



COLLECTIVE BARGAINING AGREEMENT

**Between
HEMET UNIFIED
SCHOOL DISTRICT**

And

**CALIFORNIA SCHOOL
EMPLOYEES' ASSOCIATION
and its HEMET CHAPTER 104**

**July 01, 2025, through June 30,
2028**

TABLE OF CONTENTS

<u>ARTICLE 1: PARTIES, DATES AND TERMS SUBSEQUENT TO THE AGREEMENT ENTERED INTO BY THE PARTIES ON MARCH 25, 2026, THE PARTIES AGREE TO THE FOLLOWING:</u>	<u>4</u>
<u>ARTICLE 2: RECOGNITION</u>	<u>4</u>
<u>ARTICLE 3: DISTRICT RIGHTS</u>	<u>5</u>
<u>ARTICLE 4: ASSOCIATION RIGHTS</u>	<u>6</u>
<u>ARTICLE 5: ORGANIZATIONAL SECURITY</u>	<u>9</u>
<u>ARTICLE 6: GRIEVANCE</u>	<u>10</u>
<u>ARTICLE 7: HOURS OF EMPLOYMENT</u>	<u>12</u>
<u>ARTICLE 8: HEALTH AND WELFARE BENEFITS</u>	<u>18</u>
<u>ARTICLE 9: SALARIES</u>	<u>20</u>
<u>ARTICLE 10: TRANSFERS AND PROMOTIONS</u>	<u>24</u>
<u>ARTICLE 11: LEAVES</u>	<u>28</u>
<u>ARTICLE 12: SAFETY CONDITIONS</u>	<u>36</u>
<u>ARTICLE 13: EMPLOYEE EVALUATION PROCEDURES</u>	<u>37</u>
<u>ARTICLE 14: TRANSPORTATION</u>	<u>38</u>
<u>ARTICLE 15: VACATIONS AND HOLIDAYS</u>	<u>41</u>
<u>ARTICLE 16: CONCERTED ACTIVITIES</u>	<u>44</u>
<u>ARTICLE 17: WORKING OUT OF CLASSIFICATION/RECLASSIFICATION PROCEDURE</u>	<u>45</u>
<u>ARTICLE 18: DISCIPLINE</u>	<u>49</u>
<u>ARTICLE 19: LAYOFF AND REEMPLOYMENT RIGHTS</u>	<u>51</u>
<u>ARTICLE 20: EXTRA ASSIGNMENTS DURING DISTRICT RECESSES</u>	<u>56</u>
<u>ARTICLE 21: PERSONNEL FILES</u>	<u>57</u>
<u>ARTICLE 22: NON-DISCRIMINATION</u>	<u>58</u>
<u>ARTICLE 23: COMPLAINTS & PUBLIC CHARGES</u>	<u>58</u>
<u>ARTICLE 24: SAVINGS</u>	<u>60</u>
<u>ARTICLE 25: EFFECT OF AGREEMENT: ENTIRE AGREEMENT</u>	<u>60</u>
<u>ARTICLE 26: SUPPORT OF AGREEMENT</u>	<u>61</u>
<u>ARTICLE 27: COMPLETION OF MEET AND NEGOTIATION</u>	<u>61</u>
<u>APPENDIX A: CLASSIFIED JOB CLASSIFICATIONS AND SALARY RANGES</u>	<u>63</u>
<u>APPENDIX B-1: GRIEVANCE FORM - LEVEL II</u>	<u>73</u>
<u>APPENDIX B-2: GRIEVANCE FORM - LEVEL III</u>	<u>74</u>
<u>APPENDIX C-1: CLASSIFIED MONTHLY SALARY SCHEDULE 2025/2026</u>	<u>75</u>
<u>APPENDIX C-2: CLASSIFIED HOURLY SALARY SCHEDULE 2025/2026</u>	<u>77</u>
<u>APPENDIX C-3: CLASSIFIED SPECIALTY FIELDS SALARY SCHEDULE 2025-2026</u>	<u>78</u>
<u>APPENDIX C-4: PRESCHOOL/HEADSTART TEACHERS 2025-2026</u>	<u>79</u>
<u>APPENDIX C-5: CLASSIFIED SALARY SCHEDULE - WHEN SERVING AS A SUBSTITUTE 2025-2026</u>	<u>80</u>
<u>APPENDIX C-6: CLASSIFIED SALARY SCHEDULE - HOURLY PRESCHOOL/HEADSTART SUBSTITUTE TEACHERS 2025-2026</u>	<u>81</u>
<u>APPENDIX D: CLASSIFIED EMPLOYEE LEAVE REQUEST & ABSENCE REPORTING PROCESS</u>	<u>82</u>
<u>APPENDIX E: CLASSIFIED EMPLOYEE LEAVE FLOWCHART</u>	<u>86</u>

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

<u>APPENDIX F: CLASSIFIED EMPLOYEE JOB PERFORMANCE REVIEW</u>	<u>87</u>
<u>APPENDIX G-1: POSITION RECLASSIFICATION REQUEST</u>	<u>92</u>
<u>APPENDIX G-2: POSITION RECLASSIFICATION APPEAL</u>	<u>100</u>
<u>APPENDIX H: REQUEST FOR APPROVAL OR VERIFICATION OF COMPLETION OF COURSE WORK/STAFF DEVELOPMENT ACTIVITY</u>	<u>101</u>
<u>APPENDIX I: HEALTH AND WELFARE BENEFITS</u>	<u>103</u>
<u>APPENDIX J: CLASSIFIED LATERAL TRANSFER APPLICATION</u>	<u>104</u>
<u>APPENDIX K: MOU - ELOP 11 MONTH WORK YEAR CALENDAR</u>	<u>105</u>
<u>APPENDIX L: JOB DESCRIPTION DRIVER'S LICENSE REQUIREMENTS (SB1100)</u>	<u>106</u>
<u>APPENDIX M: TRANSPORTATION RECIPROCAL SERVICES AGREEMENTS</u>	<u>112</u>
<u>APPENDIX N: TRANSPORTATION MEAL REIMBURSEMENTS</u>	<u>115</u>
<u>APPENDIX O: BUS DRIVER MOUNTAIN QUALIFICATION</u>	<u>117</u>
<u>APPENDIX P: EFFECTS OF LAYOFF AGREEMENT FOR THE 2026-27 SCHOOL YEAR</u>	<u>120</u>
<u>APPENDIX Q: ABOLISHMENT OF CLASSIFICATIONS FROM APPENDIX A</u>	<u>124</u>
<u>APPENDIX R: CLASSIFIED MENTORSHIP PROGRAM</u>	<u>126</u>
<u>APPENDIX S: ELOP GROUP ENRICHMENT SESSIONS</u>	<u>128</u>
<u>APPENDIX T: SCHOOL SESSION & SPECIALTY CALENDAR VACATION USAGE</u>	<u>130</u>
<u>APPENDIX U: STUDENT INTERNSHIP PROGRAM</u>	<u>132</u>
<u>APPENDIX V: SURVEILLANCE IMPACTS & EFFECTS</u>	<u>135</u>
<u>APPENDIX W: BUS AIDE PILOT</u>	<u>138</u>
<u>APPENDIX X: ELOP WORK YEAR CALENDAR</u>	<u>142</u>

ARTICLE 1: PARTIES, DATES AND TERMS SUBSEQUENT TO THE AGREEMENT ENTERED INTO BY THE PARTIES ON MARCH 25, 2026, THE PARTIES AGREE TO THE FOLLOWING:

- 1.1 This is a bilateral and binding Agreement ("Agreement") by and between the Hemet Unified School District ("District") and the California School Employees Association, and its Hemet Chapter 104. This Agreement is entered into pursuant to Sections 3540-3549 of the California Government Code.
- 1.2 This Agreement was entered into on this 25th day of March, 2026. The parties agree that all portions of this Agreement shall remain in full force with a term of July 1, 2025, through June 30, 2028, and shall continue in effect on a yearly basis unless one of the parties notifies the other in writing of its request to modify, amend, or terminate this Agreement. All other articles not listed will remain in effect. In the event that such notice is given for 2028, this Agreement shall remain in effect pending resolution of negotiations, completion of impasse procedures, or other lawful basis for termination or modification of this Agreement by either party.
- 1.3 During the term of this three-year Agreement, all negotiations are resolved for the 2025-2026 school year, with the exception of the selection of health and welfare benefit carriers, if needed, once the Insurance Committee process concludes. For 2026-2027, the parties may open two articles each, excluding Articles 8 and 9. For 2027-2028, the parties may reopen Articles 8 and 9, as well as two additional articles each.

ARTICLE 2: RECOGNITION

- 2.1 Pursuant to the requirements of Government Code Section 3544.1, the District recognizes the Association as the exclusive representative for the unit of employees consisting of all employees in the job classifications listed in Appendix A, attached hereto.
- 2.2 This recognition EXCLUDES substitute classified employees, short-term classified employees, interns, and employees included in the management, confidential, and supervisory units, and includes only regular part-time and full-time classified employees.
 - 2.2.1 All newly created positions or classes of positions, unless specifically exempted by law, shall be assigned to the bargaining unit if the job description's described duties are performed by employees in the bargaining unit or which, by the nature of the duties, should reasonably be assigned to the bargaining unit.
 - 2.2.2 Upon written request, the District agrees to meet with the Association and attempt to resolve any dispute over the designation of a new position as management, supervisory, or confidential. If an agreement cannot be reached, the disputed case may be submitted to the Public Employment Relations Board (PERB) for resolution.
- 2.3 Use of Substitute Employees: Substitute employees shall be used only to replace bargaining unit employees who are absent from work or to fill positions for no longer than sixty (60) calendar days unless both the District and the Association mutually agree to extend that time period and reduce that agreement to writing. The District shall provide the Association President with a monthly list of all substitutes serving in vacant positions or providing additional help.
- 2.4 Short-Term Employees: shall not be covered by the terms of this agreement. A "short-term employee"

means any person who is employed to perform a service for the District upon completion of which the service required or similar services will not be extended or needed on a continuing basis pursuant to Education Code 45103. The District shall notify the President of the Association of any short-term assignments.

- 2.5 Any dispute regarding the failure to use bargaining unit members to provide services to the District, normally, routinely, or customarily performed by bargaining unit employees shall be grievable by CSEA.

ARTICLE 3: DISTRICT RIGHTS

- 3.1 It is agreed that the District retains all its powers of direction, management, and control to the full extent of the law, except to the extent expressly abridged by a specific provision of this Agreement. Included in these powers are the exclusive rights to:

- A. determine its organization;
- B. direct the work of its employees;
- C. determine the hours of District operations;
- D. determine the kinds and levels of services to be provided, as well as the methods and means of providing them;
- E. establish its educational policies, goals, and objectives;
- F. ensure the rights and educational opportunities of students;
- G. determine staffing patterns;
- H. determine the number and kinds of personnel required;
- I. maintain the efficiency of District operations;
- J. determine District curriculum;
- K. design, build, move or modify facilities;
- L. establish budget procedures and determine budgetary allocation;
- M. determine the methods of raising revenue;
- N. contract out work (unless contrary to law); or
- O. take action on any matter in the event of an emergency.

In addition, the District Board retains the right to hire, classify, assign, evaluate, promote, demote, terminate, and discipline employees, provided such rights do not conflict with other provisions of this Agreement. This recital in no way limits other District powers as granted by law.

- 3.2 The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement as required in cases of emergency. An emergency is a sudden, urgent, unforeseen occurrence or occasion requiring immediate action.
- 3.3 Contracting Out: During the term of this Agreement, the District agrees that it will not contract out work customarily and routinely performed by employees in the bargaining unit, unless such contracting is in accordance with Education Code 45103.1 and the District has consulted with the Association.
- 3.3.1 In the event of the repeal of Education Code 45103.1, CSEA and the District will meet to negotiate the effects of the repeal.

ARTICLE 4: ASSOCIATION RIGHTS

The preamble to Article 4, per Government Code 3543.1, CSEA and its Chapter shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for association-approved business.

- 4.1 The Association and its members shall have the right to use school equipment, buildings, and facilities for CSEA-approved activities, subject to reasonable regulation by the District. A Facilities Use Request shall be submitted no less than ten (10) days prior to the event for District approval. No facility costs shall be imposed; however, personnel and supply charges may apply.
- 4.2 The Association shall have the right to post notices of activities on Association bulletin boards, at least one (1) of which shall be provided in each building in an area frequented by bargaining unit members covered by this Agreement. The Association may use the District mail service and mailboxes for communications to bargaining unit members.
 - 4.2.1 Use of District Electronic Mail (e-mail) System. The CSEA Chapter President or designee may use the district electronic mail system for scheduled and mass emails related to union business without advance permission from the District. CSEA shall notify the Assistant Superintendent of Human Resources of the identity of the Chapter President's designee, if any, for email purposes. The Association will not distribute information that is knowingly false or defamatory or prohibited by Education Code Section 7054, and/or other applicable laws. Additionally, all CSEA emails shall contain the identifier: "From CSEA Chapter 104." Except as provided above, the District's Board Policy/Exhibit 4040 on Employee Use of Technology shall continue to govern the use of the District's electronic system.
- 4.3 Authorized representatives of the Association shall be permitted to transact official Association business on school property after notifying the principal, supervisor, or designee, so long as said activity does not interfere with the education process of students or the work schedule of employees.
- 4.4 Upon request, CSEA shall be provided with a seniority roster in a format with sorting and filtering capabilities that includes length of service by hire date in all classifications of each bargaining unit member. If additional seniority lists are compiled at any time, CSEA shall be provided a copy of said seniority lists upon request.
 - 4.4.1 CSEA shall be provided with a list of all vacant positions in the bargaining unit.
- 4.5 The Superintendent or designee will meet on a monthly basis with the elected officers of the Association. Consultation between the parties shall occur prior to any changes being made with respect to procedures for bargaining unit member complaints on matters not subject to the grievance provisions of this Agreement.
 - 4.5.1 The Association President (or executive board designee) and the Assistant Superintendent of Human Resources (or designee) may meet for a minimum of one (1) hour per week to discuss unit member concerns or complaints. These matters may include subjects that would be considered part of a grievance. This meeting will not be charged against the association's allotted

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

time outlined in Article 4.9.

- 4.6 Neither party shall discriminate against a bargaining unit member for exercising any rights or benefits provided in this Agreement or for lawful activities on behalf of the Association.
- 4.7 The District shall ensure that unit members have access to the most current collective bargaining agreement. Additionally, upon request, the District shall provide up to two hundred fifty (250) copies of this Agreement to the Association President or designee within thirty (30) calendar days.
- 4.8 The CSEA Chapter President will receive one (1) copy of the Governing Board Agenda prior to each Governing Board Meeting. The District shall also provide CSEA with three (3) District directories each year.
- 4.9 Association Leave: The chapter President or designee shall have a maximum of eighty (80) days or its hourly equivalent in one-hour increments during each fiscal year for Association business. The President and designee(s) will report the use of Association Leave and other release time for Association business in the timekeeping program adopted by the District.
- 4.10 Conference Leave: The District shall provide release time for the elected number of delegates (up to the formula amount permitted by the State CSEA Constitution) for attendance to the CSEA Annual Conference. Delegates released shall not have any loss of compensation or benefits. Each delegate shall be released for up to five (5) work days to attend the conference.
- 4.11 Prior to the adoption or revision of an employee handbook, a draft shall be submitted to CSEA and the District for review. Any negotiable changes or revisions will first be negotiated before taking effect. The parties agree the contents of the handbook shall not contradict the collective bargaining agreement, and the collective bargaining agreement shall supersede.
 - 4.11.1 Employee Information: Union Access to Information/Orientation
 - 4.11.1.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full-time, part-time, hired by the District, and who is still employed as of the date of the new employee orientation and will be assigned to the CSEA bargaining unit. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit. It does not include substitute employees.
 - 4.11.1.2 In accordance with Assembly Bill 119, the District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically, via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired if they were hired on or before the fifteenth of the month. Information for employees hired after the fifteenth of the month shall be provided on the last working day of the month after they were hired. This contact information shall include the following items, if included in the District's records, with each field in its own column:
 - A. First Name;

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- B. Middle initial;
- C. Last name;
- D. Job Title/Classification;
- E. Department;
- F. Primary worksite name;
- G. Work telephone number;
- H. Home Street address (incl. apartment #);
- I. City;
- J. State;
- K. ZIP Code (5 or 9 digits);
- L. Home telephone number (10 digits);
- M. Personal cellular telephone number (10 digits);
- N. Personal email address of the employee;
- O. Birth date;
- P. Employee ID;
- Q. Hire date.

4.11.1.3 Periodic Update of Contact Information: In accordance with Assembly Bill 119, the District shall also provide CSEA with a list of all bargaining unit members' names and contact information above on the last working day of September, January, and May. The information shall be provided to CSEA electronically, via a mutually agreeable secure FTP site or service (at CSEA's expense). This contact information shall include the following items, if included in the District's records, with each field in its own column:

- A. First Name;
- B. Middle initial;
- C. Last name;
- D. Job Title/Classification;
- E. Department;
- F. Primary worksite name;
- G. Work telephone number;
- H. Home Street address (incl. apartment #);
- I. City;
- J. State;
- K. ZIP Code (5 or 9 digits);
- L. Home telephone number (10 digits);
- M. Personal cellular telephone number (10 digits);
- N. Personal email address of the employee;
- O. Birth date;
- P. Employee ID;

Q. Hire date.

4.11.2 New Employee Orientation

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

4.11.2.2 The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

A. In the event the District conducts a group orientation, CSEA shall have thirty (30) minutes of paid release time for the CSEA Chapter President or one (1) CSEA representative to conduct the orientation session and an additional thirty (30) minutes of travel time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

B. In the event the District conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for the CSEA Chapter President or one (1) CSEA representative to conduct the orientation session and an additional thirty (30) minutes of travel time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

4.11.2.3 The orientation session shall be held on District property, and employee(s) shall be on paid time.

4.11.2.4 During CSEA's orientation session, no District manager, supervisor, or non-unit employee shall be present.

4.11.3 Any alleged violation, misinterpretation, or misapplication of the terms of this Article shall be subject to the grievance and arbitration provisions of Article 6, except that only CSEA and its Chapter #104 can be the grievant, not an employee. This tentative Agreement relates only to Article 4.11. Other provisions of Article 4 are still subject to negotiations.

4.12 Interview Panel: Administrators and supervisors shall provide CSEA with the opportunity to have a CSEA officer appointed representative present in the interview process.

ARTICLE 5: ORGANIZATIONAL SECURITY

5.1 Employee Rights/Membership:

5.1.1 CSEA has the sole and exclusive right to have membership local chapter dues and CSEA per capita dues deducted by the employer for employees in the bargaining unit. CSEA shall, within

five (5) working days, notify the employer of any employee who becomes a member of the union and authorizes the deduction of union dues from their wages. Additionally, CSEA shall notify the District if any member of the bargaining unit revokes their membership.

- 5.1.2 The employer shall, without charge, pay to CSEA within thirty (30) days of the deduction all dues so deducted.
- 5.1.3 Along with each monthly payment to CSEA, the employer shall, without charge, furnish CSEA with an alphabetical list of all employees in the bargaining unit, identify them by name, and indicate the amount deducted, if any.
- 5.1.4 CSEA shall indemnify and reimburse the District for attorney's fees, all costs, expenses, fees, and judgments incurred by the District and, further, shall fully indemnify the District against any and all lawsuits or other legal proceedings which may be brought against the Board or District personnel challenging the legality or constitutionality of the organizational security provisions of this Agreement or their implementation or administration.
- 5.1.5 Disputes involving this Article shall be settled between the Association and the employee and shall not be subject to the grievance procedure. However, the Association may file a grievance if the District does not comply with its obligations to the Association under this Article.
- 5.1.6 Effective October 1, 2017, the CSEA per capita dues are assessed at the rate of 1.5 percent of earnings on the first \$3,150.00 in any given month, exclusive of overtime, up to the maximum of \$47.25 in any given month. The dues year runs from September through August, with a maximum yearly total of \$472.50 (not including local chapter dues).
- 5.1.7 Dues rates shall be applied according to the member's monthly salary, based on earnings as of September 1st, and including professional growth and anniversary increments.
- 5.1.8 Chapter dues are assessed in addition to the above rate and are in the amount of \$2.50 per month.

ARTICLE 6: GRIEVANCE

- 6.1 Definition: A "grievance" is an allegation by an affected bargaining unit member or CSEA asserting a violation of a provision of this Agreement.
 - 6.1.1 A "day" is any day on which the District Administrative Office is open for regular business.
 - 6.1.2 Appropriate grievance forms are available online. A paper copy of the grievance forms is attached hereto as Appendices B-1 and B-2.
- 6.2 Purpose and Scope: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable answers to questions arising out of the interpretation of this Agreement.
 - 6.2.1 Nothing herein limits the right of an employee having a grievance to discuss the matter informally with an appropriate member of the District administration and to have the grievance adjusted without intervention or representation by the Association, provided that such adjustment is consistent with the terms of this Agreement. It is the intention of the parties to encourage an informal and confidential atmosphere in the resolution of grievances.

- 6.2.2 Any change in grievance forms will be developed jointly by the District and the Association.
- 6.3 Time Limits For Grievance: Since it is important that a grievance be resolved as rapidly as possible, the time limits specified in this Article shall be considered maximums. Failure of the grievant to act within these time limits bars further appeal. Failure of the District to give a decision within these time limits permits the grievant to proceed to the next step. Where the District fails to provide a written response within the time limits set forth below, the succeeding time limit shall commence as of the last day on which the District could have provided a timely response. The time limits herein may be extended by mutual written agreement.
- 6.4 Representation During Grievance: An employee with a grievance may represent themselves at all stages of this grievance procedure or, at the employee's sole option, may choose to be represented by the Association. If the grievant is not represented by the Association, the District will give the Association notification of the proposed resolution. Any response thereto must be made by the Association within ten (10) days of receipt of such notification.
- 6.5 Release Time For Grievance: Hearings and conferences (including grievance meetings with the district in accordance with this Article) under this procedure shall be conducted at a time and place which will afford an opportunity for all persons entitled to be present to attend and will be held, insofar as possible, during the time the District Office is open for business. All employees whose presence is required shall be released, without loss of pay, for those hours they are required to attend. This provision shall apply only to the grievant and to the grievant's representative, if that representative is an employee. In addition, witnesses whose presence is necessary shall be scheduled at the discretion of the District. Only one (1) representative per grievance will be released by the District without loss of pay.
- 6.6 Level I: Prior to the filing of a written grievance, an employee, or when appropriate, CSEA, shall attempt to resolve the matter by meeting with the immediate supervisor.
- 6.7 Level II: If the grievance is not satisfactorily resolved at Level I, a written grievance must be delivered to the employee's immediate supervisor within twenty (20) days of the purported incident. The written grievance shall be set forth in a clear, concise manner and shall deal with the specifics of the purported violation of this Agreement, including the factual circumstances surrounding the purported violation. The written grievance shall set forth the previous decision, if any, by the immediate supervisor or appropriate administrator at Level I.
- 6.7.1 Within ten (10) days after receipt of the grievance, the grievant and the supervisor shall meet to discuss the grievance and attempt to arrive at a mutually satisfactory solution, and the supervisor shall, within ten (10) days of this meeting, respond in writing to the grievant with a copy to be delivered to the Association President.
- 6.7.2 If a grievance involves District-wide policy, practice, interpretation of this Agreement, or employees with different supervisors, the grievance may be filed at Level III.
- 6.8 Level III: An employee not satisfied with the Level II decision may, within ten (10) days after receipt of the written response, submit a written appeal to the Superintendent or designee.
- 6.8.1 The written statement of appeal shall contain a clear, concise statement of the reasons for appeal

to the Superintendent or designee, a copy of the original grievance, and a copy of the Level II decision.

6.8.2 Within ten (10) days after receipt of the grievance, the grievant and the Superintendent or designee shall meet to discuss the grievance and attempt to arrive at a mutually satisfactory solution. Within ten (10) days after this meeting, the Superintendent or designee shall respond in writing to the grievant with a copy to the Association President.

6.8.3 Notice of Resolution: Prior to the resolution of any grievance at Level III, CSEA shall receive a copy of the grievance and the proposed resolution and shall be given the opportunity to file a response.

6.9 Level IV: If the Association is not satisfied with the written decision rendered at Level III, the Association may, within ten (10) working days following receipt of the Level III decision, appeal to Level IV by requesting that the grievance be submitted to an impartial arbitrator for final and binding arbitration. All such requests will be honored by the District. If the parties are unable to agree on an arbitrator, the District, within ten (10) working days after any appeal to Level IV, shall request the California State Mediation and Conciliation Service to provide a list of seven (7) arbitrators from which the District agent and the Association shall strike alternately until only one (1) name remains. The remaining name shall be the Arbitrator.

6.9.1 All arbitration hearings shall be held within the boundaries of the District. Each party to the arbitration proceeding shall be responsible for compensating its own non-employee representatives. The cost of the Arbitrator's services shall be shared equally between the parties. The Arbitrator, in rendering their opinion, shall not amend, modify, nullify, ignore, nor add to the provisions of this Agreement. The Arbitrator's authority shall be limited to deciding only the issue or issues presented to them in writing by the District and the grievant or their representative, and the Arbitrator's decision must be based upon their interpretation of the meaning or application of the language of this Agreement.

6.10 No adverse employment action of any kind will be taken by the District or the Association against any grievant or other employee in the grievance procedure, by virtue of the individual's participation or non-participation.

ARTICLE 7: HOURS OF EMPLOYMENT

7.1 Workday and Workweek: The workday and workweek for regular, full-time employment shall be eight (8) hours per day and forty (40) hours per week. The District work week starts on Monday at 12:01 a.m. Notwithstanding the foregoing, the regular workweek for all bargaining unit members shall be Monday through Friday, except as set forth below. The District may employ persons in bargaining unit positions who work less than eight (8) hours per day and/or forty (40) hours per week; such positions shall be deemed part-time. The District may, through authorized administrators, order and authorize a bargaining unit member to perform extra work in addition to such bargaining unit member's regular minimum assignment. Extra work so ordered and authorized shall be compensated at the bargaining unit member's

regular rate of pay unless such work results in overtime, as set forth below.

- 7.1.1 Workweek Assignment: The District may assign a workweek different than Monday through Friday under the following circumstances: (1) current bargaining unit members may voluntarily consent to such reassignment; (2) new bargaining unit members may be so assigned; and (3) current bargaining unit members may be offered such reassignment in lieu of layoff in accordance with applicable law.
- 7.1.2 Flexible Time Schedule: Notwithstanding the above, a flexible time schedule (i.e., 4/10 or 9/80) may be implemented in accordance with the statutory provisions prescribing such workweeks if agreed to by the District and the Association. The daily hours worked under a flexible time schedule shall be used for purposes of determining vacation, holiday, and sick leave compensation. Overtime shall be paid in accordance with Section 7.2.1.
- 7.1.3 Adjustment in Hourly Time Schedule: The District may adjust the hourly schedule of a bargaining unit member by up to two (2) hours to meet the needs of the department or site with fifteen (15) workday notice, provided the following:
 - 1. The bargaining unit member agrees to the change (and CSEA is notified of the agreement); or
 - 2. The District, the bargaining unit member, and CSEA have met and conferred regarding possible alternatives to the change in hours.

The following shall apply to Criteria 2 above:

- 1. This provision shall not be utilized to create split shifts or reduce the bargaining unit members' hours.
 - 2. This provision shall not be used to circumvent the short-term obligation to pay overtime or provide extra duty pay.
 - 3. This section shall not apply to transportation employees who bid annually for routes.
 - 4. Bargaining unit members may only have their hours changed in accordance with Criteria 2, once per year.
- 7.2 Compensatory Time: The District will provide either compensation or compensatory time off at the election of the bargaining unit member at a rate equal to one and one-half (1 1/2) times the regular rate of pay for full-time bargaining unit members designated by the District and authorized to perform such overtime. Bargaining unit members working less than an eight (8) hour day may elect their regular rate or compensatory time off (hour for hour for all hours worked up to an eight (8) hour workday). Overtime is any time required to be worked in excess of eight (8) hours in any one (1) workday or any time in excess of forty (40) hours in any calendar week. Time during which the bargaining unit member is excused from work because of holidays, sick leave, vacation, compensated time off, or other paid leaves of absence shall be considered as time worked by the bargaining unit member. The designation, authorization, and allocation of any overtime shall rest solely with the District management.
- 7.2.1 Overtime on Flexible Schedule: If a flexible time schedule is established pursuant to 7.1.1, the overtime rate shall be paid for all hours worked in excess of the required workday. Work

performed on the off-scheduled fifth (5th), sixth (6th), and seventh (7th) days shall be compensated for at a rate equal to one and one-half (1 1/2) times the regular rate of pay of the bargaining unit member designated and authorized to perform the work.

7.2.2 Compensatory Time Pay-Out: Unused compensatory time shall be paid out in full following the end of each fiscal year. Use of compensatory time shall be approved by the District consistent with department/site work demands, taking into consideration the scheduled times requested by the bargaining unit member. Compensatory time may not be used to extend school recesses or holiday weekends without prior administrative approval. Compensatory time requests that are submitted at least ten (10) workdays prior to a requested day off shall be approved unless the District determines an operational need requires the attendance of the bargaining unit member. If a compensatory time request must be denied, consideration will be given to whether the denial of the compensatory time will have a negative financial impact on the bargaining unit member.

7.3 Overtime Extra Duty Distribution:

Overtime and extra duty shall be as follows:

A list of all employees in the bargaining unit for each department/site/classification shall be maintained in seniority order at the beginning of the fiscal year for the purpose of rotating overtime and extra duty. When the supervisor identifies an overtime or extra duty need in the department, the supervisor shall offer the overtime or extra duty to the bargaining unit members on the list in a rotational manner from highest seniority to lowest seniority. The initial assignment for each fiscal year will be offered to the most senior employee in the department or site by classification. The District will maintain the list and will provide it to the appropriate site principals, district directors, and the CSEA President upon request. This does not apply to extended day overtime. This article is for the purpose of planned overtime and extra duty. Mandatory overtime will be offered to volunteers first by seniority, in accordance with this section. However, in the event no volunteer is found, the mandatory overtime will be rotated by seniority, with the least senior employee assigned first.

7.4 Workweek: Notwithstanding Sections 7.1 and 7.2 of this Article, the workweek for any bargaining unit member having an average workday of four (4) hours or more during the workweek shall consist of no more than five (5) consecutive working days. Such a bargaining unit member shall be compensated for any work required to be performed on the sixth (6th) day following the commencement of the workweek at a rate equal to one and one-half (1 1/2) times the regular rate of pay of the bargaining unit member designated by the District and authorized to perform the work.

7.5 Lunch Break: All bargaining unit members employed more than six (6) hours a day shall be entitled to a duty-free lunch break of not less than thirty (30) minutes per workday. The administrator will attempt, given the operational needs, to schedule the lunch at the midpoint of the shift per Education Code 45180. This time may be extended upon the mutual agreement of the bargaining unit member and the District. Bargaining unit members required to work during their lunch break shall be compensated for such work at the applicable rate.

7.6 Callback: Any bargaining unit member called back to work when the bargaining unit member is not

scheduled to work shall receive a minimum of two (2) hours' pay at the appropriate rate of pay under this Agreement. A bargaining unit member may, however, elect compensatory time off in lieu of pay.

7.6.1 The District and CSEA have established procedures pertaining to "On-Call" Employees in the following Business Services departments. These employees are eligible for pay based on language outlined in Article 7.6 Callback, and a \$200 stipend for the week they are designated as the "on-call employee."

7.6.2 On-Call List:

7.6.2.1 Maintenance and Operations (Employees shall work on a weekly rotational basis. The number of employees on the rotational list shall be set by management.)

7.6.2.2 Transportation (Employees shall work on a weekly rotational basis. The number of employees on the rotational list shall be set by management.)

7.6.2.3 List to be compiled annually by no later than June 30th, effective from July 1st, through the subsequent June 30th. Management will post the list and notify all eligible unit members in the job class.

