TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

CLASSIFIED SCHOOL EMPLOYEES' ASSOCIATION
Chapter #671

NEGOTIATED CONTRACT

July 1, 2026– June 30, 2029

Table of Contents

Article I: Agreement	1
Article II: Recognition	1
Article III: Organizational Security	1
Article IV: Management Rights and Employee Powers	3
Article IV: Grievance Procedures	3
Article VI: Definition	6
Article VII: Contract Distribution	6
Article VIII: Leaves	7
Article IX: Retraining & Study Leave	12
Article X: Transfers	12
Article XI: Evaluation Procedures	13
Article XII: Safety	13
Article XIII: Compensation	14
Article XIV: Emergency School Closure	16
Article XV: Savings Provision	15
Article XVI: Concerted Activities	16
Article XVII: Duty Time Allocation (Holidays/Vacation)	16
Article XVIII: Temporary Assignments	17
Article XIX: Progressive Discipline	17
Article XX: Layoff Procedure	20
Article XXI: Mileage & Per Diem	22
Article XXII: Hours of Employment & Overtime	23
Article XXIII: Retirement Provisions	26
Article XXIV: Term of the Contract (Duration)	28
Article XXV: Reopening Provisions	28
Appendix A: Salary Schedules	29
Appendix B: Classified Work Schedule	30
Appendix C: Evaluation Procedures	31
Appendix D: Absence Affidavit	56
Appendix E: Calendar	57

ARTICLE I: AGREEMENT

This agreement is between the Tulelake Basin Joint Unified School District, referred to as "District", and the Tulelake Chapter #671 an affiliate of CSEA, referred to as "CSEA".

ARTICLE II: RECOGNITION

The District confirms its recognition of the Classified Employees' Association, Chapter #671, of the CSEA as the exclusive representative for that unit of classified employees consisting of: secretaries to the principals, secretaries, administrative assistants, lead bus driver, bus drivers, head cook, cooks, lead custodians, custodians, paraprofessional, library aides, media specialists, and building and transportation maintenance, electrician and all other classified employees. Excluded from the bargaining unit are:

All substitute and temporary classified employees

All managerial, supervisory and confidential personnel

All after school and intercession employees not employed by the District during the regular school day and year

All newly created full-time positions, except those designated by the Board as confidential or management, shall belong to the bargaining unit. If a dispute arises regarding assignment of confidential and management personnel and the unit assignment cannot be resolved at the local level, it shall be resolved by PERB under the procedures established for such purposes. CSEA shall receive one (1) copy of the approved budget at the beginning of the school year.

ARTICLE III: ORGANIZATIONAL SECURITY

1. Membership and Dues Deduction

1. District shall distribute CSEA-supplied membership applications to new hires (but not make any statement suggesting workers must join). CSEA shall be part of the New Employee Orientation and be given reasonable time to speak privately with new hires. District shall refer all employee questions about CSEA or dues over to the CSEA Labor Relations Representative. CSEA shall defend and indemnify the District for any claims arising from its compliance with this clause. This agreement shall satisfy District's duty to bargain effects of Janus decision.
2. The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the

worker drops out during a specified window period. The District need not keep track of this period which shall be tracked by CSEA within its membership database.

3. CSEA shall have the sole and exclusive right to receive the payroll deduction for regular membership dues.

2. Dues Deduction

1. The employer shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA.
2. The District shall refer all employee requests to revoke membership to the CSEA Labor Relations Representative and shall obtain his/her approval on behalf of the union before processing any revocation request.
3. The employer shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.
4. There shall be no charge by the employer to CSEA for regular membership dues deductions.

3. Membership Information

1. The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, and status as a union member.
2. The District shall reject all Public Records Act requests from outsiders for work email addresses for bargaining unit members unless there is a court decision directing public agencies to release this information.
3. The District shall use its best efforts to filter out outsiders' emails to work email addresses soliciting against union membership. District shall only post on the public portion of its website work email addresses for employees whom the public needs to contact.

4. Hold Harmless Provision

1. CSEA shall defend and indemnify the District for any claims arising from its compliance with this article for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the employer to cancel or change

membership dues authorization. The employer shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.

2. CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.

ARTICLE IV: MANAGEMENT RIGHTS AND EMPLOYER POWERS

It is understood and agreed that the District retains all powers and authority to direct and control District operations to the full extent of the law. Included but not limited to those duties and powers are the rights in accordance with applicable laws and District regulations to:

A. Direct the work of employees, determine the means and services to be provided, establish the educational philosophy and the goals and objectives of the District, school and/or other activity, insure the rights of students, employees, managers, and Board of Education members, determine the number and kinds of personnel required, determine new job descriptions, except for salary placement, maintain the efficiency of the District operation, build, move or modify the facilities, develop and implement budget procedures, and determine the methods of raising revenue. In addition, the District retains the right to hire, assign, evaluate, terminate and discipline employees.

Further, the District reserves the right to do all that is necessary to exercise the foregoing powers, rights, authority, duties and responsibilities, including but not limited to, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, and shall be limited only by the specific and express terms of this Agreement in conformance with the laws of the State of California. The failure of the District to strictly enforce rules and policies shall not be deemed a waiver of the District's right to enforce compliance.

ARTICLE V: GRIEVANCE PROCEDURES

A. **Definitions**

1. A "grievance" is a written claim by an employee that there has been a violation, misinterpretation, or misapplication of a specific provision of this agreement.

2. A "grievant" is a bargaining unit employee making the claim.

3. A "day" is any day the District Office is open for normal business or otherwise indicated.

B. **General Provisions**

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to a grievance.

2. Nothing contained herein shall be construed as limiting the right of any bargaining unit employee, prior to initiation, the formal grievance procedure to discuss the matter informally with the

immediate supervisor or any appropriate member of the administration to whom it applies and to have the grievance adjusted without the intervention of CSEA, provided that the adjustment is consistent with the terms of this agreement.

3. Since it is essential that grievances be resolved as rapidly as possible, the time limits specified at each level should be considered to be maximums and every effort should be made to expedite the process. The time limits may be modified by mutual agreement in any specific grievance without setting precedents.

4. If the grievance arises out of the action or inaction of a department head or administrator, the grievance may be initiated at the level which is one level higher than that at which the department head or administrator is located.

5. Decisions rendered at all formal levels of the grievance procedure shall be in writing, setting forth the decision and reasons therefore, and will be transmitted promptly to all parties of interest and the chief executive officer of CSEA.

6. When it is required that a grievant be absent from his/her duties pursuant to these procedures, he/she shall suffer no loss of pay.

7. During these proceedings, and until a final determination has been reached, all proceedings shall be confidential.

8. Should the grievant be satisfied with a recommended resolution of the grievance rendered at any level below Level Three, the District will be notified of the acceptance of the recommended resolution prior to the expiration of the time limit for proceeding to the next level.

C. **Procedures**

When an employee has a grievance, it shall be presented in the following manner:

1. *Informal Level*

Within fifteen (15) days after the occurrence or the act of omission giving rise to a potential grievance or after such time as the grievant reasonably became aware of the occurrence, act, or omission, a grievant will discuss the grievance with the immediate supervisor. The employee shall notify the supervisor that the discussion is at the informal level of the grievance procedure.

2. *Level One*

a. If the matter has not been resolved at the informal level conference, the aggrieved person may, within ten (10) working days, present his/her grievance in writing to the Supervisor.

b. The written grievance shall state the circumstances on which the grievance is based, the exact item in the contract that has allegedly been violated, the dates, times, places, the person involved, and the decision rendered at the informal conference, and the remedy sought.

c. Before a decision is rendered, the parties, upon request of either party, shall discuss the grievance further in an effort to obtain a solution.

3. *Level Two*

a. In the event the aggrieved person is not satisfied with the answer given from Level One, he/she may appeal the decision to the Superintendent in writing within ten (10) working days after the receipt of the decision.

b. The written appeal shall include a statement detailing why the aggrieved person believes the resolution proposed at Level One is inconsistent with the terms of the negotiated agreement, as well as a statement of the remedy sought.

c. Before a decision is rendered, the Superintendent shall meet with the grievant and supervisor to give each a chance to present his/her case.

d. The Superintendent shall answer the employee's grievance in writing within ten (10) working days after it is received.

4. *Level Three*

a. If the grievant is not satisfied with the proposed resolution rendered, he/she shall, within the ten (10) working days of receipt of the recommended resolution, file a written appeal with the Board of Trustees through the Superintendent.

b. The Board of Trustees shall, within twenty-two (22) working days of receipt of the appeal by the Superintendent, review the grievance documents to judge the grievance and render a decision. The Board reserves the right to call for additional information from the parties in order to resolve the grievance. Such decision shall be in writing and shall outline the basis for the Board's decision. Such decision shall be provided to the grievant and all parties of interest within fifteen (15) working days of the hearing of the grievance.

c. The decision rendered by the Board of Trustees shall be final, absent appeal of the decision to a court of competent jurisdiction.

