Contract

between

San Francisco Unified
School District

And

United Educators
of San Francisco

(415) 956-8373
www.uesf.org

Covering Classified Personnel

July 1, 2007 — June 30, 2010
Preamble

The San Francisco Board of Education (S.F.U.S.D.) and the United Educators of San Francisco (U.E.S.F.) recognize their mutual responsibility to work toward the achievement of quality education for all students in the San Francisco Unified School District. The United Educators of San Francisco, the exclusive representative for all San Francisco United Support Personnel (paraprofessionals), and the San Francisco Board of Education have jointly entered into this contract for United Support Personnel in San Francisco. This contract enumerates certain United Support Personnel rights, benefits, and work conditions which are under the jurisdiction of the San Francisco Unified School District in return for quality services rendered by United Support Personnel for the District and its students.

Certain other rights, benefits, work conditions and obligations of United Support Personnel are regulated by other governmental entities and agencies. The District and U.E.S.F. shall abide by the mandates of those entities having jurisdiction over the District and its employees.

The contract and the procedures which it establishes for the resolution of differences is intended in the public interest to contribute to good employee relations. The parties shall continue to pursue their interests in a spirit of mutual respect, the key to good employer/employee relations. Working cooperatively, the U.E.S.F. and the District can achieve their common goal of improving education for all San Francisco public school students.

UESF/SFUSD Vision Statement

Quality of teaching is the most influential factor in student learning. Nothing matters more to raising student achievement than the knowledge and effectiveness of teachers and those who support them. The District and UESF are committed to building a lasting labor-management relationship at the central administration and all work sites. This relationship must be based on respect, collaboration and open communication. We must focus on attracting and retaining the highest quality certificated staff and paraprofessionals to achieve sustainable improvement in student learning while constructing a District culture that supports the needs of the classroom, honors our rich diversity, and adapts to leadership transitions.
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1. Agreement and Union Recognition

1.1 This is an Agreement made and entered into the 11th day of April, 2006, between the San Francisco Unified School District Board of Education, hereinafter referred to as “District,” and the United Educators of San Francisco, hereinafter referred to as the “Union.”

1.2 The District recognizes the Union as the exclusive representative for the unit of United Support Personnel described in Appendix A and those with Permanent Civil Service Status classifications 3593, 3594, 3596, 8203, and 9976 and prior to July 1, 2000), excluding support employees, temporary, limited term or casual employees performing bargaining unit work or noon supervision.

1.2.1 Effective July 1, 2000, substitute support employees performing bargaining unit work shall be included as part of the United Support Personnel bargaining unit. The Union and the District shall meet and negotiate in order to agree which portions of the Contract shall be applicable to substitute United Support Employees. Until said agreement is reached, the District shall maintain the working conditions in effect for substitute United Support Employees on June 30, 2000.

1.3 In order to assure a smooth transition from the current Civil Service System to an administration under the classified provisions of the California Education Code:

1.3.1. The District and Union agree to continue the rights, benefits, and privileges of those employees who have Permanent Civil Service Status, therefore, no provision of this Agreement shall apply to said employees, unless the parties specifically and expressly agree to the contrary regarding a particular provision.

1.4 For purposes of determining the District’s right to contract out unit work, Education Code section 45103.1 shall take precedence so long as it remains in effect and unmodified.

1.4.1 Education Code section 45013.1 notwithstanding, the District agrees to negotiate the effects, if any, on any bargaining unit member of any decisions to contract out bargaining unit work. It is the District’s intent to complete impact negotiations prior to implementing any decision to contract out work; however, the District reserves the right to implement its decision to contract out prior to the completion of negotiations.

2. Definitions

2.1 “Bargaining unit member,” “Unit member,” or “United Support Personnel (USP),” “aide,” or “paraprofessional” shall mean an employee who is included in the appropriate unit as defined in Article 1 and therefore, is covered by the terms and provisions of this Agreement.

2.2 “Series of Classes” is any group of positions similar in duties and responsibilities e.g., A, C, N, P, R, S or T.

2.3 “Hourly Rate of Pay” is the amount of money a unit member is paid per hour based on her/his position on the appropriate salary schedule.
2.4 “Class Specification” is the description of the duties, responsibilities, minimum qualifications, and distinguishing characteristics, if any, adopted by the Board of Education.

2.5 “Class” is a position within a class series having a class specification with a designated title, and a regular hourly salary schedule, e.g. A01, A03, A04.

2.5.1 “Class suffix” is a position requiring bilingual or other service criteria, e.g., A03S A03SZ. (Also see Sections 2.11.1 – 2.11.3.)

2.6 “Work day” shall mean a day on which unit members are required to render service to the District.

2.7 “Day” shall mean a day in which the District offices are open for business.

2.8 “Half-time” shall mean a work schedule which is one-half (1/2) of an eight (8) hour work day for the prescribed annual work calendar for the class.

2.9 “Promotive position” shall mean an assignment to a class which has a higher rate of pay.

2.10 “Probationary period” is the twelve (12) month period (six [6] month period in the case of a promotive position) of initial service in a regular assignment, excluding temporary, limited term, restricted, casual, substitute or as-needed employment.

2.11 “Seniority” is secured by length of service in paid unit member status in the District from the first day of continuous service in probationary status within a class. Seniority shall be determined on the basis of hire date within the class. In the event that a unit member has worked in more than one class, the unit member shall have seniority dates in each class.

2.11.1 For the purpose of determining the seniority dates of current employees as of June 30, 2002, experience in a class and a class suffix with a special language designation shall be considered separately. For example, seniority in an A03C (Cantonese) class shall be considered separate and distinct from seniority in an A03 class and will not entitle the unit member to claim seniority in the A03 class, except as set forth in 2.11.3.

2.11.2 For employees hired on or after July 1, 2002, seniority in all class suffixes with special language designations shall be considered the same as having seniority in the class. For example, seniority in A03C shall count as seniority in the A03 class.

2.11.3 Employees hired on or before July 1, 2002, who have only served in a class suffix, shall have the opportunity to take the paraprofessional test in Fall 2002 and Spring 2003. Upon passing the test, their seniority date in the suffix class will be considered to be their date of hire in the class. However, after the first testing administration in the spring 2002, the District shall be able to establish a seniority list.

2.12 “Date of hire” shall mean the date of initial District employment in probationary status.

2.13 “Union” means the United Educators of San Francisco.
2.14 “Immediate administrator,” “immediate supervisor,” “principal,” or “program
director” shall mean the administrative or management employee who is the
immediate supervisor of the unit member and who is a non-unit member.
2.15 “Evaluator,” in the case of a unit member who works at a school site, shall mean
the certificated person who serves as immediate supervisor or site administrator in
conjunction with one (1) on site administrator. In the case of a unit member who
works at other than a school site the supervising administrator shall be designated
as the evaluator.
2.16 “Board” shall mean the San Francisco Unified School District Board of Education
or its designated representative(s).
2.17 “District” shall mean the San Francisco Unified School District.
2.18 “Superintendent” shall mean the chief administrator of the District, or his/her
designee.
2.19 “Sick Leave Unit” shall mean the standard number of hours per day worked by
the unit member.
2.20 Wherever the singular is used, it is to include the plural.

3. **Union Rights**

3.1 All official District circulars which deal with the work conditions or the welfare
of members of the bargaining unit as covered by this contract shall be posted
promptly in each school or work location in the District and forwarded to the
Union.

3.2 The Union shall have the right to post notices of activities and matters of Union
concern on Union bulletin board space. Such bulletin board space shall be of
adequate size and shall be provided in each school building or center in areas
frequented by United Support Personnel. The Union may use the District mail
service and unit member mailboxes (or other appropriate accommodation
provided by the District to assure receipt of mail) for communications to United
Support Personnel, subject to reasonable regulations.

3.3 Authorized Union staff representatives shall have the right to visit the schools.
Representatives shall make their presence known to the appropriate authority in
the school. Conferences and/or meetings shall be scheduled so as not to interfere
with or disrupt normal school functions or the normal delivery of District
services.