7.6.3 Eligibility for the On-Call List:

7.6.3.1 Maintenance and Operations: Must be a Skilled Maintenance Worker III or Skilled Maintenance Worker II; however, if needed, and at the discretion of management, Groundskeepers may be eligible.

7.6.3.2 Transportation: Classifications in transportation may be designated for On-Call: All Mechanic job classifications, Transportation Technician, Transportation Specialist, Transportation Planner, and Dispatcher.

7.6.3.3 Must not have an overall evaluation of "developing standards" or lower on evaluations in their employee file over the last two (2) years.

7.6.3.4 New hires to the District are not eligible for this during their probationary period.

7.6.3.5 On-call schedule cannot interfere with regular work hours.

7.6.3.6 Must have a valid, unrestricted CA Driver's license.

7.6.4 Order of Selection to the On-Call Lists:

7.6.4.1 Any bargaining unit member currently on-call

7.6.4.2 Highest classification

7.6.4.3 Seniority in the classification

7.6.4.4 Tie-breaker: Seniority in the district, then, if needed, draw lots

7.6.5 Removal from the On-Call List:

7.6.5.1 Discretion of management

7.7 Rest Breaks: The District will schedule two (2) rest breaks of fifteen (15) minutes each for bargaining unit members working six (6) or more hours per day and one (1) rest break of fifteen (15) minutes for bargaining unit members working less than six (6), but at least three and one-half (3 1/2) hours per day. Said rest breaks, insofar as practicable, shall be in the middle of each work period. Rest breaks are a part of the regular workday and shall be compensated at the regular rate of pay for the bargaining unit

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

member.

- 7.8 Reduction in Time: Any reduction in assigned time shall be accomplished in accordance with Article 19, Layoff and Reemployment Rights. A voluntary reduction in contract hours initiated at the request of a bargaining unit member may be achieved based on site/department needs with District approval. The Association shall be notified of these requests and reserves the right to negotiate with the District concerning the reduction. This does not apply to positions that bid for hours (e.g., transportation department), nor does this section apply to reductions in hours as part of the reasonable accommodation process.
- 7.9 Adjustment of Assigned Time: A classified employee in the bargaining unit who works a minimum of thirty (30) minutes or more per day in excess of their regular part-time assignment for a period of twenty (20) consecutive working days or more, shall have their regular assignment adjusted upward to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in CA Ed Code Section 45136.
- In the event that a bargaining unit member regularly performs work in another District position, in addition to such bargaining unit member's primary assignment, which must be in the bargaining unit, whether or not the other position is a part of the bargaining unit, such work shall be used in computing the unit members' total hours for purposes of determining the level of benefits provided by this Agreement or by applicable law to classified employees who are bargaining unit members. Work performed, as a substitute, will not constitute regular work for purposes of this section, where the job being performed is either regularly assigned to another bargaining unit member or is in the process of being filled.
- 7.10 Non-Student Days: Any day granted as a teacher training day, teacher institute, or teacher-parent conference day, by whatever name, for whatever purpose, may or may not be a regular work day for classified employees based on their district-assigned work year calendar.
- 7.11 Split Shifts: Any bargaining unit member employed as of the date of this agreement shall not be assigned to work shifts containing one (1) or more periods of unpaid time exceeding fifteen (15) minutes, exclusive of a lunch period, unless mutually agreed to by the District and CSEA. The exception to the above would be:
- 7.11.1 Bus route arrangements in the Transportation Department;
 - 7.11.2 Situations when the bargaining unit member applies for a new position and the job announcement indicates there will be unpaid periods of more than fifteen (15) minutes;
 - 7.11.3 Those bargaining unit members whose split hours are caused by combining classifications; and/or
 - 7.11.4 Those bargaining unit members whose schedule was arranged for the bargaining unit member's convenience rather than the District's needs.
- 7.12 Voluntary Attendance of District Functions or Trainings: Bargaining unit members who voluntarily attend District functions, such as site council meetings, meetings of the PTA, or any parent advisory group, budget planning meetings, faculty meetings, or meetings of other groups to which the bargaining unit member is invited but not required to attend, shall not be paid for such attendance. Bargaining unit

members required to attend District functions or trainings shall be compensated at the bargaining unit member's appropriate rate of pay. No bargaining unit member can volunteer time in their own classification.

7.13 Additional Assignments: A bargaining unit member may, with District approval, accept an additional assignment if the following conditions are met:

- Combination of positions does not exceed an eight (8) hour day;
- Does not conflict with the hours of the employee's position(s) held;
- There is a reasonable amount of time to travel between assignments;
- Break periods are given for the combined assignments in accordance with 7.5 and 7.7.

7.14 Inclement Weather and Other Emergency Days: Under the direction of the Superintendent or designee, the District may cancel classes when deemed in the best interest of students due to inclement weather or other emergency. On such days when classes are not held, may be required to report to work. Unit members who have already arrived on campus may be directed to remain on site to supervise students. Employees who are affected shall work and shall receive pay on the designated make-up day(s), if required. All other employees shall be required to report for work on inclement weather or other emergency days as indicated, unless otherwise directed.

In the event the District is granted a waiver of make-up for inclement weather, which results in full funding for the day, employees who were directed not to come to work will receive their regular base pay for the day. In the event a waiver is not granted, and the District adds an extra day of instruction, bargaining unit members at the affected site(s) will be required to work the makeup day. If they worked on the closed day, less than twelve (12) month employees will be paid for the additional workday at their regular rate of pay.

7.15 Summer Work Hours

7.15.1 All classified employees may work a 4/10 schedule with supervisor approval based on the needs of the department/site for the period commencing from the first Monday after the regular school session ends, and continuing for five (5) weeks thereafter, with the exception of the week of Juneteenth and 4th of July. If the District intends to deviate from this schedule, CSEA will be notified at least one (1) month in advance.

The summer 4/10 schedule shall be the following: Monday-Thursday or Tuesday-Friday, according to the needs of the department (thirty (30)-minute lunch).

Week of Juneteenth and 4th of July: Standard eight (8)-hour work day.

The dates and times of summer work hours may be modified by mutual agreement of the supervisor and employee.

7.15.2 District Office-Based Maintenance and Operations Employees. For the Maintenance and Operations (M&O) Department, the following protocols shall be observed prior to the beginning of the summer 4/10 work schedule.

7.15.2.1 By May 1st of each year, M&O shall provide a letter to each M&O Department employee (including employees who are the only person in their classification) with the intent to

notify them of their ability to choose a 4/10 or a 5/8 work shift according to shift availability outlined by the Director of M&O.

7.15.2.2 At least two (2) weeks before the end of the school year, M&O employees shall elect either a 4/10 or a 5/8 work shift by signing up in their supervisor's office, in order of seniority. Note: A 4/10 work shift start time for M&O will be 6:00 am unless approved in writing by the M&O management staff to start at a different time. A 5/8 shift is defined as follows, unless approved in writing by the M&O management staff:

7.15.2.2.1 Maintenance, Grounds, and Day Custodial 5/8 shift = 6:00 am - 2:30 pm.

7.15.2.2.2 Night Custodial 5/8 shift = 6:00 am - 2:30 pm (night shift differential pay will remain in effect per Article 9.8) or 2:00 pm - 10:30 pm

7.15.2.3 Changes to any schedule after the initial selection must be approved by the Director of M&O.

7.15.2.4 Any employee who does not select a schedule will automatically remain on a 5/8 schedule.

7.15.2.5 4/10 schedules shall be arranged by the Director of M&O as either Monday-Thursday or Tuesday-Friday based on Department need and seniority preference.

7.15.3 For employees working the 4/10 schedule, any days missed during the summer 4/10 hours work schedule will be a ten (10)-hour debit against accrued sick leave or other accrued leave, as is appropriate.

ARTICLE 8: HEALTH AND WELFARE BENEFITS

8.1 Effective July 1, 2023, the District shall pay a maximum annual contribution for health and welfare benefits of \$12,545 for each school year. The District's maximum contribution for each eligible full-time [eight (8) hours per day] bargaining unit member shall be figured on a ten (10) month basis of \$1,254.50. Effective July 01, 2026, the District shall pay a maximum annual contribution for health and welfare benefits of \$14,420 for each school year (an increase equivalent to 1.51% of base salary from the 2024-25 school year). The District's maximum contribution for each eligible full-time [eight (8) hours per day] bargaining unit member shall be figured on a ten (10) month basis of \$1,442.

Bargaining unit members shall pay any premium cost of health and welfare benefits in excess of the District's monthly and annual maximum contributions on a tenths basis through payroll deduction. For all eligible part-time bargaining unit members, the District's annual and monthly contribution caps shall be based on its pro-rata portion of the annual and monthly contribution caps for full-time employees. All eligible part-time bargaining unit members shall pay their pro-rata portion of the premium up to the amount of the annual and monthly caps and shall pay all premium costs in excess of the District's monthly contribution cap on a tenths basis through payroll deduction.

8.1.1 The District and Association determine the types of health and welfare benefits and list them in Appendix I as well as on the District website. A health and welfare committee composed of management, confidential, and CSEA representatives shall be established for the purpose of

looking into cost containment and plan design. The number of representatives and frequency of meetings of the committee shall be mutually determined by the District and Association. The committee shall be advisory to the negotiations teams. The advisory committee shall meet and make recommendations in such a manner as to leave the negotiations teams with sufficient time to negotiate prior to any benefits deadlines. At least one (1) CSEA team member shall also be a delegate to the District-wide insurance committee, as determined by CSEA.

8.2 All eligible bargaining unit members may participate in either one (1) of the major medical plans, dental, and vision, the full benefit package, or none at all. All full-time bargaining unit members must participate in one (1) of the major medical plans unless proof of coverage elsewhere is provided. Bargaining unit members participating in Health and Welfare plans may opt out only during open enrollment.

8.2.1 The District will contribute the following percentage for a bargaining unit member participating in the super-composite medical plan, which includes prescription drugs for employees enrolled after July 1, 2006:

8 hours daily	100%
7.0 – 7.99 hours daily	87.50%
6.0 – 6.99 hours daily	75%
5.0 – 5.99 hours daily	62.50%
4.0 – 4.99 hours daily	50%

The District will contribute the following percentage for a bargaining unit member participating in the super-composite medical plan, which includes prescription drugs for employees enrolled before July 1, 2006:

5-8 hours daily	100%
4-4.9 hours daily	82%
2-3.9 hours daily	64%

8.3 Retirement Benefits: This program will assist classified employees who achieve retirement prior to age sixty-five (65).

8.3.1 Participation shall be made available to all eligible retirees on a voluntary basis on the part of the District and the employee, regardless of whether the bargaining unit member participated in a District medical plan prior to retirement. In the event that the benefits provider no longer allows employees to participate in retiree medical without participating in the benefits program immediately prior to their retirement, the parties shall meet and negotiate any necessary changes to this provision as soon as is practicable.

8.3.2 To be eligible to participate in this program, an employee must:

1. Have attained the maximum fifth (5th) step of any salary classification; and
2. Be under age sixty-five (65) and at least fifty-five (55) years of age at the time of retirement and have at least ten (10) years of service with the District; or
3. Be under age sixty-five (65) and at least fifty (50) years of age at the time of retirement and have at least fifteen (15) years of service with the District; and

4. Submit a letter of resignation to the District.

8.3.3 The District will contribute up to \$5,000 per year per participant toward health insurance benefits for a maximum period of ten (10) years or until the participant reaches age sixty-five (65), whichever comes first. Retirement benefits for classified participants enrolled after July 1, 2006, will be prorated for less than full-time employees based on the following percentages:

8 hours daily 100%

7.0 – 7.99 hours daily 87.50%

6.0 – 6.99 hours daily 75%

5.0 – 5.99 hours daily 62.50%

4.0 – 4.99 hours daily 50%

8.3.4 Retirement benefits for classified participants enrolled before July 1, 2006, will be prorated for less than full-time employees based on the following formula:

5.0 - 8.0 hours - \$3,500

4.0 - 4.9 hours - \$2,706

2.0 - 3.9 hours - \$2,112

8.3.5 Article 8.3.3 and 8.3.4 apply to all:

8.3.5.1 Eligible retirees who select a district medical plan.

8.3.5.2 Eligible retirees who opt out of HUSD medical plans may select a district-sponsored Health Reimbursement Arrangement (HRA). In the event that the benefits provider no longer offers an HRA, the parties shall meet and negotiate any necessary changes to this provision as soon as is practicable.

8.3.6 Former employees who no longer participate in this plan may continue the District's health insurance at their own expense with prior District approval.

8.3.7 Retirees will be advised in writing of their right to the benefits in 8.3 upon District receipt of their letter of resignation.

8.4 All eligible bargaining unit members of the District who take major medical or the full benefit package shall be afforded \$50,000 in life insurance coverage.

ARTICLE 9: SALARIES

9.1 As part of a total compensation package, the District will provide the following two (2) year salary agreement:

9.1.1 Effective July 1, 2025, all classified salary schedules (excluding Appendix C-5 & C-6) shall be increased by 4.25%.

9.1.1.1 Additionally, a one-time off-schedule payment of 2% of base salary shall be made to all classified bargaining unit members currently employed by HUSD at the time of Board approval of this agreement, prorated for partial-year service.

9.1.2 Effective July 1, 2026, all classified salary schedules (excluding Appendix C-5 & C-6) shall be increased by 1.5%.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- 9.2 The salary schedules for bargaining unit members covered by this Agreement are set forth in Appendices C-1, C-2, C-3, C-4, C-5, and C-6 attached hereto and incorporated herein by this reference. All bargaining unit members shall be paid on a monthly basis.
- 9.3 For the purpose of advancement on the salary schedule, the anniversary date for classified bargaining unit members shall be July 1st. A first-year bargaining unit member shall advance to the next step of their classification on July 1st of the next school year, provided their date of hire is prior to January 1st of the current school year.
- 9.4 Claims for Damage or Loss to Personal Property of Employees: Claims by bargaining unit members for damage or loss to personal property of bargaining unit members shall be referred to the office of the Assistant Superintendent, Business, in accordance with past practices. Any bargaining unit member who is not in agreement with a decision reached in accordance with the above may appeal such decision directly to the Board. If the bargaining unit member so desires, they may be represented by the Association with respect to such claims.
- 9.5 Mileage: Any bargaining unit member covered by this Agreement who is authorized in advance by management to use their vehicle on District business shall be reimbursed pursuant to Board Policy. The mileage computation shall include mileage necessary to return to the bargaining unit member's normal job site after the completion of District business.
- 9.6 Meals: Any bargaining unit member authorized in advance by management to take meals away from work in the course of conducting District business shall be reimbursed pursuant to Board Policy. The bargaining unit member shall present a receipt for such meals.
- 9.7 Lodging: Any bargaining unit member who is authorized in advance by management and, as a result of a work assignment, must be lodged away from home overnight shall be reimbursed pursuant to Board Policy. The bargaining unit member shall present a receipt for such lodging. The District shall provide advance funds to the bargaining unit member for such lodging per Board Policy.
- 9.8 Shift Differential: Bargaining unit members receive one (1) additional range for second (2nd) shift differential when the majority of their shift occurs between 5:00 p.m. and midnight. Two (2) additional ranges are given for night shift differential when the majority of the shift occurs between midnight and 7:00 a.m.
- 9.9 Uniform Allowance: The District shall provide uniforms and upkeep in positions where the District requires such uniforms. If a uniform is provided, the bargaining unit member shall wear it during all duty hours.
- 9.9.1 Should a uniform become worn or damaged, the employee may return the uniform to their supervisor/designee for repair/replacement.
- 9.9.2 The District will provide uniforms to the following classifications:
- Nutrition Services
 - (Five (5) aprons and five (5) shirts)
 - Maintenance & Operations
 - Custodial (ten (10) shirts)
 - Maintenance (ten (10) shirts)

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- Grounds (ten (10) shirts)

Security

- Campus Security Officers (five (5) uniforms, including pants, one (1) jacket)
- Campus Supervisors (five (5) shirts, one (1) jacket)
- Supervision Aides (high visibility vest)

Transportation

- Mechanics (eleven (11) pants, eleven (11) shirts)
- Employees performing crossing guard duties shall be provided rainwear.

9.9.3 Reinforced (e.g., Steel or Composite) Toe Footwear Allowance: Bargaining unit members who, during the course of their job, are required to wear reinforced toe footwear shall be entitled to reimbursement for up to \$200 per fiscal year. The bargaining unit member shall submit their receipt for reimbursement within forty-five (45) days of purchase.

9.9.4 Maintenance Worker and Groundskeeper Boot Allowance: Maintenance Workers and Groundskeepers shall wear work boots while performing their duties, and shall be entitled to reimbursement for up to \$200 per fiscal year. The bargaining unit member shall submit their receipt for reimbursement within forty-five (45) days of purchase.

9.9.5 Bargaining unit members may only receive one (1) boot allowance per fiscal year.

9.9.6 Slip-Resistant Shoe Allowance: In order to provide a safe environment, bargaining unit members working in the Nutrition Services Department, whose work requires wearing slip-resistant shoes, shall be entitled to an annual shoe allowance of up to \$80 for the purchase of slip-resistant shoes. The bargaining unit member shall submit a receipt for reimbursement within forty-five (45) days of purchase.

9.9.7 Security Officers' Shoe Allowance: bargaining unit members working in the Campus Security Officer and District Security Officer classifications are required to wear close-toed shoes, black in color only, and shall be entitled to annual shoe allowance of \$80 for the purchase of black closed-toed shoes. The bargaining unit member shall submit a receipt for reimbursement within forty-five (45) days of purchase.

9.9.8 The value of employer-provided uniforms shall be \$15.00 per month for classic members of the CalPERS retirement system.

9.10 Longevity Stipends: A longevity stipend shall be paid to all regular bargaining unit employees as set forth in section 9.10.1, regardless of their full or part-time status, and without proration. Further, "continuous service" for purposes of this stipend shall apply to employees who have had a break in service but have been reinstated in accordance with Articles 11.12 and 11.13, and received credit for prior service, and such credited prior service shall be counted in computing years of service for purposes of longevity pay entitlement.

9.10.1 The longevity stipend will be paid on the last pay period in June. The longevity stipend shall be paid as follows:

Upon completion of ten (10) years through fourteen (14) years of service	\$500
--	-------

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

Upon completion of fifteen (15) years through nineteen (19) years of service \$750
Upon completion of twenty (20) years through twenty-four (24) years of service \$1,000
Upon completion of twenty-five (25) years of service and above \$1,250
Payments of longevity stipends shall be added to the employees' regular pay warrants.

9.10.2 In the event a bargaining unit member separates their employment from the District and has completed the years of service referenced in Section 9.10.1, based on their hire date, such employee shall be entitled to one hundred percent (100%) of the longevity stipend on their final paycheck.

9.11 Annual District Total Compensation Parity Agreement (ADTCPA): If, during the term of this agreement, the Hemet Teachers Association ("HTA") receives an ongoing across-the-board salary schedule increase based on dollars included in the District's base grant allotment, CSEA will receive the same salary percentage increase. It is expressly understood that the following increases will not trigger an increase to CSEA in accordance with this article:

1. One-time off-schedule payments to HTA;
2. Standard classification and reclassification actions with HTA Bargaining Unit
3. Additional compensation to HTA for additional work through increased minutes in the work day or increased days to the work year;
4. Additional compensation to HTA for any restructuring of the teacher work day;
5. Additional compensation to HTA tied to supplemental/concentration grant dollars;
6. Additional HTA position

9.12 Recording Compensatory Time: All compensatory time will be turned in on time cards to the District Office Payroll Department, and shall be recorded on the bargaining unit members' paychecks.

9.13 Bilingual Stipends: A minimum of one (1) bilingual stipend of \$100 per month will be allocated to each site or department where bilingual communication is necessary, as determined by the site/department administrator and where such a person exists. To receive the stipend, the bargaining unit member must be able to pass the district's reading, writing, and speaking test for the non-English language with seventy five percent (75%) proficiency in each area of the test. The site administrator will be responsible for selecting the bargaining unit member(s).

9.13.1 District employees in a "bilingual-required" position where a bilingual counterpart does not exist shall be eligible for a District-paid bilingual stipend upon passage of the District Bilingual Exam.

9.14 In the event that a monolingual job description also has a "bilingual" counterpart, the bilingual job description shall be compensated one (1) range higher than the monolingual description.

9.15 Professional Growth:

9.15.1 A Request for Course Work / Staff Development Activity Approval e-form must be submitted via District Human Resources Management System for approval PRIOR to the beginning of coursework or staff development activity. If the supervisor approves the request, it will be forwarded to the HR Management Team for approval. A paper copy of the digital e-form shall be included as Appendix H of the CBA.

- 9.15.2 Upon completion of the staff development hours or units of credit, the bargaining unit member will submit the required documentation authorizing the credit for units/hours completed. If a college course is taken and completed, an official (digital or hard-copy unopened) college transcript will need to be ordered and submitted to HR before advancement can be made on the salary schedule. If staff development activities are used, presentation descriptions and agendas with hours/times noted must be submitted to HR.
- 9.15.3 The bargaining unit member is eligible to advance on the salary schedule on the first (1st) day of the contracted year or work year and on February 1st of any school year, provided they have met all other requirements for advancement as indicated on the salary schedule, i.e., years of experience. A bargaining unit member must be on the maximum step of the salary schedule (Step Five (5)) in the current classification to qualify for the Professional Growth increment.
 - 9.15.3.1 Beginning January 1, 2026, in the event that, through promotion, a five percent (5%) increase is not obtained as outlined in 10.1.6 due to the lack of Professional Growth hours required for Step Eight (8) in the new classification, the bargaining unit member shall remain on Step Five (5) and remain there until Professional Growth hours are completed. Once completed and approved, the bargaining unit member shall be moved to Step Eight (8), effective the first of the month after the approval of their Professional Growth by HR.
- 9.15.4 Bargaining unit members may "bank" semester units or staff development hours of credit, which means they may accumulate them for future advancement, provided they are on the maximum step of their salary schedule as indicated above.
- 9.15.5 One (1) unit of staff development credit is the equivalent of fifteen (15) hours, therefore the bargaining unit member would need to participate in forty-five (45) hours of staff development to receive three (3) units of credit required for salary advancement. This is the equivalent of a three (3) unit college/university course.
- 9.16 Summer Assistance Program:
 - 9.16.1 The District agrees to participate in the "Summer Assistance Benefits for Classified Employees", as permitted by the State, and extend this salary benefit option to qualified bargaining unit members for the 2026-2027 school year.
 - 9.16.2 Upon request of either party, the parties agree to resume negotiations for the 2027-2028 participation in the program.
 - 9.16.3 Should the District not receive approval from the State for their participation for the 2026-2027 school year, the above timelines shall be extended for an additional school year.

ARTICLE 10: TRANSFERS AND PROMOTIONS

- 10.1 Definitions:
 - 10.1.1 Lateral transfer means a transfer initiated at the request of a bargaining unit member that results in a change of the bargaining unit member's assignment within the bargaining unit member's

classification.

- 10.1.2 Reassignment means a change of the bargaining unit member's assignment that results in a change of the bargaining unit member's classification, with or without a change in salary range/step.
- 10.1.3 Voluntary Transfer means a transfer initiated at the request of a bargaining unit member.
- 10.1.4 Involuntary Transfer or Reassignment means any transfer or reassignment not sought, requested, or agreed to by the bargaining unit member.
- 10.1.5 Seniority means the hire date in each classification of an existing bargaining unit member.
- 10.1.6 Promotion A current bargaining unit member who changes from one (1) classification to a higher classification and involves a change of position and duties shall be defined as a promotion.

- 10.1.6.1 A bargaining unit member who receives a promotion to a higher classification with a higher salary range shall be placed on the step of that higher range, constituting at least a five percent (5%) increase above their previous salary placement.

- 10.2 Lateral Transfers: When an existing position becomes vacant or an additional position is authorized in the same classification with the same number of daily hours, bargaining unit members shall be given the opportunity for a lateral transfer, provided that the bargaining unit member:

- A. has satisfactory evaluations, and
 - B. completed at least six (6) months or one hundred thirty (130) days of paid service, whichever is longer, in their current position, and
 - C. is not working in a district-based classification or position.

Bargaining unit members may apply for a lateral transfer by filing a Transfer Request using the District's digital system for each vacancy they are interested in when posted. If only one (1) bargaining unit member applies for the lateral transfer and has met all factors described in Section 10.2.1 below, that bargaining unit member shall have secured the transfer.

The District shall have the right to consider outside applicants only after considering internal applicants as provided in this section (if any), and no qualified internal applicants are identified (as determined by the factors described in Section 10.2.1 below).

- 10.2.1 Factors considered for lateral transfer shall include:
 - A. seniority (district date of hire)
 - B. past job performance (typically determined using the last performance evaluation, if one exists)
 - C. successful recommendation resulting from an interview process
 - i. administrators and supervisors shall have CSEA officer-appointed representative present in the interview process
 - D. in case of ties, factors like specialized skills, training, disciplinary record, etc., can be used as tie-breakers

- 10.3 Reassignment: The District shall select the applicant it determines to be the best qualified for the position. Bargaining unit members who apply for a reassignment and who meet the minimum qualifications, as

determined by test results, where applicable, shall be granted an interview. All other factors (as described in Section 10.3.1 below) being reasonably equal, the bargaining unit member shall be given preference.

10.3.1 Factors considered shall include:

- A. seniority (district date of hire)
- B. past job performance (typically determined using the last performance evaluation, if one exists)
- C. test results
- D. successful recommendation resulting from an interview process
- E. in case of ties, factors like specialized skills, training, disciplinary record, etc., can be used as tie-breakers

10.4 District-based Employees:

10.4.1 District-based employees, as identified in Appendix A, will report to their particular site as assigned and are not expected to report to the District office on a daily basis. Mileage reimbursement shall apply to district-based personnel for travel between sites during the workday. Mileage shall not be paid for travel from home to the first worksite and from the last worksite to home.

10.4.2 The employee's supervisor will remain status quo.

10.4.3 A District-based employee's assignment can be changed as follows:

- A. In accordance with Article 10.12.
- B. In case of a temporary staffing shortage at a particular location, in accordance with the following procedures:
 - i. Volunteers will first be sought from the employees in the classification district-wide; and
 - ii. If no volunteers, then the least senior employee in the classification district-wide will be temporarily reassigned to the site with the staffing shortage.

10.4.4 District-based employees may identify sites they are interested in working at by submitting an Interest Form once during the fiscal year (July-June).

10.5 Probationary Transfer or Reassignment:

10.5.1 A permanent bargaining unit member who is reassigned to a position in a classification in which they have not previously completed a probationary period shall be considered probationary in that classification for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. A permanent bargaining unit member who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which the bargaining unit member was promoted.

10.5.1.1 If a bargaining unit member is displaced by another bargaining unit member who did not meet the probation requirements, the displaced bargaining unit member shall remain in the classification if there is a vacant position or be placed into their previous classification. In the event that the bargaining unit member returns to their previous

classification, the displaced bargaining unit member shall have preference for one (1) year for a vacancy in the classification from which they were displaced.

10.5.1.2 If the displaced bargaining unit member does not hold a previous classification, the bargaining unit member shall be offered a position in any appropriate vacancy available. If no appropriate vacancy is available, the displaced bargaining unit member may be released from probation.

10.5.1.3 If the classification in which the bargaining unit member had previously served has been abolished, the bargaining unit member shall be placed in any appropriate vacancy available.

10.6 If a transfer or reassignment is denied, the classified bargaining unit member shall, upon written request, be provided with explicit reasons for the denial, based upon a comparison matrix used by the District, within twelve (12) working days of the receipt of the request.

10.6.1 Should a lateral transfer be denied, the bargaining unit member shall remain in their current position.

10.7 Probation Period:

10.7.1 New bargaining unit members are eligible for voluntary lateral transfers only after completing their probationary period in their present classification.

10.7.2 New bargaining unit members while on probation shall be eligible to apply for promotion. New bargaining unit members who successfully attain the promotional position shall serve a probationary period of one hundred thirty (130) days of paid service or six (6) months, whichever is longer, in the newly attained position.

10.7.3 The probationary period for all new bargaining unit members shall be a minimum of six (6) months or one hundred thirty (130) days of paid service, whichever is longer.

10.8 Job Posting: All existing vacancies or new positions shall be posted by the District internally and externally using the District's digital system for a minimum of five (5) working days, with Lateral Transfers considered first, prior to being filled.

10.8.1 Postings will include the work location for site-based positions or specify district-based location.

10.8.2 Postings will include the number of work hours per day.

10.8.2.1 For positions being flown that routinely require employees to work at times outside their normal hours (e.g., weekends, evenings, school events), the expectation of varied/additional hours will be noted on the posting.

10.8.3 Job postings may be opened as a "Pool" where appropriate if there are three (3) or more vacancies of the same classification.

10.8.3.1 "Pool" postings will include the work location (if known) and number of hours for each vacancy.

10.9 Temporary Transfers or Reassignments: A bargaining unit member who is temporarily transferred or reassigned from their regular assignment to a different site shall be paid for the additional mileage, if any, that such bargaining unit member is required to drive to the temporary assignment if that assignment is

farther from the bargaining unit member's residence. Such mileage shall be paid for days worked at the temporary assignment at the standard IRS mileage rate.

- 10.10 Transfers and Reassignments - Effects on Seniority after Transfers and Reassignments are as follows:
- 10.10.1 Within the same classification - none.
 - 10.10.2 From one (1) classification to another (a reassignment), the bargaining unit member shall not receive seniority credit in the new classification for service in prior classifications. All prior classification seniority shall be retained in each classification.
 - 10.10.3 When a classification is abolished as a result of reclassification and personnel are being reclassified into a new position classification, the Personnel Administrator shall, after consultation with the CSEA President or designee, determine what seniority in the abolished classification is credited to the new classification. The affected bargaining unit members shall be notified.
- 10.11 Transfers and Reassignments shall not be used as a device to alter the sequence of impending layoff, although bargaining unit members whose positions are to be eliminated may be transferred or reassigned to other classifications.
- 10.12 Involuntary Transfer or Reassignment:
- 10.12.1 An involuntary transfer or reassignment shall not be punitive or disciplinary in nature.
 - 10.12.2 An involuntary transfer or reassignment shall only be made for the following reasons: decrease in the number of students, which requires a decrease in the number of unit members, elimination of program(s), school closing(s), staff relationship concerns, educational/program needs, or lack of funds.
 - 10.12.3 Except in cases of layoff, if there is a decrease in the number of students, a lack of funds, or the elimination of program(s), the District shall seek volunteers at the affected site prior to making any involuntary transfer or reassignment. If an involuntary transfer or reassignment becomes necessary, the bargaining unit member in the affected classification with the least seniority shall be transferred or reassigned.
 - 10.12.4 Prior to an involuntary transfer or reassignment, a bargaining unit member, upon request, shall be given written reasons for the impending transfer.
 - 10.12.5 A transfer, promotion, or reassignment, whether voluntary or involuntary, shall not change the bargaining unit member's hire date for each position, accumulated illness leave, accumulated vacation credit, or in any other manner, reflect adversely upon their rights. Article 10.6 applies.

ARTICLE 11: LEAVES

- 11.1 Sick Leave: Sick leave is granted to bargaining unit members covered by this Agreement when absence from work is caused by physical or mental illness, injury, or medical appointment of the bargaining unit member. This section is subject to the provisions of Education Code 45191 and is not covered by Section 11.5. This District reserves the right to require proof of illness (e.g., medical note) after five (5) consecutive days of sick leave are taken.
- 11.1.1 The District may designate an appropriate medical authority for verification of illness or injury at

District expense or accept verification by a medical authority selected by the bargaining unit member. The District may require verification that a bargaining unit member is able to return to work under the same conditions.