D. **Employee-Processed Grievance**

An employee covered by this agreement may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of this agreement. CSEA shall be provided copies of any grievances filed by employees directly and any responses by the district. Prior to any resolution of any grievance, CSEA shall be provided with a copy of the proposed resolution for review. CSEA may within ten (10) days of the receipt of the proposed resolution file a written response to the proposed resolution. Failure by CSEA to file a written response within the ten (10) day period shall be interpreted as agreement with the proposed resolution.

Any written statement by CSEA contending the proposed resolution is inconsistent with the terms of this agreement shall be subject to the grievance procedure.

E. **Grievance Witnesses**

1. Witnesses appearing at a conference or hearing during hours of duty assignment in connection with this article shall suffer no loss of pay.

2. The grievant and designated representative (if requested by the grievant) shall be released from normal work duties without loss of pay to attend any formal grievance meetings with the supervisory or management personnel.

F. **Separate Grievance File**

Until a grievance is resolved, all materials concerning an employee's grievance shall be kept in a file separate from the employee's regular personnel file which file shall be available for inspection only by the employee, CSEA Job Representative (with permission of the grievant), District, Management Staff and the Board of Trustees. This file may also be inspected by anyone who has been jointly approved by the grievant (or CSEA when it represents the grievant) and the Superintendent.

G. At Level One, or at any later level of the grievance procedure, the grievant may elect in writing to represent himself/herself rather than have CSEA provide representation. If the grievant elects to represent himself/herself at this step, or at any later step, CSEA shall be relieved of any further obligation of representation and shall be relieved of the obligation to share in any further expense of the grievance procedure.

ARTICLE VI: DEFINITION

The "**Anniversary Date**" for each bargaining unit employee shall be July 1 each year, at which time employees are advanced to the next step on the classified salary schedule. Employees hired between July 1 and January 1 of one school year shall be advanced to the next step of the schedule on July 1 of the following year.

A "**Permanent employee**" is a regular employee who successfully completes an initial probationary period which shall be equal in length to the number of months that equal one full year of service for that position.

A "**Probationary employee**" is a regular employee who will become permanent upon completion of a prescribed probationary period within a classification.

"**Regular employee**" is any employee whether permanent, probationary, full-time or part-time, who is not a restricted, substitute, short term or student employee.

ARTICLE VII: CONTRACT DISTRIBUTION

Within thirty (30) days after the execution of this contract the District shall provide, without charge, a copy of this contract to every employee in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this agreement shall be provided a copy of this agreement by the District without charge at the time of employment. The District shall provide each employee in the bargaining unit, without charge, a copy of any written changes agreed to by the parties to this agreement during the life of this agreement.

Within thirty (30) days after the execution of this contract the District shall provide, without charge, relevant job descriptions to each employee. In addition, job descriptions and the contract will be placed on the District's web site. Employees will sign for their contracts and relevant job description(s).

ARTICLE VIII: LEAVES

A. **Definitions**

1. A "*paid leave*" means that the district pays the fringe benefits, the employee receives incremental advancement and the employee may return to his/her classification held at the time of such sick leave.

2. "*Unpaid leave of absence*" means a no-cost leave to the district. However, the employee shall be required to pay the district's share of any cost associated with benefits.

B. **Sick Leave**

1. Full-time employees shall be entitled to one (1) sick day for each month worked in a fiscal year. Part-time employees' sick leave shall be pro-rated. This leave may be used for absence due to illness or injury related to the employee, spouse, children or parents of the employee.

2. Verification of Sick Leave - For any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed District absence form to the site principal/administrator. Whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays, or whenever doubt exists that an absence is not related to illness or injury, the site principal/administrator may require certification of proof of illness from a physician. This certification will be required before allowing payment for days claimed for absence by a unit member due to illness, injury or quarantine. In addition, the unit member shall provide such medical verification before returning to work. Days missed, without physician verification, shall not be counted as personal necessity or sick leave, but counted as an unpaid leave of absence.

If the validity of a medical verification is in question, the District may require the employee to obtain verification from a physician selected by the district at district expense.

Before returning to work, an employee who has been absent for surgery, hospitalization, or an absence of more than five (5) consecutive workdays, shall be required to submit a letter from his/her physician stating that he/she is able to return to work with or without restrictions.

Bargaining unit members who take verifiable sick leave in excess of their accumulated sick leave shall be treated, for pay purposes, under the law in effect at the time of the absence.

3. Bargaining unit members may convert unused sick leave accrued at the time of retirement to retirement credit in accordance with statutory provisions at the time the bargaining unit member files for retirement and if the bargaining unit member files for the conversion.

C. **Personal Necessity Leave**

For the purposes of this article, immediate family means spouse of employee, children, foster and guardianship children of employee, daughter-in-law and son-in-law of employee or spouse; parents, brothers, sisters of employee or spouse; grandparents or grandchildren of employee or spouse, brother-in-law or sister-in-law of employee, or any relative living in the household of the employee and anyone who acted in the capacity of a primary caregiver during the childhood of the employee/spouse.

1. Examples of Personal Necessity Leave that do not require prior approval:

a. Accident involving the employee's person or property, or the person or property of a member of his/her immediate family.

b. Appearance in any court or before any administrative tribunal as a litigant party or witness under subpoena or any order made with jurisdiction.

c. Imminent danger to the home of the employee occasioned by an event such as flood or fire, serious in nature, which, under the circumstances, the employee cannot reasonably be expected to disregard and which require the attention of the employee during the employee's assigned hours of service.

d. Birth of a grandchild of a unit member. Up to three consecutive personal necessity leave days may be taken for this purpose.

An employee may use seven (7) days of sick leave per year, not to be accumulated, for the purpose of Personal Necessity Leave for the above reasons without prior approval. Whenever possible, prior notification shall be given to the site administrator.

2. Examples of personal necessity leave days which are allowable under this Article and which require prior approval and prior notification include the following:

a. Adoption

b. Examination for advanced degree

c. Marriage of a member of the immediate family

d. Appearance as a witness at arbitration at the request of a grievant

e. Attendance at graduation ceremonies involving the unit member or a member of his/her immediate family.

f. Legal business that cannot be conducted on weekends or after school hours.

g. Emergency Responders – Employees that are Emergency Responders, shall meet with the Superintendent for prior approval and to specify time frames when the employee must remain on duty and are not available for Emergency Response. In addition, a coverage plan for employees that respond to emergencies will be specified to ensure the least disruption to students. Employees that are approved to leave their duty station, do so at their own expense and on their own time**.** Sick leave may not be used in place of lost time for Emergency Calls.

Three (3) of the seven (7) personal necessity leave days may be used at the employee's discretion without giving a reason. Prior notification and submission of an absence affidavit must be given at least 24 hours in advance and a confirmed substitute must be available. Days will be allocated on a first-come first-serve basis. If a substitute is not available, the request will be denied.

D. **Bereavement Leave**

1. Five (5) days of such leave will be granted for bereavement for members of the immediate family.

2. If over three hundred miles of one way travel is required, seven (7) days will be granted.

3. Bereavement leave shall not be deducted from sick leave.

4. "Immediate family" means spouse of employee, children, foster and guardianship children of employee, daughter-in-law and son-in-law of employee or spouse; parents, brothers, sisters, of employee or spouse; grandparents or grandchildren of employee or spouse, brother-in-law or sister-in-law of employee, or any relative living in the household of the employee and anyone who acted in the capacity of a primary caregiver during the childhood of the employee/spouse.

E. **Industrial Accident Leave**

1. Employees will be entitled to industrial accident leave for personal injury which is qualified for workers' compensation under the provision of Keenan & Associates Insurance Fund.

2. Such leave shall not exceed 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 industrial accident. Unit members will have that proportion of their sick leave and then vacation leave deducted that is the difference between the regular pay received and the workman's compensation reimbursement received by the district. These deductions shall be made in increments rounded to the nearest tenth.

3. The district has the right to have the employee examined by a physician designated by the district to assist in determining the length of time during which the employee will be temporarily unable to perform assigned duties and the degree to which a disability is attributable to the injury involved.

4. For any days of absence from duty as a result of the same industrial accident, the employee shall endorse to the District any wage loss benefit from Keenan & Associates Insurance Fund which would make the total compensation from both sources exceed 100% of the amount the employee would have received as salary if there had been no industrial accident or illness.

5. If the employee fails to endorse to the district any wage loss disability indemnity check received on account of the industrial accident or illness as provided above, the district shall deduct from the employee's salary warrant the amount of such disability indemnity actually paid to and retained by the employee.

F. **Judicial Leave**

1. Employees shall be provided leave for regularly called jury duty and to appear as a subpoenaed witness in Court, other than as a litigant, for reasons not brought about through the convenience of misconduct of the employee.

2. The employee, while serving jury duty, will receive pay in the amount of the difference between the employee's regular earnings and any amount received for jury service.

G. **Claim for Leave Must Be Substantiated As Follows**:

The signed absence affidavit shall be completed and returned to the District within three days of the unit member's return to work.

1. *Sickness or Injury*

The signed statement of the employee on the Absence Affidavit (Appendix D) will in most cases suffice. The Superintendent may require that a claim for sick leave be supported by a written statement from the attending physician.