3.4 Board of Education Meetings

3.4.1 The District shall make the agenda and minutes of each meeting, including
public and non-confidential support material, of the Board of Education
available to the Union at approximately the same time that they are made
available to the members of the Board of Education.

3.4.2 Through its representative, the Union shall have the right to speak to any item
on the Board meeting agenda, and at any meeting of Board committees and/or
District task forces.

3.4.3 The Union shall be guaranteed the right to speak on off-agenda items at all
meetings of the Board of Education if it (the Union) so desires.
3.5 All proposed District policies that affect bargaining unit members shall be submitted to the Union prior to the proposed policy’s first reading at the Board of Education.

3.5.1 The Union may request the Living Contract Committee to consider the proposed policy. The Living Contract Committee shall be provided with an opportunity to make comments to the Superintendent and/or the Board regarding the proposed policy.

3.5.2 The Union may submit written responses, including suggestions for modification of the proposed policy, which shall be forwarded to the Board for their consideration prior to the second reading.

3.6 The District shall make every effort to have all administrative offices send copies of all notices affecting the working conditions of United Support Personnel at a site or district-wide to the Union.

3.7 The District shall honor reasonable written requests from the Union for information, statistics, records, etc., necessary for the Union to fulfill its role as the exclusive representative of United Support Personnel.

3.8 The District agrees that the Union shall have the exclusive right to payroll deduction of dues. A computer printout list and data disk showing the unit member’s name and the amount of dues deduction shall be sent to the Union.

3.9 The Union and its members shall have the right to make use of school buildings and facilities pursuant to the provisions of the Civic Center Act.

3.10 Names, addresses, telephone numbers, hours of employment, work location, seniority, funding source, and ethnicity of bargaining unit members shall be provided to the Union on or about October 15 and updated on or about March 15 each year. Individual unit members’ requests for confidentiality regarding addresses and telephone numbers shall be honored. Use of such information shall be for Union business only.

3.11 Upon appropriate written authorization from the unit member, the District shall deduct from the salary of any unit member and or make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Union and the District.

3.12 One (1) representative designated by the Union or more, if mutually agreed to, shall be included on any Superintendent created task force, committee, or group, that deals with curriculum, instruction, recruitment of new United Support Personnel particularly with respect to shortage areas and affirmative action concerns, school facilities, student discipline, industrial health and safety, or any other matters that may affect members of the bargaining unit.

3.13 Six (6) Union member United Support Personnel shall be granted leaves of absence to conduct Union business. Up to two (2) additional Union United Support Personnel shall be granted leaves subject to the District’s securing qualified and competent replacements. Such leaves shall normally begin at the beginning of a semester only. The Union shall notify the Chief Administrative Officer normally no later than June 30 and November 30 respectively for leaves beginning at the start of the first or second semester. The Union shall reimburse the District no later than the end of the academic year the cost of such released
time. The cost of said released time shall be computed on the basis of the average entry-level United Support Personnel step and column placement, plus benefits and fixed costs. Members granted such leave shall be credited with service time for salary increment and benefit purposes. A unit member returning from a leave of one year or less shall return to the school to which he/she was assigned, or would have been assigned had the unit member not been on leave. In the case of a unit member who is away there must be a good faith effort by the principal at consultation prior to any personnel decision affecting the unit member’s position to which he/she would normally return.

3.13.1 The District shall grant reasonable requests for short-term leaves for Union business, other than bargaining, providing a written request is submitted by the Union at least five (5) days in advance stating the nature of the Union business and also providing that adequate substitutes are available. The Union shall reimburse the District for its cost of providing a substitute when this short term provision is granted. The aggregate days shall be limited to the unused number of days granted in Section 3.13.

3.14 Union representatives from the Child Development program shall be provided released time to attend Union meetings, if substitutes are available. The Union shall reimburse the District for its cost of providing a substitute.

3.15 The District may use volunteer aides to enhance its educational program but not to permit displacement of United Support Personnel or to use volunteers in lieu of normal paraprofessional requirements.

3.16 Site administrators shall meet as necessary with union representatives at a site on matters related to contract administration. Any such meetings shall be held at times that do not interfere with or disrupt normal school functions. The Union and the District agree to encourage United Support Personnel, teachers, and the administration to resolve contract-related matters through the Union Building Committee (UBC) as established by the Teachers’ Contract where mutually agreeable by the parties. (See Appendix E)

3.17 **Organizational Security, Terms and Conditions** — Unit members shall, for the duration of this contract, do one of the following:

   a) Become a member of United Educators of San Francisco (U.E.S.F.);
   b) Pay an Agency Fee to U.E.S.F. in lieu of membership;
   c) If a Conscientious Objector within the criteria set forth herein, or in other law, pay an amount equal to the applicable U.E.S.F. dues and other fees for service to a nonreligious charitable fund as set forth herein.

3.17.1 The District shall, at the time an individual’s employment commences, furnish to that unit member a written statement and an enrollment card addressed to the Union prepared and furnished by the Union of the above requirement. The statement shall reflect current practice unless the Union and District agree to alter it in the future.
3.17.2 Any unit member who is not a member of the Union or who does not make application for membership within thirty (30) days of the effective date of this agreement, or within thirty (30) days from the date of assigned duties within the bargaining unit, shall become a member of the Union or shall pay to the Union an Agency fee equal to unified membership dues, initiation fees and general assessments, in one lump sum cash payment in the same manner as required for the payment of membership dues, provided, however, that the unit member may authorize payroll deduction for such fee in the same manner as provided in Section 3.11 of this article. In the event that a unit member shall not pay such fee directly to the Union, or authorized payment through payroll deduction as provided in Sections 3.11, the Union shall so inform the District and the District shall immediately begin automatic payroll deduction as provided in Education Code Section 45168. There shall be no charge to the Union for such mandatory Agency Fee deductions. The District is not obligated to initiate Agency Fee deductions until the payroll period following the time the Union has provided the District with a copy of its notification to fee payers and has consulted with the District with regard to the Union’s obligation under State and Federal law to provide written notice to nonmembers of:

3.17.2.1 the amount of the Agency Fee including an appropriate breakdown of chargeable expenses;

3.17.2.2 the availability to all such nonmembers of a prompt hearing regarding the Agency Fee amount before a neutral arbitrator at Union expense; and

3.17.2.3 the established procedures for escrowing in an interest bearing account the fees that are in dispute.

3.17.3 U.E.S.F. agrees to furnish to the District’s Chief Administrative Officer or his/her designee a “Certification Form” to the District certifying the amount of U.E.S.F. dues, Agency Fees and fees for other services as applied to unit members. Such certification shall be furnished annually and upon any change in such amounts applied.

3.17.4 With respect to all sums deducted by the District pursuant to this article, whether for membership dues or Agency Fee, the District agrees to promptly remit biweekly such monies to the Union accompanied by an alphabetical list of unit members for whom such deductions have been made, categorizing them as to membership or non-membership in the Union, and to indicate any changes in personnel from the list previously furnished.

3.17.5 The Union agrees to furnish in a timely manner any information needed by the District to fulfill the provisions of this article.

3.17.6 U.E.S.F. agrees it shall indemnify and hold the District harmless from any costs of defense or liability arising from any and all claims, demands, lawsuits, or any other actions arising from any implementation or compliance with this article, or, District reliance on any list, notice, document, certification, or authorization furnished under this article by U.E.S.F. The Union shall have the exclusive right to decide and determine whether any such action referred to above shall or shall not be compromised, resisted, defended, tried or appealed.
4. Professional Rights

4.1 With respect to professional employment, the religious, political, and private life of any member of the bargaining unit shall not be grounds for disciplinary action except as it may directly prevent him/her from effectively performing assigned functions during the work day or as it may expose the District to liability for the unit member to work with students.