- 11.1.2 Full-time, twelve (12) month bargaining unit members will receive twelve (12) days of sick leave annually. This leave shall be credited in advance. Part-time bargaining unit members will receive sick leave in proportion to that allowed full-time bargaining unit members, based on time worked in a regular assignment.
- 11.1.3 The parties shall consult with respect to modifications of any policies or procedures relating to notification of, use of, or return from sick leave.
- 11.1.4 Extended Illness or Injury Leave: Regular bargaining unit members shall once a year be credited with a total of not less than one hundred (100) working days of paid sick leave. Such days of paid sick leave, in addition to those required by Section 11.1.2, shall be compensated at not less than fifty percent (50%) of the bargaining unit member's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the bargaining unit member may be entitled.
 - 11.1.4.1 Should a bargaining unit member wish to utilize accrued vacation hours once accrued sick time has been exhausted, they may provide written notice to Human Resources authorizing their vacation to be used, subject to Article 15.
- 11.1.5 During the term of this Agreement, bargaining unit members shall continue to receive sick leave benefits in accordance with past practice. Accrued but unused sick leave shall be permitted to continue to accrue and to be carried forward from year to year as provided by past practice.
- 11.1.6 Family Care Leave: All Classified employees shall be entitled to use accrued sick or vacation leave to care for family members for a period of time not to exceed twelve (12) work-weeks per fiscal year. Medical verification may be required. In the event that the employee claiming Family Care Leave has exhausted all accrued and Family and Medical Leave Act (FMLA) leave, the member may be granted an unpaid leave of absence upon Superintendent or designee approval. For the purposes of this provision, "family member" is defined as:
 - 1. A child, which for purposes of this section means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. The definition of child is applicable regardless of age or dependency status.
 - 2. A parent, a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - 3. A spouse.
 - 4. A registered domestic partner.
 - 5. A grandparent.
 - 6. A grandchild.
 - 7. A sibling.

8. Next of kin (as defined under CFRA).

9. Designated person (as defined under CFRA).

11.2 Bereavement Leave: Each bargaining unit member covered by this Agreement is entitled to five (5) work days for bereavement leave with pay due to the death of any member of the bargaining unit member's family. These days shall not be deducted from the Unit Member's sick leave and must be used within three (3) months of the passing unless the bargaining unit member requests an extension approved by the Superintendent or designee. Bereavement leave days are not required to be taken consecutively. For purposes of this subsection and subsection 11.3, "member of the family" shall mean:

- A. Spouse/Domestic Partner (the criteria of B, C, D, E, and F below will also apply to domestic partnerships).
- B. Parent (including step-parent, foster parent, parent-in-law).
- C. Child (including foster children, step-children, daughter/son-in-law).
- D. Sibling (including step-siblings, brother/sister-in-law).
- E. Grandparent (including grandparent-in-law).
- F. Grandchild.
- G. Aunt/Uncle.
- H. Niece/Nephew.
- I. Any person living in the immediate household of the bargaining unit member.
- J. Next of kin (as defined under CFRA).
- K. Designated person (as defined under CFRA).
- L. Reproductive loss.

- i. In the event of reproductive loss, a bargaining unit member will be entitled to five (5) days of bereavement per instance, not to exceed more than twenty (20) days per twelve (12) month period.

The Superintendent or designee:

- Shall determine the number of bereavement leave days beyond the five (5) day allowance, a bargaining unit member will be granted;
- Shall approve or deny a bargaining unit member's request for an exception to the "member of the family" list; and/or
- May authorize an extended period of bereavement with full salary compensation.

11.3 Personal Necessity Leave: Bargaining unit members covered by this Agreement shall be entitled to use a maximum of seven (7) days of accrued sick leave, as allocated in Section 11.1, each fiscal year for any of the purposes listed below:

- 1. The death of a member of the bargaining unit member's immediate family, where the number of days absent exceeds the limit provided in Article 11.2;
- 2. The serious illness of a member of the bargaining unit member's immediate family;
- 3. An accident involving the bargaining unit member's property or the person or property of any member of the bargaining unit's immediate family;

4. Appearance in court or before an administrative tribunal as a litigant or witness under official order;
 5. The birth of a child making it necessary for the bargaining unit member who is the parent of the child to be absent from their position during their assigned hours of service;
 6. Imminent danger to the home of a bargaining unit member occasioned by an event such as a flood or fire, serious in nature, which, under the circumstances, the employee cannot reasonably be expected to disregard and which requires the attention of the bargaining unit member during their assigned hours of service.
- 11.3.1 Personal necessity leave may be granted by permission of the Superintendent or designee for other emergencies and events serious in nature that may occur. The District may require prior notice of the taking of personal necessity leave under reasonable regulations.
- 11.3.2 The District may require satisfactory proof of all personal necessity leave.
- 11.4 Discretionary Leave: Up to four (4) days of personal necessity leave, as allocated in Section 11.3, may be utilized as discretionary leave. Discretionary leave may be taken at the bargaining unit member's sole discretion for events serious in nature which, under the circumstances, the bargaining unit member cannot reasonably be expected to disregard and which require the attention of the bargaining unit member during their assigned hours of service. (These days may not be taken to extend school recesses or holiday weekends, without prior administrative approval, are non-cumulative, and are not subject to Article 11.3.2.)
- 11.5 Industrial Illness and Accident Leave: Bargaining unit members covered by this Agreement shall be eligible for leave for a period of up to sixty (60) days under the provisions of the Education Code Section 45192.
- 11.5.1 Industrial Illness and Accident Leave is granted when an absence is caused by injury or accident arising from the performance of services for the District, is supported by a physician's certificate, and is verified by the Workers' Compensation Administrator.
- 11.5.2 Industrial Illness and Accident Leave benefits are in addition to sick leave benefits.
- 11.5.3 A bargaining unit member shall be deemed to have recovered from an accident or illness and thereby be able to return to work at such time as their physician so indicates after reviewing the job description.
- 11.5.4 The District may designate an appropriate medical authority for verification at no expense to the bargaining unit member.
- 11.5.5 Industrial Illness and Accident Leave shall run concurrent with FMLA and/or CFRA, where applicable. The District shall grant family and medical leave to eligible bargaining unit members in accordance with Section 11.13.
- 11.6 Parental Leave:
- 11.6.1 For purposes of this section, "parental leave" shall be defined as leave for the reason of the birth of the unit member's child, or the placement of a child with the unit member for adoption or foster care.

- 11.6.2 Unit members shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) workweeks.
- 11.6.3 When a unit member has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under the California Family Rights Act (CFRA; Government Code Section 12945.2), they shall be entitled to fifty percent (50%) pay for any of the remaining twelve (12) workweek period. Such fifty percent (50%) pay shall be paid as set forth in Section 11.1.4, but shall not count against the leave entitlement set forth in that Section. In order to use fifty percent (50%) sick leave pay, the unit member must be eligible for leave under the California Family Rights Act, except that they are not required to have worked one thousand two hundred fifty (1,250) hours in the twelve (12) months immediately preceding the leave.
- 11.6.4 Any leave taken under this section shall count against any entitlement to child-bonding leave under the California Family Rights Act, and the aggregate amount of leave taken under this section and CFRA shall not exceed twelve (12) workweeks in any twelve (12) month period.
- 11.6.5 A unit member shall not be entitled to more than one (1) twelve (12) week period for parental leave in any twelve (12) month period.
- 11.6.6 Leave under this section shall be in addition to any leave taken for pregnancy or childbirth-related disability.
- 11.6.7 A unit member shall give at least thirty (30) calendar days' notice of the birth of a child and intent to take parental leave under this section. Leave shall be taken in increments of at least two (2) weeks' duration, except on two (2) occasions. Leave under this section must be completed within twelve (12) months of the birth of the child or placement for adoption or foster care.
- 11.7 Leaves of Absence for Personal Reasons:
 - 11.7.1 Permanent bargaining unit members covered by this Agreement may request personal leave at no cost to the District. Such leaves may be granted at the discretion of the District and may be granted for a period of up to twelve (12) months. Bargaining unit members on leaves of absence for personal reasons shall have the right to participate in the District Health and Welfare benefit programs, not expressly prohibited by law, at no expense to the District.
 - 11.7.2 Retraining and Study Leave: The District may grant any classified bargaining unit member a leave of absence, not to exceed twelve (12) months, for the purpose of permitting study by the bargaining unit member or for the purpose of retraining the bargaining unit member to meet changing conditions within the District.
- 11.8 Jury Duty:
 - 11.8.1 All bargaining unit members called for jury duty in a court of law shall continue to receive regular salary and bargaining unit member benefits. Jury duty leave may be taken in half-day/hourly increments.
 - 11.8.2 Jury fees received less mileage shall be deducted by the Fiscal Services Department from the bargaining unit member's regular pay warrant.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- 11.8.3 If a bargaining unit member who is assigned to a second (2nd) shift is required to be on jury duty for more than four (4) hours, including travel time, that bargaining unit member shall be excused from their regular shift.
- 11.8.4 Upon completing jury service, employees shall submit their "Completion of Jury Service" form in order to receive Jury Duty leave. The bargaining unit member must provide written documentation from the Court to the District showing proof of attendance, such as the Jury Duty Certificate, before receiving compensation under this section.
- 11.9 Subpoena: Whenever a bargaining unit member is served with a subpoena that is not school-related, such bargaining unit member shall be granted personal necessity leave. If personal necessity leave is exhausted and the bargaining unit member is not a party or expert witness in the action, and the subpoena was not brought through the connivance or misconduct of the bargaining unit member, a leave of absence with pay shall be granted in the amount of the difference between the bargaining unit member's regular earnings and any amount received for such appearance.
- 11.10 Health Examinations: The District reserves the right, irrespective of whether or not leave benefits have been claimed or received, to require a health examination by a competent medical authority, at District expense, of any bargaining unit member whose physical or mental health, in the judgment of school officials, is such as to prevent the bargaining unit member from satisfactorily completing their job responsibilities.
- 11.11 Reemployment of Bargaining Unit Member with Less than Three (3) Years of Service:
 - 11.11.1 A person who is reemployed after having left their position without an official leave of absence shall have forfeited all rights and privileges granted in these policies, including credit on the salary schedule. However, upon the recommendation of the Superintendent and the approval of the Governing Board, reinstatement of salary credit may be granted to a bargaining unit member who returns to work within thirty-nine (39) months. This will not include reinstatement of vacation and sick leave that had accrued prior to termination.
 - 11.11.2 If a person is reemployed by the District and is granted reinstatement as provided in the above section, they shall be considered probationary for the first one hundred thirty (130) consecutive working days of employment. Vacation and sick leave entitlement shall be computed in the same manner as prescribed for new bargaining unit members in the District.
- 11.12 Reemployment of Permanent Bargaining Unit Members with Three (3) or More Years of Service: Whenever any classified bargaining unit member who, at the time of their resignation, was assigned as permanent and had three (3) years of service or more in the District is reinstated within thirty-nine (39) months after their last day of paid service, the District shall disregard the break in service of said bargaining unit member and classify them as a permanent bargaining unit member and restore to them all rights and benefits relative to credit for all prior service which they had at the time of their resignation, subject to any and all subsequent changes affected by law or policy.
- 11.13 Family Medical Leave: The District shall grant unpaid family and medical leave to eligible bargaining unit members in accordance with the regulations governing the Federal Family and Medical Leave Act of 1993

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

(P.L. 103-3) and California's Family Rights Act (Government Code Section 12945.1 and 2). Eligible bargaining unit members may take twelve (12) work weeks of FMLA and/or CFRA leave in a fiscal year, July 1st through June 30th. FMLA leave runs concurrent with other leaves where applicable.

- 11.13.1 The District shall grant up to twelve (12) workweeks of unpaid family and medical leave, with continuation of existing District-paid health benefits, to eligible bargaining unit members for the birth, adoption, or foster care placement of a child with the bargaining unit member or for the care of the bargaining unit member, bargaining unit member's child, spouse, or parent with a serious health condition.
- 11.13.2 In the case of the bargaining unit member's own illness or injury, the bargaining unit member's accrued sick leave shall be utilized.
- 11.13.3 Except for disability leave on account of pregnancy, childbirth, or related medical conditions, family or medical leave under this Article will run concurrently with any leave for which the bargaining unit member is otherwise eligible.
- 11.13.4 Bargaining unit members are required to provide at least thirty (30) days' advance, written notice if the need for unpaid family leave is foreseeable. If the thirty (30) days' notice is not possible, then notice shall be provided as soon as practicable.
- 11.13.5 Any family leave request will be processed in accordance with the applicable provisions of state and federal laws.
- 11.14 Military Leave: A bargaining unit member shall be entitled to full pay and benefits for the first (1st) thirty (30) calendar days and a maximum of thirty (30) work days in any fiscal year, as required by Education Code 45059, when on military leave and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Military leave in excess of thirty (30) work days in any fiscal year shall be in an unpaid status. Proof of military service may be required.
- 11.15 Catastrophic Leave: Catastrophic leave pay may be available to a classified employee as set forth herein pursuant to the provisions of Education Code 44043.5 inclusive. Catastrophic leave pay shall consist of the amount of sick leave credits or vacation time credits that are donated to the affected classified employees by other classified employees. "Catastrophic illness or injury" shall mean an illness or injury: (a) that is expected to incapacitate the classified employee for an extended period of time; or (b) that incapacitates a member or the classified employee's family (as defined in Article 11.1.6) and which incapacity requires the classified employee to take time off from work for an extended period of time to care for the family member because they have exhausted all of their sick leave and other paid time off.

Classified Unit Member Catastrophic Leave Bank: The District and the Association agree to the establishment of a Classified Unit Member Catastrophic Leave Bank (Catastrophic Leave Bank). The intent of this bank is to provide additional financial protection to those unit members who incur a period of prolonged illness/injury or hospitalization.

Participation/Eligibility: Classified unit members with at least five (5) days of accrued leave and at least one (1) year of service in the district may participate in the Catastrophic Leave Bank. The Catastrophic Leave Bank shall not be available to any unit member during a paid leave of

absence.

Donation of Days: No member shall contribute more than four (4) days to the Catastrophic Leave Bank per school year. The unit member shall make this donation by filing an appropriate form with the Catastrophic Leave Bank Committee. This donation shall be irrevocable. A donation to the Catastrophic Leave Bank must be made from the unit member's accumulated sick leave and/or accrued vacation and shall not be designated to a specific unit member for their exclusive use.

Administration of the Bank: A Catastrophic Leave Bank Committee (CLBC) shall administer the Catastrophic Leave Bank. The Committee shall consist of four (4) members, two (2) appointed by the Superintendent or designee and two (2) appointed by the Association. The Catastrophic Leave Bank Committee shall be responsible for receiving leave requests, verifying the validity of requests, approving or denying requests, communicating its decision to the Superintendent or designee, and soliciting donations of sick leave/vacation days from eligible unit members. In the event that there is a tie vote, the CSEA President shall cast the deciding vote.

Mandatory Reimbursement: Unit members who receive contributions from the Catastrophic Leave Bank must, upon return to duty, repay hours received, with a minimum of two (2) accumulated sick leave days or accrued vacation days per school year until total repayment of hours equals the amount of leave received from the bank, less previously donated hours.

Maximum Amount of Leave Allowed: The maximum amount of catastrophic leave donations to be received by any bargaining unit member is twenty (20) work days per school year.

Enrollment Procedures: A unit member may elect to participate in the Catastrophic Leave Bank by donating at least one (1) day (1 day = current daily hours assigned) of their accumulated sick leave or accrued vacation to the Catastrophic Leave Bank using the Catastrophic Leave Donation form. This form is available through the District's digital form management system. Once a unit member volunteers to become a participant in the Catastrophic Leave Bank, they shall not be required to re-enroll each school year.

Procedures to use/Withdraw Sick Leave - Conditions Restrictions:

- A. In order to be eligible to withdraw catastrophic leave from the bank, the unit member must be a participant and have exhausted all of their available accrued paid leave credits, which includes (but is not limited to) industrial injury leave, sick leave, compensatory time off, and vacation. Receipt of catastrophic leave does not delay the beginning or expiration of the period of eligibility for differential pay, nor does eligibility for differential pay affect the rate at which catastrophic leave is used.
- B. A unit member electing to use the Catastrophic Leave Bank shall complete the Catastrophic Leave Request Form in order to make a draw on the bank. The unit member must submit this electronic form through the District's Human Resources management system for processing. The unit member must provide an attending physician's statement, which verifies the existence of a catastrophic illness or injury and

gives an estimated date of return to work, unless already on file with the District.

- C. In the event that the unit member is personally unable to apply for catastrophic leave, an immediate family member or unit member's agent may make the request for the applicant.
- D. If there are insufficient days in the Bank, there is no obligation to grant leave hereunder, in whole or in part. Neither the District, Association, and/or Committee shall be legally responsible if there are insufficient days in the Bank to provide a Catastrophic Sick Leave donation.

Method of Payment: When a unit member uses a day from the Catastrophic Leave Bank, pay for that day shall be at the same rate the unit member would have received had they worked that day. No distinction shall be made as to the differing pay rates of the donor and the recipient.

Accounting: By November 1st of each school year, the Payroll Office shall provide the Catastrophic Leave Bank Committee with a statement detailing the number of days withdrawn from the Bank during the past school year and the number of days available in the Bank as of the first (1st) of July of the current school year.

Termination of Catastrophic Leave Bank: If the Catastrophic Leave Bank is terminated for any reason, the hours remaining in the Bank shall be equally distributed to the then-current unit members enrolled in the Catastrophic Leave Bank.

Retrieval of Donated Sick Leave and Vacation Non-Grievable: Retrieval of donated sick leave/vacation used by another unit member pursuant to the provisions of the Catastrophic Leave Bank sections of this Article shall not be subject to the grievance procedure of the Collective Bargaining Agreement. It is understood that donated sick leave/vacation is an irrevocable deposit and cannot be rescinded for any reason.

Hold Harmless: Any unit member who deposits donated sick leave/vacation into the Catastrophic Leave Bank agrees to hold the District and the Association harmless for any and all claims and liabilities arising out of such deposit.

ARTICLE 12: SAFETY CONDITIONS

- 12.1 A safety committee shall be composed of two (2) members appointed by the District and two (2) appointed by CSEA, which will review safe working conditions. CSEA reserves the right to identify an alternate to be used when needed. The committee shall consult with the Superintendent, or designee, concerning safe working conditions. The safety committee shall develop a procedure for bargaining unit members to report hazardous conditions.
- 12.2 Committee members shall be allowed District release time to carry out their obligations under this section.
- 12.3 No bargaining unit member shall be in any way discriminated against as a result of reporting any condition believed to be hazardous.
 - 12.3.1 A unit member has the right and the responsibility to report to their immediate supervisor any practice, condition, or specific occurrence which the unit member reasonably believes poses a

threat to the health or safety of any person associated with the District.

A. A suitable method to make such a report shall be provided by the District.

B. Upon request, bargaining unit members will be provided with or directed to the appropriate reporting form by their supervisor or designee.

12.4 The District shall facilitate actions against students or adults who abuse, assault, insult, or criticize bargaining unit members, in accordance with applicable law.

12.5 The applicable supervisor will investigate all reports of suspected unsafe, unhealthy, or hazardous conditions and shall take steps it deems necessary to correct conditions determined to be unsafe. The supervisor shall, upon request, respond to the Association and the employee within five (5) working days as to what remedial action is being considered to correct the unsafe condition.

ARTICLE 13: EMPLOYEE EVALUATION PROCEDURES

13.1 Employees covered by this Agreement shall be evaluated based on their job classification and all categories of the evaluation rubric by the supervisor, principal, or other administrator responsible for their work who is not a member of the bargaining unit.

13.1.1 The evaluator may be assisted by their supervisor or the site administrator in the completion of the evaluation at the request of the bargaining unit member.

13.1.2 If a bargaining unit member has more than one (1) evaluator due to multiple classifications or sites, each evaluator may evaluate the bargaining unit member's performance on a separate evaluation form.

13.2 Each evaluation must be made using the District web-based/digital evaluation e-form. A paper copy of the evaluation form and rubric to be utilized by the District is appended hereto as Appendix F.

13.3 Evaluations for unit members are meant to be informative in nature, with quantitative measurements essential for a production-oriented work environment.

13.4 The evaluation of the bargaining unit member shall be based on the observation and feedback of the bargaining unit member's work by site and/or department administrators.

13.4.1 Current bargaining unit members reassigned to a position who receive a recommendation for termination from the new classification will retain any rights to formerly held classifications in which permanency was obtained, unless the employee was demoted from the former class in accordance with Article 18.

13.5 Permanent bargaining unit members shall be evaluated every two (2) years. The evaluation shall be completed prior to the end of the school year. If, in the opinion of the evaluator, more frequent evaluations of the bargaining unit member are desirable, additional evaluations may be conducted up to a maximum of two (2) additional per work year. Administration reserves the right to meet with employees regarding employee performance as needed. If, in the opinion of the bargaining unit member, an additional evaluation should be made, they may request another evaluation. The request must be in writing and shall state the reason(s) for the additional evaluation. The evaluator shall complete the evaluation within ten (10) workdays of receiving the written request.

- 13.6 The evaluation form and any attachments are to be reviewed by the evaluator with the bargaining unit member, dated and signed by both the evaluatee and evaluator. Signing of the evaluation and any attachments by the bargaining unit member does not necessarily mean agreement, but only indicates that the evaluation and any attachments have been reviewed by the bargaining unit member. A copy of the evaluation and any attachments must be given to the evaluatee upon conclusion of the conference.
- 13.6.1 Any overall Unsatisfactory Performance or Developing Standards evaluation shall have a written assistance plan for improvement attached for permanent bargaining unit members.
- 13.7 After the evaluation conference, the evaluatee has ten (10) days to write a rebuttal to the content of the evaluation. The rebuttal will be attached to the evaluation and added to the evaluatee's personnel file.
- 13.8 Right to Grieve: A bargaining unit member shall have the right to grieve an alleged violation of the evaluation procedures. The content of the evaluation shall not be grievable.
- 13.9 Reasonable Grounds: Unless reasonable grounds exist as determined by District management, all monitoring or observation of a bargaining unit member's work by District management for bargaining unit member evaluations conducted under this Article shall be conducted openly and with full knowledge of the bargaining unit member, without the use of eavesdropping or mechanical devices.

ARTICLE 14: TRANSPORTATION

- 14.1 Definitions:
- 14.1.1 Regular Driver: A regular driver, as used herein, refers to a regular full-time or part-time bus driver regularly assigned to one or more routes or assignments.
- 14.1.2 Substitute Driver: A substitute driver is a driver, other than a regular driver, assigned to a run or a route when there is a vacancy or a regular driver is absent or assigned to other duties.
- 14.1.3 Seniority: For bidding purposes, as used in this Article, seniority shall be based on date of hire in classification. In the event that multiple drivers are hired on the same date, the CSEA President or designee will collaborate with Human Resources to pull lots to determine their seniority order, with the first name pulled being designated most senior.
- 14.1.4 Basic Daily Assignment: Basic daily assignment is that route or combination of routes assigned to a given driver, which constitutes the driver's designated regular minimum number of assigned hours per day.
- 14.1.5 Permanent Route: Permanent route is a given route assigned to a regular driver.
- 14.1.6 Proxy: A Proxy is a bargaining unit member, identified by the employee, designated to act on behalf of the driver during the bidding process.
- 14.1.7 Proficiency: Proficiency determinations will be made at the sole discretion of the Director or designee based on 13 CCR section 1229.
- 14.2 Routes Subject to Bid: The District shall make all routes available for bid annually before the start of school. All permanent drivers shall be permitted to bid with preference for routes for which they meet the proficiency by seniority order. The CSEA President or designee shall have the option of being present to observe the bidding process.

- 14.2.1 Drivers will have access to the bidding schedule and the routes at least twenty-four (24) hours before bidding begins.
- 14.2.2 During the bidding process, drivers will have live access to the bid results.
- 14.2.3 Drivers or their proxy will be given up to three (3) minutes to select their route.
- 14.2.4 Drivers have the option to elect to use a proxy. The proxy will have the sole responsibility to select a route for the driver. A driver must designate a proxy in writing prior to their time to select a route.
- 14.2.5 If a driver or their proxy fails to select a route within the designated time limit, a route will be assigned for them using the following criteria: highest available hour route that the driver is qualified for at their most recently selected terminal.
- 14.3 Route Vacancies:
 - 14.3.1 Vacant Route: When, during a school year, a route subject to bid is vacant, or when a new permanent route is established, the vacancy shall be put up for bid monthly. The criteria the District will use for such selection shall include seniority and driver proficiency.
 - 14.3.2 Route Consolidation: In the event a permanent driver's route is consolidated during the course of the regular school year, they may immediately elect a currently vacant route of like hours and terminal.
 - 14.3.2.1 If a driver fails to select a vacant route due to Route Consolidation, they shall be utilized in a cover capacity and shall select a route at the next available Vacant Route Bid.
- 14.4 Activity Trip Driving Assignments: During bidding and throughout the year, drivers may sign up for activity trip driving assignments based on the facility to which they are assigned. Drivers may sign up for both weekday and/or weekend activity driving assignment lists. The District shall maintain both a weekday and weekend list of proficient drivers for each facility, based on seniority. Activity trip driving assignments shall initially, on a school year basis, be offered in order of driver seniority to all proficient drivers who have signed up for activity trip driving assignments based on the facility to which they are assigned. Thereafter, such offers shall be made on a rotational basis in such a manner as to distribute activity trip opportunities as equally in hours as is practical, without taking into consideration a Driver's regular bid hours. If a driver declines an activity trip driving assignment, said driver shall lose their turn in rotation.

If all available proficient drivers decline the activity trip assignment, the District may assign in accordance with Article 7.3 or may utilize a substitute bus driver. This does not preclude the District from hiring regularly employed activity trip drivers.
- 14.4.1 Activity Trip Transparency: Activity Trip Assignments shall be prominently posted as early as practicable on a daily basis. Additionally, every two weeks, the District shall prominently post and email to the CSEA President or designee an analysis of the Activity Trip hours assigned year to date for each driver who has opted to work Activity Trips.
- 14.5 Extra Duty: Extra work other than activity trips shall be assigned as equally as practicable based on seniority of available drivers. If circumstances require, the District may assign any available driver.
- 14.6 Bus Driver Assignments:

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- 14.6.1 At the beginning of each school year, all school bus drivers shall be provided with at least five (5) hours of paid in-service.
- 14.6.2 Drivers will be paid their actual driving time to schools and other designated locations outside the District.
- 14.6.3 If a substitute driver is assigned hours for which an appropriate regular driver is available and such regular driver does not refuse said hours, that regular driver shall be awarded the next comparable assignment.
- 14.6.4 Where the District contracts out buses for activity trips and a District bus is available, the driver(s) who would have been assigned to such trip shall be paid for the hours of work that they missed.
- 14.6.5 All activity trips shall be electronically numbered in the order received by the department. The District shall attempt to provide twenty-four (24) hours of advanced notice for all activity trips.
- 14.6.6 A driver reporting to the District outside their calendared work days for an activity trip which is canceled without notice shall receive four (4) hours of pay. A driver called back to the District or remaining beyond their normal workday for a weekday activity trip, which was canceled without notice, shall receive two (2) hours pay per Article 7.6.
- 14.6.7 Drivers on activity trips who are required to remain for the duration of the event for which the trip is made shall be paid for all standby hours at the appropriate rate of pay. Thirty (30) minutes shall be assigned at the end of such trips for the purpose of cleaning the bus, fueling the bus, and paperwork.
- 14.6.8 Notwithstanding any other provisions of this Agreement, if a route/trip requires an overnight stay, the District shall be relieved of the obligation of payment for the hours between the time the driver is relieved of duties for the evening until the time the driver resumes their regular duties the following morning. Such drivers shall be reimbursed for expenses in accordance with applicable District policies.
- 14.6.9 Staff meetings shall be held for purposes of conducting in-service training, safety, policy development and discussion, and such other matters as the District determines. These meetings shall be in a paid status, though extra duty/overtime for these meetings must be pre-approved. An employee shall not be required to attend a staff meeting during unpaid time.
- 14.6.10 Any District in-service meetings where a driver attains hours towards their renewal, as required by the State of California, shall be in a paid status up to the minimum number of such hours required annually. No employee shall be denied due to resulting in payment of overtime.
- 14.7 Responsibility Factor: Employees in the classification of Bus Driver and Auto Driver who are regularly assigned to serve outlying mountain areas shall receive responsibility pay in the amount of one hundred twenty-five dollars (\$125) per month for each month during which such assignment is in effect.
- 14.8 Time Between Routes: Drivers shall be in paid status while working routes with a built-in layover, meaning there is not enough time between the morning and afternoon route to return to the transportation facility. "Park out drivers" shall not be in paid status in-between their morning and afternoon routes.
- 14.9 Employees' Lounge: An "Employees' Lounge" shall be provided for drivers located within the confines of

the transportation facility. A restroom and space for a coffee pot shall be provided by the District. A refrigerator shall be installed by the District.

- 14.10 Advisory Committee: With respect to advisory committees established by the Transportation Department, their function shall exclude matters within the scope of mandatory negotiations and personnel matters. It is agreed further that three (3) representatives designated by the CSEA President shall be members. The representatives designated by CSEA shall be employees of the Transportation Department.
- 14.11 Terminal Seniority: All drivers shall have overall seniority based upon hire date in accordance with Article 10.1.5 and Article 19 of this agreement. Overall seniority will be utilized within the Transportation Department for bidding purposes at the beginning of each school year and when vacancies become available. Satellite terminals shall have subset seniority based upon the hire date of the employees assigned to that satellite terminal. This subset seniority shall be utilized at satellite terminals for the bidding of ESY/Summer School assignments with that terminal. The subset seniority will also be utilized for Section 14.4 and Section 14.6 of this agreement. This section, in no way, impedes the District's right to assign bus drivers under Article 14.2 of this agreement.

ARTICLE 15: VACATIONS AND HOLIDAYS

- 15.1 Eligibility for Vacation Leave: To be eligible for vacation leave, a new bargaining unit member must have served as a regular bargaining unit member for at least six (6) full months (Education Code 45197, Section 3, E). The vacation leave time will then be computed retroactively to the date of their employment as a regular bargaining unit member.
- 15.2 Computation of Vacation Leave: A bargaining unit member must be in a paid status for more than one-half (1/2) of the working days of the month to earn vacation credit for that month. This applies in both the case of beginning or terminating employment.
- 15.3 Regular full-time, twelve (12) month bargaining unit members shall be granted paid vacation leave each year as follows:

After completion of:

1 to 3 years	10 days	(.83 day/month)
4 years	12 days	(1 day/month)
5 to 9 years	15 days	(1.25 days/month)
10 years or more	22 days	(1.83 days/month)

Vacation leave for all bargaining unit members, other than regular full-time, twelve (12) month bargaining unit members, shall be computed on a prorated basis.

If the bargaining unit member's four (4), five (5), and ten (10) year anniversary dates fall before January 1st of a given fiscal year, added vacation time will be granted for that year. If the bargaining unit member's four (4), five (5), and ten (10) year anniversary dates fall anywhere from January 1st - June 30th of a given fiscal year, added vacation time will be given the following year.

A bargaining unit member absent because of illness or injury shall earn vacation leave during that portion of their absence covered by paid sick leave time.