2. *Death in the Family*

The signed statement of the employee identifying the family relationship of the deceased on the Absence Affidavit (Appendix D) will suffice except in unusual cases where the Superintendent may require additional verification

3. *Accident Involving the Employee or the Employee's Family*

In most cases the signed statement of the employee on the Absence Affidavit will suffice. The Superintendent may require a letter from the employee citing the circumstances substantiated in cases of personal injury by a physician's statement, or in cases of property damage, verification of the accident by an official.

4. *Appearance in Court*

The claim for leave will be supported by a copy of the subpoena or order of the court.

H. **Long-Term Differential**

1. A unit member who is absent from duty because of illness, accident, or quarantine for an extended period of time shall be compensated according to law. (EC 45196)

2. The sick leave, including accumulated sick leave, and the five-month period, shall run shall run consecutively. The employee shall first exhaust all available sick leave, including all accumulated sick leave, before being placed on long-term differential sick leave.

3. Long-term differential sick leave shall last for a maximum of five months.

4. Long-term differential sick leave is limited to one five-month period per illness or accident. If the school year terminates before the five months is exhausted, then the employee may take the balance of the five months in the following school year.

5. Whether or not the absence arises out of, or in the course of, the employment of the employee, the amount deducted from the salary due the employee for the additional five months shall not exceed the cost of the substitute employee hired to fill the position during the employee's absence. (Includes wages plus benefits.) (EC 45196)

6. A member on long-term differential sick leave shall furnish a physician's statement to substantiate the claim.

I. **Family Care and Medical Leave**

1. Every classified employee with more than twelve (12) months of service and who has at least 1,250 hours of service during the previous twelve (12) month period shall be entitled to take up to twelve (12) work weeks in any twelve (12) month period for family care and medical leave without pay.

2. Family Care and Medical Leave means any of the following:

a. Leave for reason of birth of a child of the employee, the placement of a child with an employee in connection with the adoption or foster care of the child by the employee, or the serious health condition of a child of the employee.

b. Leave to care for a parent or a spouse of the employee who has a serious health condition.

c. Leave because of an employee's own serious health condition that makes the employee unable to perform the functions of the position of the employee, except for leave taken for disability on account of pregnancy and childbirth, related medical conditions. The District shall continue to pay its portion of the health benefits for the employee on Family Care and Medical Leave.

J. **Leave Increments**

All leave shall be taken in minimum increments of .5 of the bargaining unit member's work day. Partial leave shall be taken at either the beginning or end of the bargaining unit member's work day.

ARTICLE IX: RETRAINING AND STUDY LEAVE

1. A non-paid leave of absence for study/retraining which relates to the employee's present position may be granted to any member of the bargaining unit provided the program of study/retraining is acceptable to both the employee and the employer.
2. Any leave of absence granted under this section shall not be deemed a break in service for any purpose, except that such leave shall not be included in hours of service in computing service to the granting of any subsequent leave under this type of leave, nor shall the employee earn vacation days, vacation pay, sick leave, holiday salary, increment advancement, or seniority/hours of service or other benefits provided under this agreement.
3. An employee may, at the discretion of the administration, be sent to in-service training sessions necessary to keep abreast of current laws, rules, and regulations, and be paid necessary expenses not to exceed the district's current per diem rate for such trips, including regular salary for each working day.

ARTICLE X: TRANSFERS

1. All vacancies or newly created positions within the Bargaining Unit shall be posted for at least seven (7) work days at all district work sites frequented by unit members. The posting shall state the position title, the hourly wage rate, work hours per day and week, number of work days per year and the work site.
2. All unit members shall have the right to apply for any and all vacancies within the posting period described in 1 of this Article. Such vacancies shall be filled within ten (10) work days after the posting period has expired, unless the successful applicant is unavailable within the prescribed ten (10) work day period.
3. A qualified unit member shall be given first consideration for any new or vacant position. If two or more existing employees have equal qualifications, then district seniority will be used as a tie breaker.
4. The district may use a substitute or temporary employee in a posted vacancy during the period of posting and filling of the vacancy as described in 1 and 2 of this Article.

5. A transfer is a move from one job location to another without change in classification. Except in extreme emergencies the employee shall be notified of relocation the previous day. This notification shall include probable starting and probable ending dates of assignment. Any employee required to work at a job location other than his regular job site shall be financially reimbursed at the current District established rate per mile for any actual increase in mileage in employee's personal vehicle mileage caused by such reassignment.

ARTICLE XI: EVALUATION PROCEDURES

1. Probationary employees shall be evaluated by their immediate supervisor or district designee not less than two times during their probationary period. The probationary period for bargaining unit members shall be 6 months or 130 days of paid service, whichever is longer.

2. Permanent employees shall be evaluated at least once every (2) years by their immediate supervisor or district designee upon receiving a satisfactory evaluation.

3. In the event that an employee on a two-year evaluation cycle receives **an** overall rating of 2 – Sometimes meets the job standards and expectations or 1 – Overall work does not meet the minimum job standards, the employee shall be evaluated not less than once a year until he/she receives a satisfactory evaluation.

4. Each classified employee shall be provided with a copy of each evaluation of their performance within a reasonable period of time after its preparation.

5. Each classified employee shall be given the opportunity to review, sign, and respond to the copy of the evaluation form which will be placed in their district personnel file. Such signature indicates only that the employee has had the opportunity to review the evaluation with the immediate supervisor and does not necessarily indicate agreement with the evaluation rendered.

6. Any classified employee shall have the right to attach his/her opinion of the evaluation to that of the immediate supervisor.

7. The evaluation shall be based upon the direct 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 instrument used for evaluation is attached as Appendix C.

ARTICLE XII: SAFETY

Safety shall be a matter of concern for all parties and the Board will endeavor to insure that safe working conditions prevail. Unit members will notify their immediate supervisor in writing concerning unsafe conditions in the District directly affecting the health and safety of staff, students and parents. The immediate supervisor will investigate the reported unsafe condition and advise the unit member in writing within ten (10) working days, when administratively practicable, of any findings and suggested corrected action.

Non Discrimination

Neither the District nor CSEA shall discriminate in any way against any employee as a result of reporting any condition believed to be a violation of State or Federal safety regulations. Neither the Board of Trustees nor CSEA shall unlawfully discriminate against any unit member with respect to the application of any specific provision contained in this Agreement on the basis of race, color, creed, age, gender, national origin, marital status, pregnancy, sexual orientation, religion, disability or union activities.

ARTICLE XIII: COMPENSATION

A. Health and Welfare Benefits

Each eligible member will be provided with a selection of health plans containing particular benefits selected by the bargaining unit. Members may only choose from plans approved by the CSEA bargaining unit and submitted to CVT by September of each school year. Once a plan is selected, a unit member may not change enrollment until the next open period provided by CVT. Dental and vision coverage shall be offered to employees. Enrollment in vision and dental plans shall be governed by the contract entered into between the District and each carrier**.** The District's maximum contribution for Health and Welfare will be $1250.00 per month for each full time bargaining unit member and all part-time bargaining unit members who qualify for and elect to enroll in Health and Welfare benefits. There will be no proration. In the event that the cost of health and welfare benefits exceeds the maximum employer contribution specified, unit members shall be subject to mandatory payroll deductions to cover the difference between the actual cost of the health and welfare benefit package and employee contributions. Unit members who have insufficient funds in their monthly check to meet their insurance payment obligations, shall have until the third Monday of the month to make the payment to the District. Unit members who do not make this payment by the due date shall be dropped from the insurance (AR 4154). All full-time employees of the District are required to participate in the health and welfare plans as provided by the District as a condition of employment. The District will provide a section 125 plan for interested employees.

Part-time employees may elect not to participate in the program. A part-time employee is one who works less than one hundred and eighty-one (181) days and eight (8) hours per day.

B. **Wages/Compensation**

Employees shall be paid according to the salary schedule in Appendix A. Effective July 1, 2026 an increase of 6% will be added to the salary schedules for 2026/2027 and the schedule will be extended from Step 5 to Step 15, as attached. All classified employees will be paid on a twelve-month pay plan.

Retroactive salary payments as needed will be processed as soon as practicable to active employees as of the date of this agreement.

Part-time members shall accumulate service time based on a full year of service. A full year of service is defined as an employee who works no less than 181 days and eight hours per day.

If another bargaining unit receives an increase higher that the settlement with CSEA, such increases will also be granted to CSEA for this contract period as a "me too" on wages.

C. **Reorganization**

There shall be two head custodians in the District. One head custodian shall be responsible for the Tulelake High School the other shall be responsible for Tulelake Elementary School. Head custodians shall be paid as per the salary schedule for that position.

D. **Instructional Aide Units**

The District shall reserve the right to grant units for salary advancement for Paraprofessionals as long as the units are working towards an AA degree with an emphasis in education. All units for salary advancement must directly relate to their aide assignment. (Verification of units to support salary placement must be on file with the District Office by October 1st annually. See Appendix A)

E. **Bachelor's Degree Stipend**

Unit members who have a Bachelor's Degree from an accredited institution shall receive an annual stipend per APPENDIX A-1. Degree stipend shall be paid in accordance with the provisions outlined below.