4.2 Listening, recording, television, or other monitoring devices shall not be used by either the District or the unit member to violate each other’s rights.

4.3 A member of the bargaining unit who is an officer of a state, regional, or national educational organization, or who has been regularly elected by her/his local organization to represent the organization at a state, regional, or national convention, or who is on a program of such a convention or conference, may be excused without loss of salary to attend such convention.

4.4 Nothing contained herein shall be construed to deny any unit member his/her rights under the California Education Code or under other applicable state and federal law or constitution.

4.5 The District shall reimburse a unit member for damage or theft of personal property when said damage or theft results from attack, assault or menace, robbery or vandalism when said damage or theft occurs in the line of duty, including pupil supervision, without fault of the unit member. Damage or theft of property in the line of duty does not include damage to or theft of automobiles used solely for commute purposes.

4.6 A unit member shall be entitled to representation by the Union on matters of employee/employer relations that may adversely affect him/her.

4.7 Each unit member shall, upon initial employment, receive a generic class specification for his/her assignment.

4.8 No unit member shall be prohibited from accepting employment in two (2) or more of the District’s bargaining units. No combination of regular assignments may total more than forty (40) hours per week or have conflicting regular job schedules.

4.9 Upon request a substitute may be provided for each absent unit member.

4.10 The District and Union shall form a joint committee, with equal representation, to examine and recommend appropriate in-service activities for unit members.

4.11 Whenever possible, United Support Personnel shall participate in the process of interviewing, selecting, training, and scheduling of United Support Personnel (USP).

5. District and Union Responsibilities

5.1 The Board of Education hereby retains all rights, authorities and duties conferred upon and vested in it by the laws and constitutions of the United States and the State of California. Such rights, authorities, and duties, include the right to determine and administer policy and are limited only by the terms of this contract. Any changes in Board policy shall not reduce rights and benefits currently accorded to United Support Personnel by such policies.
5.2 The Union and the District agree that the differences between the parties shall be settled by peaceful means as provided in this contract. For the duration of this contract, the Union, in consideration of the terms and conditions provided herein, will not engage in, instigate or condone any strike or work stoppage of members of the bargaining unit. For the duration of this contract, the District, in consideration of the terms and conditions of this contract, will not authorize or permit any lockout of members of the bargaining unit covered by this contract.

5.3 **Site budget priorities to minimize layoffs** - In reaching the economic portions of this Agreement, the parties recognize that there will need to be a reduction of future expenditures to sustain continuing costs. To the extent possible, said reductions shall begin with equipment and supplies, rather than people.

5.4 Modifications to the seniority sections contained in this agreement have been made attempting to align contract provisions with the technological capacity of the District. The seniority provisions as modified in the agreement of April 24, 2002, contained herein shall be in effect through June 30, 2004. The Union and District, through the Living Contract Committee, will continue to monitor this issue. The seniority issue will be a subject of bargaining for 2003-2004. At that point a re-evaluation of the District’s data system including an examination of the status of employment records prior to December 31, 1998, and employment records from January 1, 1999, forward, will be undertaken to determine whether there should be a return to the concept of seniority by class and hours within class.

5.5 The parties to this Agreement shall not interpret or apply this Agreement, any of its terms, or the work rules, which implement this Agreement in a manner that is arbitrary, capricious, or discriminatory.

5.6 The parties shall administrator this Agreement, all its terms and the work rules which implement this Agreement with uniform application and effect. The parties shall treat all bargaining unit members equitably in the interpretation of this Agreement, its terms and the work rules which implement this Agreement.

6. **Non Discrimination**

Neither the District nor the Union shall discriminate against any officer or unit member of the District in violation of the law, on the basis of race, color, creed, age, sex, national origin, religion, political affiliation, domicile, marital status, sexual orientation, handicapping condition, physical appearance, or membership or participation in the activities of a recognized classified employee organization.

7. **Evaluation**

7.1 The purpose of the program of evaluation is to assess and to improve the performance of an individual unit member and thereby improve the quality of education and services for students.

7.1.1 The program of evaluation shall apply to all United Support Personnel.

7.1.2 The evaluation of all United Support Personnel under this program shall include those performance factors listed in Appendix B.
7.1.3 In the case of a unit member who works at a school site the certificated person who serves as immediate supervisor in conjunction with one (1) on-site administrator shall be assigned as the evaluator of the unit member. In the case of a unit member who works at other than a school site the supervising administrator shall be designated as the evaluator.

7.1.4 A formal, written evaluation for every permanent unit member shall take place once each year no later than June 1st.

7.1.5 A formal, written evaluation for every probationary employee shall, except for unforeseen circumstances, take place between the third and fifth months after date of hire and between the ninth and eleventh months following date of hire as a probationary employee.

7.1.6 Evaluation Procedure

7.1.6.1 At the beginning of each school year, or when a unit member is newly assigned to a site, the unit member shall be furnished a copy of the evaluation procedures, including referral to this evaluation article, and shall be advised of the criteria upon which the evaluation is to be based.

7.1.6.2 The supervising certificated evaluator and the on-site administrator shall observe the unit member in the discharge of his/her daily responsibilities for performance factors, as listed on the Evaluation Form. When the evaluator or the on-site administrator observes performance that is less than the required expectations, the shortfall should be called to the attention of the unit member. The contents of any written documentation shall be communicated to the unit member.

7.1.6.3 When it appears to the evaluator or the on-site administrator that a rating of “needs improvement” or “unsatisfactory” is likely in two or more of the performance factors, a conference shall be held by the evaluator with the unit member, including the on-site administrator in the case of unit members at a school site. The areas where expectations are not being met shall be reviewed with the unit member and suggestions given for improvement. A record of such conference shall be prepared by the evaluator for the personnel file of the unit member and a copy submitted to him/her.

7.1.6.4 In conducting a formal evaluation the evaluator shall arrange a conference with the unit member no later than the specified evaluation deadline to discuss the evaluation. If there are two or more areas of “needs improvement” or “unsatisfactory” or if any disciplinary actions have been taken against the unit member, the on-site administrator shall be present at the conference. At the time of this formal conference, the unit member shall receive a copy of said evaluation and shall have the right to submit a written response to his/her evaluation within ten (10) days of receiving said evaluation.

7.1.6.5 The signature of a unit member on the evaluation reflects only that he/she has read the evaluation.
7.1.6.6 Each unit member being evaluated shall receive a formal evaluation reflecting the observation(s) he/she has received during the year. While the primary basis for this rating shall be the written assessments of the unit member’s performance as demonstrated during assessment sequences, other written feedback previously given to the unit member and related to job performance can be used to determine the formal evaluation. Copies of all written backup materials shall be attached to the form that is given to the unit member and sent to the Human Resources Department.

7.1.6.7 The unit member may be accompanied by a representative of his/her choice at any conference. The evaluator shall be notified prior to the conference if the unit member chooses to bring a representative.

7.1.7 Only the procedural aspects of this evaluation article shall be grievable and not the evaluator’s judgment or recommendations.

8. District Personnel File
8.1 Each unit member shall have the right, upon request, to review the material in his/her own personnel file during non-duty hours. In the case of eight (8) hour employees the employee shall be released for a reasonable time mutually agreeable with the supervisor for this purpose. Such release during the workday shall be without salary reduction. Material available for review shall not include ratings, reports, or records which:

8.1.1 were obtained prior to the employment of the person involved,
8.1.2 were prepared by identifiable examination committee members, or
8.1.3 were obtained in connection with a promontional examination.

8.2 A representative chosen by the unit member may accompany the unit member in this review.

8.3 Upon written authorization by the unit member, a representative of the Union shall be permitted to examine and/or obtain copies of materials in such unit member’s personnel file except for the materials excluded in Section 8.1 above.

8.4 Only one (1) personnel file on any unit member may be maintained by the District except that child abuse reports and sexual harassment charges may be maintained in a separate confidential District Office file unless disciplinary action is taken on the charges. The documents may then be included in the personnel file.