- 15.4 Time for Using Vacation Leave: Except as provided in 15.1, earned vacation time shall be credited to the records of bargaining unit members at the beginning of each fiscal year. The bargaining unit member may be granted vacation during the school year, even if it is not earned at the time the vacation is taken (Education Code 45197 Section 3, F). If a bargaining unit member is terminated or has resigned and has been granted vacation which was not yet earned at the time of termination or resignation of their services, the District shall deduct from the bargaining unit member's severance check the full amount of compensation paid for such unearned days of vacation taken (Education Code 45197 Section 3, G). On June 30th of each fiscal year, if any vacation time remains on the records, a maximum of ten (10) vacation days may be carried over to the new fiscal year.
- 15.4.1 The District will permit bargaining unit members to use their posted vacation time during consecutive days. Vacations shall be scheduled by the District consistent with department work demands, taking into consideration the dates requested by the bargaining unit member. Vacation requests shall not be unreasonably denied. If a vacation must be denied, consideration will be given to whether the denial of the vacation will have a negative financial impact on the bargaining unit member.
- 15.4.2 The following steps will be followed by the administrator in coordination with bargaining unit members regarding the use of accrued vacation time.
- A. The District has the option to expect and require that bargaining unit members use all accrued vacation for the fiscal year by the end of that fiscal year (July 1st – June 30th).
 - B. Except those bargaining unit members who bid for an annual work schedule, whose procedure is outlined in subsection c. below, the District will provide bargaining unit members with their respective work year calendar for the subsequent year, no later than April 15th. Before May 1st of each school year, bargaining unit members shall submit to their assigned supervisor a proposed work year calendar which includes proposed vacation dates for the next fiscal year for supervisor review. Supervisors shall provide the bargaining unit member with a copy of their approved work year calendar before the first (1st) working day of the bargaining unit member's subsequent work year. Failure of the bargaining unit member to provide a proposed work year calendar by May 1st shall delay a response from the supervisor.
 - C. Bargaining unit members who bid for their work schedules shall be provided with the work year calendar at the time of bidding. The bargaining unit member shall submit a proposed work year calendar within five (5) working days of the bid. Management shall return the approved work year calendar within ten (10) working days. Failure of the bargaining unit member to provide a proposed work year calendar within five (5) working days after the bid shall delay a response from the supervisor.
 - D. Bargaining unit members who have a day or days denied will be informed of the reason and may request a meeting with their supervisor within ten (10) working days.
 - E. Bargaining unit members will be given vacation preference based on seniority in the

District. Vacation time that is requested after the first (1st) calendar approval will be given on a first-come, first-served basis.

- F. The bargaining unit member, or supervisor, may initiate a meeting to make necessary mutually agreed revisions to the bargaining unit member's work year calendar. Proposed changes must be requested at least one (1) calendar week before the requested change date.
- G. Once vacation time is scheduled, a bargaining unit member cannot bump another bargaining unit member from their scheduled vacation time unless both bargaining unit members mutually agree.
- H. Bargaining unit members assigned to a position of less than twelve (12) months may schedule their vacation days during non-student days unless otherwise agreed upon by the manager and the bargaining unit member.
- I. Unit members may carry over up to ten (10) vacation days to be used in the subsequent year. Employees wishing to carry over vacation must fill out and submit an irrevocable District Vacation Carryover Request form. Forms must be submitted by June 30th of each year, without exception.
- J. Each fiscal year, the District will automatically pay out an employee's remaining vacation balance as of June 30th unless a Vacation Carryover Request form is received by the applicable deadline. Vacation payouts will be made with the regular July payroll.

15.5 Holidays:

Independence Day
Labor Day
Admission Day (Floating Holiday)
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King's Birthday
Lincoln's Birthday
President's Day (Washington's Birthday)
Memorial Day
Juneteenth

Additional Holidays: In addition to the holidays listed above, each fiscal year, one (1) day, during either Thanksgiving, Winter, President's Day, or Spring recess, will be designated as a floating holiday by the District after consultation with CSEA. Every day declared by the President, Governor of this State, or the Governing Board as authorized under Education Code Section 37220 as a public fast mourning, Thanksgiving, or holiday, where schools are required to be

closed, shall be a paid holiday for all eligible employees in the bargaining unit.

- 15.5.1 Regular bargaining unit members of the District who are generally not assigned to duty during the declared winter recess shall be paid for the bargained holidays, provided that they were in a paid status during any portion of the working day of their regular assignment immediately preceding or succeeding the recess period.
- 15.5.2 Subject to any changes in the law pertaining to observance of holidays, when a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday. When a bargaining unit member is required to work on any of said holidays, the bargaining unit member shall be paid compensation or given compensatory time off for such work, at the rate of double (2 times) the regular rate of pay, in addition to regular pay received for the holiday.
- 15.5.3 Parties shall consult on the setting of holidays before the adoption of the school calendar each year, where the District has flexibility in setting the date.

ARTICLE 16: CONCERTED ACTIVITIES

- 16.1 It is expressly agreed by both parties that there will be no strike, work stoppage, slowdown, job action, picketing or refusal or failure to perform fully and faithfully all job functions and responsibilities nor will there be any concerted action or other interference with the operations of the District by the Association or by its officers, agents or bargaining unit members during the term of this Agreement, including compliance with the request of other union organizations to engage in such activity. This does not preclude bargaining unit members from participating in informational picketing, provided such informational picketing is on non-duty time.
- 16.2 The District agrees to not lock out bargaining unit members covered by this Agreement during a labor dispute with another bargaining unit.
- 16.3 The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all bargaining unit members to do so. In the event of a strike, work stoppage, slowdown, concerted action, or other interference with the operations of the District by bargaining unit members of the Association, the Association agrees, in good faith, to take all necessary steps to cause these bargaining unit members to cease such action.
- 16.4 It is specifically understood and agreed that the District, during the first twenty-four (24) hour period of the activity prohibited by Section 16.1, if the activity is not sanctioned or encouraged by the Association, shall have the right of reasonable discipline, short of discharge, against individuals participating in such activity. After the first twenty-four (24) hour period of prohibited activity or if the activity is sanctioned or encouraged by the Association and if such activity continues, however, the District shall have the right to discharge any employee participating therein, which discharge may be a discharge for cause.

ARTICLE 17: WORKING OUT OF CLASSIFICATION/RECLASSIFICATION PROCEDURE

- 17.1 Definition
 - A. "Classification" means that each position in the classified service shall have a designated title, a

regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

- B. "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

17.2 New Positions or Classes of Positions: All newly created positions or classes of positions, unless specifically exempted by law, shall be assigned to the bargaining unit if the job description's described duties are performed by employees in the bargaining unit or which, by the nature of the duties, should reasonably be assigned to the bargaining unit. In the event there is a dispute as to whether or not the position is to be included in the bargaining unit, either party may petition the Public Employment Relations Board for Unit Clarification.

17.3 Inconsistent Duties: If a bargaining unit member is required to perform duties outside the regular duties of the position for a period of more than five (5) working days out of any fifteen (15), the salary shall be adjusted upward to reasonably reflect the duties required to be performed for the entire period they are is required to work out of classification.

17.3.1 Management and administration shall not rotate inconsistent duties among bargaining unit members solely to avoid an upward adjustment in salary.

17.3.2 When time permits, the District will first seek and consider volunteers prior to assigning work for an out-of-class assignment.

17.3.3 Prior to starting the assignment, unit members assigned to work in a higher classification in accordance with this article shall be provided with direction from management or designee, concerning the duties they will be expected to perform in the higher classification.

17.3.4 Compensation For An Employee Working Out of Classification

A. A unit member temporarily assigned to perform duties of a higher classification in accordance with this Article shall be compensated for such work at the lowest step in the higher classification's range that results in a pay increase which provides the employee with a minimum five percent (5%) increase.

B. A unit member temporarily assigned to work in a lower classification (other than pursuant to a demotion, layoff, reduction in hours, or appropriate disciplinary action) shall be paid at the regular rate of pay applicable to their regular classification.

17.3.5 This provision is not intended to apply to the situation that exists when a bargaining unit member is assigned to substantially all the duties of a higher classification. In that event, such bargaining unit member shall be entitled to the higher rate of pay for all time worked in such higher classification. The bargaining unit member shall be told ahead of time what pay rate will apply.

17.4 Salary Placement of Reclassified Positions: When a position or class of positions is reclassified to a higher salary range, the position or positions shall be placed on the salary schedule in a range which will result in at least a one (1) range increase above the salary of the existing position or positions. The

position will also be placed at the first (1st) step that results in a salary increase over their previous step.

A. For applications submitted by October 1st, the reclassification shall be effective January 1st.

B. For applications submitted March 1st, the reclassification shall be effective June 1st.

17.5 Incumbent Rights: When a position is reclassified, the incumbent(s) in the position(s) shall be entitled to serve in the new position(s).

17.6 Procedure: The Grievance Procedure of this Agreement shall be used to enforce this Article. However, if at any level of the Grievance Procedure, the parties agree that the issue is "reclassification," the time limits shall be set to allow the parties to meet and negotiate over the reclassification. Should such be unsuccessful, the Association has the option to continue to pursue the issue through the Grievance Procedure.

17.7 Reclassification Request Process: The District Reclassification Committee shall consider all reclassification requests. The Committee's original recommendation will be reported to the Superintendent or designee and the Board of Education. Those bargaining unit members requesting reclassification shall submit their request on the Reclassification Request Form in Appendix G-1. In addition, the direct supervisor of a bargaining unit member or the Association's Executive Board can request reclassification of a position. However, the applicant's direct supervisor shall not participate in the deliberation of a reclassification process.

17.7.1 Classification and Reclassification Review Committee: In order to assure an efficient, fair, and equitable Classification and Reclassification System, a standing advisory committee known as the Classification and Reclassification Review Committee is hereby established to make recommendations to both the District and CSEA's negotiating teams regarding requests for reclassification by bargaining unit members and /or their supervisors.

17.7.2 Composition of the Classification and Reclassification Review Committee: A reclassification request shall be evaluated by a Classification and Reclassification Review Committee composed of two (2) classified bargaining unit members (appointed by the Association President) and two (2) management representatives.

17.7.2.1 Direct Conflict of Interest of Committee Member: Any member with a direct conflict shall excuse themselves as a member of the Classification and Reclassification Review Committee. At no time shall any person with a direct conflict participate in the deliberations and voting on the matter in which they have a direct conflict occurring. The meaning of direct conflict is defined as follows:

- A. A committee member who occupies the same classification of the employee(s) being reviewed.
- B. Any committee member who has the responsibility of immediate supervision of the employee(s) scheduled for review.
- C. Any committee member who is the second level of supervision of the position to be reviewed.

- D. Any committee member whose own personal request is being reviewed by the committee.
- E. Any committee member bearing a family relationship to the incumbent whose job is being reviewed.

In such a case, an alternate shall be appointed by the appropriate party to fill the vacancy created by the recusal.

17.7.3 Deadlines: Reclassification request forms must be submitted on October 1st and March 1st. All request forms must be submitted to the Human Resources Department by electronic submission. The Classification and Reclassification Review Committee members will attempt to convene with the applicants no later than forty-five (45) calendar days from the application deadline. The forty-five (45) days may be extended by the classification and reclassification committee.

17.7.4 Reclassification Request Procedures:

- A. The Classification and Reclassification Review Committee members shall receive a copy of all applications, including pertinent information included therein, seven (7) calendar days prior to the first scheduled meeting to consider the applications. This meeting shall be held within twenty (20) calendar days of the deadline for the receipt of the applications. This deadline may be extended by the classification and reclassification committee. Deliberation and investigation will only occur in the committee setting. Committee members shall not conduct independent investigations without the express consent of the committee.
- B. Prior to any deliberation taking place, the Classification and Reclassification Review Committee members shall schedule an interview with the employee(s) who applied for the reclassification.
 - The purpose of the interview is to gather information and clarify any ambiguities, validate workflow processes, and to understand the utilization of equipment, tools, and other instruments required to perform the duties of the position.
 - Salary information from comparable school districts may be utilized.
 - In the event of a group request, it is preferred to interview all individuals together at the same time. If the classification before the committee is six (6) employees or less, one (1) representative member may be interviewed. Otherwise, ten percent (10%) of the classification may be represented up to a maximum of five (5) employees. Employees to be interviewed shall first include those who initiated the request.
 - The Committee may elect to interview, as needed, the employee(s), management, or supervisor(s) in order to gather information and clarify any ambiguities.
- C. Following the completion of the review of all requests for reclassification, the Classification and Reclassification Review Committee members shall participate in

discussions as a group pertaining to the merits of the request based on the guidelines for reclassification. An attempt to reach consensus shall be made.

D. Committee members shall vote on a recommendation following the interview and in consideration of all the information presented.

E. Upon conclusion of the discussions referred to in paragraph (c.), the Classification and Reclassification Review Committee shall vote to approve or disapprove the reclassification. Based upon the vote, the following actions shall be taken.

- Majority/unanimous vote to approve the reclassification: the matter shall be referred to Human Resources, with final recommendation to be forwarded to the negotiations committee.
- Tie vote or majority/unanimous vote to reject the reclassification: The reclassification request shall be considered denied.

F. The Applicant shall be notified within ten (10) business days of the committee's decision.

17.7.5 Warranted Reclassifications: Upon review of the factors above, the Committee may determine that, based on the totality of the circumstances, the reclassification of a position may be warranted:

- A. If there is a significant proposed change in the types of duties and /or the level of responsibility of one (1) or more job areas.
- B. If there has been a gradual accretion of duties in a job classification (and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities).
- C. If it is determined that the position was originally under-classified (including job duties and salary in comparison with the overall classification plan in the District).
- D. If the job description does not accurately reflect the current duties of the position.

17.7.6 If a reclassification request meets the specified criteria but no current position exists, the Classification and Reclassification Review Committee shall recommend an appropriate new classification.

17.7.7 In no event shall a warranted reclassification result in a loss of pay for a classified employee, and in no event shall the reclassification change the employee's anniversary date for the purposes of earning salary step increases.

17.7.8 If a reclassification request is denied, it may not be reconsidered by the committee for two (2) years from the time submitted unless this provision is overridden by a majority vote of the committee.

17.8 Reclassification Appeal Process: Should a bargaining unit member be denied a requested reclassification, the appeals process in Appendix G-2 will be followed.

17.8.1 The Reclassification Appeal Committee will consist of three (3) CSEA representatives and three (3) District representatives. One (1) Reclassification Appeal Committee member from each party will have been a member of the Reclassification Committee, and the other four (4) will be the

President of CSEA and the Assistant Superintendent and/or their designees.

- 17.8.2 The Reclassification appeal form shall be turned in to Human Resources within thirty (30) calendar days of notification of denial.
- A. The Appeals Committee will attempt to convene no later than thirty (30) calendar days after the deadline of the appeal.
 - B. If the reclassification appeal is approved, the bargaining unit member will be compensated as if the request had been initially granted. Original reclassification applications submitted prior to October 1st will be paid retroactive to January 1st, and applications submitted prior to March 1st will be paid retroactive to June 1st.
 - C. The Reclassification Appeals Committee shall receive a copy of all appeal applications, including pertinent information included therein, no later than one (1) week prior to the scheduled meeting date.
 - D. Deliberation and investigation will only occur in the committee setting. Committee members shall not conduct independent investigations without the express consent of the committee.

ARTICLE 18: DISCIPLINE

- 18.1 Progressive Discipline: The Association and the District agree that the basic goal of progressive discipline is to correct unsatisfactory bargaining unit members' performance. All bargaining unit members shall only be disciplined when appropriate and in accordance with Article 18 of the collective bargaining agreement with the Human Resources Department, having full knowledge and involvement from the start of the written discipline process. Progressive discipline steps may be skipped at the sole discretion of the District based on the severity of the bargaining unit member's conduct.
- 18.1.1 The progressive discipline process consists of the following series of disciplinary steps:
- 1. Verbal Warning,
 - 2. Conference Summary,
 - 3. Written Warning,
 - 4. Letter of Reprimand,
 - 5. Suspension Without Pay (including Summary Discipline; see 18.3),
 - 6. Dismissal.
- 18.1.2 Every employee has the right to inspect their personnel record. The review shall take place during normal business hours, and the employee shall be released from duties for such purpose without salary reduction. Employees wishing to review their personnel file shall make an appointment with the Human Resources Department.
- 18.1.3 Information of a derogatory nature shall not be entered into an employee's personnel record until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to respond to any derogatory information and have their comments entered into their personnel file.

18.1.4 Letters of Warning or Reprimand:

- A. Prior to a written reprimand, the affected bargaining unit member shall have the right to a conference with the supervisor issuing the reprimand. The bargaining unit member may, at their request, be represented by a CSEA Steward at this conference.
- B. Each bargaining unit member who has been given a written reprimand shall acknowledge receipt of the original by signing a copy; however, this does not acknowledge any admission of guilt.
- C. A copy of the written reprimand will be placed in the bargaining unit members' personnel file, and they will be given their right to attach a statement in accordance with Education Code 44031.

18.2 Discipline shall be imposed on permanent bargaining unit members in accordance with the terms of this Article for just cause or consistent with and subject to provisions of Education Code Sections 44932 - 44944, 45116, 45304, and 45305, Board Policy, and Government Code. For purposes of the procedures set forth herein, discipline is deemed to be suspension, demotion, or termination.

18.3 Summary Discipline: Summary discipline shall be defined as a suspension of five (5) days or less without pay, may be appealed to the Superintendent or designed, and thereafter by said bargaining unit member to the Board.

18.4 Notice:

18.4.1 Bargaining Unit Members shall be informed, in writing, at least twenty-four (24) hours in advance of any meeting that could reasonably lead to disciplinary action, unless immediate action is required.

- A. Bargaining unit members, at their option, have the right to CSEA representation in a conversation that could reasonably lead to disciplinary action.

18.4.2 In taking disciplinary action against a permanent bargaining unit member, such as suspension, demotion, or termination, a written notice of proposed discipline shall be served on the employee personally, or by certified mail, at least five (5) calendar days prior to the effective date of the proposed action. The notice of proposed discipline shall contain:

- A. A description of the proposed action and its effective date;
- B. A statement of the reasons for such proposed action, including the acts or omissions on which the proposed action is based;
- C. Copies of materials, if any, in the possession of the District on which the proposed action is based;
- D. A statement of the bargaining unit member's right to a hearing regarding the charges, right to be represented during this process, and right to appeal to the Board should the proposed action be recommended to the Board; and
- E. A District form, the signing and filing of which shall constitute a demand for a hearing where the District determines to recommend such discipline be imposed.

18.5 Hearings: Should discipline be recommended to the Board, CSEA shall have the right to refer such action

to an impartial arbitrator from a list provided by the State Mediation and Conciliation Service, selected by mutual agreement of the District and CSEA prior to its being presented to said Board. The parties shall contact the arbitrator and attempt to set a hearing date within thirty (30) days from the date the bargaining unit member filed a demand for a hearing. If, for any reason, the hearing cannot be held within thirty (30) days (other than due to a later date being requested by the District), the District shall have the right to put the bargaining unit member on an unpaid leave of absence after the thirtieth (30th) day, as set forth above, pending a decision on the matter. (If a delay is caused by the District, the District may not put the bargaining unit member on an unpaid leave of absence for the period of time the District's actions caused the delay.) If the decision ultimately resulting from the process does not sustain a loss of pay for the entire period of time the bargaining unit member is on unpaid leave, the bargaining unit member shall be reimbursed for lost pay in accordance with the award.

18.5.1 The issues to be submitted to the impartial arbitrator are as follows:

- A. Is the proposed discipline for just cause, or was (bargaining unit member's name) disciplined for just cause (whichever is appropriate)? If not, to what remedy, if any, is (bargaining unit member's name) entitled?
- B. The decision of the arbitrator shall be advisory to all parties and shall be subject to review by the Board.
- C. The fees of the arbitrator shall be paid by the District.

ARTICLE 19: LAYOFF AND REEMPLOYMENT RIGHTS

19.1 Layoff procedures and reemployment rights shall be in accordance with applicable law as set forth in Ed Code 45117.

19.2 Definition: Layoff is defined as an involuntary separation from District service due to a lack of work or a lack of funds. Layoff shall include involuntary reductions in assigned hours or work year. In the event of a reduction in hours and/or work year, the District shall give advance notice to CSEA, and upon demand to bargain, will negotiate the decision and effects of the reduction in hours and/or work year.

19.3 Notice of Layoff/Hearing Procedures:

19.3.1 No later than March 15th, the district will provide written notice to the employee stating that the Superintendent or designee has recommended to the governing board that the employee's services will not be required for the ensuing year. The notice shall also state the reasons that the employee's services will not be required for the ensuing year, and inform the employee of the employee's displacement rights, if any, and reemployment rights. Procedures for the layoff notice and the right to a hearing are set forth in Ed Code Section 45117.

19.3.2 Copies of the proposed decision shall be submitted to the governing board of the school district and to the classified employee on or before May 7th of the year in which the proceeding is commenced, unless timelines are extended in accordance with law.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- 19.3.3 Notice of termination shall be given to the employee before May 15th. If a continuance is granted after a request for hearing is made, the deadlines described in this section shall be extended for the number of days of that continuance.
- 19.3.4 When classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than sixty (60) days prior to the effective date of their layoff, informing them of their layoff date and their displacement rights, if any, and reemployment rights. Layoffs may also be commenced in accordance with Education Code Section 45117(d).
- 19.3.5 All expenses of the hearing, including the cost of the administrative law judge, shall be paid by the governing board of the school district from school district funds.
- 19.3.6 Non-Substantive procedural errors committed by the school district or governing board of the school district shall not constitute cause for dismissing the charges unless the errors are prejudicial.
- 19.3.7 Any notice or request shall be deemed sufficient when it is delivered in person to the employee to whom it is directed, or when it is deposited in the United States registered mail, postage prepaid, and addressed to the last known address of the employee.
- 19.3.8 Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of classified bargaining unit members, nor for lack of work resulting from causes not foreseeable or preventable by the District, without the notice required by subdivision (a) pursuant to Education Code Section 45117(c).
- 19.3.9 Prior to March 15th, and as early as practicable, the District shall give the union written notice of its intent to lay off bargaining unit members and afford the union the opportunity to negotiate the impact of such action on negotiable subjects. If the union, within fifteen (15) calendar days after receiving notice, makes a written request to bargain, the parties shall meet and negotiate within fifteen (15) calendar days after the request is made. Any request to bargain shall not delay the sending out of layoff notices or otherwise delay implementation of the District's action.
- 19.4 Order of Layoff:
 - 19.4.1 Whenever a bargaining unit member is laid off, the order of layoff within the class shall be determined by length of service. The term "length of service" means hire date in the class, plus higher classes, regardless of bargaining unit member work hours per day and/or work year calendar. The bargaining unit member who has been employed the shortest time in the class, plus higher classes, shall be laid off first (1st).
 - 19.4.2 In the event of a tie, the bargaining unit member with the most recent original hire date into the District shall be laid off first (1st). In the event a tie still exists, the order of layoff shall be determined by lot, which the Union President or their designee shall be afforded the opportunity to witness.
 - 19.4.3 Reemployment shall be in order of seniority.
- 19.5 Employee Rights:

19.5.1 Bargaining unit members who have received layoff notices shall have the following options:

- A. Accept a layoff in lieu of displacement rights.
- B. Displace the least senior bargaining unit member in the same classification or in other classifications in which seniority has been established if the bargaining unit member has requested such displacement rights in their response to the layoff notice. Where more than one (1) bargaining unit member in a classification is being laid off, an equal number of the least senior bargaining unit members in that classification shall be identified for possible layoff notification. Vacant positions with the same hours shall be utilized first (1st). The most senior bargaining unit member being laid off shall be able to select first (1st) within the identified group of the least senior employees in that classification, or any known vacancies in that classification. Each bargaining unit member being laid off or displaced shall make this selection in order of seniority as defined in 19.4 above. Where a bargaining unit member is exercising displacement rights in another classification, the same process described above shall be followed.
- C. Move into a vacant position within the same classification by seniority as defined in 19.4 above.
- D. Apply for any current vacant positions where a bargaining unit member is qualified. All other factors* being reasonably equal, the most senior laid off bargaining unit member shall be given preference for such vacancies. *Factors considered shall include past job performance, skills, work experience, recommendations, test results, seniority, and positive staff relationships.
- E. Bargaining unit members may exercise such displacement rights, based on seniority, without regard to a position's assigned work year. As a result, some laid off bargaining unit members may increase their assigned work year.
- F. Laid off bargaining unit members who exercise displacement rights into a lower classification shall be placed on the same step they held in the higher classification or the step previously held in the lower classification, whichever is higher.
- G. Laid off bargaining unit members on Step Eight (8) (Professional Growth), Appendix H, exercising displacement rights into a lower classification shall retain the Step Eight (8) placement if the lower classification is in the same job family as the bargaining unit member's present position. If the lower classification is in a different job family, the unit member shall be placed on Step Five (5).

19.5.2 Other Provisions:

- A. The District shall provide each laid off bargaining unit member with an employment verification letter upon request of the bargaining unit member.
- B. Bargaining unit members who are laid off or subject to voluntary reductions in hours shall be allowed to utilize vacation, personal necessity, and/or unpaid leave, pursuant to the applicable provisions of Article 11: Leaves, for the purposes of seeking alternate

employment, or to attend meetings with representatives from the Employment Development Department (EDD) regarding unemployment benefits. The District agrees not to contest any unemployment claims filed by affected bargaining unit members.

- C. Benefit-eligible laid off bargaining unit members who receive benefits and who complete their work year calendar will continue to receive health and welfare benefits until August 31st of that year. They will also be provided with COBRA paperwork for coverage starting on September 1st of that year.

- 19.5.3 The District shall schedule a meeting with each bargaining unit member who has returned the form indicating that they wish to exercise displacement rights. The bargaining unit member shall be entitled to no more than two (2) representatives. At that meeting, the layoff, displacement, and reemployment rights will be explained, and any necessary information will be provided. At that meeting, the bargaining unit member shall indicate their selections for displacement subject to the criteria specified herein.

19.6 Reemployment Rights:

- 19.6.1 As provided in Education Code Section 45298, bargaining unit members who are laid off shall have reemployment rights for any vacancies in their classification for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants. Bargaining unit members who are laid off also shall have the right to participate in promotional examinations.
- 19.6.2 As provided in Education Code Section 45298, bargaining unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months (sixty-three (63) months total), provided that the same tests of fitness under which the bargaining unit member qualified for appointment to the class shall still apply.
- 19.6.3 As provided in Education Code Section 45298, bargaining unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the bargaining unit member, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority.

19.7 Notice of Vacancies:

- 19.7.1 Any bargaining unit member who is laid off and is subsequently eligible for reemployment as set forth above shall be notified in writing by the District of a vacancy. Such notice shall be sent by certified mail to the last address provided to the District by the bargaining unit member, and a copy shall be sent to the Association. By sending the notice as specified herein, the District shall be relieved of any further notification responsibility. It shall be the responsibility of laid off bargaining unit members to provide the District Personnel Office with a current mailing address and current telephone number.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- 19.7.2 The bargaining unit member shall notify the District in writing of their intent to accept or reject reemployment within ten (10) work days following receipt of the reemployment offer notice. The bargaining unit member shall address their notification to the District in accordance with instructions provided. Failure to respond shall be deemed a rejection of the offer.
- 19.7.3 Bargaining unit members recalled from layoff shall be reinstated at their prior salary schedule step and shall be credited with their prior District service for all other purposes in this Agreement, including seniority and longevity-based benefits.
- 19.7.4 A bargaining unit member who is laid off and requests, in writing, notification of open positions other than those in which they have reemployment rights shall be mailed a notice of vacancies by first-class mail, within ten (10) working days of receipt.
- 19.8 Retirement in Lieu of Layoff: A bargaining unit member, if eligible, may elect to accept retirement in lieu of layoff pursuant to Education Code Section 45115. If they subsequently accept, in writing, the appropriate vacant position within the thirty-nine (39)-month period specified in Section 19.5, the District shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed their request for reinstatement from retirement.
- 19.9 Substitution: Bargaining unit members laid off shall be afforded the opportunity to substitute in the classification from which they were laid off or in any other classification for which they are qualified.
- 19.10 Assignment of Work Following Layoff:
 - 19.10.1 Bargaining unit members remaining in employment in classifications in which positions have been eliminated shall not be required to perform any duties not within their job descriptions, nor any duties that are not reasonably related to the duties specified in their job descriptions, nor shall any bargaining unit members be required to perform overtime work on a regular basis as a result of the layoff. It is the District's intent that bargaining unit members in classifications affected by layoffs would continue to work their assigned hours and work year, and complete assigned duties in a reasonable amount of time. It is also the District's intent that bargaining unit members in classifications affected by layoffs would not be adversely affected by the layoffs in terms of workload.
 - 19.10.2 Work previously performed by bargaining unit members who have been laid off shall not be performed by students or any other non-bargaining unit members.
 - 19.10.3 No volunteers shall be used to perform any functions of the work that were previously performed by laid off bargaining unit members.
 - 19.10.4 Nothing in Sections 19.10.2 and 19.10.3 shall preclude the District from continuing its practice of utilizing parent volunteers as long as there is no measurable increase in their use after the layoff is effected.
- 19.11 If Education Code Sections 45101, 45114, 45115, 45117, 45298, and 45308 are amended or rescinded, either party may reopen negotiations on layoff procedures, and at such time, the parties will negotiate matters which are within the scope of negotiations pertaining to layoff and reemployment rights.

- 19.12 Where the District determines to add instructional aide hours at a site where aides were reduced in hours or laid off within the time period as stated in applicable law, and so long as it is consistent with the instructional program, such additional hours will be offered to the aides whose hours were reduced or who are on layoff status.

ARTICLE 20: EXTRA ASSIGNMENTS DURING DISTRICT RECESSES

- 20.1 Extra assignments during District recesses will be offered through an established application pool for each available position. The pool will consist of bargaining unit members who submit the application available on the district website, who meet the requirements of the assignment as outlined in the application job description, and whose assignment does not result in overtime.
- 20.2 With the exception of 20.6, when and where the District offers extra assignments during district recesses that are within the jurisdiction of the CSEA bargaining unit, applicants shall be considered in the following order:
- A. From applicants who currently hold a position in the classification, based on their classification seniority;
 - B. From applicants in related classifications within the job family, based on their District date of hire;
 - C. From applicants in other classifications, based on their District date of hire.
- 20.3 In the event multiple sites have availability with varying hours, the site with the highest amount of hours will be given to the employee with the highest classification seniority. Thereafter, site assignments will be assigned based on:
- 1. The regular site assignment during the school year;
 - 2. Seniority will determine the order in which bargaining unit members will select their preferred site assignment based on the remaining available sites.
- The offer of employment and the work location are not guaranteed and are subject to change according to decreased summer student enrollment and district needs. CSEA will be provided with all rescinded offers upon request. Assigned bargaining unit members will be placed in the extra assignment for the number of hours required for the job. If the position interferes with current duties or work year, prior written approval, including the start date for the summer assignment, must be obtained from the current supervisor.
- 20.4 If summer student enrollment decreases and a summer assignment is canceled, the District will revoke assignments in reverse order of seniority by site, starting with the least senior employee's assignment.
- 20.5 The District shall provide compensation to all classified employees who are hired to staff any additional summer assignment, at their regular rate of salaried compensation or at the range of the position into which they are hired, whichever is greater.
- 20.6 If a student, who has an exclusively assigned aide, as determined by an Individualized Education Plan (IEP), participates in Extended School Year services, the aide assigned to the particular student will first be offered the additional assignment, irrespective of their seniority. In the event the above does not occur, the District shall offer the 1:1/additional classroom support assignment to another aide in the following order:

1. Intensive Behavior Intervention Assistant (IBIA), Instructional Aide Severely Handicapped (IASH) will be offered their same classroom assignment.
2. IBIA and IASH will be offered at their same sites.
3. IBIA and IASH will be offered at another school site.

ARTICLE 21: PERSONNEL FILES

- 21.1 The official personnel file of a bargaining unit member shall be kept in the central administrative office of the District.
- 21.2 All material placed in an employee's file shall be dated and signed by the person who caused the material to be prepared.
- 21.3 In accordance with applicable laws, all personnel files shall be maintained in confidence by the District, subject only to use as required for the administration of the affairs of the District, including, but not limited to, supervision of the employee who is the subject of the file.
- 21.4 Bargaining unit members shall have the right to inspect and obtain a copy of their personnel file except for those materials which are specifically excluded by Education Code Section 44031(b), i.e., tests, ratings, examinations, or other material which may be lawfully withheld from bargaining unit members.
- 21.5 An Association representative may review the bargaining unit member's file with written authorization from the bargaining unit member or may accompany the bargaining unit member in their review of the file. Derogatory materials in excess of two (2) years of age may not be used as the basis for supporting any adverse employment action against the bargaining unit member.
- 21.6 The bargaining unit member shall have the right to enter and have attached to any material placed in the file their own comments.
- 21.7 Such review, and any preparation of comments in response to the material and/or statement, shall take place during normal business hours, and the bargaining unit member shall be released from duty for a reasonable period for this purpose without salary reduction.
- 21.8 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participant(s).
- 21.9 Any material which has not been reduced to writing within a reasonable period of time following the event or occurrence may not be added to the file.
- 21.10 Any material, with the exception of payroll or work attendance records, prepared by the bargaining unit member's supervisor or other administrative staff not placed in the bargaining unit member's personnel file may not be used in any action which affects the employment status of the bargaining unit member.
- 21.11 Any grievance regarding application of this Article shall be filed at the Personnel Administrator level of the grievance process.