The stipend will be considered at the time of hire, or beginning of each fiscal year. Employees must file with the Personnel Director by October 1 the appropriate transcripts of courses or copy of degree to establish the granting of the stipend. In the instance that an employee possesses multiple degrees, only one stipend will be paid.

F. **Attendance Stipend**

Every bargaining unit member who ends the year with the same or greater number of sick days as when the school year started on July 1 shall receive a stipend of $1,500.00. A bargaining unit member who ends the school year with one less sick day than when the school year started shall receive $1,125.00.

A bargaining unit member who ends the school year with two less sick days than when the school year started shall receive $500.00. All other uses of sick leave shall not receive a stipend. Stipends shall be paid the last pay date in June.

ARTICLE XIV: EMERGENCY SCHOOL CLOSURE

The District shall use all reasonable efforts to notify employees in the event the employees are not to report for work due to school closure. If No prior notification is given, employees are expected to attend work in the event of a school closure.

ARTICLE XV: SAVINGS PROVISION

If any provision of this Agreement is held to be contrary to law by a court at highest appeal, then such provision shall not be deemed valid, except to the extent permitted by law, but all other provisions shall continue in full force and effect.

ARTICLE XVI: CONCERTED ACTIVITIES

For the duration of this Agreement CSEA agrees that it shall not call, sanction, or engage in any strike or work stoppage. The District shall not cause or engage in a lock-out.

ARTICLE XVII: DUTY TIME ALLOCATION

A. **Holidays** for employees in the bargaining unit shall be:

1. Fourth of July
2. Labor Day
3. California Admission Day
4. Veterans' Day
5. Thanksgiving Day
6. Friday following Thanksgiving Day
7. Christmas Eve Day
8. Christmas Day
9. New Year's Day
10. Martin Luther King Day
11. Lincoln's Day (or day in lieu depending on calendar)
12. Presidents' Day
13. Memorial Day
14. Juneteenth

B. **Vacation**

Full-time employees (12 month only) shall earn 5/6th of a day's vacation for each month in which the employee is in a paid status for more than one-half the working days in one month. Each twelve-month classified employee with ten (10) years or more service in the district shall receive fifteen working days vacation each year with pay. Each twelve-month classified employee with twenty (20) or more

years of service in the district shall receive twenty working days vacation each year. No more than one year's worth of vacation may be carried over into the following work year. Employees with leave in excess of this, prior to July 1, 2002, may carry this total over. From July 1, 2002, onward employees with unused vacation days will not be allowed to increase the number of days carried over. After July 1, 2002, vacation days not used will be compensated for. Requests for vacation must be submitted to the Superintendent for approval prior to the commencement of the vacation. In no event shall more than fifteen (15) consecutive working days be taken at any one time**.** A total of no more than fifteen (15) days of vacation may be taken when regular school is NOT in session. No more than (15) days of vacation may be taken in any one intercession period.

CSEA shall be consulted with prior adoption of a school calendar.

ARTICLE XVIII: TEMPORARY ASSIGNMENTS

Employees temporarily assigned by the District to replace an absent employee who is in a higher classification shall assume all the duties and responsibilities of the assigned position and be considered working out of classification. An employee shall be entitled to the rate of pay that is the comparable step in the new classification range which provides a salary one step higher than the salary he/she was receiving prior to the assignment, or the rate of the first step of the new classification range, whichever is greater, from the first full day of assignment.

ARTICLE XIX: PROGRESSIVE DISIPLINE

1. A classified employee shall serve a probationary period of 6 months or 130 days of paid service, whichever is longer. The probationary period shall commence on the first day the employee actually renders service for the district.

2. At any time prior to the expiration of the six (6) month probationary period, the Superintendent may, in his/her discretion, dismiss a probationary employee from employment. A probationary employee shall not be entitled to a hearing or any statement of reasons for such dismissal. A permanent employee shall be subject to disciplinary action by the Superintendent for cause upon the recommendation by the employee's supervisor, department head or Superintendent's Designee. The causes and procedures for disciplinary action are identified below, and may be amended through negotiations or an MOU.

a. Incompetence or inefficiency in the performance of the duties of his/her position.

b. Insubordination, including, but not limited to, refusal to do assigned work or refusal to follow directives of the Superintendent or the employee's supervisor.

c. Negligence in the performance of duty or in the care or use of property.

d. Falsifying any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other district records.

e. Failure or inability to perform duties and responsibilities assigned to an employee's position.

f. Discourteous, offensive, or abusive conduct or language toward other employees, pupils or the public.

g. Dishonesty.

h. Drinking alcoholic beverages on the job or reporting to work while under the influence of alcohol.

i. Possession or use of any drugs or narcotics or any drug or narcotic offense as defined in Education Code Section 44011. Unauthorized use of narcotics; controlled substances, medication or other substances as to cause detrimental effect on the employee's ability to perform the duties and responsibilities of his/her position.

j. Conviction of any crime of moral turpitude, as understood in California criminal law.

k. Conviction of any felony. Conviction or arrest for any sex offenses as defined in the Education Code, or conviction of a misdemeanor which is of such nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea of guilty, or a conviction following a plea of no contest, is deemed to be a conviction within the meaning of this section.

l. Repeated or unexcused absences or tardiness or absence or repeated tardiness without authority or sufficient reason.

m. Abuse of illness leave privileges.

n. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment or the accepting of anything of value or any service in exchange for granting special treatment to another employee or to any member of the public.

o. Conduct which adversely affects the employee's ability to perform the duties and responsibilities of his/her position.

p. Unauthorized entry, copying, possession, use or viewing of personnel or confidential files, documents or information.

q. Violation of the district's sexual harassment policy or the commission of any act of sexual harassment.

r. Conviction of any crime involving the sale or transporting of any illegal, restricted, regulated or controlled substance or drug.

s. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of this position.

t. For employees who drive a vehicle in the regular course of their employment: Failure to satisfy the insurability requirement of the district's insurance carrier under the regular insurance policies. The district's ability to obtain insurance for the employee under a high risk or any policy other than the regular insurance policies does not mitigate this failure.

u. Abandonment of position.

v. Revealing confidential information, including, but not limited to, personnel and student records.

w. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.

x. Unlawful retaliation against any district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.

3. In an effort to correct employee infractions, discipline will be implemented sequentially, except in the case of egregious conduct whereby immediate suspension, demotion, reduction in step pay in class, or dismissal is determined by the Superintendent to be appropriate, or where more severe discipline is required or permissible by law.

1st Written Warning
2nd Written Reprimand
3rd Suspension without pay, and/or additional options, per discretion of the Superintendent

4. Explanation of Progressive Discipline

Step 1: Written Warning – is defined as a formal written document presented to the employee by the supervisor or department head warning the employee of conduct pertaining to Cause. The written warning provides the Facts (i.e., what the employee did to warrant the warning), the Rule(s) broken (i.e.., what rule, procedure, policy, etc. was violated via the conduct), the Impact of the behavior (i.e.., what resulted negatively from the conduct), the Directive/Suggestion (i.e.., the specific time in which the

misconduct must be extinguished by the employee if s/he wishes to avoid the subsequent consequence [i.e., Written Reprimand] & a suggestion by the supervisor or department head to assist the employee to circumvent the misconduct in the future), and Knowledge (i.e., the employee is informed of where the document will be placed [i.e., personnel file] and the time frame thereof, and that the employee may attach a response to the document).

Step 2: Written Reprimand – is defined as the second written document emphasizing Cause. The Written Reprimand follows the same content as the Written Warning (i.e., Facts, Rules broken, Impact, Directive/Suggestion, and Knowledge).

Step 3: Suspension without Pay/Demotion/Reduction in Step Pay in Class/Dismissal – is defined as the consequence for not adhering to prior written directives issued by the employee's supervisor or department head. The employee is provided with a written document that explains the rationale for the recommended consequence (i.e., failure to comply with former written directives and/or additional cause/s). The length of the employee's suspension, if any, will be determined at the sole discretion of the Superintendent. The employee is afforded the following option and information when demotion, reduction in step pay in class, suspension without pay or dismissal is the proposed consequence.

a. The right to request a hearing before the School Board and to deny the charge(s)/cause(s) within five (5) days of the issuance of the recommendation. Any hearing(s) are to be held as required by law.

b. The School Board will consider staff recommendation(s) regarding the penalty to be imposed and all relevant information indicative of the identified cause(s) and may choose to change the recommendation to include, but not limited to suspension without pay, demotion, reduction in step pay in class, or dismissal from service.

ARTICLE XX: LAYOFF PROCEDURE

A. In the event of any planned layoff of unit members (except those in a restricted position), the following steps shall be taken:

1. The District shall notify the CSEA President prior to the service of layoff notices. Layoff notices shall be issued pursuant to Section 45117 of the California Education Code.

2. The District shall also provide the CSEA President with a seniority list of affected unit members.

3. Upon the request of the CSEA President, the District shall meet and negotiate with CSEA concerning the impact on unit members of such layoffs.