8.4.1 Copies of materials from the personnel file shall be released only for the purpose of processing grievances, official District business, District legal documentation, court order, and official Federal and State agencies, unless written consent is given by the unit member.

8.4.2 Any supporting data maintained at a school site but not used for inclusion in an evaluation or for disciplinary purposes shall be destroyed at the end of the evaluation cycle, (see Article 7, Evaluation), or within one year from date of occurrence if not used for disciplinary purposes.

8.5 All materials in the file must be signed by the source of the material and dated. No anonymous letters or materials shall be placed in this file.

8.6 No derogatory information or statements not related to the unit member’s assigned duties or professionals responsibilities shall be placed in this file.
8.6.1 Before any derogatory material is placed in this file, a copy of such material shall be provided to the unit member and the unit member shall have an opportunity to respond within five (5) days of receiving said material. The unit member’s rebuttal, if any, shall be placed in the file along with the derogatory information or statements.

8.6.2 The unit member shall be provided the opportunity during non-work hours to review the information of a derogatory nature and prepare his/her rebuttal. In the case of an eight (8) hour employee, the employee shall be released for a reasonable time mutually agreeable with the supervisor for this purpose. Such release from duty during the work day shall be without salary reduction.

8.7 The unit member shall have the right to include in the file any material or information considered germane to that unit member’s professional career except that multiple letters from students, staff and parents on the same topic may be excluded.

8.8 Any negative written statement originating from within the District and related to the unit member’s assigned duties or professional responsibilities must be part of a formal evaluation signed by the evaluator and reviewed by the unit member, or the result of a disciplinary action.

8.9 Derogatory materials in a personnel file that are at least four (4) years old shall, upon a unit member’s written request, be removed from the personnel file and placed in a separate sealed file. Such material shall not be removed from the separate file except by court order, a repeated similar incident, or with the unit member’s consent.

9. Hours of Work and Work Year

9.1 The regular work week of a full-time unit member shall consist of not more than five (5) work days within a seven (7) day period (Sunday through Saturday).

9.2 The length of the regular work day shall not exceed eight (8) hours of service.

9.2.1 Each unit member shall be assigned fixed regular number of work hours which can only be changed as provided for in Article 21, Effects of Layoffs.

9.2.2 United Support Personnel who work with classroom teachers may be granted one (1) hour planning time per week for necessary preparations.

9.2.3 The District and Union shall examine the possibility of adding one (1) additional day of service for staff development buy-back activities, pursuant to current legislation, without a corresponding increase in compensation.

9.3 Payment for Hours In Excess Of Assigned Time

9.3.1 United Support Personnel shall be paid for all assigned hours worked beyond their assigned hours.

9.3.2 United Support personnel who work more than forty (40) hours in a work week shall be paid at the rate of one and one-half (1.5) times their hourly rate per hours worked.

9.3.2.1 Unit members may elect with prior approval of his/her supervisor to receive compensatory time at the rate of one and one-half (1.5) times the employee’s extra hours worked in lieu of payment. Such compensatory time earned shall be used within the fiscal year in which it was earned.
9.3.3 When a unit member is required to work on any of the holidays referenced in Section 10.2 he/she shall be paid compensation, or given compensating time off for such work in addition to the regular pay received for the holiday, at the rate of time and one-half (1-1/2) the employee’s regular rate of pay.

9.3.4 Employees who are required to attend school site meetings, consultations, field trips, or other activities which extend beyond their normal work day shall be compensated at their appropriate hourly rate of pay for such work.

9.4 It is the intent of the District that all probationary and permanent bargaining unit members have regular work assignments of a minimum of four (4) hours. Effective December 16, 1999, all newly created regular work assignments shall be at least four (4) hours per day or forty (40) hours per pay period. Whenever an existing regular work assignment of less than four (4) hours per day or forty (40) hours per pay period becomes vacant it shall either be increased to four (4) or more or these hours shall be reassigned to other unit members at the site in accordance with Sections 9.5.5 and 9.5.6. The provisions of this section shall not apply to the Child Development Program, non-Public School assignments or where they are contrary to Special Education needs.

9.4.1 Effective with the 1995-96 school year all newly created United Support Personnel positions shall be in whole hour increments of four (4) through eight (8) hours per day subject to the exceptions cited in Section 9.4 above.

9.5 Temporarily Assigned Additional Hours

9.5.1 Unit members desiring additional hours shall submit such a request in writing to the site administrator. Such request shall remain in effect until additional hours are granted for the current school year.

9.5.2 After a unit member’s base hours of assigned time for a school year have been established, said hours may be temporarily increased subject to the following conditions:

9.5.2.1 The available revenue source of the temporary increase in hours shall not exceed the end of the fiscal year in which it occurs;

9.5.2.2 Any additional temporary hours of assigned time, as described herein, shall be used for computing eligibility for sick leave and vacation accrual for the period of temporary increase;

9.5.2.3 The addition of temporarily assigned hours shall not be used to make a unit member eligible for City Health Service System benefits;

9.5.2.4 In no event shall the temporarily assigned hours exceed seventy-five percent (75%) of the school year, as defined in Education Code Section 45103.

9.5.3 The source of temporarily assigned hours shall be defined as: revenue from a grant of specified duration not to exceed two years; revenues available by virtue of an unpaid leave of absence for a unit member in the same class; revenues that accrue because of the District’s inability to fill a vacancy; excess revenue available during the last quarter of a school year; or lack of sufficient continuing revenue after final allocation of categorical funds.
9.5.4 At the end of the period of temporarily assigned additional hours (as described herein), or June 30th, if earlier, the unit member shall retain the base hours in effect for that year prior to the temporary addition.

9.5.5 In the event additional hours are available in a center or a program, those unit members working less than four (4) hours who have submitted their request in writing will receive priority consideration for increasing their number of assigned hours.

9.5.6 In the event a site has no unit members working less than four (4) hours, those unit members who have submitted their request in writing will receive priority consideration on the basis of seniority for increasing their number of assigned hours.

9.5.7 Notwithstanding the provisions of Sections 9.4, 9.5.5, and 9.5.6, above, a substitute pool of unit members created in lieu of layoff shall have the first opportunity to fill temporarily assigned additional hours. Said hours shall be administered in compliance with Sections 9.5.2.1 through 9.5.2.4 and 9.5.4.

9.6 **Planning Time** — Any time spent for assigned planning and/or preparation of materials shall be from within the unit member’s assigned hours.

9.7 **Rest Periods** — All bargaining unit members shall be granted a fifteen (15) minute rest period during any work assignments that are four (4) or five (5) hours in duration. Two such fifteen (15) minute rest periods shall be granted during work assignments that are five and one-half (5.5), six (6), seven (7) or eight (8) hours in duration.

9.7.1 Authorized rest periods are counted as hours worked for which there is no deduction from wages.

9.7.2 Wherever possible, rest periods shall be taken close to the middle of the work assignment.

9.7.3 Rest period scheduling is subject to the approval of the employee’s supervisor.

9.7.4 Rest periods not taken cannot be accumulated or used to shorten the work schedule at either the beginning or end of the assignment.

9.7.5 Passing periods shall not be used as a substitute for rest periods.

9.8 **Lunch Periods** — Where program needs require the unit member to remain with students for instructional purposes during lunch, this time shall be part of the work assignment and paid. Otherwise, lunch periods shall be non-paid and taken in accordance with the following schedule, unless changed by mutual agreement of the unit member and supervisor.

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>Lunch Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4</td>
<td>None</td>
</tr>
<tr>
<td>5, 6, 7</td>
<td>Minimum 30 minutes</td>
</tr>
<tr>
<td>8</td>
<td>Minimum 30 minutes, Maximum 60 minutes</td>
</tr>
</tbody>
</table>
9.9 Unit members shall be eligible to participate in in-service activities or other conferences offered. If the unit member is approved to attend, he/she shall be paid according to her/his regular hourly rate of pay for such attendance.