ARTICLE 22: NON-DISCRIMINATION

- 22.1 In the administration of this Agreement, the District shall not discriminate against a unit member in their employment relationship with the District for any reason prohibited by state or federal discrimination statutes.

22.2 This Article shall be interpreted in accordance with applicable federal and state law.

ARTICLE 23: COMPLAINTS & PUBLIC CHARGES

- 23.1 This article shall apply to complaints involving classified bargaining unit members. Complaints shall be processed in accordance with applicable District policies and administrative regulations. Still, timelines should not be delayed or accelerated outside their designated procedural timeframe without notification to the bargaining unit member.
- 23.2 Upon receipt of a complaint, the respondent shall be notified of the applicable timelines for processing.
- 23.3 The respondent and/or complainant may have a representative at any meeting regarding the complaint.
- 23.4 If Board Policy/Administrative Regulations concerning complaints against bargaining unit members are revised, the District and CSEA agree, upon written request, to reopen negotiations to bargain the effects of such revisions on bargaining unit members.
- 23.5 Unless otherwise specified in District Policy/Regulation, for purposes of this Article, any reference to "day" shall mean any regularly scheduled workday for the respondent.
- 23.6 Complaints received by the site administrator, supervisor, or central office administrator regarding a bargaining unit member will be reported to the bargaining unit member within seven (7) days of the administrator's knowledge of the complaint, except for criminal charges, which shall be reported to the appropriate authority.
- 23.7 Before lodging a complaint, the complainant is encouraged to discuss the complaint with the respondent(s) involved. If the complainant is unwilling or unable to meet with the respondent(s), the site administrator or designee shall attempt to arrange a meeting between the complainant and the respondent(s). If the complaint is satisfactorily resolved at this step, then the complaint procedure is deemed completed.
- 23.8 If the complaint is not resolved during the meeting between the complainant and the respondent, or if no meeting occurs, and if the complaint is deemed to be of a nature that cannot reasonably be ignored, the complainant shall submit the complaint in writing and sign the complaint. If the site administrator or supervisor records the complaint in writing, they shall have it signed by the complainant. A copy of the complaint shall be given to the complainant and respondent within three (3) days, unless prohibited by law and/or District Policy/Regulations.
- 23.9 Unless otherwise specified in District Policy/Regulation, the bargaining unit member's site administrator, supervisor, or designee shall attempt to schedule a meeting between the complainant and the respondent, within fifteen (15) days of the complaint being brought to the administrator's or supervisor's attention. The respondent and/or complainant may have a representative at any meeting. If, after an initial interview, the site administrator, supervisor, or designee determines that a second meeting between the complainant and respondent would not assist in resolving the matter, the site administrator, supervisor, or designee may elect to conduct further discussion as an intermediary.
- 23.10 The assigned investigator, at their discretion, may interview other bargaining unit members and/or individuals who have knowledge of the event or actions forming the basis of the complaint. Additionally,

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

the site administrator or supervisor may refer the matter to the Human Resources Department for investigation, subject to the same timelines listed herein.

- 23.11 Within fifteen (15) days of the meeting described in Section 23.7 taking place, or, if no meeting occurs, within thirty (30) days of the written complaint, the assigned investigator will prepare and serve a response/update to the complaint on both the complainant and the respondent.
- 23.12 No complaint or documentation prepared or gathered as a result of an investigation into a complaint shall be placed in the personnel file of the respondent unless the site administrator, immediate supervisor, or administrative designee has substantiated the allegations. Additionally, the respondent shall be advised of the decision to place the documents in the personnel file.
- 23.12.1 This section does not prevent the respondent from submitting a rebuttal to the District's findings, regardless of whether the complaint was found to lack merit.
- 23.13 The bargaining unit member may appeal to the Superintendent or designee the decision to place in their personnel file material or documents generated as a result of a complaint being lodged against the bargaining unit member. This appeal must be filed within ten (10) days of receiving notice concerning the placement of these documents in the unit member's personnel file. The Superintendent or designee will review the matter and respond in writing to the bargaining unit member within fifteen (15) days.
- 23.14 The bargaining unit member shall be released from their work assignment, without loss of pay, to review and/or respond to a complaint and any material placed in the bargaining unit member's personnel file. The date and length of the release time to be provided to the bargaining unit member shall be subject to the approval of the site administrator, supervisor, or administrative designee.
- 23.15 When a formal or informal written complaint is used as part of the disciplinary process, the affected bargaining unit member shall be provided with a copy before any disciplinary meeting, in accordance with Article 18.
- 23.16 Nothing in the sections above shall be interpreted as precluding a complainant (other than another bargaining unit member's complaint) from taking their complaint to the Superintendent or Governing Board if they are not satisfied with the site administrator's, supervisor's, or administrative designee's resolution of the complaint.
- 23.17 Should a complainant make a request of the Governing Board to review their complaint, and the Board wishes to discuss the complaint brought against the respondent in closed session, the respondent shall be given written notice of their right to have the complaint heard in open session as opposed to closed session. The respondent shall be given this notice personally or by mail at least seventy-two (72) hours before the time of the meeting.
- 23.18 This Article is subject to the grievance procedure (Article 6) to the extent the claim relates to the procedures contained in this Article. Nothing herein shall preclude the bargaining unit member from contesting the substance of any documentation prepared in response to a complaint if subsequently used in any disciplinary proceeding.
- 23.19 In compliance with state and federal law and notwithstanding any other provision of this Article, where a complaint alleges sexual harassment by a bargaining unit member, or where a meeting with the accused

member is prohibited by law, the complaint shall not be required to meet with the accused bargaining unit member.

ARTICLE 24: SAVINGS

24.1 Each section, part, term, and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision herein is determined to be invalid and contrary to, or in conflict with any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms or provisions of this Agreement, and the latter shall continue to be given full force and effect and bind the parties hereto. The invalid section, part, term, or provision shall be deemed not to be part of this Agreement.

In the event of such an invalidation of any section, part, term, or provision of this Agreement, the parties agree to meet and negotiate within thirty (30) days after such invalidation for the purpose of attempting to arrive at a mutually satisfactory replacement for such a section, part, term, or provision of this Agreement.

ARTICLE 25: EFFECT OF AGREEMENT; ENTIRE AGREEMENT

25.1 The rules, regulations, policies and practices of the District relating to wages, hours and other terms and conditions that are within the scope of representation which are in effect at the time of this Agreement, and which neither conflict with the terms of the Agreement nor abridge the rights of bargaining unit members under this Agreement, shall remain in full force and effect unless changed by mutual agreement of CSEA and the District.

25.2 This written Agreement sets forth the full and complete agreement between the parties concerning the subject matter hereof and supersedes all prior informal or formal agreements thereon. Rules and regulations developed in the future to implement this Agreement shall be drawn in conformity with this Agreement and shall be uniformly applied. There are no valid or binding representations, inducements, promises, or agreements, oral or otherwise, between the parties that are not embodied herein.

ARTICLE 26: SUPPORT OF AGREEMENT

26.1 The District and the Association agree that it is to their mutual benefit and to the benefit of the educational program and the pupils of the District to encourage the resolution of differences through the meet and negotiation process. Therefore, it is hereby agreed that the Association and the District will support this Agreement for its term.

ARTICLE 27: COMPLETION OF MEET AND NEGOTIATION

27.1 During the term of this Agreement, the District and the Association expressly relinquish the right to meet and negotiate further and agree that neither the District nor the Association shall be obligated to meet and negotiate with respect to any matter, whether or not covered in this Agreement, even though such matters may not have been known or anticipated by the parties at the time they met and negotiated on and executed this Agreement, or even though such matter was proposed and later withdrawn.

27.2 Nothing herein shall preclude the parties from agreeing to reopen the Agreement to discuss an item of

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

mutual concern.

27.3 Executed at Hemet, California, on the date first above written.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
Chapter 104



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Roy Compton IV
Transportation
CSEA Chapter 104



Claudia Jimenez
CSEA Labor Relations Representative

HUSD Team



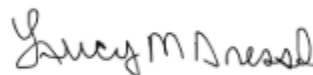
Mark R. Garner
Director
Human Resources



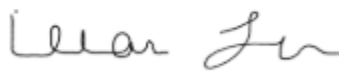
Matthew Gardner
Accounting Manager



Matthew Devore
Assistant Director, M&O



Lucy Rebuck Dressel
Director, Safety/Risk Management CSEA



Leeann Taylor
Principal, Cawston Elementary



Matthew Centofranchi
Principal, Alessandro

APPENDIX A: CLASSIFIED JOB CLASSIFICATIONS AND SALARY RANGES

Appendix A will be updated as appropriate and posted to HUSD's website. The most current version can be found here:

<https://www.hemetusd.org/page/salary-schedules>

Job Family	Classification	Range	Work Year Calendar	District or Site/Department Based
Clerical	Accountant	43	12 Month	Site/Department Based
Clerical	Accounting Technician I	28	12 Month	Site/Department Based
Clerical	Accounting Technician III - Fiscal Services	37	12 Month	Site/Department Based
Clerical	Accounting Technician III - Risk Management/Benefits	37	12 Month	Site/Department Based
Clerical	Administrative Secretary I	29	12 Month	Site/Department Based
Clerical	Administrative Secretary II	31	12 Month	Site/Department Based
Clerical	Administrative Secretary III	36	12 Month	Site/Department Based
Clerical	Adult Education Community Outreach Liaison - Bilingual	32	11 Month	Site/Department Based
Clerical	Adult Education Registrar I - Bilingual	31	12 Month	Site/Department Based
Clerical	Advance Path Academy IT Classroom Specialist	26	School Session	Site/Department Based
Clerical	Attendance Clerk	29	12 Month (Western Center) 11 Month School Session (4 hour positions) ELOP 11 Month (ELOP positions)	Site/Department Based
Clerical	Bilingual Family & Community Specialist	32	11 Month	Site/Department Based
Clerical	Clerk	26	12 Month	Site/Department

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

			11 Month (AOI, Hemet Adult, & High Schools) 10.5 Month (Preschool, Elementary, K-8 & Middle Schools) 10 Month (Select Part Time Positions) School Session (Select Part Time Positions & Western Center)	Based
Clerical	College & Career Specialist	36	12 Month	Site/Department Based
Clerical	Community Outreach & Intervention Specialist	33	12 Month	Site/Department Based
Clerical	District Language Evaluator	28	12 Month	Site/Department Based
Clerical	District Translator/Interpreter	34	12 Month	Site/Department Based
Clerical	Employee Attendance & Leaves Technician	39	12 Month	Site/Department Based
Clerical	Facilities Specialist	37	12 Month	Site/Department Based
Clerical	Family & Community Outreach Liaison	30	10 Month	Site/Department Based
Clerical	HR Specialist	32	12 Month	Site/Department Based
Clerical	Library/Media Technician I	28	10.5 Month	Site/Department Based
Clerical	MAA/LEA Billing Specialist	32	12 Month	Site/Department Based
Clerical	Maintenance & Operations Specialist	34	12 Month	Site/Department Based
Clerical	Payroll Support Specialist	40	12 Month	Site/Department Based
Clerical	Payroll Technician	37	12 Month	Site/Department Based

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

Clerical	Professional Development Academy Program Asst. II	29	12 Month	Site/Department Based
Clerical	Registrar I	30	12 Month	Site/Department Based
Clerical	Registrar II	32	12 Month	Site/Department Based
Clerical	School Office Manager	37	12 Month (Preschool, Middle School, Western Center, High School, AOI, & Alessandro) 11 Month (Elementary School, Cottonwood, Idyllwild, & HDLA)	Site/Department Based
Clerical	Secondary CCI and A-G Specialist	36	12 Month	Site/Department Based
Clerical	Secondary Pathway Specialist	36	12 Month	Site/Department Based
Clerical	Secretary	30	12 Month (departments , WCA, & High School) 11 Month (Middle Schools, Lifeworks, Alessandro, & AOI) 11 Month ELOP (ELOP Positions) 10.5 Month (Elementary Schools, HLDA, Cottonwood, & Idyllwild) School Session (4-hour	Site/Department Based

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

			positions at High Schools)	
Clerical	Student Body Activities Assistant	32	10.75 Month	Site/Department Based
Clerical	Student Welfare & Attendance Specialist	40	10 Month	Site/Department Based
Health Services	Certified Occupational Therapist Assistant	40	School Session	Site/Department Based
Health Services	Health Care Specialist/Licensed Vocational Nurse	35	School Session	District Based
Health Services	Health Services Specialist	32	12 Month	Site/Department Based
Health Services	Health Services Technician	31 (Without LVN) 32 (With LVN)	12 Month (District Office) ELOP 11 Month (ELOP Positions) School Session (Site Based)	Site/Department Based
Instructional /Classroom Support	Behavior Support Specialist	40	Classified Specialty Fields	District Based
Instructional /Classroom Support	Campus Security Officer	28	School Session	Site/Department Based
Instructional /Classroom Support	Campus Supervisor I	24	11 Month ELOP (ELOP Positions) School Session	ELOP (District Based) Site/Department Based
Instructional /Classroom Support	Campus Supervisor II	26	School Session Adult Ed Campus Supervisor II	Site/Department Based
Instructional /Classroom Support	Campus Supervisor II, Breakfast	24	School Session	Site/Department Based
Instructional /Classroom Support	Classroom Activities Specialist	21	11 Month ELOP	District Based
Instructional /Classroom Support	District Security Officer	30	School Session	District Based

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

Instructional /Classroom Support	ELOP Intensive Behavior Intervention Assistant	23	ELOP 11 Month	District Based
Instructional /Classroom Support	ELOP Site Coordinator	28	ELOP 11 Month	District Based
Instructional /Classroom Support	Instructional Aide (Bilingual)	21	School Session	Site/Department Based
Instructional /Classroom Support	Instructional Aide (Classroom)	20	School Session	Site/Department Based
Instructional /Classroom Support	Instructional Aide (Severely Handicapped)	21	School Session	Site/Department Based
Instructional /Classroom Support	Instructional Materials Clerk	31	12 Month	Site/Department Based
Instructional /Classroom Support	Intensive Behavior Intervention Assistant	23	School Session	District Based
Instructional /Classroom Support	Kindergarten Instructional Assistant	20	School Session	Site/Department Based
Instructional /Classroom Support	Kindergarten Instructional Assistant (Bilingual)	21	School Session	Site/Department Based
Instructional /Classroom Support	Literacy Intervention Aide (LIA)	20	School Session	Site/Department Based
Instructional /Classroom Support	Physical Therapy Assistant	40	School Session	Site/Department Based
Instructional /Classroom Support	Preschool Instructional Aide (Bilingual)	22	School Session	Site/Department Based
Instructional /Classroom Support	Preschool Instructional Aide (Classroom)	21	School Session	Site/Department Based
Instructional /Classroom Support	SAFE Program Coach	32	11 Month ELOP	District Based
Instructional /Classroom Support	Site Facilitator	30	11 Month ELOP	District Based
Instructional /Classroom Support	Special Education Behavior Technician	30	School Session	Site/Department Based
Instructional /Classroom Support	Speech & Language Pathologist Assistant	40	School Session	Site/Department Based
Instructional /Classroom Support	Supervision Aide	19	School Session	Site/Department Based
Instructional /Classroom Support	Supervision Aide, Breakfast	19	School Session	Site/Department Based
Instructional /Classroom Support	Supervision Aide, Crossing Guard	19	School Session	Site/Department Based
Maintenance & Operations	Aquatics Specialist	35	12 Month	Site/Department Based
Maintenance & Operations	Custodian I	26	12 Month School Session	District Based

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

			(Preschool)	
Maintenance & Operations	Custodian II	28	12 Month	District Based
Maintenance & Operations	Facilities Custodian/Groundskeeper	27	12 Month	District Based
Maintenance & Operations	Facilities Maintenance Custodian	30	12 Month	District Based
Maintenance & Operations	Grounds Equipment Technician	36	12 Month	Site/Department Based
Maintenance & Operations	Groundskeeper I	26	12 Month	Site/Department Based
Maintenance & Operations	Groundskeeper II	29	12 Month	Site/Department Based
Maintenance & Operations	Groundskeeper III	30	12 Month	Site/Department Based
Maintenance & Operations	Groundskeeper IV	31	12 Month	Site/Department Based
Maintenance & Operations	Head Custodian I	29	12 Month	District Based
Maintenance & Operations	Head Custodian II	30	12 Month	District Based
Maintenance & Operations	Head Start/State Preschool Health & Safety Compliance Monitor	28	11 Month	Site/Department Based
Maintenance & Operations	Locksmith	40	12 Month	Site/Department Based
Maintenance & Operations	Maintenance Worker	31	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker II	35	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker II - Low Voltage Systems Technician	35	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker III	39	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker III - Roofer	39	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker III/ Low Voltage Sys. Tech.	39	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker III/HVAC	39	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker III/Painter	39	12 Month	Site/Department Based
Maintenance & Operations	Skilled Maintenance Worker III/Plumber	39	12 Month	Site/Department Based
Nutrition Services	Bakery Technician	35	12 Month	Site/Department

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

				Based
Nutrition Services	Buyer	36	12 Month	Site/Department Based
Nutrition Services	Cafeteria Manager I	26	10 Month	Site/Department Based
Nutrition Services	Cafeteria Manager II	30	10 Month	Site/Department Based
Nutrition Services	Cook/Chill Technician	35	12 Month	Site/Department Based
Nutrition Services	Fresh Production Technician	35	12 Month	Site/Department Based
Nutrition Services	Nutrition Center Assistant	18	10.5 Month	Site/Department Based
Nutrition Services	Nutrition Services Assistant I	17	School Session	Site/Department Based
Nutrition Services	Nutrition Services Assistant II	21	School Session	Site/Department Based
Nutrition Services	Nutrition Services Buyer	36	12 Month	Site/Department Based
Nutrition Services	Nutrition Services Delivery Driver	30	12 Month 10.5 Month	Site/Department Based
Nutrition Services	Nutrition Services Dishwasher	17	10.5 Month	Site/Department Based
Nutrition Services	Nutrition Services Purchasing Specialist	34	11 Month	Site/Department Based
Nutrition Services	Nutrition Services Skilled Maintenance Worker II-HVAC	35	12 Month	Site/Department Based
Nutrition Services	Nutrition Services Warehouse Technician	35	12 Month	Site/Department Based
Nutrition Services	Nutrition Technician	32	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Assistant Storekeeper/Delivery Driver	30	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Buyer	36	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Instructional Publication Center - Graphic Design Tech.	39	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Print Services Specialist	39	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Print Services Technician	32	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Printing Assistant	28	12 Month	Site/Department Based

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

Purchasing/Warehouse/Delivery	Purchasing Specialist	34	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Senior Buyer	43	12 Month	Site/Department Based
Purchasing/Warehouse/Delivery	Storekeeper	33	12 Month	Site/Department Based
Specialists	Alcohol & Substance Use Intervention Specialist	40	Classified Specialty Fields	Site/Department Based
Specialists	District Associate Mental Health Professional	40	School Session	Site/Department Based
Specialists	District Based Preschool Teacher	N/A	Preschool Teacher	District Based
Specialists	District Licensed Mental Health Professional	N/A	Classified Specialty Fields	District Based
Specialists	Physical Therapist	N/A	Classified Specialty Fields	Site/Department Based
Specialists	Preschool Teacher	N/A	Preschool Teacher	Site/Department Based
Specialists	School Occupational Therapist	N/A	Classified Specialty Fields	Site/Department Based
Specialists	SpEd Behavioral & Mental Health Professional	N/A	Classified Specialty Fields	Site/Department Based
Technician	CALPADS Technician	44	12 Month	Site/Department Based
Technician	Centralized Registration Technician	30	12 Month	Site/Department Based
Technician	Data Analyst	44	12 Month	Site/Department Based
Technician	Event & Digital Media Specialist	41	12 Month	Site/Department Based
Technician	Information Security Specialist	46	12 Month	Site/Department Based
Technician	Information Technology Repair Technician	32	12 Month	Site/Department Based
Technician	Information Technology Support Technician	39	12 Month	Site/Department Based
Technician	Lead Information Technology Support Technician	42	12 Month	Site/Department Based
Technician	Network Technician	41	12 Month	Site/Department Based
Technician	Programmer/Analyst	45	12 Month	Site/Department

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

				Based
Technician	Safety Technician	40	12 Month	Site/Department Based
Technician	Special Education Data Technician I	29	12 Month	Site/Department Based
Technician	Special Education Data Technician II	35	12 Month	Site/Department Based
Technician	Student Information Technician I	39	12 Month	Site/Department Based
Technician	Systems Analyst	43	12 Month	Site/Department Based
Transportation	Accounting Technician II - Transportation	30	12 Month	Site/Department Based
Transportation	Accounting Technician III - Transportation	37	12 Month	Site/Department Based
Transportation	Advanced Bus Driver	32	12 Month	Site/Department Based
Transportation	Automobile Driver	23	School Session	Site/Department Based
Transportation	Bus Driver	30	School Session	Site/Department Based
Transportation	Delegated Behind the Wheel Trainer	33	12 Month	Site/Department Based
Transportation	Dispatcher	34	12 Month	Site/Department Based
Transportation	Lead Auto/Diesel Mechanic	42	12 Month	Site/Department Based
Transportation	Lead Bus Driver	31	12 Month	Site/Department Based
Transportation	Transportation Instructor	35	12 Month	Site/Department Based
Transportation	Transportation Planner	42	12 Month	Site/Department Based
Transportation	Transportation Specialist	37	12 Month	Site/Department Based
Transportation	Transportation Technician	30	12 Month	Site/Department Based
Transportation	Vehicle Maintenance Mechanic I	32	12 Month	Site/Department Based
Transportation	Vehicle Maintenance Mechanic II	36	12 Month	Site/Department Based
Transportation	Vehicle Maintenance Mechanic III	40	12 Month	Site/Department Based

Revised 05/19/2026

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

Work Calendar	Salary Schedule ID	Salary Schedule
School Session	220	Classified Hourly
Classified Specialty Fields	220 206	220 = Classified Hourly 206 = Classified Specialty Fields
10 Month	219	Classified Hourly
10.5 Month	218	Classified Hourly
10.75 Month	217	Classified Hourly
11 Month	222	Classified Hourly
11 Month ELOP	223	Classified Hourly
12 Month	216	Classified 12 Month
Adult Ed Campus Supervisor II	225	Classified Hourly
Adult Ed 11 Month	224	Classified Hourly
Preschool Teacher	115	Preschool Teacher

APPENDIX B-1: GRIEVANCE FORM - LEVEL II

Original to Immediate Supervisor
Copy Retained by Grievant

APPENDIX B-1: GRIEVANCE FORM - LEVEL II

Submission of Complaint - All portions of this section must be completed by the grievant.

Employee Name _____ **School/Work Site** _____

Statement of Grievance

Specified provisions of the Collective Bargaining Agreement alleged to have been violated and date of said violation.

Date of alleged violation _____

Collective bargaining agreement provision

Remedy Sought

Date _____ Signature _____

Upon completion of this section, the grievant shall present the original to the immediate supervisor. A copy should be retained by the grievant.

Immediate Supervisor's Response

Date _____ Signature _____

Upon completion of this section, the immediate supervisor shall retain the original, present a copy to the grievant, and forward a copy to the Personnel Administrator and Association President.

Original to Immediate Supervisor

Copy Retained by Grievant

APPENDIX B-2: GRIEVANCE FORM - LEVEL III

APPENDIX B-2: GRIEVANCE FORM - LEVEL III

Appeal to the Personnel Administrator - All portions of this section must be completed by the grievant.
A copy of the complete Level II Grievance Form must be attached.

Employee Name _____

Reason for Appeal

Remedy Sought

Date _____

Signature _____

Upon completion of this section, the grievant shall present the original to the immediate supervisor. A copy should be retained by the grievant.

Personnel Administrator's Response

Date _____

Signature _____

Upon completion of this section, the Personnel Administrator shall retain the original, forward a copy to the grievant with a copy of the completed Level II Grievance Form, forward a copy to the grievant's immediate supervisor, and a copy to the Association President.

APPENDIX C-1: CLASSIFIED MONTHLY SALARY SCHEDULE 2025/2026



HEMET UNIFIED SCHOOL DISTRICT CLASSIFIED 12 MONTH EMPLOYEES MONTHLY SALARY SCHEDULE

	1	2	3	4	5	8**
17	3,288	3,456	3,630	3,818	4,002	4,204
18	3,369	3,539	3,726	3,903	4,095	4,302
19	3,456	3,630	3,818	4,002	4,198	4,407
20	3,543	3,730	3,923	4,111	4,309	4,529
21	3,630	3,818	4,002	4,198	4,413	4,636
22	3,730	3,923	4,111	4,309	4,531	4,759
23	3,826	4,007	4,204	4,420	4,636	4,866
24	3,923	4,111	4,309	4,531	4,757	4,997
25	4,007	4,204	4,420	4,636	4,878	5,123
26	4,111	4,309	4,531	4,757	4,996	5,246
27	4,212	4,425	4,637	4,882	5,116	5,373
28	4,319	4,534	4,765	4,997	5,252	5,517
29	4,425	4,637	4,882	5,116	5,373	5,641
30	4,534	4,765	4,997	5,252	5,515	5,788
31	4,637	4,882	5,116	5,373	5,646	5,932
32	4,765	4,997	5,252	5,515	5,783	6,076
33	4,885	5,134	5,377	5,646	5,932	6,222
34	5,006	5,254	5,517	5,784	6,086	6,394
35	5,142	5,381	5,657	5,939	6,222	6,540
36	5,254	5,517	5,806	6,086	6,394	6,712
37	5,390	5,660	5,942	6,240	6,553	6,884
38	5,517	5,806	6,086	6,394	6,715	7,050
39	5,660	5,942	6,240	6,553	6,878	7,223
40	5,806	6,086	6,394	6,715	7,048	7,400
41	5,951	6,251	6,568	6,890	7,230	7,589
42	6,092	6,408	6,726	7,057	7,412	7,780
43	6,251	6,565	6,890	7,230	7,595	7,977
44	6,410	6,726	7,062	7,412	7,782	8,170
45	6,568	6,892	7,241	7,603	7,981	8,379
46	6,731	7,069	7,419	7,792	8,180	8,586
47	6,900	7,243	7,609	7,987	8,382	8,802
48	7,069	7,422	7,794	8,186	8,592	9,024
49	7,245	7,612	7,991	8,388	8,812	9,252
50	7,428	7,800	8,191	8,597	9,030	9,483

** THREE SEMESTER UNITS, OR 45 EQUIVALENT CLOCK HOURS, REQUIRED FOR EIGHTH YEAR PROFESSIONAL GROWTH INCREMENT

LONGEVITY STIPENDS: AFTER 10 YEARS = \$500, AFTER 15 YEARS = \$750, AFTER 20 YEARS = \$1,000, AFTER 25 YEARS = \$1,250

HOURS WORKED BEYOND THE MONTHLY BASE SALARY ARE SUBMITTED VIA AN EXTRA DUTY TIMECARD AND ARE PAID
IN ACCORDANCE WITH THE PAYROLL SCHEDULE

SALARY SCHEDULE 216

FTE 173.333 12 Month - 260 Days

4.25% INCREASE

EFFECTIVE DATE: 07/01/2025

REVISION DATE: 04/30/2026

BOARD APPROVED: 05/05/2026

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

POSITIONS COVERED BY THIS SALARY SCHEDULE:	ROW
Clerk, Custodian I, Groundskeeper I	26
Facilities Custodian/Groundskeeper	27
Accounting Technician I, Custodian II, District Language Evaluator, Printing Assistant	28
Administrative Secretary I, Attendance Clerk (Western Center), Groundskeeper II, Head Custodian I, Professional Development Academy Program Asst II, Special Education Data Technician I	29
Accounting Technician II, Assistant Storekeeper/Delivery Driver, Centralized Registration Technician, Facilities Maintenance Custodian, Groundskeeper III, Head Custodian II, Nutrition Services Delivery Driver, Registrar I, Secretary, Transportation Technician	30
Administrative Secretary II, Adult Education Registrar I - Bilingual, Groundskeeper IV, Health Services Technician (District Office without LVN), Instructional Materials Clerk, Lead Bus Driver, Maintenance Worker	31
Advanced Bus Driver, Health Services Specialist, Health Services Technician (District Office with LVN), HR Specialist, Information Technology Repair Technician, MAA/LEA Billing Specialist, Nutrition Technician, Print Services Technician, Registrar II, Vehicle Maintenance Mechanic I	32
Community Outreach & Intervention Specialist, Delegated Behind the Wheel Trainer, Storekeeper	33
Dispatcher, District Translator/Interpreter, Maintenance & Operations Specialist, Purchasing Specialist	34
Aquatics Specialist, Bakery Technician, Cook/Chill Technician, Fresh Production Technician, Nutrition Services Warehouse Technician, Nutrition Services Skilled Maintenance Worker II-HVAC, Skilled Maintenance Worker II, Skilled Maintenance Worker II/Low Voltage System Technician, Special Education Data Technician II, Transportation Instructor	35
Administrative Secretary III, Buyer, Grounds Equipment Technician Nutrition Services Buyer, Secondary CCI and A-G Specialist, Secondary Pathway Specialist, Vehicle Maintenance Mechanic II	36
Accounting Technician III, Facilities Specialist, Payroll Technician, School Office Manager Transportation Specialist	37
Employee Attendance & Leaves Technician, Information Technology Support Technician, Instructional Publication Center-Graphic Design Tech, Print Services Specialist Skilled Maintenance Worker III, Skilled Maintenance Worker III/HVAC, Skilled Maintenance Worker III/Low Voltage Sys. Tech., Skilled Maintenance Worker III/Painter, Skilled Maintenance Worker III/Plumber, Skilled Maintenance Worker III/Roofer, Student Information Technician I	39
Locksmith, Payroll Support Specialist, Safety Technician, Vehicle Maintenance Mechanic III	40
Event & Digital Media Specialist, Network Technician	41
Lead Auto/Diesel Mechanic, Lead Information Technology Support Technician, Transportation Planner	42
Accountant, Senior Buyer, Systems Analyst	43
CALPADS Technician, Data Analyst	44
Programmer/Analyst	45
Information Security Specialist	46

APPENDIX C-2: CLASSIFIED HOURLY SALARY SCHEDULE 2025/2026



**HEMET UNIFIED SCHOOL DISTRICT
CLASSIFIED HOURLY EMPLOYEES
HOURLY SALARY SCHEDULE**

	1	2	3	4	5	8**
17	18.96	19.94	20.94	22.02	23.08	24.26
18	19.44	20.42	21.50	22.52	23.62	24.81
19	19.94	20.94	22.02	23.08	24.23	25.43
20	20.44	21.52	22.63	23.71	24.85	26.14
21	20.94	22.02	23.08	24.23	25.46	26.75
22	21.52	22.63	23.71	24.85	26.15	27.46
23	22.07	23.11	24.26	25.50	26.75	28.08
24	22.63	23.71	24.85	26.15	27.45	28.83
25	23.11	24.26	25.50	26.75	28.15	29.55
26	23.71	24.85	26.15	27.45	28.81	30.27
27	24.31	25.53	26.76	28.17	29.52	30.99
28	24.92	26.17	27.50	28.83	30.31	31.82
29	25.53	26.76	28.17	29.52	30.99	32.55
30	26.17	27.50	28.83	30.31	31.81	33.39
31	26.76	28.17	29.52	30.99	32.57	34.23
32	27.50	28.83	30.31	31.81	33.36	35.06
33	28.19	29.63	31.02	32.57	34.23	35.89
34	28.88	30.32	31.82	33.37	35.11	36.88
35	29.66	31.05	32.64	34.27	35.89	37.73
36	30.32	31.82	33.50	35.11	36.88	38.72
37	31.10	32.65	34.28	36.02	37.81	39.72
38	31.82	33.50	35.11	36.88	38.73	40.68
39	32.65	34.28	36.02	37.81	39.68	41.68
40	33.50	35.11	36.88	38.73	40.66	42.69
41	34.33	36.07	37.87	39.75	41.71	43.79
42	35.15	36.98	38.80	40.71	42.76	44.89
43	36.07	37.86	39.75	41.71	43.83	46.03
44	36.99	38.80	40.74	42.76	44.90	47.13
45	37.87	39.76	41.77	43.88	46.05	48.34
46	38.83	40.78	42.81	44.96	47.20	49.53
47	39.80	41.78	43.91	46.08	48.36	50.79
48	40.78	42.82	44.97	47.23	49.57	52.06
49	41.79	43.92	46.11	48.39	50.84	53.38
50	42.86	45.00	47.27	49.60	52.10	54.72