B. Such layoffs shall be based upon the following procedures:

1. Options of Unit members Notified of Layoff:

The District shall notify a unit member whose position has been eliminated that he/she must elect one of the following within five (5) working days of receipt of notice**.** Except for options (a) and (g), the following options are listed in priority order, and the unit member must select the first applicable option. The unit member has the right to select options (f) and (g), regardless of the availability of other options listed.

(a) Select a vacant position in the same classification which is equal in number of hours of employment.

(b) Bump ("Displace") the least senior unit member from the least senior remaining position in the same classification which is equal in number of hours of employment.

(c) Select in another classification a vacant position in which the unit member has previously completed the probationary period, which has an equal number of hours of employment and for which the unit member possesses the required licenses or certificates.

(d) Bump ("Displace") least senior unit member in another classification from the least senior remaining position in which the unit member has previously completed the probationary period, which has an equal number of hours of employment and for which the unit member possesses the required licenses or certificates.

(e) Select options (a) through (d) which have fewer numbers of hours of employment.

(f) Elect to be laid off.

(g) Elect a service retirement.

The District is not required to split or combine the hours of a position in order to accommodate the employment of any unit member whose position has been eliminated. Seniority in separate classes shall not be combined for the purposes of layoff.

Prior to any layoff, the District shall post a seniority list of unit members. The District shall also provide CSEA with a copy of the seniority list.

" Seniority Date - A unit member's first date of paid service for the District in a probationary classified bargaining unit position and shall not be interpreted to mean any service performed prior to entering into probationary or permanent status in the classified service of the District except service in restricted positions as provided by applicable provisions of the California Education Code.

2. Reemployment shall be in the reverse order of layoff. Persons laid off are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants.

C. Employees who elect to take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of between twelve (12) and twenty-four (24) months, provided that the same tests of fitness under which they qualified for appointment to the class shall still apply.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned times as vacancies become available within the reemployment period.

ARTICLE XXI: MILEAGE AND PER DIEM

Employees required to drive personal automobiles in their daily work schedule shall be reimbursed at the District established rate per mile. This applies for all pre-authorized District business. Employees while on District business, shall be reimbursed for approved expenses not to exceed the District's per diem rate.

ARTICLE XXII: HOURS OF EMPLOYMENT AND OVERTIME

A. **Work Week and Work Day**

1. Full-time employment within this representation unit consists of a forty (40) hour week rendered in units of eight (8) hours. The work week shall consist of up to five (5) consecutive work days, Monday through Friday or Tuesday through Saturday, for all employees rendering service averaging four (4) or more hours per day during the work week. The normal work week shall be Monday through Friday or Tuesday through Saturday.

2. The work day and work week for all unit members shall be established by the District. Any change in the work week not provided in Section A. 1. above and changes of fifteen minutes or more in the starting time shall be negotiated with CSEA.

3. The District shall not modify a work shift or a work schedule for purposes of avoiding the payment of overtime.

4. A part-time employee who is assigned by the District to work a minimum of thirty (30) minutes per day in excess of her/his regular assignment for period of twenty (20) consecutive working days or more, shall have the basic assignment changed to reflect the longer hours of the assignment.

B. **Overtime**

1. Overtime compensation shall be provided to employees who are directed by their immediate supervisor to work in excess of eight (8) hours in any one (1) day, or in excess of forty (40) hours in a work week.

2. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee. All time during which an employee is directed and authorized by the immediate supervisor to be on duty and to perform service shall also be considered as time worked.

3. Upon request of the unit member, the District shall grant either compensatory time equal to time and one-half or the employee's regular rate of pay, or pay time and one-half of the employee's regular rate of pay. Employees authorized by the District to take compensatory time off in lieu of cash compensation for authorized overtime shall take the compensatory time off as approved by the immediate supervisor for whom the overtime service was rendered. If the employee is unable to take the time, or if the District rejects the employee's request for compensatory time, the unit member shall be compensated in the form of pay as set forth herein. All compensatory time must be documented and signed off by employee and immediate supervisor.

C. **Rest Periods/Lunch Breaks**

1. A fifteen (15) minute compensated rest period shall be provided to members of the unit for each four (4) hour period of service. Unit members shall be provided a schedule of their break times by their site supervisor. The employee shall receive this schedule no later than September 15, of each school year.

2. Unit members called in or called back by the immediate supervisor on a work day beyond the normal working hours, or a day not scheduled to be worked, shall receive a least two (2) hours of work at the appropriate rate as specified above. This provision shall not apply to any employee who is assigned, prior to leaving work, to work beyond the normal work day. On the sixth (6th) and seventh (7th) day of work and on holidays, the minimum call-in time is two (2) hours paid at the appropriate rate.

3. Overtime work shall be distributed as equally as possible during each fiscal year among all employees within their work unit, shift and job skill as the character of the work permits. It is recognized that certain factors such as employee availability and last minute emergency assignment(s) needs may cause unequal distribution of overtime.

D. **Inclement Weather**

1. An employee who is excused from work due to inclement weather by the Superintendent on a normally scheduled workday shall be paid the regular rate of pay for that day. An employee who would otherwise be on a leave of absence for that day shall not be charged against their personal leave time. Employees who are granted to be released shall not have such leave time charged against their personal leave time. When employees are directed to stay by the Superintendent or designee, comp time hours (time for time) may be accrued at the Superintendent's discretion.

2. Any employee on authorized leave or vacation shall have the right to reject any offer or request for overtime, call-back, call in, or on-call time.

E. **Provision for Bus Operators**

1. The home-to-school routes established by the District and the Lead Bus Driver are the primary assignments of District Bus Operators. Drivers shall be paid in 15 minute increments.

2. A Special-Event Trip Assignment is defined as any pupil transportation other than between home and school, or any other regularly scheduled student class site. However, any trip on a Saturday, Sunday, or school holiday shall be considered a special-event trip. Driver pay for special-event trips shall be at the individual's rate while driving and at the stand-by rate during the special event, except that overtime shall be paid in accordance with Section B. of this Article.

3. Drivers shall be paid for time that they are assigned to be standing by and immediately available to transport students, and when the driver is assigned to stay with the bus during school-related events.

4. Drivers assigned to a trip that leaves on Friday and returns on Sunday are guaranteed a minimum of eight (8) hours of overtime pay for Saturday.

5. The Lead Bus Driver is responsible to maintain and implement a District rotation list for the assignment of drivers to special-event trips. (See MOU, 9/24/02, on file at the District Office) The Superintendent shall have the authority to alter the rotation schedule(s) at his/her discretion. The purpose of the rotation list is to provide an equal distribution among employees for the opportunity of driving for special-event trips. During the school week, preference will be given to eight (8) hour employees.

6. The rotation shall begin by offering the opportunity for a special-event trip in the order of greatest seniority. If the employee declines the trip, then that employee shall not again be offered a special-event trip until the completion of the trip rotation schedule. However, if the employee is unable to take the trip because the trip is canceled, or the driver is on a paid leave, that employee's name shall not be moved to the bottom of the list and shall be considered again at the time of the next available special-event trip.

7. The District has the right to assign drivers to special-event trips; however, such involuntary assignment shall consist of a rotation in the reverse order of seniority.

8. The Lead Bus Driver shall have the authority to assign an experienced driver to a trip if, in the supervisor's judgment, the trip is difficult and the next driver on the rotation list lacks the necessary experience. The experienced driver selected in preference should be moved to the bottom of the list after the trip. The inexperienced driver shall stay at the top of the list and be next in line for the next special-event trip.

F. **Assignment of Extra-Duty Trips during the Regular School Day**

1. Drivers will not be scheduled for an extra-duty trip and a special-event trip on the same day, if the hours worked will exceed the legal limits established in the California Administrative Code.

2. Drivers who are assigned to a special-event trip during their regular work shift shall not receive less compensation for the assigned trip than they would have received if they had worked their normal shift. This calculation includes overtime on the special-event trip.

3. Substitute drivers may be used if regular drivers do not volunteer for the work according to this Article.

G. **Minimum Days**:

1. All ten-month/eight-hour employees and those who work less than eight (8) hours shall be released at the same time as certificated staff on the Wednesday before Thanksgiving and the last day of school in December.

2. All eleven- or twelve-month employees shall be provided a shorter working day on the Wednesday before Thanksgiving and the last day of school in December:
All assigned work by the supervisor must be completed before the employee may clock out.

H. **Release time for Job Stewards**

1. The Job Steward will notify his or her immediate supervisor of the proposed release time needed for the steward to participate in any of the situations listed below. The steward will make every effort to notify the immediate supervisor at least 24 hours in advance. The supervisor shall make every effort to accommodate the request barring a bona fide District operational need.
2. CSEA will annually provide the District with the names of all Job Stewards authorized by CSEA to represent unit members, including, but not limited to, elected Chapter Officers. CSEA Job Stewards shall have the right to receive reasonable periods of release time without loss of compensation to:
    a) Receive, investigate, and process unresolved complaints which may lead to a grievance.
    b) Implement the Contract.
    c) Be a representative for unit members upon request in Supervisor/Employee meetings which may lead to disciplinary action.
    d) Be present at all levels of grievance procedures and/or hearings.
    e) Meet with the CSEA Labor Relations Representative regarding any of the above items.
3. Job Stewards will keep a log of the release time used for review upon request.
4. With the approval of the appropriate supervisor at each level of the grievance procedure, one additional union representative may be permitted to be present. No paid District release time will be granted for the additional representative.