10. Vacations and Holidays

10.1 Vacations

10.1.1 Vacation is accrued and awarded each pay period in accordance with the following tables:

10.1.1.1 Full Year Employees

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Award*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 up to 5</td>
<td>0.0385</td>
</tr>
<tr>
<td>5 up to 15</td>
<td>0.0557</td>
</tr>
<tr>
<td>15 and above</td>
<td>0.0777</td>
</tr>
</tbody>
</table>

* Multiply times number of hours worked

10.1.1.2 School Term Employees

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Award*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 up to 5</td>
<td>0.0485</td>
</tr>
<tr>
<td>5 up to 15</td>
<td>0.0728</td>
</tr>
<tr>
<td>15 and above</td>
<td>0.0970</td>
</tr>
</tbody>
</table>

* Multiply times number of hours worked

10.1.2 The additional award of vacation after five (5) years and fifteen (15) years will not be made and cannot be taken until the unit member has reached his/her anniversary date in the fifth (5) and fifteenth (15) years of service. The maximum vacation awarded in any twelve (12) month period and the maximum accumulations permitted are as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Equivalent number of days</th>
<th>Maximum accumulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 up to 5</td>
<td>10</td>
<td>300 hours (40 days)</td>
</tr>
<tr>
<td>5 up to 15</td>
<td>15</td>
<td>360 hours (45 days)</td>
</tr>
<tr>
<td>15 and above</td>
<td>20</td>
<td>400 hours (50 days)</td>
</tr>
</tbody>
</table>
10.1.3 Employees covered by this agreement shall be eligible to use accrued vacation after one (1) year of continuous bargaining unit service.

10.1.4 Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

10.1.5 A unit member who is separated from the District (i.e. resigning, retiring, being laid off, or terminated), and who has earned vacation time to his/her credit, shall be paid a lump sum for such vacation.

10.1.6 **Vacation Approval** — An employee must have his/her request for use of vacation approved by the supervisor at least seven (7) days prior to the employee’s being away. This notice provision may be waived in an emergency or in other situations beyond the reasonable control of the employee.

10.2 **Holidays**

10.2.1 All probationary or permanent unit members shall be entitled to the same number of paid holidays consistent with those designated by the Education Code and as adopted by the Board of Education.

10.2.2 Regular employees of the District who are not normally assigned to duty during the school holidays of December 25th and January 1st shall be paid for those two holidays provided that they were in a paid status during any portion of the workday of their normal assignment immediately preceding or succeeding the holiday period.

10.2.3 **Floating Holidays**

10.2.3.1 After six (6) months of employment, all Bargaining Unit personnel are entitled to take three (3) Floating Holidays, unless some or all of the Floating Holidays are mandated (designated) for calendaring purposes.

10.2.3.2 Non-mandated Floating Holidays are to be taken only with prior approval of the employee’s supervisor. For School Term Employees, and unlike vacation scheduling, Floating Holidays are to be taken during the regularly scheduled school year.

10.2.3.3 Legal Holidays that fall on a Saturday shall be observed the preceding Friday. Legal Holidays that fall on a Sunday shall be observed the following Monday.

11. **Leaves**

11.1 **Sick Leave**

11.1.1 Members of the bargaining unit absent due to illness or injury must follow procedures established by their immediate supervisor to notify their department of intent to be absent, the nature of the illness or injury, and the anticipated duration of the illness. Except in the case of emergency, said notification shall normally be made no later than thirty (30) minutes prior to the start of the work shift.

11.1.2 Sick leave benefits will be granted to all United Support Personnel without pay deduction accruing each pay period at the current rate of 0.05 times the number of hours worked. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the
day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) sick leave units, or the proportionate amount to which he may be entitled under this section, until the first day of the calendar month after completion of six (6) months of active service with the District.

11.1.3 Sick leave may be granted for absences due to medical or dental appointment, eye examinations or any unit member medical services. A unit member is to make an effort to schedule the appointment during off hours.

11.1.4 If a member of the bargaining unit does not use the full amount of sick leave allowed in any year, the amount not taken shall be accumulated from year to year.

11.1.5 A unit member who is absent because of illness for more than five (5) consecutive school days may be required to submit a medical statement containing a diagnosis, except that in the event of a strike of City and County or School District employees, the District may require a medical statement for each day’s absence due to illness. For an extended illness a medical statement shall be submitted monthly.

11.1.6 A unit member anticipating a future sick leave absence due to surgery or other predictable cause shall notify the District in writing as far in advance as possible of said absence, including appropriate medical verification.

11.1.7 **Sick Leave Bank** — The Union and the District agree to establish a Sick Leave Bank which incorporates the following points:

11.1.7.1 Participation shall be voluntary, but permitted for all United Support Personnel covered by this agreement and included in the bargaining unit.

11.1.7.2 Each unit member who decides to participate during the school year shall remain a member for that year and future years unless otherwise requested in writing to Human Resources. To draw from the bank, a unit member must be a member of the bank. After the 2009-2010 school year, the Governing Committee shall determine if an exception shall be made to this provision.

11.1.7.3 Eligibility is limited to United Support Personnel having accumulated forty (40) or more leave hours at the time they join. In order to join, a unit member must donate at least five (5) sick leave hours to the bank. A donation to a specific individual can only be made by those unit members who are members of the bank. Any unused specific individual donations revert to the bank.

11.1.7.4 The Union and the District shall establish a Governing Committee which shall oversee the operation of the Sick Leave Bank, including the initial contribution required for membership and the contributions required for future years. Administrative procedures shall be the responsibility of the Sick Leave Bank’s Governing Committee.

11.1.7.5 If the District and the Union deem the Bank inoperable, the Governing Committee shall return to those United Support Personnel those days contributed or the remaining fraction thereof.
11.1.7.6 Sick Leave Bank Forms and operating procedures mutually agreed to are found in Appendix H.

11.2 Personal Necessity Leave

11.2.1 A maximum of eight (8) days of paid leave, deducted from sick leave, may be used in any school year for Personal Necessity Leave for any of the following:

11.2.1.1 Death of a member of his/her immediate family, household member, close personal friend or a non-immediate family member (extension of bereavement leave).

11.2.1.2 Accident involving her/his person or property, or property of a member of his/her immediate family or household member.

11.2.1.3 Appearance in court as a litigant (Leaves of absence for court appearance as a witness, pursuant to subpoena, will be granted with pay pursuant to Section 11.6 and shall not be deducted from Personal Necessity Leave.)

11.2.1.4 Serious illness or accident to an immediate family member that requires the unit member’s absence from service.

11.2.2 Personal Necessity Leave may also be utilized for compelling personal circumstances or business which cannot be expected to be disregarded, which cannot be dealt with during off-duty hours, or which represent an imminent danger to the unit member’s immediate family/personal property.

11.2.3 Approval shall be obtained prior to the absence if at all possible. Upon return from an absence for personal necessity, as outlined above, the unit member shall upon request file a written statement verifying the use of these leave provisions.

11.3 Extended Sick Leave

11.3.1 A unit member who is absent because of illness or accident for a period of five (5) months or less and after having exhausted all regular sick leave shall be paid at the rate of fifty percent (50%) of his/her daily rate of pay for those days beyond his/her accumulated sick leave. This additional paid sick leave, when added to his/her accumulated sick leave shall not exceed one hundred (100) days in the fiscal year. Said leave shall not be cumulative. Absences because of accident or illness beyond the one hundred (100) days shall be without pay and after exhaustion of all other accumulated compensatory time, vacation or other available paid leave.

11.3.2 The extended sick leave described above shall be granted to all United Support Personnel on July 1st of each year.

11.3.3 Upon the approval of the District, a unit member may return to his/her work assignment with work duty limitations following an extended sick leave for a period of up to one (1) year, provided that said unit member produces written verification from her/his attending physician which states that the unit member can perform the essential functions of the position without impairment and without any increased susceptibility to industrial accident injury or illness, and that such a position is available.
11.3.4 A unit member who is unable to return to work with a medical release at the termination of sick leave shall be afforded all benefits and rights contained in the Americans with Disabilities Act.