** THREE SEMESTER UNITS, OR 45 EQUIVALENT CLOCK HOURS, REQUIRED FOR EIGHTH YEAR PROFESSIONAL GROWTH INCREMENT

LONGEVITY STIPENDS: AFTER 10 YEARS = \$500, AFTER 15 YEARS = \$750, AFTER 20 YEARS = \$1,000, AFTER 25 YEARS = \$1,250

DUE TO CALPERS REPORTING REQUIREMENTS, EMPLOYEES WORKING LESS THAN 12 MONTHS CALCULATE THEIR BASE SALARY WITH THE FOLLOWING FORMULA:

(WORK CALENDAR DAYS x AVERAGE BASE HOURS PER DAY x HOURLY RATE) ÷ WORK CALENDAR PAY PERIODS = MONTHLY BASE SALARY

HOURS WORKED BEYOND THE MONTHLY BASE SALARY ARE SUBMITTED VIA AN EXTRA DUTY TIME CARD AND ARE PAID IN ACCORDANCE WITH THE PAYROLL SCHEDULE

SALARY SCHEDULES 217, 218, 219, 220, 222, 223, 224, 225
4.25% INCREASE

EFFECTIVE DATE: 07/01/2025
REVISION DATE: 04/30/2026
BOARD APPROVED: 05/05/2026

APPENDIX C-3: CLASSIFIED SPECIALTY FIELDS SALARY SCHEDULE 2025-2026



**HEMET UNIFIED SCHOOL DISTRICT
CLASSIFIED SPECIALTY FIELDS
HOURLY SALARY SCHEDULE**

	1	2	3	4	5	8**
1	68.24	71.52	74.96	78.57	82.34	86.28
40	33.50	35.11	36.88	38.73	40.66	42.69

POSITIONS COVERED BY THIS SALARY SCHEDULE:

ROW 1

DISTRICT LICENSED MENTAL HEALTH PROFESSIONAL
PHYSICAL THERAPIST
SCHOOL OCCUPATIONAL THERAPIST
SPED BEHAVIORAL AND MENTAL HEALTH PROFESSIONAL

ROW 40

BEHAVIOR SUPPORT SPECIALIST
ALCOHOL & SUBSTANCE USE INTERVENTION SPECIALIST
DISTRICT ASSOCIATE MENTAL HEALTH PROFESSIONAL

** THREE SEMESTER UNITS, OR 45 EQUIVALENT CLOCK HOURS, REQUIRED FOR EIGHTH YEAR PROFESSIONAL GROWTH INCREMENT

LONGEVITY STIPENDS:

AFTER 10 YEARS = \$500, AFTER 15 YEARS = \$750, AFTER 20 YEARS = \$1,000, AFTER 25 YEARS = \$1,251

DUE TO CALPERS REPORTING REQUIREMENTS, EMPLOYEES WORKING LESS THAN 12 MONTHS CALCULATE THEIR BASE SALARY WITH THE FOLLOWING FORMULA:

$(\text{WORK CALENDAR DAYS} \times \text{AVERAGE BASE HOURS PER DAY} \times \text{HOURLY RATE}) \div \text{WORK CALENDAR PAY PERIODS} = \text{MONTHLY BASE SALARY}$

HOURS WORKED BEYOND THE MONTHLY BASE SALARY ARE SUBMITTED VIA AN EXTRA DUTY TIMECARD AND ARE PAID IN ACCORDANCE WITH THE PAYROLL SCHEDULE

SALARY SCHEDULE 206
4.25% INCREASE

EFFECTIVE DATE: 07/01/2025
REVISION DATE: 04/30/2026
BOARD APPROVED: 05/05/2026

APPENDIX C-4: PRESCHOOL/HEADSTART TEACHERS 2025-2026



**HEMET UNIFIED SCHOOL DISTRICT
PRESCHOOL/HEADSTART TEACHER**

ANNUAL SALARY SCHEDULE

	CHILD CNTR PERMIT	AA OR EQUIV + CHILD CNTR PERMIT	80 UNITS + CHILD CNTR PERMIT	BA + CHILD CNTR PERMIT	MA + CHILD CNTR PERMIT
1	44,667	48,079	50,520	52,932	57,783
2	46,976	50,749	53,268	55,781	60,942
3	49,260	53,213	55,807	58,452	63,866
4	51,751	55,807	58,629	61,378	66,976
5	54,424	58,529	61,506	64,458	70,414
6	57,142	61,277	64,302	67,281	73,133
7	59,940	64,202	67,154	70,081	76,009
8	62,895	67,052	70,027	73,004	78,885
9	65,740	69,950	72,954	75,880	81,735

SALARY SCHEDULE 115
213 DAYS
4.25% INCREASE

EFFECTIVE DATE: 07/01/2025
REVISION DATE: 04/30/2026
BOARD APPROVED: 05/05/2026

HOURLY SALARY SCHEDULE

	CHILD CNTR PERMIT	AA OR EQUIV + CHILD CNTR PERMIT	80 UNITS + CHILD CNTR PERMIT	BA + CHILD CNTR PERMIT	MA + CHILD CNTR SUPER
1	26.22	28.22	29.65	31.06	33.90
2	27.57	29.78	31.26	32.72	35.76
3	28.91	31.24	32.73	34.30	37.48
4	30.37	32.73	34.42	36.03	39.30
5	31.93	34.34	36.10	37.82	41.34
6	33.53	35.97	37.73	39.48	42.93
7	35.17	37.68	39.41	41.13	44.60
8	36.90	39.35	41.10	42.86	46.30
9	38.57	41.05	42.81	44.53	47.97

SALARY SCHEDULE 114
4.25% INCREASE

EFFECTIVE DATE: 07/01/2025
REVISION DATE: 04/30/2026
BOARD APPROVED: 05/05/2026

**APPENDIX C-5: CLASSIFIED SALARY SCHEDULE - WHEN SERVING AS A SUBSTITUTE
2025-2026**



**HEMET UNIFIED SCHOOL DISTRICT
CLASSIFIED SUBSTITUTE
HOURLY PAY SCHEDULE**

POSITION	HOURLY RATE
ACCOUNTING TECHNICIAN / PAYROLL TECHNICIAN	17.25
ADMINISTRATIVE ASSISTANT II	36.35
AUTOMOBILE DRIVER	17.00
BUS DRIVER / DELIVERY DRIVER	20.00
CAMPUS SUPERVISOR	20.00
CENTRALIZED REGISTRATION TECHNICIAN	17.00
CLASSROOM ACTIVITY SPECIALIST	16.90
CLERICAL *	17.00
COMPUTER TECHNICIAN	22.00
CTE PATHWAY ASSISTANT	16.90
CUSTODIAN / GROUNDS / MAINTENANCE	17.00
HEALTH CARE SPECIALIST / LVN	28.00
HEALTH SERVICES TECHNICIAN	18.00
HUMAN RESOURCES TECHNICIAN	34.60
INSTRUCTIONAL (IAC, IASH, KIA, LIA)	18.00
INTENSIVE BEHAVIOR INTERVENTION ASSISTANT (IBIA)	20.00
LIBRARY MEDIA TECHNICIAN	17.00
NUTRITION ASSISTANT	16.90
PRESCHOOL INSTRUCTIONAL AIDE	16.90
PRINT OPERATIONS ASSISTANT	19.00
PRINT SERVICES ASSISTANT / REPOGRAPHICS CLERK	17.00
SCHOOL OFFICE MANAGER	22.00
SITE FACILITATOR	18.00
SPEECH & LANGUAGE PATHOLOGY ASSISTANT	22.00
SUPERVISION AIDE / BREAKFAST SUPERVISION AIDE	16.90
THEATER/PRODUCTION TECHNICIAN	17.00
TRANSPORTATION INSTRUCTOR	16.90
TRANSPORTATION PLANNER	19.75
TRANSPORTATION SPECIALIST	17.25
VEHICLE MECHANIC	22.00

* Clerical Positions: Clerk, Family and Community Outreach Liaison, Secretary, and Student Body Activities Assistant

SALARY SCHEDULE 399
EFFECTIVE DATE: 01/01/2026
REVISION DATE: 12/22/2025
BOARD APPROVED: 01/13/2026

**APPENDIX C-6: CLASSIFIED SALARY SCHEDULE - HOURLY PRESCHOOL/HEADSTART
SUBSTITUTE TEACHERS 2025-2026**



**HEMET UNIFIED SCHOOL DISTRICT
PRESCHOOL/HEADSTART
SUBSTITUTE TEACHERS
2023-2024 HOURLY PAY SCHEDULE**

HOURLY RATE
22.00

SALARY SCHEDULE 127
EFFECTIVE DATE: 01/01/2024
BOARD APPROVED: 01/16/2024

APPENDIX D: CLASSIFIED EMPLOYEE LEAVE REQUEST & ABSENCE REPORTING PROCESS

Purpose:

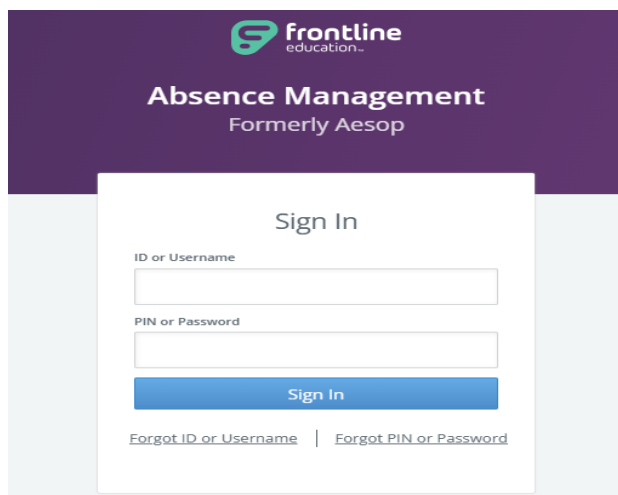
This process guide provides step-by-step instructions for bargaining unit members to enter and manage their absences using the Frontline Absence Management system, as well as general information and resources for leaves. Accurate, timely entries and communication of employee leave needs ensure proper scheduling, substitute coverage, and accurate payroll processing.

All employees are responsible for entering their absences as early as possible into the Frontline Absence Management System. The system will not allow absences to be entered within two hours of the employee's shift time or after the time has passed. In the event an employee is unable to enter their absence due to the system's cut-off time, they must notify their supervisor and/or designee of their absence. The employee may be required to provide this request in writing for documentation purposes per site/departmental established practice.

Accessing the Frontline Absence Management System:

Web Portal:

1. The employee may access the Frontline system by opening the web browser and going to:
<https://www.aesoponline.com/login2.asp>



2. Employee will need to log in using their Frontline ID and password.
 - a. If an employee cannot recall their username or password, they may use the recovery options linked below, where the employee signs in.
 - b. If the employee does not have an account or cannot reset their username or password by using the recovery option, they will need to contact the Human Resources Department for assistance.

Mobile Access Option:

1. The employee may download the Frontline Education app from the App Store (iOS) or Google Play (Android).
2. They may log in using their Frontline ID and password.

Entering an Absence:

Step 1: Select "Create Absence"

- On your dashboard, click the "Create Absence" button or icon.

The screenshot shows the 'Create Absence' form. At the top, there are four tabs: 'Create Absence' (active), 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. Below the tabs, there's a header bar with 'Please select a date' and a 'Need more options? Advanced Mode' link. The main form area is divided into several sections. On the left is a calendar for October 2022, with dates 27 and 28 highlighted. Below the calendar is a 'Helpful Hint' box. To the right of the calendar is a 'Substitute Required' dropdown set to 'No'. Below that is an 'Absence Reason' dropdown set to 'Select One'. Further down is a 'Time' section with a 'Full Day' dropdown and a time range input (07:30 AM to 04:30 PM). Below the time section is a 'Notes to Administrator' text area. To the right of the notes is a 'FILE ATTACHMENTS' section with a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

Step 2: Choose Absence Details

- Date(s): Select the date or range of dates for your absence(s).
- Absence Reason: Select the appropriate reason from the drop-down list.
 - Sick leave (maternity leave is entered under sick leave)
 - Discretionary
 - Personal Necessity
 - Family Care Leave
 - Vacation
 - Jury Duty
 - Bereavement
 - Military Leave
 - Comp time

*There are other options included in the drop down list utilized for special/specific circumstances. Options listed above are the most common types of leave that an employee may enter. If an employee is unsure of which leave reason to utilize, they may contact their leave and attendance technician for guidance.

- Time: Select if the absence is for a full day, half day (AM/PM), or customize your time. Classified absences must be entered in quarter increments (15 minutes).
- Substitute Required: Indicate whether a substitute is needed.

Step 3: Add Notes

- Notes to Administrator: The following absence reasons require the "Notes to Administrator" section to be completed.
 - For Family Care Leave approved absences - add 'FCL', with the relationship of the person for whom Family Care Leave is being used.
 - For Bonding approved absences - add "Bonding" to notes

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- If the employee is absent for approved FMLA/CFRA (Family Medical Leave Act/ California Family Rights Act) leave, they may add "FMLA" and/or "CFRA" to notes when entering a sick leave or Family Care Leave absence.

Step 4: Review and Submit

- Double-check the details for accuracy
- Click "Create Absence" to finalize the absence request.

Modifying or Canceling Absences:

1. How the employee modifies or cancels a scheduled absence in the Frontline Absence Management (an absence that was previously entered by the employee).

Step 1: The Employee will need to log in to their Frontline Absence Management account.

Step 2: The employee will click on the scheduled absences tab.

Step 3: To modify an absence (such as hours absent, date, or reason for absence)

- Click on View Details for the absence that needs to be updated.
- Select edit absence and make changes, then submit.
- To cancel an absence entered, click delete on the date of the absence that should be deleted.

The screenshot displays the Frontline Absence Management interface. At the top, there are three calendar views for June 2025, July 2025, and August 2025. Below the calendars is a legend: a blue square for 'Absences', an orange square for 'Closed Day', and a yellow square for 'In-service day'. The main section is titled 'Create Absence' and has four tabs: 'Create Absence', '2 Scheduled Absences', '4 Past Absences', and '0 Denied Absences'. The 'Scheduled Absences' tab is active, showing a table of scheduled absences.

Date	Reason	Location	Duration	Time
CONFIRMATION # 713592750 NO SUBSTITUTE REQUIRED / NO APPROVAL REQUIRED Delete View Details				
01 Jul 2025	Discretionary	HUMAN RESOURCES DEPT	08:00	7:30 AM - 4:30 PM
CONFIRMATION # 713593405 NO SUBSTITUTE REQUIRED / NO APPROVAL REQUIRED Delete View Details				
03 Jul 2025	Discretionary	HUMAN RESOURCES DEPT	08:00	7:30 AM - 4:30 PM

2. Absence Correction Form Process:

A correction form is required anytime an employee and/or the school site/department needs to correct employee absence information that was reported or not reported after the Frontline Lock/deadline date.

Correction types:

- Addition- use this code (1) for reporting an absence that was not reported.
 - Example: change hours from 0 to 3.0 S
- Deletion- Use this code (2) when you need to delete an absence that was reported.
 - Example: change hours from 3.0 S to 0
- Change- Use this code (3) when you need to make a change to an absence that was reported.
 - Example: 2.75 S to 3.0 S

Correction forms should notate the reason for the correction along with any of the info that would normally go into

the notes to the administrator section in Frontline. For example: if the correction is to add a Family Care Leave entry, the correction form needs to say the relationship of the person.

All correction forms should be signed by the employee.

If an employee is unable to sign a correction form, the following process should be followed:

- The Office Manager/Designee will email a correction form (with information filled in for the employee) to the employee for signature.
- Employees may digitally sign the correction form or print, sign, and scan it back to the Office Manager.
- If the employee does not have access to digitally sign the correction form or print, they will need to confirm the changes are accurate/approve the corrections via email to the Office Manager/Designee. The Office Manager will need to scan the correction form with the email from the employee showing they approved the correction. Where the form asks for the employee's signature, write see attached.
- All correction forms need to be signed by the designated administrator and scanned to the designated Attendance & Leave Technician.
- If Employee Attendance and Leaves receives a correction form that is not signed by the employee, administrator, or does not have the necessary backup attached, it will be sent back to the site/department for correction.
- Incomplete correction forms will not be processed.

Vacation Leave Process

- All vacation leave entries must be pre-approved on the employee's designated work year calendar by their supervisor in accordance with Article 15 of the CSEA Bargaining Agreement. Employees must have vacation time earned to use vacation time.
 - Vacation days must be entered in Frontline Absence Management according to the dates on the employee's approved work year calendar.
 - If vacation time is utilized for other approved leave (such as Family Care Leave), a revised work year calendar must be submitted to your supervisor reflecting the days vacation was taken.

General Leave Tips and Reminders:

- Employees are encouraged to visit the (link here:) [Employee Attendance & Leaves Department Webpage](#) for general leave information.
- Employees are encouraged to contact their designated Employee Attendance & Leave Technician or contact the group email at employeeattendanceleave@hemetusd.org.
- Leaves that require documentation:
 - Sick leave absences of 5 or more consecutive days.
 - Family Care Leave absences of 6 or more consecutive days.
 - Leave that is intermittent leave or where the employee will be absent for Extended Leave (10 or more consecutive days).
 - Any unpaid leaves require prior approval from Human Resources.
 - Jury duty- Upon completion of Jury service, employees need to submit the "Jury Service Certificate" to receive Jury Duty leave.
- Important: Do NOT attach doctors' notes or any other confidential documentation in Frontline. Send all documentation to the assigned Leave and Attendance technician and the Site Office Manager/Designee. If unknown, please send to the employee attendance group email, employeeattendanceleave@hemetusd.org.
- Please note that sick leave, discretionary, personal necessity, and Family Care Leave are all deducted from the employee's total sick leave "bank". They are not additional amounts of leave.
- Absence balances will be reflected on the employee's most recent paycheck stub and will reflect a month in arrears. Your most recent pay stub has your leave balances listed through the end of the previous month. (Ex: your August 31st paystub has your leave balances through July 31st).
- Please note that balances in Frontline are not always accurate. Should employees have questions regarding their leave balances, they may contact their designated Employee Attendance and Leave Technician for assistance.

APPENDIX E: CLASSIFIED EMPLOYEE LEAVE FLOWCHART

This flowchart is provided only a reference tool to support bargaining unit members. Bargaining unit members should reference the negotiated agreement for comprehensive leave language and allocations.

Type of Leave	Sick Leave	Personal Necessity	Discretionary	Vacation
Allotment	In accordance with 11.1 Full time 12 month - 12 days per school year *Prorated amount for less than full time 12 month	In accordance with 11.3 Up to 7 days per school year Sub allotment of sick leave. Must have sick leave balance available to utilize.	In accordance with 11.4 Up to 4 days per school year Sub allotment of sick leave and personal necessity. Must have sick leave and personal necessity balances available to utilize.	In accordance with 15.3 *Allotment varies by employee status and years of service
Accruals	Accrual does not reset. Sick leave time not utilized will accrue from year to year.	Resets each school year.	Resets each school year.	May roll over maximum of 10 days per school year. If roll over request is not submitted, any remaining vacation allowance will be paid out.
Example/Notes	Upon exhausting sick leave, bargaining unit members have access to extended illness or injury leave per 11.1.4. A doctors note may be required after 5 of more days of consecutive sick leave use. Sick leave may be utilized for family members in accordance with 11.1.6 (Family Care Leave).	When using personal necessity leave, leave will also be deducted from the employees sick leave allowance. Example - employee leave balances: sick 20 hrs., personal necessity 10 hrs., & discretionary 8 hrs. Employee utilizes 2 hours of personal necessity leave. Employee remaining balances: sick 18 hrs., personal necessity 8 hrs., & discretionary - 8 hrs.	When using discretionary leave, leave will also be deducted from the employees personal necessity and sick leave allowances. Example - employee leave balances: sick 20 hrs., personal necessity 10 hrs., & discretionary 8 hrs. Employee utilizes 2 hours of discretionary leave. Employee remaining balances: sick 18 hrs., personal necessity 8 hrs., & discretionary 6 hrs.	Employees must submit a work year calendar each year, indicating when they will be utilizing vacation. Vacation time must be approved prior to use.

Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement

APPENDIX F: CLASSIFIED EMPLOYEE JOB PERFORMANCE REVIEW

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Eval #	Evaluation Date *	Evaluator	Title
0	Select date This field is required		

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Employee ID *
This field is required
Employee Name *
This field is required
Position Title *
This field is required
Period Covered by this Evaluation
Start date → End date

[HUSD Performance Evaluation Rubric for Classified Employees](#)

Standards

1. OBSERVANCE OF WORK HOURS RUBRIC

* Exceeds Standards: Few or no occurrences of being tardy with no impact on site/dept; observes work hours. Follows appropriate district procedures for reporting absences and leaves.

*Meets Standards: Tardiness has minor impact on site/dept; observes work hours; follows appropriate district procedures for reporting absences and leaves.

*Developing Standards: Tardiness adversely affect site/dept.; occasionally adheres to contracted work hours; follows absence reporting procedures.

*Unsatisfactory Performance: Consistent pattern of tardiness that has a major impact on site/ dept.; often does not adhere to contracted work hours; does not always report absences.

1. OBSERVANCE OF WORK HOURS

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on Observance of Work Hours *

1/18/2026 12:00:00 AM

2. SAFETY & COMPLIANCE RUBRIC

* Exceeds Standards: Consistently: follows policies, agreements, established procedures, laws and regulations; observes safety rules; works efficiently and cautiously with equipment and job related materials.

*Meets Standards: Regularly: follows policies, agreements, established procedures, laws and regulations; observes safety rules and practices; works efficiently and cautiously with equipment and job related materials.

*Developing Standards: Occasionally: follows policies, agreements, established procedures, laws and/or regulations; observes safety rules and practices; works efficiently or cautiously with equipment, job related materials.

*Unsatisfactory Performance: Fails to follow policies, agreements, and established procedures, laws and regulations; or does not observe safety rules and practices; or does not work efficiently and cautiously with equipment and job related materials.

2. SAFETY & COMPLIANCE with Federal, State, Laws, Education Code; district, school policies, agreements, procedures and rules as it pertains to the job classification

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on SAFETY & COMPLIANCE with Federal, State, Laws, Education Code; district, school policies, agreements, procedures and rules as it pertains to the job classification *

1/18/2026 12:00:00 AM

Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA Collective Bargaining Agreement

3. CONFIDENTIALITY RUBRIC

* Exceeds Standards: There were no known violations of job related confidentiality nor other inappropriate discussion of job matters; always trusted with highly confidential information.

*Meets Standards: There were no known violations of job related confidentiality nor other inappropriate discussion of job matters; generally trusted with highly confidential information.

*Developing Standards: Some violations of job related confidentiality and/or inappropriate discussion of job matters.

*Unsatisfactory Performance: There is evidence that confidentiality is rarely observed and/or frequent inappropriate discussion of job matters.

3. CONFIDENTIALITY

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on CONFIDENTIALITY *

1/18/2026 12:00:00 AM

4. DEPENDABILITY RUBRIC

* Exceeds Standards: No supervision required; follows instructions correctly after explanation; does not need reminders to follow-through on tasks; reacts quickly, properly and without specific instructions to all demands of the job; consistently uses effective decision making skills and meets deadlines.

*Meets Standards: Supervision rarely required to ensure that work is completed; follows instruction well, with little repeating of instructions; uses good decision making skills and follows through on tasks from start to finish; regularly meets deadlines.

*Developing Standards: Supervision often required to get assigned work done; follows instruction with some errors, repeating of instructions is necessary; occasionally follows through on tasks and use effective decision making skills or meet deadlines.

*Unsatisfactory Performance: Supervision required to get work done; instructions are frequently not followed and/or need to be repeated frequently; does not follow through on tasks; does not use effective decision making skills; often does not meet deadlines.

4. DEPENDABILITY

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on DEPENDABILITY *

1/18/2026 12:00:00 AM

5. PRODUCTIVITY & QUALITY OF WORK RUBRIC

* Exceeds Standards: Prioritizes so that changing demands are met; consistently completes tasks accurately, thoroughly and at a level that is above and beyond what is required; anticipates needs of the site/ department; makes effective use of time and resources.

*Meets Standards: Prioritizes to meet needs of task provided; accurate and thorough in performing tasks; generally completes all tasks in a timely manner; makes good use of time and resources.

*Developing Standards: Occasionally prioritizes; occasionally accurate and thorough in performing tasks; may require corrections by the supervisor and additional training, skill acquisition.

*Unsatisfactory Performance: Prioritizing often neglected, ineffective; is not accurate or thorough in performing tasks; tasks are not completed in a timely manner; makes poor use of time; performance does not improve following clarification of expectation and/or assistance.

5. PRODUCTIVITY & QUALITY OF WORK

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on PRODUCTIVITY & QUALITY OF WORK *

1/18/2026 12:00:00 AM

6. PROFESSIONAL BEHAVIOR & WORKING RELATIONSHIPS WITH OTHERS RUBRIC

* Exceeds Standards: Consistently communicates well orally, demonstrating courtesy and tact; has excellent listening skills; works effectively with and takes initiative to help supervisors, co-workers, other District staff, students, and the public/ community; readily accepts constructive criticism and implements suggestions of others.

*Meets Standards: Communicates well orally, usually displaying courtesy and tact; is a skilled listener; works effectively with and takes initiative to help supervisors, co-workers, other District staff, students, and the public/ community; usually accepts constructive criticism and most suggestions of others.

*Developing Standards: Occasionally communicates well; courtesy and tact are often not displayed; oral and listening skills need improvement; occasionally works effectively with and/or is willing to help supervisors, co-workers, other staff, students, and the public/ community when asked; accepts some constructive criticism and suggestions of supervisors.

*Unsatisfactory Performance: Does not communicate well; may talk too much or not enough to get tasks done effectively; behavior often seen as tactless or discourteous; has poor listening skills; does not work effectively with others; may require supervisor intervention; does not accept constructive criticism or suggestions from supervisor or others; is argumentative and/or difficult to deal with.

6. PROFESSIONAL BEHAVIOR & WORKING RELATIONSHIPS WITH OTHERS

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on PROFESSIONAL BEHAVIOR & WORKING RELATIONSHIPS WITH OTHERS *

1/18/2026 12:00:00 AM

Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA Collective Bargaining Agreement

7. WORK ATTITUDE RUBRIC

* Exceeds Standards: Consistently and effectively; provides positive customer service; demonstrates a positive feeling about work around others and in a variety settings, situations; utilizes initiative and readily adapts to changing situations; deals with stress in a positive manner.

*Meets Standards: Regularly; provides positive customer services; displays positive attitude; generally utilizes initiative and works with little supervision; demonstrates flexibility in adapting to changes; deals with stressful situations properly.

*Developing Standards: Occasionally; provides positive customer service; displays positive attitude; utilizes initiative in completing job related tasks or work without immediate supervision; flexible in adjusting to changes; sometimes unable to deal with stressful situations in a positive manner.

*Unsatisfactory Performance: Displays negative or hostile attitude; does not utilize initiative in completing job related tasks or have the ability to work without supervision; refuses to accept new ideas and is not flexible in adjusting to changes; stressful situations or change is met with tension, loss of poise, and/or other ineffective behavior; expresses dissatisfaction with and/or open dislike for job.

7. WORK ATTITUDE

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on WORK ATTITUDE *

1/18/2026 12:00:00 AM

8. WORK KNOWLEDGE & SKILLS RUBRIC

* Exceeds Standards: Knowledgeable about all aspects of the job; required skills are strong; identifies needs and solves problems independently; is a self- starter and a quick study.

*Meets Standards: Has the job knowledge to complete given tasks; has the required skills for the work; initiates required actions and solves problems independently.

*Developing Standards: Knowledge of some aspects of the job; some skills are still developing; occasionally initiates required actions and solves problems with some assistance.

*Unsatisfactory Performance: Knowledge about key aspects of the job is inadequate; needed skills are absent or below an acceptable level; overlooks or does not see needs on the job; assistance is frequently required to solve problems.

8. WORK KNOWLEDGE & SKILLS

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Comments on WORK KNOWLEDGE & SKILLS *

1/18/2026 12:00:00 AM

Overall Comments, Commendations, Recommendations

1/18/2026 12:00:00 AM

Assistance Plan Provided?

- ☐ Yes ☐ No

Supervisor Position Title:

MY ELECTRONIC SIGNATURE INDICATES I UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING: 1) My supervisor has reviewed and discussed this evaluation with me; 2) A copy of this evaluation will be placed in my personnel file; 3) If I disagree with this performance evaluation, I may submit a written statement within ten (10) working days from receipt to the evaluator which will be attached to the evaluation.