ARTICLE XXIII: RETIREMENT PROVISIONS

Eligibility

Classified unit members who submit a written resignation and notice of retirement effective on or after July 1, 2014 and who actually retire under PERS rules and regulations concurrently with the date of their resignation shall receive the following benefits based on years of service:

10-14 years a lump sum payment of $3,000

15-19 years a lump sum payment of $4,500

20 or more years of service a lump sum payment of $6,000

The above sums are payable only to full time employees and will be prorated for persons working part time or who have worked both part time and full time. Full time is 8 hours per day 5 days per week.

Payment shall be made no later than December 1 of the following school year. Payment is contingent upon verification of service retirement by the employee with PERS. Appropriate deductions for taxes etc., shall be withheld. The notice of retirement and resignation must be received at least 5 months before the effective date of the retirement and no later than February 1 of any school year. In other words the notice of resignation and retirement may be submitted at any time between July 1 and February 1 of any school year. The date of the resignation and retirement shall be June 30 of that same school year and no other date. Late submission of a notice renders it invalid and ineffective. Time is of the essence. Once submitted the notice of resignation and retirement is irrevocable and cannot be withdrawn or revoked. The notice shall include language substantially similar to the following:

"Date

Pursuant to Article XXIV Retirement Provisions of the collective bargaining agreement with CSEA, I, INSERT NAME, hereby give my unconditional and irrevocable notice of retirement and resignation from all employment with the Tulelake Basin Joint Unified School District effective June 30 of the current school year. I understand that once given, this resignation is effective immediately and cannot be withdrawn or revoked.

Signed:

_____

INSERT NAME"

ARTICLE XXIV: TERM OF THE CONTRACT (DURATION)

The term of the contract shall be from **July 1, 2026** through and including **June 30, 2029**. The Agreement shall remain in full force and effect beyond the stated expiration date from day to day until such time as a new or modified agreement is ratified by both parties.

ARTICLE XXV: REOPENING PROVISIONS

Successor negotiations for the 2026/27 contract year have concluded with the signing of this agreement.

For each of the 2027/2028 and 2028/2029 contract years, each Party shall have a reopener for Article XIII: Compensation, and one (1) additional article of each Party's choosing.

Dated: _____ By: _____
For District

Dated: _____ By: _____
For California School Employees Assoc.

Dated: _____ By: _____
For California School Employees Assoc.

Dated: _____ By: _____
For California School Employees Assoc.

Dated: _____ By: _____
For California School Employees Assoc.

2026/2027 CLASSIFIED WAGES/COMPENSATION SCHEDULE

Class/Classifications	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII	Step XIV	Step XV
Class -Food Service															
Head Cook	20.58	21.20	21.84	22.48	23.16	23.16	23.62	23.62	24.10	24.10	24.58	24.58	25.07	25.07	25.57
Assistant Cook	19.06	19.63	20.21	20.82	21.44	21.44	21.87	21.87	22.31	22.31	22.75	22.75	23.21	23.21	23.67
Class -Paraprofessional															
Paraprofesional	19.42	20.00	20.61	21.22	21.86	21.86	22.29	22.29	22.74	22.74	23.20	23.20	23.66	23.66	24.13
Special Education Paraprofessional	19.74	20.33	20.94	21.57	22.22	22.22	22.67	22.67	23.12	23.12	23.58	23.58	24.06	24.06	24.54
Bilingual Paraprofesional	19.74	20.33	20.94	21.57	22.22	22.22	22.67	22.67	23.12	23.12	23.58	23.58	24.06	24.06	24.54
Bilingual Liaison	19.42	20.00	20.61	21.22	21.86	21.86	22.29	22.29	22.74	22.74	23.20	23.20	23.66	23.66	24.13
Class -Library															
Library Aide	19.06	19.63	20.21	20.82	21.44	21.44	21.87	21.87	22.31	22.31	22.75	22.75	23.21	23.21	23.67
Media Specialist	20.78	21.39	22.03	22.71	23.37	23.37	23.84	23.84	24.32	24.32	24.80	24.80	25.30	25.30	25.80
Class - Janitorial															
Custodian/Maint. Aide	20.34	20.94	21.58	22.22	22.88	22.88	23.34	23.34	23.81	23.81	24.28	24.28	24.77	24.77	25.27
Head Custodian	22.00	22.65	23.33	24.04	24.76	24.76	25.26	25.26	25.76	25.76	26.28	26.28	26.80	26.80	27.34
Head Custodian/Skilled Maintenance Worker	24.61	25.34	26.10	26.89	27.68	27.68	28.24	28.24	28.80	28.80	29.38	29.38	29.97	29.97	30.57
Class - Office															
Office Clerk	19.96	20.55	21.17	21.81	22.46	22.46	22.91	22.91	23.36	23.36	23.83	23.83	24.31	24.31	24.79
Secretary	20.27	20.88	21.49	22.14	22.81	22.81	23.26	23.26	23.73	23.73	24.20	24.20	24.69	24.69	25.18
Administrative Assistant	21.39	22.03	22.70	23.37	24.08	24.08	24.56	24.56	25.06	25.06	25.56	25.56	26.07	26.07	26.59
Secretary to the Principal	23.39	24.09	24.81	25.56	26.33	26.33	26.86	26.86	27.39	27.39	27.94	27.94	28.50	28.50	29.07
Class - Transportation															
Bus Driver on Stand By	minimum wage	-	-	-	- -	-	-	-	-	-	-	-	-	-	-
Bus Driver	22.16	22.83	23.52	24.22	24.95	24.95	25.45	25.45	25.96	25.96	26.48	26.48	27.01	27.01	27.55
Community Schools Operations Bus Driver	26.74	27.54	28.37	29.22	30.10	30.10	30.70	30.70	31.32	31.32	31.94	31.94	32.58	32.58	33.23
Head Bus Driver	28.00	28.84	29.71	30.60	31.51	31.51	32.14	32.14	32.78	32.78	33.44	33.44	34.11	34.11	34.79
Class - Maintenance															
Skilled Maintenance Worker	24.61	25.34	26.10	26.89	27.68	27.68	28.24	28.24	28.80	28.80	29.38	29.38	29.97	29.97	30.57
Head Maint/Building/Transportation	29.42	30.29	31.21	32.14	33.11	33.11	33.78	33.78	34.45	34.45	35.14	35.14	35.84	35.84	36.56

APPENDIX A.1

Paraprofessional Unit Schedule

Units/Step **	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII	Step XIV	Step XV
0 Units	19.42	20.00	20.61	21.22	21.86	21.86	22.29	22.29	22.74	22.74	23.20	23.20	23.66	23.66	24.13
15 Units	20.00	20.61	21.22	21.86	22.51	22.51	22.96	22.96	23.42	23.42	23.89	23.89	24.37	24.37	24.85
30 Units	20.60	21.22	21.86	22.51	23.19	23.19	23.66	23.66	24.13	24.13	24.61	24.61	25.10	25.10	25.61
45 Units	21.22	21.86	22.51	23.19	23.88	23.88	24.36	24.36	24.85	24.85	25.34	25.34	25.85	25.85	26.37
AA Degree (or 60 units)	22.28	22.96	23.64	24.35	25.07	25.07	25.57	25.57	26.08	26.08	26.60	26.60	27.13	27.13	27.68

Special Education and Bilingual Paraprofessional Unit Schedule

Units/Step **	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X	Step XI	Step XII	Step XIII	Step XIV	Step XV
0 Units	19.74	20.33	20.94	21.57	22.22	22.22	22.67	22.67	23.12	23.12	23.58	23.58	24.06	24.06	24.54
15 Units	20.33	20.94	21.57	22.22	22.89	22.89	23.34	23.34	23.81	23.81	24.29	24.29	24.77	24.77	25.27
30 Units	20.94	21.57	22.22	22.89	23.57	23.57	24.05	24.05	24.53	24.53	25.02	25.02	25.52	25.52	26.03
45 Units	21.57	22.23	22.89	23.57	24.30	24.30	24.78	24.78	25.28	25.28	25.78	25.78	26.30	26.30	26.82
AA Degree (or 60 units)	22.66	23.33	24.04	24.75	25.49	25.49	26.00	26.00	26.52	26.52	27.05	27.05	27.59	27.59	28.15
Resource Aide- Specialized Health Care (CNA)	21.99	22.66	23.33	24.04	24.76	24.76	25.26	25.26	25.76	25.76	26.28	26.28	26.80	26.80	27.34
Resource Aide- Specialized Health Care (LVN)	24.38	25.10	25.86	26.63	27.44	27.44	27.99	27.99	28.55	28.55	29.12	29.12	29.70	29.70	30.29
Resource Aide- Specialized Health Care (RN)	26.75	27.56	28.38	29.24	30.13	30.13	30.73	30.73	31.34	31.34	31.97	31.97	32.61	32.61	33.26

** Verification of units to support salary placement must be on file with the District Office by October 1st annually. No payroll changes will be made after the October payroll is prepared.