11.4 **Pregnancy Disability Leave** — Absences due to pregnancy disability leave are treated in the same manner as other illness or disability.

11.4.1 When a unit member is in active service to the District, at the onset of said illness or disability accumulated sick leave may be used during that period of illness or physical disability as established and verified by the attending physician.

11.4.2 Not later than two (2) months prior to the expected date of delivery, notice of the anticipated absence shall be given to the supervisor in writing; such notice to be accompanied by a written statement from the physician establishing the date of anticipated delivery and disability.

11.4.3 In the event the unit member does not return to work when released from disability status by the physician, she/he shall request a leave of absence without pay for the remainder of the school semester.

11.4.4 Sick leave shall be allowed for absence beyond that disability period authorized by the physician.

11.4.5 Written request for leave of absence without pay to begin at a period prior to the onset of disability related to birth, or following the end of the disability period after delivery, are to be made to the Classified Personnel Officer as far in advance as possible, and in no event less than sixty (60) days in advance.

11.5 **Child Rearing Leave**

11.5.1 An unpaid leave of absence shall be granted to a unit member following the birth or adoption of an infant child.

11.5.2 A unit member giving birth to, or adopting an infant child, may submit a request for an unpaid leave of absence for the purpose of child rearing. Said request shall be submitted in writing to the Superintendent or designee as far in advance of the requested commencement of the leave as possible.

11.5.3 Unpaid child rearing leave shall be for not more than six (6) months including the disability time period, if applicable.

11.6 **Jury Duty**

11.6.1 The District agrees to grant to members of the bargaining unit regularly called for Jury Duty in the manner provided by law, leave of absence without loss of pay for time the unit member is required to perform jury duty during the unit member’s regularly assigned work hours.

11.6.2 Unit members, called to Jury Duty, must notify the immediate supervisor of the service dates upon receiving said notice from officers of the court.

11.6.3 The District shall grant full compensation. Fees received by the unit member, excluding travel and subsistence expenses, shall be remitted to the District.

11.6.4 United Support Personnel are required to return to work during the day, or portion thereof in which Jury Duty services are not required.

11.6.5 The District may require verification of Jury Duty time prior to, or subsequent to, providing Jury Duty compensation.
11.7  **Extended Leaves for Non Industrial Accident or Illness**

11.7.1 A permanent bargaining unit member who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of non industrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six (6) months. The unit member shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave. The Board may renew the leave of absence, paid or unpaid, for two (2) additional six-month periods or lesser leave periods that it may provide but not to exceed a total of eighteen (18) months.

Said unit member, upon ability to resume the duties of a position within the class to which he/she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The unit member shall be restored to a position within the class to which the unit member was assigned and, if at all possible, to his or her position with all the rights, benefits and burdens of a permanent unit member.

If at the conclusion of all leaves of absence, paid or unpaid, the unit member is still unable to assume the duties of his or her position; the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months. At any time, during the prescribed thirty-nine (39) months, the unit member is able to assume the duties of his or her position the unit member shall be reemployed in the first vacancy in the class of his or her previous assignment. The unit member’s reemployment will take preference over all other applicants except for those laid off for lack of work or funds under California Education Code Section 45298 in which case the unit member shall be ranked according to his or her proper seniority. Upon resumption of his or her duties, the break in service will be disregarded and the unit member shall be fully restored as a permanent unit member.

11.7.2 A unit member who has been placed on a reemployment list who has been medically released for return to duty and who fails to accept an assignment, after two (2) waivers, in the class held immediately prior to the start of extended leave shall be dismissed.

11.7.3 A unit member on an approved unpaid medical leave of absence may continue coverage under District insurance programs by making the necessary premium payments.

11.8  **Military Leave**

11.8.1 Members of the bargaining unit shall be granted any military leave to which they are entitled under law. Employees shall be required to request the District for military leave in writing, including appropriate military orders, as far in advance as possible.

11.8.2 Employees expecting to receive such orders shall attempt to request service dates that will cause a minimum disruption to District operations.
11.8.3 Upon return to his/her position in the District the unit member shall have all the rights and privileges which he/she would have enjoyed had he/she not been absent from the District. The unit member will advance on the salary schedule as if he/she had been working full time.

11.9 Bereavement Leave

11.9.1 Immediate Family – Unit members shall have bereavement leave for three (3) consecutive days, upon application, in accordance with section 11.2.1.1, for a death in the immediate family. Immediate family shall include parents (or any person who has actually served in the capacity of parent), grandmother, grandfather or grandchild of the unit member, or the spouse or domestic partner of the unit member, and son, son-in-law, daughter, daughter-in-law, brother or sister of the unit member, parent-in-law, or any relative living in the immediate household of the unit member.

11.9.2 A unit member exercising this leave of absence provision shall notify his/her immediate supervisor as soon as possible as to expected duration of the absence.

11.9.3 Each unit member shall be granted necessary paid leave of absence not to exceed three (3) days, or five (5) days if out-of-state travel is required for each death of an immediate family member.

11.9.4 Upon return to active service, the unit member shall promptly complete the appropriate absence form and submit to her/his immediate supervisor.

11.9.4.1 A unit member shall provide, upon District request, additional verification of the use of this leave provision.

11.10 Industrial Accident and Illness Leave

11.10.1 Each unit member shall be eligible for Industrial Accident or Illness Leave as provided for herein.

11.10.2 If the physical condition permits, a unit member who has sustained a job-related injury or illness shall report the injury on the appropriate District form to the immediate administrator within twenty-four (24) hours of knowledge that the illness is an alleged industrial illness.

11.10.3 Allowable leave shall be for not more than sixty (60) work days in any one fiscal year for the same illness or accident.

11.10.4 Allowable leave shall not be accumulated from year to year.

11.10.5 Industrial Accident or Illness Leave shall commence on the first day of absence.

11.10.6 Industrial Accident or Illness Leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.

11.10.7 When an Industrial Accident or Illness Leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due for the same illness or injury.

11.10.8 Any unit member receiving benefits as a result of this section shall during periods of injury or illness remain within the State of California unless the Board authorizes travel outside the state.
11.10.9 During any industrial paid leave of absence, the unit member shall endorse to the District the disability indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the unit member appropriate salary warrants for payment of the unit member’s salary and shall deduct normal retirement other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the unit member for periods covered by such salary warrants. Upon conclusion of this industrial paid leave, a unit member may utilize any available Sick Leave benefits providing that any Sick Leave utilization, when combined with any temporary disability indemnity shall not exceed one hundred percent (100%) of the unit member’s normal compensation.

11.10.10 A unit member shall be permitted to return to service after an industrial accident or illness only upon the presentation of a release from the authorized Workers’ Compensation physician certifying the unit member’s ability to return to her/his position classification with work duty limitations, if appropriate.

11.11 Leave of Absence without Pay

11.11.1 After completion of three (3) years of continued employment, a leave of absence without pay may be granted to a unit member for up to six months.

11.11.2 A unit member requesting such an extended leave of absence shall submit the request in sufficient time for the Superintendent’s consideration and presentation to the Board of Education.

11.11.3 The granting of a leave of absence without pay gives to the unit member the right to return to his/her position at the expiration of her/his leave of absence, if the position still exists and provided that he/she is physically and legally capable of performing the duties.

11.11.4 When a unit member returns to duty following a leave of absence without pay, he/she is entitled to all previously accumulated sick leave benefits. The unit member shall return to the appropriate salary schedule placement based on the number of years of service.

11.12 Notwithstanding any other provision of Sections 11.1, 11.2, 11.4, and 11.6 of this Article, a unit member who has experienced an extended illness or injury absence, paid or unpaid, shall be permitted to return to service after said absence only upon the presentation of a release from the attending physician certifying the unit member’s ability to return to his/her position classification with restrictions, if appropriate.