Overall Rating

- ☐ Exceeds Standards
☐ Meets Standards
☐ Developing Standards
☐ Unsatisfactory Performance

Administrator eSign: -

Employee eSign: -

Document Attachments

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

HUSD Performance Evaluation Rubric for Classified Employees

1. OBSERVANCE OF WORK HOURS			
Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
Few or no occurrences of being tardy with no impact on site/dept; observes work hours. Follows appropriate district procedures for reporting absences and leaves.	Tardiness has minor impact on site/dept.; observes work hours; follows appropriate district procedures for reporting absences and leaves.	Tardiness adversely affect site/dept.; occasionally adheres to contracted work hours; follows absence reporting procedures.	Consistent pattern of tardiness that has a major impact on site/dept.; often does not adhere to contracted work hours; does not always report absences.
2. SAFETY & COMPLIANCE with Federal, State, Laws, Education Code; district, school policies, agreements, procedures and rules as it pertains to the job classification			
Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
Consistently: follows policies, agreements, established procedures, laws and regulations; observes safety rules; works efficiently and cautiously with equipment and job related materials.	Regularly: follows policies, agreements, established procedures, laws and regulations; observes safety rules and practices; works efficiently and cautiously with equipment and job related materials.	Occasionally: follows policies, agreements, established procedures, laws and/or regulations; observes safety rules and practices; works efficiently or cautiously with equipment, job related materials.	Fails to follow policies, agreements, and established procedures, laws and regulations; or does not observe safety rules and practices; or does not work efficiently and cautiously with equipment and job related materials
3. CONFIDENTIALITY			
Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
There were no known violations of job related confidentiality nor other inappropriate discussion of job matters; always trusted with highly confidential information.	There were no known violations of job related confidentiality nor other inappropriate discussion of job matters; generally trusted with highly confidential information.	Some violations of job related confidentiality and/or inappropriate discussion of job matters.	There is evidence that confidentiality is rarely observed and/or frequent inappropriate discussion of job matters.
4. DEPENDABILITY			
Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
No supervision required; follows instructions correctly after explanation; does not need reminders to follow-through on tasks; reacts quickly, properly and without specific instructions to all demands of the job; consistently uses effective decision making skills and meets deadlines.	Supervision rarely required to ensure that work is completed; follows instruction well, with little repeating of instructions; uses good decision making skills and follows through on tasks from start to finish; regularly meets deadlines.	Supervision often required to get assigned work done; follows instruction with some errors, repeating of instructions is necessary; occasionally follows through on tasks and use effective decision making skills or meet deadlines	Supervision required to get work done; instructions are frequently not followed and/or need to be repeated frequently; does not follow through on tasks; does not use effective decision making skills; often does not meet deadlines.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

5. PRODUCTIVITY & QUALITY OF WORK			
Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
Prioritizes so that changing demands are met; consistently completes tasks accurately, thoroughly and at a level that is above and beyond what is required; anticipates needs of the site/ department; makes effective use of time and resources.	Prioritizes to meet needs of task provided; accurate and thorough in performing tasks; generally completes all tasks in a timely manner; makes good use of time and resources.	Occasionally prioritizes; occasionally accurate and thorough in performing tasks; may require corrections by the supervisor and additional training, skill acquisition.	Prioritizing often neglected, ineffective; is not accurate or thorough in performing tasks; tasks are not completed in a timely manner; makes poor use of time; performance does not improve following clarification of expectation and/or assistance.
6. PROFESSIONAL BEHAVIOR & WORKING RELATIONSHIPS WITH OTHERS			
Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
Consistently communicates well orally, demonstrating courtesy and tact; has excellent listening skills; works effectively with and takes initiative to help supervisors, co-workers, other District staff, students, and the public/ community; readily accepts constructive criticism and implements suggestions of others.	Communicates well orally, usually displaying courtesy and tact; is a skilled listener; works effectively with and takes initiative to help supervisors, co-workers, other District staff, students, and the public/ community; usually accepts constructive criticism and most suggestions of others	Occasionally communicates well; courtesy and tact are often not displayed; oral and listening skills need improvement; occasionally works effectively with and/or is willing to help supervisors, co-workers, other staff, students, and the public/ community when asked; accepts some constructive criticism and suggestions of supervisors	Does not communicate well; may talk too much or not enough to get tasks done effectively; behavior often seen as tactless or discourteous; has poor listening skills; does not work effectively with others; may require supervisor intervention; does not accept constructive criticism or suggestions from supervisor or others; is argumentative and/or difficult to deal with

7. WORK ATTITUDE

Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
Consistently and effectively: provides positive customer service; demonstrates a positive feeling about work around others and in a variety settings, situations; utilizes initiative and readily adapts to changing situations; deals with stress in a positive manner.	Regularly: provides positive customer services; displays positive attitude; generally utilizes initiative and works with little supervision; demonstrates flexibility in adapting to changes; deals with stressful situations properly.	Occasionally: provides positive customer service; displays positive attitude; utilizes initiative in completing job related tasks or work without immediate supervision; flexible in adjusting to changes; sometimes unable to deal with stressful situations in a positive manner.	Displays negative or hostile attitude; does not utilize initiative in completing job related tasks or have the ability to work without supervision; refuses to accept new ideas and is not flexible in adjusting to changes; stressful situations or change is met with tension, loss of poise, and/or other ineffective behavior; expresses dissatisfaction with and/or open dislike for job.

8. WORK KNOWLEDGE & SKILLS

Exceeds Standards	Meets Standards	Developing Standards	Unsatisfactory Performance
Knowledgeable about all aspects of the job; required skills are strong; identifies needs and solves problems independently; is a self-starter and a quick study	Has the job knowledge to complete given tasks; has the required skills for the work; initiates required actions and solves problems independently	Knowledge of some aspects of the job; some skills are still developing; occasionally initiates required actions and solves problems with some assistance.	Knowledge about key aspects of the job is inadequate; needed skills are absent or below an acceptable level; overlooks or does not see needs on the job; assistance is frequently required to solve problems

APPENDIX G-1: POSITION RECLASSIFICATION REQUEST

Position Reclassification Request Form may be accessed at:

<https://www.hemetusd.org/documents/departments/human-resources/forms/human-resources-forms/24408670>

**HEMET UNIFIED SCHOOL DISTRICT
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 104 POSITION RECLASSIFICATION
REQUEST FORM**

I. What is Reclassification?

A. Reclassification is a change in a classified employee's job title and/or job description to account for duties being performed by the employee who currently occupies the position that are inconsistent with their current classification/job description.

1. Reasons that may be a basis for Reclassification:

- a. Significant new job duties that are permanently added to the job or job description.
- b. Significantly increased responsibilities, other than increased workload, have been permanently added to the position by the supervisor.

2. Reasons that are NOT a basis for Reclassification:

- a. Longevity/seniority
- b. Workload
- c. Assuming duties on one's own behalf without management's knowledge.

II. Who should apply for reclassification?

If you believe that duties which you are currently performing are different than your current job description, or that the level of responsibility or type of work that you are performing has changed the nature of the job classification, then you are encouraged to complete the application packet.

III. What are the steps to apply for Reclassification?

Complete the Position Reclassification Request Form (Application) and submit it to the Human Resources office by October 1st or March 1st. Include any additional paperwork that can be used as further evidence to support the application. (i.e. copy of your current job description).

IV. How do I know that my Reclassification Request was approved?

- A. A committee consisting of two (2) CSEA Unit Members and two (2) Management Representatives will review the application. The committee will also interview a number of candidates if more than one applicant within the same classification applies for reclassification. For further information on the process please refer to your collective bargaining agreement.
- B. All applicants who submit a timely request will receive notification of the committee's decision.
- C. Reclassification requests will be reviewed per Article 17 of the CSEA Collective Bargaining Agreement.

Date Received by H.R. _____

Date Received by Reclassification Committee _____

Date Completed _____

**HEMET UNIFIED SCHOOL DISTRICT
POSITION RECLASSIFICATION REQUEST FORM**

ATTENTION: HUMAN RESOURCES - RECLASSIFICATION COMMITTEE:

Deadline to submit an application is on or before 4:30 pm, October 1st or March 1st.

This application is designed to assist you in describing your position. Please fill out this application including the questionnaire completely. If a question does not apply to your position, please write N/A for that item.

EMPLOYEE NAME: _____ **DATE:** _____

PHONE: (cell) _____ **WORK :** _____ **EXTN:** _____

CURRENT JOB TITLE: _____

CURRENT SITE/DEPT: _____

IMMEDIATE SUPERVISOR: _____

LENGTH OF TIME IN CURRENT POSITION: _____ **DIST. HIRE DATE:** _____

CHECKLIST:

PROPOSED TITLE/CLASSIFICATION: _____

_____ **I HAVE REVIEWED AND COMPARED MY JOB DESCRIPTION AND THE JOB DESCRIPTION OF THE DESIRED POSITION**

_____ **I HAVE ATTACHED ADDITIONAL PAGES WITH ANY IMPORTANT FACTORS, INFORMATION AND RATIONALE TO SUPPORT THIS REQUEST, IF NEEDED.**

_____ **I HAVE ATTACHED ALL APPROPRIATE DOCUMENTATION.**

_____ **I HAVE MADE A COPY OF ALL INFORMATION SUBMITTED TO HUMAN RESOURCES, WITHIN THE TIMELINES.**

**POSITION RECLASSIFICATION REQUEST QUESTIONNAIRE
(ALL QUESTIONS MUST BE ANSWERED FOR CONSIDERATION BY THE COMMITTEE)**

1. In your own words, describe your duties:

- List each of your current essential duties in order of importance.
- Estimate the amount of your working time spent on each duty.
- Use number of hours per day(s) or week(s) or month(s).
- Indicate when a specific duty is only performed during a certain period of the year.
- Check the "Outside of Job Description" section if you believe the duty is outside of your current job classification.
- Briefly describe your duties by including as much of the following as appropriate:
 - How is work assigned (verbal or written) and by whom?
 - Is work performed independently or with close supervision?
 - To what extent do you exercise your own judgment to complete the work?
 - How long have you been performing this work?
 - How has this work resulted in increased accountability, authority, or decision-making?

"Sample of completed chart of listed duties"

LIST DUTIES IN ORDER OF IMPORTANT	Duties Within Job Description	Duties Outside Job Description	Hours Spent Each Day	Hours Spent Each Week, Month, Year
I take dictation from Principal Brown	X		1 hour per day.	
I file purchase orders chronologically by department and vendor	X		2 hours per day	
I input data into CALPADS		X	4 hours per day	3 days per week

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

Complete below chart as part of Question 1: (use sample on preceding page for direction)

[illegible]

2. Looking at the chart you completed for question 1, why do you consider the first duty you listed as your most important?

3. Looking at the chart you completed for question 1, please comment as to why you marked certain duties as outside your job description?

4. Looking at the chart you completed for question 1, how do the duties you marked as outside of your job description impact your overall responsibility and authority?

5. Looking at the chart you completed for question 1,

(a) Which of the duties do you think requires the greatest knowledge or skill?

(b) How did you acquire this knowledge or skill?

6. Looking at the chart you completed for question 1, describe how the duties that you have identified as outside of your job description affect the qualifications required for your classification? (knowledge, abilities, education, experience, licenses and certifications)

7. What personal contact with employees or with the public are required by your job? What is the purpose of those contracts?

8. What machines or equipment are you required to operate as a normal part of your duties?

LIST EQUIPEMENT, TOOLS, MATERIALS OR COMPUTER PROGRAMS REQUIRED TO DO THE JOB	LIST THE FREQUENCY: (DAILY, WEEKLY, MONTHLY, ANNUALLY)
COMPUTER	
PRINTER	
TELEPHONE	
COMPUTER PROGRAM: (NAME)	
OTHER	
OTHER	
OTHER	

9. During the past two years, are there any duties that have been removed from your position? If yes, please explain?

10. List other changes that have taken place in your position, such as the level of supervision received, policy or procedural changes, new tools or equipment, new processes, computer programs, etc.

11. Do you decide how the work in your job will be done and in what priority different tasks will be done? If yes, explain how you do this?

12. Explain how your immediate supervisor helps you, instructs you and checks you work?

13. What kinds of decisions do you make without conferring with your immediate supervisor?

14. How long have the duties and responsibilities that you have described as not within your job description has been a part of your daily/weekly/monthly duties?

15. Have you ever requested that your position be studied or reclassified? If yes, when? Was any action taken at this time? If yes, what action was taken? If no, why was no action taken?

16. What new classification (position title) are you proposing, if any?

17. Please list any additional reasons you believed your position should be reclassified?

Print your name: _____

Signature: _____

Date: _____

APPENDIX G-2: POSITION RECLASSIFICATION APPEAL

Position Reclassification Appeal Form may be accessed at:

<https://www.hemetusd.org/documents/departments/human-resources/forms/human-resources-forms/24408670>

RETURN THIS FORM TO HUMAN RESOURCES WITHIN 30 DAYS OF NOTIFICATION

(Attach this form to your original request for reclassification)

Employee Name _____ Date _____

Current Title/Position _____ Current Location/Dept. _____

Desired Position/Classification _____

Reason for appeal:

Employee Signature

Date

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

**APPENDIX H: REQUEST FOR APPROVAL OR VERIFICATION OF COMPLETION OF
COURSE WORK/STAFF DEVELOPMENT ACTIVITY**

Request for Classified Course Work/Staff Development Activity Approval form may be accessed at
<https://gethelios.com/hemetusd/EmpHome>

Request for Classified Course Work/Staff Development Activity Approval

This e-form must be submitted to the employee's supervisor for approval PRIOR to the beginning of course work or staff development activity. If the supervisor approves the request, it will be forwarded to the HR Management Team for approval.

Upon completion of the staff development hours or units of credit, the employee will submit the required documentation authorizing the credit for units/hours completed. If a college course is taken and completed, an official (digital or hard-copy unopened) college transcript will need to be ordered and submitted to HR before advancement can be made on the salary schedule. If staff development activities are used, presentation descriptions and agendas with hours/times noted must be submitted to HR.

1. To qualify for the professional growth increment, a classified employee must be at the maximum step of their salary schedule (step 5) in their current classification and have been at the step for three (3) years.
2. Employees may complete course work or staff development activities and be eligible for salary advancement to Step 8 on the first day of their work year beginning with the 1996-1997 school year if three (3) semester units of course work or 45 hours of staff development activities, or a combination of the two, have been preapproved and verified as complete.
3. If employees are on step 5 of their salary schedule, they may begin to "bank" these semester units of staff development hours of credit, which means that they may accumulate them for future advancement on the salary schedule in that classification.
4. District supervisors and the personnel administrator may approve staff development activities for classified employees as follows:

Activities must:

- (a) be related to the employee's assignment and an extension of the employee's skills or knowledge. Trips for which college credit is granted and/or specific conference sessions may be approved if they meet these guidelines. If college courses are taken, a grade of "C" or better must be received. The employee must participate in test taking and homework if they are part of the course training. Note: "Auditing" of college classes for the purpose of salary advancement is NOT acceptable.
- (b) be attended ONLY outside of assigned work hours. Vacation and/or non-working days may be used. Any exceptions must be approved by the employee's supervisor and the personnel administrator and all costs would be the responsibility of the employee. NOTE: Compensatory time may NOT be used for such activities.
- (c) include ONLY the actual number of hours spent in that activity, i.e., meal and travel time is excluded from counting toward the accumulated clock hours for credit.

The employee is eligible to advance on the salary schedule on the first day of their work year and on February 1 of any school year provided they have met all other requirements for advancement as indicated on the salary schedule, i.e., years of experience. An employee must have been on the maximum step of their salary schedule (step 5 for 3 years) in that classification in order to qualify for the Professional Growth increment.

****PROOF OF COMPLETION AND FORM MUST BE SUBMITTED PRIOR TO THE START OF YOUR WORK YEAR CALENDAR, OR FEBRUARY 1ST (WHICHEVER DATE YOU ARE ELIGIBLE TO ADVANCE)****

REQUEST FOR APPROVAL OF COURSEWORK/STAFF DEVELOPMENT ACTIVITY

HEMET UNIFIED SCHOOL DISTRICT REQUEST FOR APPROVAL OF COURSEWORK/STAFF DEVELOPMENT ACTIVITY FOR ADVANCEMENT ON THE SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES ONLY

Employee ID 	Full Name 	Job Title 	Primary Location
		This field is required	This field is required
What is the name of the College/University/School or Class Location for which you are requesting approval for the coursework/activity the organization offers? 			
This field is required			
What is the location of the institution/organization for the coursework/staff development activity you are requesting approval for? 			
What is the course/staff development number, title, and number of units or hours? Include all applicable coursework/staff development you are seeking approval for. ***MUST ATTACH COURSE WORK DESCRIPTION FOR EACH COURSE YOU ARE SEEKING APPROVAL FOR*** 			
This field is required			
What type of units or hours are you requesting to be credited toward the professional growth increment (salary schedule Step 8)? ☐ Quarter Units ☐ Semester Units ☐ Professional Development Hours	What is the date of enrollment or the deadline date to enroll? This field is required	What are the beginning and end dates of the course/staff development? Start date → End date	What are the days and hours the course/staff development takes place? This field is required
			What are the number of course units and/or staff development hours you are requesting credit for to earn a professional growth increment on the salary schedule to Step 8? This field is required

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

What is the relationship of coursework/staff development activity to employee's assignment?

HUMAN RESOURCES USE ONLY

Date on Step 5:

Date Eligible to Advance:

Completion of Classified Course Work/Staff Development Activity Approval form may be accessed at
<https://gethelios.com/hemetusd/EmpHome>

COMPLETION OF CLASSIFIED COURSE WORK/STAFF DEVELOPMENT ACTIVITY APPROVAL

Upon completion of the staff development hours or units of credit, the employee will submit the required documentation authorizing the credit for units/hours completed. If a college course is taken and completed, an official (digital or hard-copy unopened) college transcript will need to be ordered and submitted to HR before advancement can be made on the salary schedule. If staff development activities are used, presentation descriptions and agendas with hours/times noted must be submitted to HR. "PROOF OF COMPLETION AND FORM MUST BE SUBMITTED PRIOR TO THE START OF YOUR WORK YEAR CALENDAR, OR FEBRUARY 1ST (WHICHEVER DATE YOU ARE ELIGIBLE TO ADVANCE)"

Please attach completed course work.

Full Name

Was this training offered through the joint CSEA/HUSD Classified Professional Development (not including Hemet Adult School)?

This field is required

IF YES, please fill out the following:

Name of HUSD Event/Training:

Date(s) of HUSD Event/Training:

HUMAN RESOURCES USE ONLY

Was this HUSD Event/Training completed on employee's own time

Did employee submit a timecard:

Professional Hours Earned for this HUSD Event/Training:

APPENDIX I: HEALTH AND WELFARE BENEFITS

See the Hemet Unified School District's website for the most current classified employee benefits information:

<https://www.hemetusd.org/page/2025-2026-all-employees-benefit>

APPENDIX J: CLASSIFIED LATERAL TRANSFER APPLICATION

Available lateral transfer opportunities will be posted to <https://www.edjoin.org/hemetunified>.

Opportunities will be posted for a minimum of 5 days by site/department location and will be updated as new opportunities arise.

Employees requesting a lateral transfer will complete the application via the District's electronic application system.

APPENDIX K: MOU - ELOP 11 MONTH WORK YEAR CALENDAR

HEMET UNIFIED SCHOOL DISTRICT

AND THE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 104

MEMORANDUM OF UNDERSTANDING

ELOP 11 MONTH WORK CALENDAR

December 15, 2022

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association").

A. The originally agreed upon MOU for the ELOP 2021-2022 Work Year stated the following classifications shall work an eleven (11) month calendar:

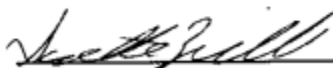
- Classroom Activity Specialist
- S.A.F.E. Program Coach
- Secretary II (ELOP)
- Site Coordinator
- Site Facilitator

B. The ELOP program has added the classification of Campus Supervisor I.

C. The Parties agree that any classified classifications added to the ELOP program will assume the ELOP 11 month work calendar unless otherwise negotiated.

This Agreement is subject to CSEA's 610 process.

CSEA Team


Samantha Zavilla
President CSEA Chapter 104

HUSD Team


Mark Garner
Director of Human Resources

 12-15-2022
Kenny Wilson
Senior Labor Relations Rep, CSEA

**APPENDIX L: JOB DESCRIPTION DRIVER'S LICENSE REQUIREMENTS
(SB1100)**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER 104
AND THE
HEMET UNIFIED SCHOOL DISTRICT**

Re: Job Description Driver's License Requirements (SB 1100)
December 13, 2024

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("CSEA") concerning driver license requirements listed in existing job descriptions as it pertains to new legal requirements as imposed by SB 1100.

The Parties agree that the following job classifications will not require a driver's license as a condition of employment. Furthermore, any existing language in job descriptions listed below related to driving, possessing a driver's license, having an acceptable driving record, and/or insurability shall be removed from the job description and job postings.

1. Accountant
2. Accounting Technician I
3. Accounting Technician II - Fiscal Services
4. Accounting Technician II - Nutrition Services
5. Accounting Technician II - Purchasing
6. Accounting Technician II - Transportation
7. Accounting Technician III - Facilities
8. Accounting Technician III - Fiscal Services
9. Accounting Technician III - Payroll
10. Adult Education Registrar I - Bilingual
11. Advance Path Academy IT Classroom Specialist
12. Attendance Clerk
13. Buyer
14. Cafeteria Manager II
15. Campus Security Officer
16. Campus Supervisor I
17. Campus Supervisor II
18. Centralized Registration Technician
19. Classroom Activity Specialist
20. Clerk
21. Educational Interpreter Aide
22. Elementary Breakfast Supervision Aide
23. ELOP IBIA
24. ELOP Site Coordinator
25. Employee Attendance & Leaves Technician
26. Facilities Specialist

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

27. Human Resources Specialist
28. Instructional Aide (Bilingual)
29. Instructional Aide Classroom
30. Instructional Aide Severely Handicapped
31. Instructional Materials Clerk
32. Instructional Publication Center - Graphic Design Technician
33. Intensive Behavior Intervention Assistant
34. Kindergarten Instructional Assistant
35. Kindergarten Instructional Assistant (Bilingual)
36. LCAP Data Specialist
37. Learning Management System Technician
38. Library/Media Technician I
39. Literacy Intervention Aide
40. MAA/LEA Billing Specialist
41. Maintenance & Operations Specialist
42. Nutrition Center Assistant
43. Nutrition Services Assistant I
44. Nutrition Services Assistant II
45. Nutrition Services Buyer
46. Nutrition Services Purchasing Clerk
47. Nutrition Technician
48. Payroll Support Specialist
49. Payroll Technician
50. Preschool Instructional Aide (Bilingual)
51. Preschool Instructional Aide Classroom
52. Preschool Teacher
53. Print Services Bindery Operator
54. Print Services Technician
55. Printing Assistant
56. Purchasing Clerk
57. Purchasing Specialist
58. Registrar I
59. Registrar II
60. Reprographics Technician
61. Secondary Breakfast Supervision Aide
62. Secretary
63. Site Facilitator
64. Special Education Data Technician I
65. Special Education Data Technician II
66. Student Information Technician I
67. Student Information Technician II
68. Supervision Aide
69. Theater Technician
70. Transportation Technician

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

The Parties agree that the job classifications listed below will require a Class C driver's license or higher as a condition of employment in alignment with the requirements of SB 1100. Furthermore, language in the job description will reflect the following under *Required Licenses and/or Certificates*: "Possession of and maintain a valid California Driver's License during the course of employment; Have an acceptable driving record; Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment".

1. Administrative Secretary I
2. Administrative Secretary II
3. Administrative Secretary III
4. Adult Education Community Outreach Liaison - Bilingual
5. Aquatics Specialist
6. Assistant Storekeeper/Delivery Driver
7. Automobile Driver
8. Bakery Technician
9. Behavior Support Specialist
10. Bilingual Family & Community Specialist
11. Cafeteria Manager I
12. CALPADS Technician
13. Campus Security Officer II
14. Certified Occupational Therapist Assistant
15. Community Outreach & Intervention Specialist
16. Community School Partnership Facilitator
17. Computer Technician
18. Cook/Chill Technician
19. Custodian I
20. Custodian II
21. Data Analyst
22. Dispatcher
23. District Associate Mental Health Professional
24. District Family & Community Outreach Liaison
25. District Language Evaluator
26. District Licensed Mental Health Professional
27. District Translator/Interpreter
28. District-Based Preschool Teacher
29. Event & Digital Media Specialist
30. Facilities Maintenance Custodian
31. Facilities/Custodian/Groundskeeper
32. Family & Community Outreach Liaison
33. Fresh Production Technician
34. Grounds Equipment Technician
35. Groundskeeper I
36. Groundskeeper II
37. Groundskeeper III

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

38. Groundskeeper IV
39. Head Custodian I
40. Head Custodian II
41. Head Start/State Preschool Health & Safety Compliance Monitor
42. Health Care Specialist/Licensed Vocational Nurse (LVN)
43. Health Services Specialist
44. Health Services Technician
45. Information Security Specialist
46. Information Technology Repair Technician
47. Interpreter/Transliterater III
48. Lead Computer Technician
49. Locksmith
50. Maintenance Worker
51. Mobile Health Unit Driver
52. Network Technician
53. Nutrition Services Delivery Driver
54. Nutrition Services Purchasing Specialist
55. Nutrition Services Skilled Maintenance Worker II-HVAC
56. Nutrition Services Warehouse Technician
57. Physical Therapist
58. Physical Therapy Assistant
59. Print Services Specialist
60. Professional Development Academy Program Assistant II
61. Programmer/Analyst
62. SAFE Program Coach
63. Safety Technician
64. School Occupational Therapist
65. School Office Manager
66. Secondary CCI & A-G Specialist
67. Secondary Pathway Specialist
68. Senior Buyer
69. Skilled Maintenance Worker II
70. Skilled Maintenance Worker II - Low Voltage Systems Technician
71. Skilled Maintenance Worker III
72. Skilled Maintenance Worker III - Roofer
73. Skilled Maintenance Worker III/ Low Voltage Systems Technician
74. Skilled Maintenance Worker III/HVAC
75. Skilled Maintenance Worker III/Painter
76. Skilled Maintenance Worker III/Plumber
77. Social Services Coordinator
78. Special Education Behavior & Mental Health Therapist
79. Special Education Behavior Technician
80. SpEd Behavioral & Mental Health Professional
81. Speech & Language Pathologist Assistant

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

- 82. Storekeeper
- 83. Student Body Activities Assistant
- 84. Student Welfare & Attendance Specialist
- 85. Systems Analyst
- 86. Transportation Facilitator
- 87. Transportation Planner
- 88. Transportation Specialist

The Parties agree that the job classifications listed below will require a Class B driver's license or higher as a condition of employment in alignment with the requirements of SB 1100.

- 1. Advanced Bus Driver - Class B Commercial Driver's License with P and S endorsement
- 2. Bus Driver - Class B Commercial Driver's License with P and S endorsement
- 3. Delegated Behind the Wheel Trainer - Class B Commercial Driver's License with P and S endorsement
- 4. Lead Auto/Diesel Mechanic - Class B Commercial Driver's License with P endorsement
- 5. Lead Bus Driver - Class B Commercial Driver's License with P and S endorsement
- 6. Mechanic's Helper - Class B Commercial Driver's License with P endorsement
- 7. Transportation Instructor - Class B Commercial Driver's License with P and S endorsement
- 8. Vehicle Maintenance Mechanic I - Class B Commercial Driver's License with P endorsement
- 9. Vehicle Maintenance Mechanic II - Class B Commercial Driver's License with P endorsement
- 10. Vehicle Maintenance Mechanic III - Class B Commercial Driver's License with P endorsement

The Parties agree this will be a non-precedent setting agreement and that any future changes to job descriptions will be subject to negotiation and CSEA Policy 610, including ratification and Board approval or designee if required.

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board approval or designee.

CSEA Team

HUSD Team



Samantha Zavilla, Negotiations Chairperson
CSEA Chapter 104



Mark Garner, Director of Human Resources

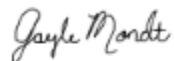
*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



Katie Thomson, 1st Vice President
CSEA Chapter 104



Matthew Gardner, Transportation Manager



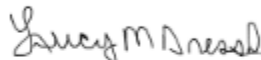
Gayle Mondt, 2nd Vice President
CSEA Chapter 104



Matthew Devore, Assistant Director M&O



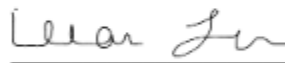
Kathleen Banta, Accounting Technician II
CSEA Chapter 104



Lucy Rebuck Dressel
Director of Safety/Risk Management



Rosa Velazquez, Custodian I
CSEA Chapter 104



Leeann Taylor
Principal, Cawston Elementary School



Roy Compton IV, Bus Driver
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez, CSEA Labor Relations
Representative

APPENDIX M: TRANSPORTATION RECIPROCAL SERVICES AGREEMENTS

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER
AND THE
HEMET UNIFIED SCHOOL DISTRICT**

Re: Transportation Reciprocal Services Agreements

October 17, 2024

The Hemet Unified School District (District) and CSEA & its Hemet Chapter 104 (CSEA) agree to the following impacts and effects concerning Reciprocal Services Agreements ("RSA") between the District and other school districts (collectively referred to hereinafter as the "Party").

1. Activity Trip Services
 - A. To the extent a Party has equipment and personnel available on a given day, each Party agrees to provide Transportation Services for activity trips on an on-call and/or as-needed basis to the other Party in exchange for the fees and charges detailed in the contract with a school district.
 - B. A Party, when providing Transportation Services to the other Party ("Servicing Party"), shall provide its own equipment and personnel for the Transportation Services and agrees to assign a properly credentialed staff member(s) and equipment to render the Transportation Services.
 - C. All trip invoices will be charged portal to portal, and include all time necessary to complete bus checkout, cleaning, and completion of statutory paperwork. The Servicing Party shall, if feasible, provide the Transportation Services from the closest based bus terminals to the other Party. If the requested trips on a given day exceed the resources available due to high demand, the Servicing Party shall schedule bus(es) from the next closest facility with resources available.
 - D. Trips canceled less than 24 hours prior to the scheduled trip pick up time will be charged a cancellation fee equal to base fee listed in the Reciprocal Services Agreement between Parties.

With regard to this section, the District and CSEA agree, before the District utilizes services from another school district, the opportunity shall first be offered to District drivers using District equipment. In the event that no CSEA Bargaining Unit Member is available, the District can utilize the other school district's services.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

2. Fixed Home-To-School Route Services

- A. The Parties may provide special education, general education, McKinney-Vento Homeless, or non-public Home-To-School Transportation Services in exchange for the fees and charges detailed in the contract with a school district.
- B. The Servicing Party agrees to provide equipment and personnel for the Transportation Services and agrees to assign a properly credentialed staff member(s) and proper certified equipment to render the Transportation Services.

With regard to this section, the District and CSEA agree before the District utilizes services from another school district, the opportunity shall first be offered to District drivers using District equipment. In the event that no CSEA Bargaining Unit Member is available, the District can utilize services from the other school district.

3. Mechanic Road Call Services

- A. The Parties may provide vehicle breakdown mechanical on-call road services ("Mechanic Services").
- B. Mechanic Services shall be billed on a per-hour basis, which shall include travel to and from the closest based bus terminal in exchange for the fees and charges detailed in the contract with a school district

- 4. In the event that the District intends to enter into an RSA, the District shall provide notice to CSEA prior to entering into the contract with a school district.
- 5. This Agreement does not cover Driver Training/Instructor Services. Should an RSA include Driver Training/Instructor Services, CSEA shall be given notice and an opportunity to bargain in accordance with the Educational Employment Relations Act.
- 6. The parties agree to meet within three months of the ratification of this MOU to review any workload impacts as a result of the Agreement.
- 7. This MOU will expire on June 30, 2026, unless the parties agree to extend the MOU or negotiate this or similar language into the Collective Bargaining Agreement.
- 8. This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board approval or designee.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

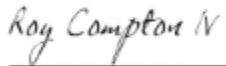
CSEA Team



Katie Thomson, 1st Vice President
CSEA Chapter 104



Gayle Mondt, 2nd Vice President
CSEA Chapter 104



Roy Compton IV, Bus Driver
CSEA Chapter 104



Kathleen Banta, Accounting Technician II
CSEA Chapter 104



Claudia Jimenez
CSEA Labor Relations Representative

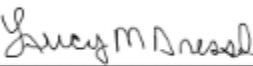
HUSD Team



Mark Garner
Director of Human Resources



Matthew Gardner
Transportation Manager



Lucy Rebuck Dressel
Director of Safety/Risk Management



Matthew Devore
Assistant Director, M&O

APPENDIX N: TRANSPORTATION MEAL REIMBURSEMENTS

**Memorandum of Understanding (MOU) between
Hemet Unified School District and
California School Employees Association and its Hemet Chapter No. 104
Transportation Meal Reimbursements
March 07, 2025**

This Memorandum of Understanding between the Hemet Unified School District (District) and the California School Employees Association and its Chapter #104 (CSEA) addressed meal reimbursements for the Transportation Department.

Background: On February 6, 2025, CSEA filed a level one grievance for the Transportation drivers not receiving meal reimbursement for activity trips outside of the Hemet Unified School District in violation of Article 9.6

Therefore, the parties have reached the following agreement regarding meal reimbursements:

1. The District will reimburse transportation employees for meal reimbursements in accordance with the following:
 - a. Employees will be allowed to submit for retroactive reimbursements beginning August 13, 2024. The reimbursement(s) will be submitted to the Transportation Department. If no receipt can be found for past purchases by the employee, the employee will provide a "HUSD Lost Receipt Statement" form with any attachments to the Transportation Department as well.
 - i. Employees will have fifteen (15) business days from the time that the Transportation Department sends communication to its employees. The notice will include the date on which the reimbursement must be submitted.
2. In alignment with HUSD Board Policy and the HUSD/CSEA Collective Bargaining Agreement, to qualify for meal reimbursements, employees would have had to perform a six-hour or more activity trip from August 13, 2024, to the present date.
3. Beginning from the current date of signature, employees will have to perform an activity trip for more than six hours cumulative to qualify for one meal.
 - a. If an activity trip sponsor or venue provides a voucher or meal for transportation employees, meals will not be reimbursed.
 - b. If applicable, activity trip tickets will have pre-approval for reimbursements noted on the trip ticket.
4. Beginning from the current date of signature, employees will have to perform an activity trip for more than eleven hours cumulative to qualify for a second meal reimbursement.
 - a. If an activity trip sponsor or venue provides a voucher or meal for transportation employees, meals will not be reimbursed.
 - b. If applicable, activity trip tickets will have pre-approval for reimbursements noted on the trip ticket.