BA Degree	$1,100.00 Yearly Stipend
Monthly Health & Welfare Cap	$ 1,593.33

APPENDIX A

APPENDIX B

CLASSIFIED WORK SCHEDULE

Position	Hours per day	Workdays	Holidays	Vacation	Paid Days
Head Custodian (12 mo.)	8	236	13	12	261
Custodian (12 mo).	8	236	13	12	261
Sec. to Principal (Elem.)	8	192	12	9	213
Sec. to Principal (High)	8	201	12	9	222
Secretary	8	181	12	9	202
Office Clerk	8	192	12	9	213
Head Bus Driver	8	181	12	9	202
Bus Driver	8	181	12	9	202
Media Specialist (Elem.)	8	182	12	9	203
Media Specialist (High)	8	192	12	9	213
Library Aide	8	181	12	9	202
Head Cook	8	181	12	9	202
Assistant Cook	8	181	12	9	202
Paraprofessional	(as assigned)	182	12	9	203
Bilingual Liaison	4/8	181	12	9	202
Head Building Maintenance/Transportation	8	236	13	12	261

EVALUATION PROCEDURES/FORMS

APPENDIX C

Tulelake Basin Joint Unified School District

Secretary Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Arranges for a substitute when absent					
D. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
A. Observes work rules and policies. Complies with written and oral directives					
B. Perform duties of receptionist and maintain a pleasant attitude; receive telephone calls, respond appropriately and correctly, and make proper disposition of such					
C. Maintains a high level of ethical behavior and confidentiality of work-related information					
D. Effectively operate various office machines					
E. Prepares error-free reports, letters, inventories, memoranda, and other related documents					
F. Reproduces and distributes materials as required/needed					
G. Enters data into the student information system as required/needed					
H. Conducts bookkeeping for all school accounts					
I. Prepares and routes purchase orders and requisitions as required					
J. Maintains office or supply inventories					

K. Maintains principal's and/or school's appointment calendar and arranges meetings when necessary					
L. Receives, opens, sorts, and routes incoming mail					
M. Calls parents of students on absence list if the parents have not reported their child's absence					
N. Maintains Student Record files, including transfers and withdrawal students					
O. Administers medication to students (if trained and required)					
P. Assist injured or sick students when necessary					
Q. Informs principal of any special or emergency issues requiring immediate attention					
R. Follows all procedures which ensure a safe environment for themselves, co-workers, and students					
Comments:					

III. Human Relations	**1**	**2**	**3**	**4**	**5**
A. Works cooperatively with others					
B. Promotes good relations even in difficult situations					
C. Communicates well with teachers and other adults and demonstrates a willingness to exchange ideas and express needs					
D. Is able to communicate with students in a positive manner					
F. He/She follows directions and accepts suggestions					
G. Coordinates well with administrators, supervisors, and staff					
H. Informs supervisors and co-workers of key issues as appropriate					
I. Wears appropriate attire and adheres to grooming standards					
J. Demonstrates a professional image when representing the district					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**
Employee Strengths:					

Opportunities for Development:

Evaluator's Signature:
Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:
Date:

Tulelake Basin Joint Unified School District

Media Specialist Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Arranges for a substitute when absent					
D. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
A. Observes work rules and policies. Complies with written and oral directives					
B. Establishes procedures for the operation of the library media center					
C. Arranges furniture and equipment to facilitate movement and learning					
D. Seeks active involvement of teachers and students in selecting new materials					
E. Provides orientation to the library media center for all users					
F. Assists in selection, location, and use of media, books, and other resources					
G. Encourages independent reading/viewing/listening for pleasure and information					
H. Assists students and others in the use of the Internet and other technologies					
I. Reports achievement and progress to students and teachers					
J. Maintains a professional attitude toward all aspects of the school program					
K. Ability to work without constant supervision					
L. Regularly evaluates the library collection					

M. Analyzes collection based on curriculum objectives and student interests					
N. Maintains an effective schedule for use of the library media center					
O. Ensures that equipment is in working order					
P. Maintains accurate and up-to-date inventory of all library media materials and equipment					
Q. Arranges media center facilities for a variety of activities such as reading, listening, and viewing					
R. Follows all procedures which ensure a safe environment for themselves, co-workers, and students					
Comments:					

III. Human Relations	**1**	**2**	**3**	**4**	**5**
A. Works cooperatively with others					
B. Promotes good relations even in difficult situations					
C. Provides an atmosphere conducive to individual inquiry and relaxation					
D. Establishes and maintains rules and procedures for student conduct in the library media center					
E. Is able to communicate with students in a positive manner					
E. Is consistent with the teaching and discipline philosophy of the school					
F. Follows directions and accepts suggestions					
G. Coordinates well with administrators, supervisors, and staff					
H. Informs supervisors and co-workers of key issues as appropriate					
I. Wears appropriate attire and adheres to grooming standards					
J. Demonstrates a professional image when representing the district					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**
Employee Strengths:					

Opportunities for Development:

Evaluator's Signature:

Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:

Date:

Tulelake Basin Joint Unified School District

Paraprofessionals Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Arranges for a substitute when absent					
D. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
A. Observes work rules and policies. Complies with written and oral directives					
B. Is consistent and provides, at the direction of the supervisor or teacher, effective instructional and/or other assistance to individuals or groups of students needing reinforcement in specific skill areas					
C. Is able to see tasks which need to be done and does them					
D. Timely completion of assigned tasks					
E. Understands school programs/policies					
F. Maintains a professional attitude toward all aspects of the school program					
G. Ability to work without constant supervision					
H. Follows all procedures which ensure a safe environment for themselves, co-workers, and students					
I. Wears appropriate attire and adheres to grooming standards					
J. Demonstrates a professional image when representing the district					

K. Seeks opportunities for professional training/development					
Comments:					

III. Human Relations	**1**	**2**	**3**	**4**	**5**
A. Works cooperatively with others					
B. Promotes good relations even in difficult situations					
C. Communicates well with supervising teachers and other adults and demonstrates a willingness to exchange ideas and express needs					
D. Is able to communicate with students in a positive manner					
E. Is consistent with the teaching and discipline philosophy of the school					
F. He/She follows directions and accepts suggestions					
G. Coordinates well with administrators, supervisors, and staff					
H. Informs supervisors and co-workers of key issues as appropriate					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**
Employee Strengths:					
Opportunities for Development:					

Evaluator's Signature:
Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:

Date:

Tulelake Basin Joint Unified School District

Custodial Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
Effective use of time, meeting deadlines, complying with rules, policies and verbal, written instructions. Care of equipment and workstations. Working without close supervision.					
A. Observes work rules and policies. Complies with written and oral directives					
B. Takes care of custodial equipment and tools. Work station is clean and orderly					
C. Requires minimum direction/supervision; takes steps to accomplish tasks without being asked					
Lead Custodian Only	***1***	***2***	***3***	***4***	***5***
D. Coordinates/directs the overall cleaning of the site and identifies maintenance needs					
E. Possesses leadership qualities and instructs/trains subordinate custodial staff					
F. Organizes records, work orders, and documents					

Comments:

III. Human Relations	**1**	**2**	**3**	**4**	**5**
Public and pupil contact; employee contacts and interaction					
A. Works cooperatively with others					
B. Promotes good relations even in difficult situations					
C. Coordinates well with administrators, supervisors, and staff					
D. Demonstrates a professional image when representing the district.					
Comments:					

IV. Quality of Work	**1**	**2**	**3**	**4**	**5**
The accuracy and thoroughness with which work meets district standards; job skill level; work judgments; effectiveness under stress					
A. Meets district cleaning standards/maintenance custodian guidelines					
B. Makes decisions that are appropriate to the situation					
C. Performs under pressure					
Comments:					

V. Quantity of Work	**1**	**2**	**3**	**4**	**5**
A. Amount of work produced meets district standards for work assignments					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**

Employee Strengths:
Opportunities for Development:

Evaluator's Signature:
Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:
Date:

Tulelake Basin Joint Unified School District

Food Service Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
Effective use of time, meeting deadlines, complying with rules, policies and verbal, written instructions. Care of equipment and workstations. Working without close supervision.					
A. Observes work rules and policies. Complies with written and oral directives					
B. Takes care of food service equipment and utensils. Work station is clean and orderly					
C. Requires minimum direction/supervision; takes steps to accomplish tasks without being asked					
Head Cook Only	***1***	***2***	***3***	***4***	***5***
D. Coordinates/directs overall food preparation; serving and clean-up of the work station					
E. Instructs/trains food service workers and student helpers					
F. Organizes records, work orders, and documents					

Comments:

III. Human Relations	**1**	**2**	**3**	**4**	**5**
Public and pupil contact; employee contacts and interaction					
A. Works cooperatively with others					
B. Promotes good relations even in difficult situations					
C. Coordinates well with administrators, supervisors, and staff					
Comments:					

