	146.47	
BB	131.70	138.07	145.13	152.38	160.04	168.02	176.47	185.37	
CC1	145.09	152.42	160.04	168.02	176.33	185.37	194.55	204.25	
CC2	150.91	158.53	166.46	174.73	183.36	192.79	202.32	212.40	
DD	243.71	255.87	268.71	282.13	296.21				
EE	259.75	272.65	286.30	300.63	315.57				

<u>CLASSIFIED HOURLY POSITION</u>									10 MONTH - STUDENT DAYS FACTORED BY FTE
RANGE									
I	INSTRUCTIONAL ASSISTANT								
II	INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION								
III	PROGRAM SPECIALIST								
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
I	12.09	12.09	12.56	13.18	13.73	14.39	15.12	15.88	
II	16.15	16.85	17.56	18.27	18.99	19.71	20.43	21.13	
III	19.70	20.67	21.69	22.81	23.93	25.14	26.40		

<u>PROFESSIONAL GROWTH</u>	\$8.00 PER APPROVED UNIT	FACTORED BY FTE
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<u>LONGEVITY</u>		FACTORED BY FTE
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SCHOOL CUSTODIAN:	10 MONTH PRORATED OVER 12 MONTHS	
DISTRICT OFFICE CUSTODIAN:	12 MONTHS	

APPROVED: 02-12-07 EFFECTIVE: 07-01-06 4.5% Increase

LOS ALTOS SCHOOL DISTRICT

CLASSIFIED AIDES PAYROLL PROCEDURE

PART-TIME CLASSIFIED EMPLOYEE (AIDE)

Vacation entitlement payoff, holiday entitlement payoff, and sick leave entitlement shall be based on the percentage of working days during the school year that the employee is assigned to duty.

The formulas used are as follows:

VACATION ENTITLEMENT:

Number of assigned working days divided by the number of work days for a full-time employee multiplied by 10 = number of days of vacation entitlement.

HOLIDAY ENTITLEMENT: Number of assigned working days divided by the number of instructional days times the number of holidays within or adjacent to the assigned work day = number of days of holiday entitlement.

SICK LEAVE ENTITLEMENT: Total hours worked per week divided by five days in a week equal the average hours worked per day times the number of months worked = number of hours sick leave entitlement.

LONGEVITY ADJUSTMENT FOR PART-TIME CSEA EMPLOYEES: This adjustment commences with the 1993-94 year and is to be calculated and paid at the completion of each fiscal year. The actual adjustment will be a pro-rata share of the longevity adjustment for full-time employees based on total hours worked for the year.

RECLASSIFICATION FORM

Unable to provide reclassification form at the time of printing.