5. This agreement is made with information that is available as of the date of signing this agreement. If the eligibility requirements and/or timelines are changed by District/board policy, administrative regulation, or CSEA/HUSD CBA, the parties agree to meet and negotiate the impacts of the changes as necessary.
6. This settlement agreement may not be modified except by a written agreement signed by the undersigned herein.
7. By execution of this agreement, CSEA voluntarily withdraws the Transportation Meal Reimbursement grievance filed on February 6, 2025, and waives any and all actions, claims, complaints, grievances, and appeals arising from the allegations contained in the Transportation Meal Reimbursement grievance with the exception of any grievances that may arise by reason of breach of any term of this agreement.
8. This agreement has been negotiated in good faith between the District and CSEA and constitutes the complete compromise, settlement, and agreement of any and all disputes pertaining to the grievance filed on February 6, 2025. There are no other terms or commitments, by or written, regarding this agreement.

This agreement is subject to CSEA Policy 610 approval and the approval of the Board of Education or designee.

CSEA Team

HUSD Team



Samantha Zavilla, Negotiations Chairperson
CSEA Chapter 104



Mark Garner, Director of Human Resources



Roy Compton IV, Bus Driver
CSEA Chapter 104



JP Burd, Executive Director of Transportation



Claudia Jimenez, CSEA Labor Relations
Representative

APPENDIX O: BUS DRIVER MOUNTAIN QUALIFICATION

Memorandum of Understanding Between

Hemet Unified School District And

California School Employees Association and Its Hemet Chapter #104

Regarding Bus Driver Mountain - Qualification

November 05, 2025

This memorandum of understanding (MOU) is agreed between the Hemet Unified School District ("District") and the California School Employees Association and its Hemet Chapter 104 ("CSEA") concerning training qualifications for bus drivers who drive mountain routes and activity trips in mountainous terrain.

THE DISTRICT AND CSEA AGREE AS FOLLOWS:

1. Eligibility Criteria
 - 1.1. To be eligible for mountain training, a bus driver must:
 - 1.1.1. Be employed as a permanent, non-substitute bus driver with Hemet Unified School District for a minimum of twelve (12) months of service.
 - 1.1.2. Have been at-fault accident-free for the immediate twelve months before the scheduled date of classroom training.
 - 1.1.2.1. For this qualification, an at-fault accident is defined as an accident involving a District-owned/operated vehicle and is deemed to be the driver's fault.
2. Mountain-Qualified Status Revocation
 - 2.1. Any bus driver with mountain-qualified status who is involved in an at-fault accident—regardless of whether it occurred on a mountain route—will have their mountain-qualified status revoked.
 - 2.2. Additionally, the mountain-qualified status of a bus driver may be revoked at the discretion of the Director or their designee when supporting documentation (e.g., incident reports, unsatisfactory evaluations) indicates that the driver is not currently meeting the required standards for operating in mountainous conditions.
 - 2.3. To regain mountain-qualified status, the bus driver must remain at-fault, accident-free for twelve (12) months, and complete the full mountain training and testing requirements process again.
3. Mountain Training Opportunity Notification and Access
 - 3.1. When the district elects to offer a mountain training opportunity, notification of an electronic interest list will be sent to all bus drivers.
 - 3.1.1. Drivers will receive at least five (5) working days' notice before the scheduled classroom training.
 - 3.1.2. Route coverage may be provided for any driver eligible to attend the classroom and the behind-the-wheel (BTW) portion of the training if it

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

conflicts with their established route times. This will not preclude the employee from attending the training.

4. Mountain Training Requirements
 - 4.1. Participants shall complete the transportation department's mountain training program, which is a minimum of five (5) hours.
 - 4.2. Upon completion, participants must take a written exam. A minimum passing score of 80% is required to advance to the behind-the-wheel phase.
5. Behind The Wheel (BTW) Training
 - 5.1. Seniority, based on the district date of hire within the Bus Driver classification, will determine the order in which behind-the-wheel training is provided to eligible bus drivers.
 - 5.2. Bus drivers will receive a minimum of five (5) hours of behind-the-wheel instruction with a state-certified instructor or a delegated behind-the-wheel trainer.
 - 5.3. The instructor or trainer will have final authority to determine whether a bus driver has demonstrated sufficient skill and safety awareness to be certified as mountain-qualified.
 - 5.3.1 If the instructor or trainer determines the bus driver is not qualified following the minimum five (5) hours of behind-the-wheel training, the bus driver must wait three (3) months before the next mountain training opportunity.
6. This MOU shall be non-precedent-setting and shall expire June 30, 2026.
7. This Memorandum of Understanding is subject to CSEA Policy 610, including ratification and Board Approval, or designee.

CSEA Team



Samantha Zavilla
Chapter President
CSEA Chapter 104



Katie Thomson
Classroom & Instructional Support
CSEA Chapter 104

HUSD Team

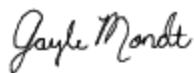


Dr. Derek Jindra
Assistant Superintendent
Human Resources



Matthew Gardner
Accounting Manager

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



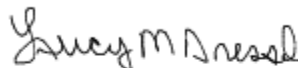
Gayle Mondt
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Matthew Devore
Assistant Director, M&O



Kathleen Banta
Nutrition
CSEA Chapter 104



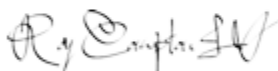
Lucy Rebeck Dressel
Director, Safety/Risk Management



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Leeann Taylor
Principal, Cawston Elementary



Roy Compton IV
Transportation
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez
CSEA Labor Relations Representative

**APPENDIX P: EFFECTS OF LAYOFF AGREEMENT FOR THE 2026-27
SCHOOL YEAR**

Memorandum of Understanding

Between

**The California School Employees Association and its Chapter 104 and
Hemet Unified School District**

Effects of Layoff Agreement for the 2026-27 School Year

AGREEMENT

This Memorandum of Understanding between the Hemet Unified School District ("District") and the California School Employees Association and its Chapter 104 ("CSEA"), (collectively referred to as "the parties") addresses the impact of the District's proposed layoffs of CSEA unit members, due to lack of work or lack of funds, as reflected in Board of Trustees Resolution 4116. Except as provided herein, this Agreement satisfies the obligation to negotiate the decision and impacts and effects of the proposed reductions, and the impacts and effects of the layoffs outlined in Board of Trustees Resolution 4116.

2026-27 School Year

The Parties agree to the following layoff effects and acknowledge the rights, benefits, and procedures already established in Article 19 of the Parties' 2022-2025 collective bargaining agreement ("CBA") and relevant provisions of the California Education Code 45117, concerning layoffs to take effect in the 2026-2027 school year.

I. Duty to Bargain Effects/Decision of Reduction

The Parties have met and negotiated the decision to reduce hours of the position(s) outlined in Board of Trustees Resolution 4116. The parties have met and will continue to meet, at the request of either party, to confirm the displacement rights (i.e., bumping rights) of bargaining unit employees who are impacted by layoffs in accordance with Article 19 of the CBA.

II. Health Benefits

The Parties recognize that the District contributes medical insurance premiums for eligible bargaining unit members. Unit member(s) who desire health insurance or health insurance coverage in excess of the District's contribution pay any additional premiums or costs associated with such additional or excess coverage or benefits through automatic payroll deduction. This "employee share" for said benefits (pursuant to Article 8 of the Collective Bargaining Agreement) is deducted on a "tenthly" basis. These ten (10) payments purchase twelve (12) consecutive calendar months of health and welfare benefits. CalPERS requires benefits to end on the first of the month, on the second month after the last day on payroll. Therefore, laid-off unit members shall continue to receive health and welfare benefits through 8/31/2026 and will receive COBRA paperwork for coverage effective 9/1/2026.

III. Bargaining Unit Work

No short-term employee has been retained to perform the work of any bargaining unit

classification impacted by Resolution 4116. The District shall not unlawfully transfer CSEA unit work out of the bargaining unit to certificated, confidential management, or any non-employee.

The parties recognize that CSEA is the exclusive representative for its bargaining unit work. The District shall not unlawfully contract-out bargaining unit work (or transfer work to other bargaining units) that was performed by laid-off bargaining unit employees.

Volunteers may still be used to enhance a program that does not supplant bargaining unit work. The District shall maintain visitor management system records that contain at a minimum the name of any parent volunteer, the time they volunteered, and the place they volunteered. These visitor management system records shall be provided by the District from every work site to the Union President or designee, upon request.

IV. Reemployment

Reemployment rights shall be afforded to each laid-off bargaining unit member in accordance with applicable Education Code statutes and Section 19.6 of the CBA.

V. Vacant Positions

In accordance with the *Tucker v. Grossmont* decision, applicants on a layoff reemployment list shall receive preference for any vacant position for which they are qualified and apply. This means that qualified laid-off employees shall be reemployed in the vacant position in preference to any outside candidate.

VI. Other Provisions

1. The District shall provide each laid off bargaining unit member with an employment verification letter upon request of the bargaining unit member.
2. Bargaining unit members who are laid off or subject to voluntary reductions in hours shall be allowed to utilize vacation, personal necessity, and/or unpaid leave, pursuant to the applicable provisions of Article 11: Leaves, for the purposes of seeking alternate employment, or to attend meetings with representatives from the Employment Development Department (EDD) regarding unemployment benefits. The District agrees not to contest any unemployment claims filed by affected bargaining unit members.
3. The district will provide a current Reemployment List for each classification, and a final placement list of employees to CSEA after the bumping process has been completed. The reemployment list and placement list shall be updated and a copy provided to CSEA every 90 calendar days.
4. Laid-off bargaining unit employees who are rehired within thirty-nine (39) months shall retain contractual rights and benefits (i.e., longevity, vacation, sick leave, etc.). For example, if an employee is laid off at the conclusion of their fifth year of employment and is recalled within 39-months, they will return with the rights of an employee entering their 6th year of employment.
5. Unit members who are laid off shall have up to eight (8) non-consecutive hours' paid time to attend meetings with representatives from the Employment Development Department (EDD) regarding unemployment benefits.
6. The parties agree to meet during the following months to review and resolve any workload issues that arise, as requested by the parties.

VII. Enforcement

This agreement shall be enforceable via the grievance procedure described in Article 6 of the parties' collective bargaining agreement.

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification and Board Approval, or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104

HUSD Team



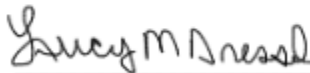
Dr. Derek Jindra
Assistant Superintendent
Human Resources



Matthew Gardner
Accounting Manager
Fiscal Services



Matthew Devore
Assistant Director, M&O
Maintenance & Operations



Lucy Rebuck Dressel
Director, Safety/Risk Management
Safety/Risk Management



Leeann Taylor
Principal
Cawston Elementary School

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

[Signature Box]

Roy Compton IV
Transportation
CSEA Chapter 104

[Signature Box]

Claudia Jimenez
CSEA Labor Relations Representative



Matthew Centofranchi
Principal
Alessandro High School

APPENDIX Q: ABOLISHMENT OF CLASSIFICATIONS FROM APPENDIX A

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER 104
AND
HEMET UNIFIED SCHOOL DISTRICT

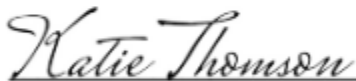
Re: Abolishment of Classifications From Appendix A

April 21, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association") concerning the abolishment of certain classifications from Appendix A.

1. The following job classifications are currently vacant, and the District does not intend to staff these classifications. It is mutually agreed upon that these classifications shall be abolished and removed from Appendix A:
 - a. Community Outreach & Intervention Specialist
 - i. Classification was previously grant-funded and was laid off in accordance with Article 19.
 - b. ELOP IBIA
 - i. Classification was negotiated but never came to fruition.
2. This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board Approval or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104

HUSD Team



Mark Garner
Director, Human Resources



Matthew Gardner
Accounting Manager,
Fiscal Services

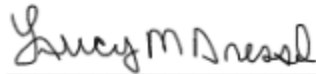


Matthew Devore
Assistant Director, M&O

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



Kathleen Banta
Nutrition
CSEA Chapter 104



Lucy Rebuck Dressel
Director, Safety/Risk Management



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Leeann Taylor
Principal, Cawston Elementary



Roy Compton IV
Transportation
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez
CSEA Labor Relations Representative

APPENDIX R: CLASSIFIED MENTORSHIP PROGRAM

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER 104
AND THE
HEMET UNIFIED SCHOOL DISTRICT**

Re: Classified Mentorship Program

April 21, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association") concerning the Classified Mentorship Program.

1. The District shall offer a stipend for any district-approved and trained classified employee to assist with on-the-job shadowing and training for employees who are new to a job during their regular workday.
2. The number of stipends offered and the selection of the participants shall be at the discretion of the District. The District will offer a \$150 stipend for each one-week training assignment for permanent classified employees to serve as classified mentors to employees new to a classification during their regular workday.
3. Participants would mentor up to two employees for one week for each mentoring period served. The week of training would consist of the new employee working at the trainer's work location, with the administrative option of switching to the new employee's position for one day or more. The trainer will continue to work with the new employee serving in a coaching role, which will include, but not be limited to, phone calls, emails, check-ins, and providing general support to the new employee.
4. Upon request, the District will provide to the CSEA President or designee access to the list of classified employees receiving the stipend.

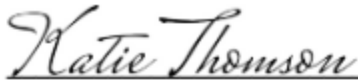
It is expressly understood that, while the intent of this language is to enable employees to maximize their creditable compensation with the California Public Employee Retirement System ("PERS"), the District makes no representations as to how the time is treated by PERS.

This MOU will expire June 30, 2028, unless the parties agree to extend the MOU or negotiate this or similar language into the Collective Bargaining Agreement.

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board approval, or designee.

Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement

CSEA Team



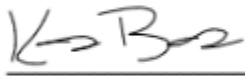
Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Roy Compton IV
Transportation
CSEA Chapter 104



Claudia Jimenez
CSEA Labor Relations Representative

HUSD Team



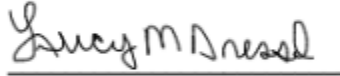
Mark Garner
Director, Human Resources



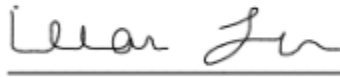
Matthew Gardner
Accounting Manager, Fiscal Services



Matthew Devore
Assistant Director, M&O



Lucy Rebuck Dressel
Director, Safety/Risk Management



Leeann Taylor
Principal, Cawston Elementary



Matthew Centofranchi
Principal, Alessandro

APPENDIX S: ELOP GROUP ENRICHMENT SESSIONS

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER 104
AND
HEMET UNIFIED SCHOOL DISTRICT

Re: ELOP Group Enrichment Sessions

April 21, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association") concerning ELOP Group Enrichment Session.

1. Effective at the commencement of the 2022-2023 school year, the District will offer additional hours at their regular rate of pay for those classified employees who agree to run Expanded Learning Opportunities Program ("ELOP") group enrichment sessions. The sessions will be offered over a 12-week period at 1.5 hours per day, from one to five days per week. The number of positions offered and the selection of the participants shall be at the discretion of the District. The starting and ending dates of the program will be set by the District. Standard overtime rules apply.
2. It is expressly understood that, while the intent of this language is to enable employees to maximize their creditable compensation with the California Public Employee Retirement System ("PERS"), the District makes no representations as to how this time will be treated by PERS for the purposes of creditable compensation, service credit, or any other purpose. The District bears no responsibility regarding how the time is treated by PERS.
3. This MOU will expire June 30, 2028, unless the parties agree to extend the MOU or negotiate this or similar language into the Collective Bargaining Agreement.
4. This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board Approval or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104

HUSD Team



Mark Garner
Director, Human Resources



Matthew Gardner
Accounting Manager,
Fiscal Services

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



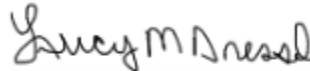
Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Matthew Devore
Assistant Director, M&O



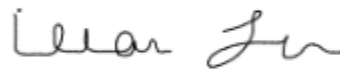
Kathleen Banta
Nutrition
CSEA Chapter 104



Lucy Rebeck Dressel
Director, Safety/Risk Management



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Leeann Taylor
Principal, Cawston Elementary



Roy Compton IV
Transportation
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez
CSEA Labor Relations Representative

**APPENDIX T: SCHOOL SESSION & SPECIALTY CALENDAR VACATION
USAGE**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER
AND THE
HEMET UNIFIED SCHOOL DISTRICT**

Re: School Session/Specialty Calendar Vacation Usage

April 21, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association") concerning School Session/Specialty calendar vacation usage.

Effective July 01, 2022, bargaining unit members working a school session or specialty work year calendar shall have the option, but are not required, to be paid for accrued vacation during scheduled non-work days (referred to as "dark days" or "school closure days").

Employees desiring to be paid for accrued vacation during non-work days must submit a form annually indicating their intent by submitting a Vacation Usage Form.

If an employee accepts a new position or otherwise experiences a change to their work schedule, they may submit a revised Vacation Usage form within ten (10) working days of the change of assignment.

It is expressly understood that, while the intent of this language is to enable employees to maximize their creditable compensation with the California Public Employee Retirement System ("PERS"), the District makes no representations as to how this time will be treated by PERS for the purposes of creditable compensation, service credit, or any other purpose. The District bears no responsibility regarding how the time is treated by PERS.

This MOU will expire June 30, 2028, unless the parties agree to extend the MOU or negotiate this or similar language into the Collective Bargaining Agreement.

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board approval, or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104

HUSD Team



Mark Garner
Director, Human Resources

Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Roy Compton IV
Transportation
CSEA Chapter 104



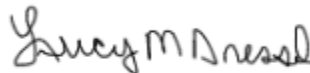
Claudia Jimenez
CSEA Labor Relations Representative



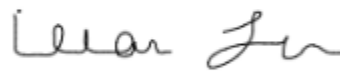
Matthew Gardner
Accounting Manager,
Fiscal Services



Matthew Devore
Assistant Director, M&O



Lucy Rebeck Dressel
Director, Safety/Risk Management



Leeann Taylor
Principal, Cawston Elementary



Matthew Centofranchi
Principal, Alessandro

APPENDIX U: STUDENT INTERNSHIP PROGRAM

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS HEMET CHAPTER
AND THE
HEMET UNIFIED SCHOOL DISTRICT**

Re: Student Internship Program

April 21, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association") concerning the Student Internship Program.

The Parties agree to extend the current Student Internship Program through June 30, 2028.

1. The Department Supervisor will meet with their classified staff to discuss the student intern program. At the meeting, classified staff will be given the opportunity to opt out of working with a student intern.
2. Interns will not be assigned to locations where there exists a concern of nepotism.
3. The Department Supervisor will meet with the student interns on their first reporting day to go over expectations and safety guidelines. Students must receive training from the District prior to beginning the internship.
4. Students will not be left unsupervised when performing internship duties, and assigned staff will sign off on all work performed.
5. The teacher will check in with the Department Supervisor regarding student progress at least bi-weekly or more frequently as needed.
6. Work assignments will be made based on the needs of the department, with the educational interests of the student in mind.
7. The following is expressly understood by the parties:
 - a. Students cannot displace regular employees.
 - b. Students are not guaranteed a job at the end of the Internship (though they may apply for positions with the District at the conclusion of the experience).
 - c. Students are not entitled to wages during the internship period.
 - d. Student training must primarily be for the benefit of the student as opposed to the District.
 - e. Students who have been provided a work uniform are required to wear the uniform during their internship.
 - f. Students are expected to attend their internship assignments with no more than 3 unexcused absences during the internship program.
8. It is expressly understood that classified staff will be required to dedicate some portion of the workday to student intern supervision. As a result, ongoing projects may need to be re-prioritized.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

9. It is expressly understood that a classified employee will not be subject to discipline solely because a student made an error while performing under the supervision of the employee.
10. Classified employees will not be asked to issue grades to students participating in the Internship program.
11. The Parties agree to meet quarterly throughout the duration of the MOU to review the effects of this program.
12. The program will extend to departments mutually agreed to by the parties.
13. This MOU will expire June 30, 2028, at which time the employees affected by this agreement shall return to their previous assignment unless the parties agree to extend the MOU or negotiate this or similar language into the Collective Bargaining Agreement.
14. This Memorandum of Understanding is subject to CSEA Policy 610, including ratification if required and Board approval, or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104

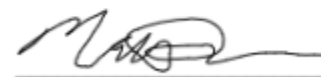
HUSD Team



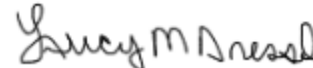
Mark Garner
Director, Human Resources



Matthew Gardner
Accounting Manager,
Fiscal Services



Matthew Devore
Assistant Director, M&O



Lucy Rebeck Dressel
Director, Safety/Risk Management

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Leeann Taylor
Principal, Cawston Elementary



Roy Compton IV
Transportation
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez
CSEA Labor Relations Representative

APPENDIX V: SURVEILLANCE IMPACTS & EFFECTS

**MEMORANDUM OF UNDERSTANDING BETWEEN
HEMET UNIFIED SCHOOL DISTRICT
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 104**

Re: Surveillance Impacts & Effects
March 25, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Hemet Unified School District ("District") and the California School Employees Association & its Hemet Chapter 104 ("Association"). The parties have reached the following agreement regarding surveillance impacts and effects:

1. The District's video surveillance system is installed primarily to support safety and security operations and shall not be used to replace, supplant, or circumvent the supervisory or managerial responsibilities related to employee supervision, including de facto time clocks.
2. Video surveillance shall not be used to continuously monitor or evaluate a bargaining unit member's job performance, nor shall it be used to determine employee transfers or promotions. However, video recordings may be reviewed and used in an investigation or disciplinary proceeding when the recording captures alleged theft, criminal activity, a violation of State or Federal law/regulations, District policies, District rules, or District regulations.
3. Video cameras shall not record audio. If the District determines that audio recording is necessary, the District shall provide notice to the Association, and the parties shall meet to negotiate the decision.
4. The District shall not install video cameras in areas where employees have a reasonable expectation of privacy, including but not limited to restrooms and locker rooms.
5. Video recordings shall not be used as the sole basis for accusations or disciplinary action without an appropriate investigation consistent with proper discipline standards in accordance with District policies and the Collective Bargaining Agreement.
6. There may be a need for a short-term placement of a short-term hidden camera based on a reasonable suspicion that the following is occurring:
 - a. Criminal Activity
 - b. Theft
 - c. Destruction or intentional damage of District property
 - d. Vandalism
 - e. Intentional Misconduct endangering staff and/or students

Upon conclusion of the investigation, the district shall notify CSEA of the length of time the camera was placed and the location of the camera.

7. The initial review of short-term hidden video recordings for purposes of potential employee discipline shall be conducted by the District's Director of Security or a designated management representative from the Human Resources Department.

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*

8. Any affected employee and/or representative shall be provided the opportunity to view the pertinent video footage, including a reasonable amount of footage immediately preceding and following the incident in question, during any investigation or disciplinary meeting.
9. Any discipline resulting from video evidence shall be administered in accordance with applicable Board Policies and the terms of the Collective Bargaining Agreement.
10. The Parties agree that any cameras placed previously and after the effective date of this Agreement shall also be subject to this Agreement.

This MOU shall be in effect through June 30, 2028.

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification, if required, and Board Approval or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104

HUSD Team



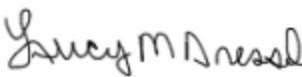
Mark R. Garner
Director
Human Resources



Matthew Gardner
Accounting Manager



Matthew Devore
Assistant Director, M&O



Lucy Rebuck Dressel
Director, Safety/Risk Management

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Leeann Taylor
Principal, Cawston Elementary



Roy Compton IV
Transportation
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez
CSEA Labor Relations Representative

APPENDIX W: BUS AIDE PILOT

**MEMORANDUM OF UNDERSTANDING
BETWEEN
HEMET UNIFIED SCHOOL DISTRICT
AND
CSEA AND ITS HEMET CHAPTER 104**

Bus Aide Pilot Program MOU

April 13, 2026

This Memorandum of Understanding ("MOU") is entered into by the Hemet Unified School District ("District") and the California School Employees Association and its Chapter 104 ("CSEA").

On April 13, 2026, the District and CSEA met and agreed to the following:

1. Pilot Program Implementation

- a. The purpose of this pilot program is to support driver and student safety and for the District to evaluate the pilot program's operational effectiveness. This pilot program will run from the date of ratification of this agreement until December 31, 2026.

2. Use of Current Employees

- a. The District will implement a pilot program utilizing volunteers from the Instructional Aide Classroom, Instructional Aide Severely Handicapped, and Intensive Behavior Intervention Assistant from one (1) to ten (10) special education bus routes. A bus aide may be assigned for this pilot to support general education routes only if deemed necessary by the Executive Director of Special Education or the Director of Student Support Services, as appropriate, and the Executive Director of Transportation.
- b. The District shall determine the selection and assignment of routes that will include volunteers. A list of routes that include a volunteer shall be provided to the Association upon request.
- c. The bus aide position will be a split shift. The bus aide would report to the Hemet Transportation Terminal for the beginning of their shift(s) and be dropped off at the end of their shift(s). If an assignment's duration is shorter than an employee's regular shift, they will remain on paid status and be provided a workspace in the transportation area.
- d. The parties agree that participation in the pilot program shall be on a voluntary basis. Employees who volunteer will remain assigned for the full duration of the pilot program and, upon its conclusion, shall return to their previous positions with no break in service. All volunteers will remain at their current pay rate in their

current classification. This will not lead to any reduction in hours from their permanent assignment for the duration of the pilot program assignment.

3. Duties:

- a. Volunteers shall be limited to the following duties:
 1. Ride in a district vehicle (school bus, van, or transportation vehicle) for the purpose of assisting the driver with providing safe and secure transportation for students with special needs;
 2. Assist driver with operation of seat belts, safety vests, and other adaptive equipment to resecure students, as needed, and report as appropriate;
 3. Assist with the loading and unloading of students; monitor and report the proper securement of seat belts, seat belt locks, and harnesses as required;
 4. May provide basic medical care and first aid to students according to established District procedures and policies; contact local emergency services personnel as necessary;
 5. Communicate with drivers and teachers regarding assigned students with special needs as necessary, transportation schedules, and other related concerns or questions;
 6. Assist substitute drivers with student information, as necessary;
 7. Review the Individualized Education Plan (IEP) for each assigned student and assist and monitor the student as appropriate with social, emotional, and behavioral goals;
 8. May operate any assistive technological devices as needed for assigned students;
 9. Document and submit observed behaviors of assigned students as directed; maintain documentation of route delays and incidents caused by student behaviors;
 10. Attend meetings and professional development training sessions as directed;
 11. Assist the driver with maintaining order, discipline, and safety on the bus (or other District vehicle) of all students as required; monitor student activities and ensure compliance with bus/vehicle safety procedures;
 12. Accompany students on field trips when requested;
 13. Adhere to District and legal mandates with regard to confidentiality of pupil records and school reports;
- b. For the duration of the pilot program, the District will utilize current classified employees (aides) to perform bus aides' duties. No new job classification will be created as part of this pilot program. The parties agree to reconvene on or before December 31, 2026, to negotiate whether to establish a permanent position, including any related terms and conditions of employment.

4. Separation from IEP/Legally Mandated Assignments

- a. The Transportation Attendant duties performed in this pilot program shall be separate from legally mandated or Individualized Education Program (IEP)-assigned aide ratios.

5. No Waiver of Bargaining Rights

- a. This MOU does not constitute a waiver of either party's right to bargain or further negotiate the implementation of duties or any future classification, including any related terms and conditions of employment.

6. Term

- a. This MOU shall expire December 31, 2026, unless otherwise extended or modified by mutual agreement of the parties.

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification and Board Approval, or designee.

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104

HUSD Team



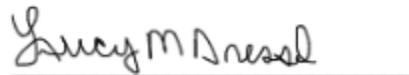
Mark Garner
Director, Human Resources



Matthew Gardner
Accounting Manager



Matthew Devore
Assistant Director, M&O



Lucy Rebuck Dressel
Director, Safety/Risk Management



Leeann Taylor
Principal, Cawston Elementary

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



Roy Compton IV
Transportation
CSEA Chapter 104



Matthew Centofranchi
Principal, Alessandro



Claudia Jimenez
CSEA Labor Relations Representative

APPENDIX X: ELOP WORK YEAR CALENDAR

**MEMORANDUM OF UNDERSTANDING BETWEEN
HEMET UNIFIED SCHOOL DISTRICT
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 104**

Re: ELOP Work Year Calendar

April 13, 2026

This Memorandum of Understanding ("MOU") is entered into by and between The Hemet Unified School District, hereinafter "District," and the California School Employees Association, and its Chapter #104, hereinafter "CSEA".

1. The originally agreed-upon December 2022 MOU for the ELOP 11 Month Work Year Calendar stated the following classification shall work an eleven (11) month calendar, and any position working under the ELOP 238-day calendar:
 - a. Classroom Activity Specialist
 - b. S.A.F.E. Program Coach
 - c. Secretary (ELOP funding source)
 - d. Site Coordinator
 - e. Site Facilitator
 - f. Campus Supervisor I (ELOP funding source)
2. The Parties agree that the ELOP 11 Month calendar shall be modified to reflect working days in all 12 months of the calendar year and will be renamed to ELOP Work Year Calendar.
3. The Parties agree that the classifications mentioned above, in addition to the classifications listed below, and any position working under the ELOP 238-day calendar will work in accordance with the revised ELOP Work Year Calendar beginning the 2026-2027 school year and will remain on the ELOP Work Year Calendar, unless otherwise negotiated.
 - a. Attendance Clerk (ELOP funding sources)
 - b. Custodian I (ELOP funding sources)
 - c. ELOP Intensive Behavior Intervention Assistant (ELOP funding source)
 - d. Health Services Technician (ELOP funding sources)

This Memorandum of Understanding is subject to CSEA Policy 610, including ratification, if required, and Board Approval or designee.

Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement

CSEA Team



Katie Thomson
Chapter President
CSEA Chapter 104



Tamara Coronel
Classroom & Instructional Support
CSEA Chapter 104



Chris Frost
Clerical, Health, Technician, & Warehouse Support
CSEA Chapter 104



Kathleen Banta
Nutrition
CSEA Chapter 104



Rosa Velazquez
Maintenance & Operations
CSEA Chapter 104



Roy Compton IV
Transportation
CSEA Chapter 104



Claudia Jimenez
CSEA Labor Relations Representative

HUSD Team



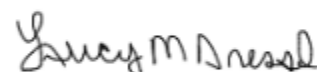
Mark R. Garner
Director
Human Resources



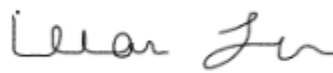
Matthew Gardner
Accounting Manager,
Fiscal Services



Matthew Devore
Assistant Director, M&O



Lucy Rebuck Dressel
Director, Safety/Risk Management



Leeann Taylor
Principal, Cawston Elementary



Matthew Centofranchi
Principal, Alessandro

*Hemet Unified School District & Hemet Chapter 104, California School Employees Association - CSEA
Collective Bargaining Agreement*



Classified ELOP

2026-2027 WORK CALENDAR
Start: July 22, 2026 End: June 30, 2027

238 PAID DAYS

Employee Name _____ ID# _____

School Site: _____ Date: _____

Employee Signature: _____

Admin Approval _____

JULY

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8

AUGUST

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

21

SEPTEMBER

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

22

OCTOBER

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

22

NOVEMBER

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

18

DECEMBER

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

18

JANUARY

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

21

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

20

MARCH

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

23

APRIL

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

22

MAY

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

21

JUNE

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

22

☐ HOLIDAYS

☐ NON WORK DAY

☐ DISTRICT RECESS DAY (WORK DAY)

238

Holidays are paid in accordance with CSEA Collective Bargaining Agreement.

This calendar is subject to change based on recommendations from Riverside Public Health and the State of California.

Revised 04.13.2026