12. Transfer

12.1 Definition — A transfer is defined as a change of job site or assignment but within the same position classification.

12.2 Criteria for Transfer — Following criteria shall be used in consideration of transfer requests:

12.2.1 the length of the service rendered to the District by the unit member;
12.2.2 the qualifications including the experience and recent training of the staff member, compared to those of other candidates, for both the position to be filled and the position to be vacated;
12.2.3 the preference of the unit member, in cases of employee initiated transfer;
12.2.4 the preference of the District;
12.2.5 affirmative action goals of the District.

12.3 **Employee Initiated Transfer Requests** — Each unit member covered by this Agreement shall have the right to request a transfer to any job location within the same position classification, subject to the following conditions:

12.3.1 The unit member may review the current list of vacancies in his/her classification, and be given the opportunity to apply for a transfer to said vacant position(s). The unit member shall submit a request for transfer on the appropriate District form.

12.3.2 For purposes of notification the unit member’s request for transfer shall bear the signature of that unit member’s present immediate supervisor.

12.3.3 The filing of a request for transfer is without prejudice to the unit member and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the unit member in writing at any time prior to official notification of transfer approval.

12.3.4 Senior unit members with the last two (2) consecutive satisfactory performance evaluations shall be given priority consideration regarding filling vacant positions, within their classification.

12.3.5 Voluntary transfer requests shall not be processed in situations that might impede the recall of laid-off United Support Personnel.

12.3.6 Voluntary transfer requests shall not be unreasonably denied.

12.4 **Employer Initiated Transfers**

12.4.1 In cases where a unit member must be transferred involuntarily, due to an insufficient allocation and/or reduction of hours in the class or class suffix, when all transfer criteria are judged equal by the District, and when there is no suitable volunteer, the least senior unit member within a given class or class suffix at a particular job site shall be involuntarily transferred. When more than one unit member is transferred pursuant to this section, the most senior unit member within a class or class suffix shall be given priority placement in open positions within the District.

12.4.2 Upon written request a unit member will be given in writing the reason for his/her involuntary transfer.

12.4.3 If administratively feasible, the District will attempt to give a unit member no less than a five (5) day advance notice of involuntary transfer.

12.4.4 The Union recognizes the authority of the Superintendent to transfer employees under his/her direction. Efforts will be made not to transfer unit members involuntarily more than once in any two (2) year period.

12.4.5 No unit member shall be transferred involuntarily for performance or disciplinary reasons.

12.4.6 In cases where there is an insufficient allocation and/or reduction of hours in the class or class suffix, each site shall follow this consolidation procedure:

12.4.6.1 Identify the total number of hours in the class or class suffix affected;
12.4.6.2 Identify the number of hours to be reduced in the class or class suffix;

12.4.6.3 Rank the paraprofessionals by seniority order in the class or class suffix;

12.4.6.4 Involuntarily transfer paraprofessionals in the class or class suffix by inverse seniority order and by whole position until the number of hours of the transferred paraprofessionals meets or exceeds the number of hours to be reduced;

12.4.6.5 If the total number of hours reduced as a result of paraprofessionals transferred under Section 12.4.6.4 exceeds the necessary reduction (Section 12.4.6.2) by four (4) or more hours, a new open position shall be created in the class or class suffix.

12.4.7 Paraprofessionals transferred pursuant to the provisions of Section 12.4.6.

12.4.7.1 The total number of paraprofessionals identified pursuant to the provisions of Section 12.4.6 shall be placed on a consolidation list in seniority order by class or class suffix and by current daily hours of employment.

12.4.7.2 Paraprofessionals on the consolidation list shall be given a choice of open positions in the same class or class suffix at the same daily hours in seniority order.

12.4.7.2.1 Paraprofessionals shall have an informational meeting with a site administrator and/or direct supervisor responsible for an open position prior to placement. The purpose of this meeting is to allow the paraprofessional an opportunity to learn about the school’s program and the position’s responsibilities. It is an opportunity for the paraprofessional to ask questions about the program and position. A paraprofessional may have an informational meeting at more than one school site prior to selecting a position.

12.4.7.2.2 After the informational meeting(s) and within timelines set by Human Resources, the paraprofessional shall select a position.

12.4.7.3 Following the process described in Section 12.4.7.2, paraprofessionals who remain to be placed will be given, in seniority order, the choice to select an open position in the same class or class suffix with daily hours that are greater than or less than the hours currently held.

12.4.7.3.1 Paraprofessionals who exercise the choice to take a position with fewer hours shall be placed on a Voluntary Reduction of Hours list for the following school year.

12.4.7.3.2 During the school year following the paraprofessional’s choice to fill a position with reduced hours, Human Resources shall notify the most senior paraprofessional on the Voluntary Reduction of Hours list of each open position in the same class or class suffix with the same number of hours previously held.

12.4.7.3.3 The paraprofessional shall have the right to refuse one (1) offer of a position during the school year. If the paraprofessional refuses the second offer, he/she shall be removed from the Voluntary Reduction of Hours list.
12.4.7.4 Following this process, the district shall calculate the total number of hours of paraprofessionals remaining on the consolidation list in each class and class suffix.

12.4.7.5 The total of number of hours by class or class suffix generated by the process set forth in Section 12.4.7.4 shall be the minimum number of hours in class or class suffix submitted to the Board of Education to trigger the layoff provisions of the Contract.

13. **Pay and Allowances and Fringe Benefits**

13.1 **2007 – 2008 Salary Adjustments**

13.1.1 The 2006-2007 salary schedules shall be increased by 1.5% payable beginning with the December 5, 2008 paycheck including retroactive payment to July 1, 2007. The remaining 1.5% will be added to salary schedule effective July 1, 2008 for a net of 3% increase over the 2006-2007 salary schedule. This increase shall apply to all rates and schedules with the following exceptions:

13.1.1.1 **Summer School:** The 3% increase shall take effect beginning with the first paraprofessional workday of the summer school session in 2008.

13.1.1.2 **Substitute Rates:** The paraprofessional substitute rates shall be increased by 3% effective January 21, 2008.

13.2.2 Effective July 1, 2006, each year substitutes shall begin at the 1-350 hour rate of pay, provided that upon reaching 351 hours the substitute shall be retroactively paid at the “351 or more” rate of pay.

13.3 **Longevity Pay** — Effective July 1, 1995, all United Support Personnel with ten (10) or more years of District service shall receive an additional longevity payment of $0.30 per hour.

13.4 **Initial Salary Placement**

13.4.1 Unit members initially hired by the District shall be placed on step one (1) of the appropriate salary schedule for his/her class. However, the District and the Union may mutually agree, after consultation, to designate shortage areas. Thereafter, the District may place new employees as high as Step 5 in those areas. Said advanced step placement shall be based upon the applicant’s prior experience, additional training or expertise, and must be approved, in advance, by the Chief Administrative Officer or designee. If the District and the Union cannot mutually agree on the designation of a shortage area, the issue shall be referred to the Superintendent for final determination. The District will provide the Union with a quarterly report of the applicants hired above Step 1.

13.5 A unit member must serve a minimum of seventy-five percent (75%) of the work calendar of his/her assignment to receive an increment for time in service.

13.6 **Payment policies**

13.6.1 Each unit member shall receive his/her payroll warrant according to the schedule established for other non-certificated employees of the District.

13.7 **Advancement on the Salary Schedule**

13.7.1 A unit member in permanent status will continue to get a step increment on his/her anniversary date, but in no event advance more than one (1) step increment per year.
13.7.1.1 A unit member hired on or before July 1, 1991, as a “temporary exempt employee” shall become a permanent employee on July 1, 1992, with a seniority date of the original date of hire in the District and shall advance one step on the salary schedule on his/her 1992-93 anniversary date and each year thereafter until reaching the maximum step on the schedule.