IV. Quality of Work	**1**	**2**	**3**	**4**	**5**
The accuracy and thoroughness with which work meets district standards; job skill level; work judgments; effectiveness under stress					
A. Meets food preparation, serving and clean-up standards					
B. Makes decisions that are appropriate to the situation					
C. Performs under pressure					
D. Demonstrates a professional image when representing the district					
Comments:					

V. Quantity of Work	**1**	**2**	**3**	**4**	**5**
A. Amount of work produced meets district standards for work assignments					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**

Employee Strengths:
Opportunities for Development:

Evaluator's Signature:
Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:
Date:

Tulelake Basin Joint Unified School District

School Bus Driver Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
Effective use of time, meeting deadlines, complying with rules, policies and verbal, written instructions. Care of equipment and workstations. Working without close supervision.					
A. Maintains bus in a clean & safe condition					
B. Performs daily bus check out					
C. Understands and uses proper radio procedures					
D. Reads transportation office bulletin boards daily and adheres to or follows the directives, memos, procedures, etc. that are posted at the beginning and end of each shift					
E. Enters correct information on fueling card lock system					
Lead Bus Driver Only	***1***	***2***	***3***	***4***	***5***
D. Coordinates/directs the overall transportation needs					
E. Possesses leadership qualities and instructs/trains staff					
F. Organizes records, work orders, and documents					

Comments:

III. Human Relations	**1**	**2**	**3**	**4**	**5**
A. Responds to students, staff, coworkers, and the public in a friendly, courteous and helpful manner					
B. Develops and maintains effective student discipline on the bus					
C. Cooperates to do additional routing and/or other job related duties					
D. Effectively communicates problems to supervisors, principal and/or management and suggests possible solutions					
E. Demonstrates a professional image when representing the district					
Comments:					

IV. Quality of Work	**1**	**2**	**3**	**4**	**5**
A. Maintains a driving record free of accidents					
B. Runs routes on time					
C. Maintains professionalism under stress					
D. Notifies school sites when running excessively late (over 10 minutes)					
Comments:					

V. Record Keeping	**1**	**2**	**3**	**4**	**5**
A. Keeps route, mileage sheets, and bus information up to date					
B. Turns in repair orders as needed					
C. Completes and submits time cards accurately, legible, and on time					
D. Completes and submits trip sheets/requisitions accurately, legible and on time					
E. Submits student counts accurately and on time					
F. Submits reports and/or other related paperwork/forms accurately, legible and on time					
G. Completes log book as required by law, legible, and on time.					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**

Employee Strengths:
Opportunities for Development:

Evaluator's Signature:
Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:
Date:

Tulelake Basin Joint Unified School District

Parent Liaison Personnel Performance Evaluation

Employee Name:	**Date:**
Title: *Parent Liaison*	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Arranges for a substitute when absent					
D. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
A. Observes work rules and policies. Complies with written and oral directives					
B. Receive telephone calls, respond appropriately and correctly, and make proper disposition of such					
C. Maintains a high level of ethical behavior and confidentiality of work-related information					
E. Translates error-free reports, letters, inventories, memoranda, and other related documents in a timely manner					
D. Calls parents to schedule meetings					
E. Calls parents at the request of a teacher or staff					
F. Calls parents of students on absence list if the parents have not reported their child's absence					
G. Informs principal of any special or emergency issues requiring immediate attention					

H. Follows all procedures which ensure a safe environment for themselves, co-workers, and students					
Comments:					

III. Human Relations	**1**	**2**	**3**	**4**	**5**
A. Works cooperatively with others					
B. Promotes good relations even in difficult situations					
C. Communicates well with teachers and other adults and demonstrates a willingness to exchange ideas and express needs					
D. Is able to communicate with students in a positive manner					
F. He/She follows directions and accepts suggestions					
G. Coordinates well with administrators, supervisors, and staff					
H. Informs supervisors and co-workers of key issues as appropriate					
I. Wears appropriate attire and adheres to grooming standards					
J. Demonstrates a professional image when representing the district					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**
Employee Strengths:					
Opportunities for Development:					

Evaluator's Signature:

Date:
I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.
Employee's Signature:
Date:

Tulelake Basin Joint Unified School District

Maintenance Personnel Performance Evaluation

Employee Name:	**Date:**
Title:	**Location:**

Instructions to complete employee review
Using the following ratings defined, review and evaluate an employee's performance in each of the key areas for the time period indicated. Ratings are defined as follows:
5 = Far exceeds job standards and expectations
4 = Consistently exceeds job standards and expectations
3 = Meets the job standards and expectations
2 = Sometimes meets the job standards and expectations
1 = Overall work does not meet the minimum job standards

I. Attendance/Tardiness	**1**	**2**	**3**	**4**	**5**
A. Notifies site supervisor in a timely manner if intending to be absent or late to work					
B. Observance of work hours, schedules; minimal absences from work					
C. Turns in absence reports in a timely manner					
Comments:					

II. Work Responsibilities	**1**	**2**	**3**	**4**	**5**
Effective use of time, meeting deadlines, complying with rules, policies and verbal, written instructions. Care of equipment and workstations. Working without close supervision.					
A. Observes work rules and policies. Complies with written and oral directives					
B. Takes care of equipment and tools. Work station is clean and orderly					
C. Assure all District facilities meet applicable government codes and regulations					
D. Implement and convey District policies and procedures, analyze problems, identify alternative solutions, and implement recommendations in support of site goals and educational needs.					
E. Establish and maintain yearly budgets for the department.					
F. Anticipates and identifies problems, and makes reasonable and timely decisions or recommends appropriate solutions.					

G. Organizes, prioritizes, and manages work activities and responsibilities					
H. Requires minimum direction/supervision; takes steps to accomplish tasks without being asked					

Head Transportation/Maintenance Only	***1***	***2***	***3***	***4***	***5***
I. Coordinates/directs the overall maintenance of the district.					
J. Possesses leadership qualities and instructs/trains subordinate maintenance staff					
K. Develops long range planning for building preventative maintenance and replacement schedules					
L. Organizes records, work orders, and documents					
Comments:					

III. Human Relations	**1**	**2**	**3**	**4**	**5**
Public and pupil contact; employee contacts and interaction					
A. Works cooperatively with others					
B. Uses appropriate and effective listening, conversing, and writing skills to keep co-workers and supervisors fully informed					
B. Promotes good relations even in difficult situations					
C. Coordinates well with administrators, supervisors, and staff					
D. Demonstrates a professional image when representing the district					
Comments:					

IV. Quality of Work	**1**	**2**	**3**	**4**	**5**
The accuracy and thoroughness with which work meets district standards; job skill level; work judgments; effectiveness under stress					
A. Meets district maintenance guidelines					
B. Makes decisions that are appropriate to the situation					
C. Performs under pressure					
Comments:					

V. Quantity of Work	**1**	**2**	**3**	**4**	**5**

A. Amount of work produced meets district standards for work assignments					
Comments:					

Overall Evaluation	**1**	**2**	**3**	**4**	**5**

Employee Strengths:
Opportunities for Development:

Evaluator's Signature:
Date:

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

Employee's Signature:
Date:

CLASSIFIED PERSONNEL

Appendix D
TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

ABSENCE AFFIDAVIT FOR

I, _____, do hereby swear/affirm that my absence on _____, was, or will be, due to the following cause:

( ) **PERSONAL ILLNESS OR ILLNESS/INJURY INVOLVING IMMEDIATE FAMILY.** As defined in the CSEA contract, these days of absence are to be charged to my Accumulated Sick Leave. (Ed Code, Sec. 44978) Number of days used this year: _____

( ) **DEATH IN MY FAMILY**. Relationship: _____ These days of absence are to be charged to my Bereavement Leave. (Ed. Code Sec. 45207)

( ) **PERSONAL BUSINESS.** Must have prior approval of your administrator. These days of absence are to be deducted from my salary. (Ed. Code Sec. 45207)

( ) **SUBPOENA OR JURY DUTY.** These days are not to be deducted from my salary. Any remuneration received by the employee must be submitted to the District Office (less the mileage, which the employee keeps). Employee is not to be paid more than his/her regular daily salary. (Ed. Code, Sec. 45207)

( ) **INDUSTRIAL ACCIDENT OR ILLNESS.** These days of absence to be deducted from my Industrial Accident or Illness Leave. (Ed. Code Sec. 45192)

( ) **VACATION.** Must be approved and vacation request on file prior to start of vacation. I have _____ vacation days available. (No more than 15 consecutive days vacation may be taken when school is NOT in session) (Ed. Code Sec. 45197)

( ) **PERSONAL NECESSITY LEAVE. (7)** Notification or request must be made in advance except in emergencies. **Three (3) of the seven (7) personal necessity leave days may be used at the employee's discretion without giving a reason.** These days of absence are to be charged against my Sick Leave. Reason: _____ Number of days used this year: _____

( ) **SCHOOL BUSINESS: ( ) Workshop ( ) In-Service ( ) Other: _____**

- -

Approved Site Principal: _____ Employee Signature: _____

Approved Superintendent: _____ Date form completed/turned in by employee: _____

Tulelake Basin Joint Unified School District Calendar A
2026-2027



Board Approval 03/19/2025