13.7.1.2 A unit member hired after July 1, 1991, as a “temporary exempt employee” shall be considered to be in probationary status as of July 1, 1992, and shall become a permanent employee and advance one (1) step on the salary schedule on his/her 1992/93 anniversary date after one (1) year of service (seventy-five percent [75%] of the work calendar to which assigned) and each year thereafter until reaching the maximum step on the schedule.

13.7.1.3 A unit member hired after July 1, 1992, shall be classified as a probationary employee as of the date of his/her hire and shall advance one (1) step after each year of service (seventy-five percent [75%] of the work calendar to which assigned).

13.8 United Support Personnel promoted to a class with a higher salary schedule will be placed on the step of the new schedule which has a higher dollar value than the present salary.

13.9 No unit member shall be required to take a reduction in his/her base hourly rate of pay as a result of an involuntary transfer. (See Section 12.4)

13.10 If, for a period of more than five (5) consecutive days within a fifteen (15) day calendar period, a unit member is assigned to perform duties inconsistent with those which he/she is normally assigned, her/his salary shall be adjusted upward for the entire period he/she is assigned to work out of class and at the pay rate of the higher class.

13.11 United Support Personnel who are assigned and authorized for reimbursement by their supervisors to use their automobiles in the performance of their duties shall be reimbursed at the IRS nontaxable mileage rate in effect on July 1st, of each year, except for the unit member’s normal commute between his/her home and her/his first/last school. United Support Personnel required to pick up, deliver or return school related equipment or supplies shall be reimbursed upon authorization by the immediate supervisor.

13.12 The fringe benefit program shall include:

13.12.1 Effective July 1, 2008, the District shall make the following monthly contributions for eligible unit members who have dependents enrolled for medical insurance coverage: up to $200/month for employee plus one dependent; up to $250/month for family coverage. “Eligible” shall mean a unit member who has worked 50% or more of a full-time assignment for his/her class (or combination thereof) and who has been receiving an employee-only premium contribution by the District.

13.12.2 Medical — Every probationary or permanent unit member who is regularly assigned for forty (40) or more hours per pay period of bargaining unit work, including combinations of said work which equal forty (40) or more hours per pay period, shall be eligible for a comprehensive medical plan.
13.12.2.1 In order to receive medical coverage under the Health Service System each eligible unit member must enroll for that coverage, and complete the necessary forms for dependent coverage, if any, within thirty (30) days after becoming eligible for enrollment.

13.12.3 **Dental** — Every probationary or permanent unit member who is regularly assigned for forty (40) or more hours per pay period of bargaining unit work, including combinations of said work which equal said threshold hours, shall be eligible for a comprehensive dental plan during employment. The annual maximum benefit shall be $1,500.

13.12.4 **Other Provisions**

13.12.4.1 Once a unit member has qualified for medical and dental insurance coverage by the District, he/she shall maintain said eligibility and District contribution, if the regularly assigned hours of service fall below the forty (40) or more threshold hours per pay period.

13.12.4.2 The District shall make its biweekly medical and dental insurance premium contribution over the summer months for an eligible school term unit member provided he/she served the full term of the work calendar to which assigned.

13.12.4.3 Married unit members who are both employed by the District and eligible for participation in the health and dental plans shall have full individual unit member coverage for themselves.

13.13 **Fringe benefits of part-time United Support Personnel**

13.13.1 A probationary or permanent unit member working a minimum of thirty (30) regularly assigned minutes per day in excess of his/her regular assignment(s) for a period of twenty (20) consecutive work days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire fringe benefits as specified in Section 13.12.

13.13.2 If a part-time unit member’s average paid time, excluding overtime for which the employee receives compensation at a rate at least equal to time and one-half, exceeds his/her average assigned time by fifty (50) minutes or more per work day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per work day in the preceding quarter, excluding overtime.

13.13.3 **Medical benefits** Effective on or about the start of the second semester of the 2000-01 school year, every probationary or permanent unit member who is regularly assigned to at least fifteen (15) but less than twenty (20) hours per week shall be entitled to one of the following medical insurance options as determined by the district:

13.13.3.1 A District premium contribution equivalent to 75% of the employee-only Kaiser premium for those who enroll in an HSS medical insurance plan and who agree to pay the remaining 25% of the premium, or

13.13.3.2 Coverage under an option offered by the City as a result of an Ordinance it may enact requiring agencies receiving City funds to either provide employees with some type of medical coverage or participate in one of the coverage options contained in said Ordinance.
13.14 **Retirement** — The District shall participate and make required employer contributions to the Public Agency Retirement System (PARS) for United Support Personnel as provided for herein.

13.14.1 A unit member who retires under PARS shall be credited with any unused accumulated sick leave for service credit in calculating his/her retirement benefit.

13.14.1.1 Under the Public Agency Retirement System (PARS) plan established by agreement of the Union and the District, unused accumulated sick leave cannot be converted to service credit. No later than 120 days from the ratification of this contract, the District, in consultation with the Union, will establish 403(b) accounts into which it will make post-employment employer contributions in lieu of any remuneration for unused accumulated sick leave. Such in-lieu-of employer contribution shall be made in accordance with all applicable rules and regulations.

13.15 **Unit Members Working Less Than Four Hours** — Effective December 2, 1992, part-time, seasonal, temporary District employees represented by the Union, and who will not continue to be members of the City Retirement System, shall be severed from Social coverage and placed in the PARS Phase II Alternative Retirement Plan. Said Alternative Retirement Plan shall be subject to the following conditions:

13.15.1 Effective the first pay period in January 2008, of the 7.5% payroll contribution required, the employee shall contribute 3.25%, pursuant to Internal Revenue Code §414(h)2 (employer pickup provision), and the District shall contribute 4.25%.

13.15.1.1 Individuals represented by the Union and who are currently participating in Medicare coverage shall continue said current participation.

13.15.1.2 In order to avoid administrative fees and/or short term deficits in the Alternative Retirement Plan, option 1 B of the PARS memo dated June 16, 1992, shall be utilized as follows: “Delay plan distribution until the end of the plan year following the employee’s termination. This would allow adequate time for interest buildup, and is the method chosen by the Los Angeles Unified School District. An additional advantage inherent in this method is administrative simplicity, since benefits would be frozen, (earning interest) until Distribution or Rehire. In the case of Rehire, no distribution would have taken place and contributions would simply be added to the Participant’s existing account balance, since he/she had not terminated participation in the Plan. This method also precludes problems of excessive turnover.”

13.15.2 The effective date of said PARS Alternative Retirement Plan shall be December 2, 1992, and shall be in lieu of Social Security for part-time, seasonal, and temporary employees.

13.15.3 The District shall be relieved by PARS of any fiduciary responsibility for the Alternative Retirement Plan contemplated herein.

13.15.4 If authorized by, and subject to pertinent Federal regulations and procedures, individuals represented by the Union and who are currently participating in
Social Security as District employees, working less than four (4) hours per day, shall be given a onetime irrevocable option to continue said individual Social Security membership in lieu of the Alternative Retirement Plan. Said option shall be made available on or about June 1, 1993, with an effective date of December 1, 1992, to return to Social Security. A unit member electing to continue Social Security coverage shall be entitled to only the 6.2% District contribution made on his/her behalf prior to the implementation of the PARS plan; the unit member shall also continue to pay a matching 6.2% contribution for Social Security. Said employee shall not be entitled to participate in any other retirement plan to which the District contributes.

13.15.5 All PARS Alternative retirement Plan provisions, (benefits, vesting, etc.) for part-time, seasonal, and temporary employees shall be as required under the minimums for defined contribution plans in §3121(b)7(F) of the Internal Revenue Code.

13.16 Unit Members Working More Than Four Hours — Unit members eligible for Public Employees Retirement System (PERS) retirement coverage, and who were severed from the Civil Service System as of July 1992, and who will not continue to be members of the City Retirement System, shall become members of the PARS Assumed Benefit Retirement Plan, subject to the following conditions:

13.16.1 The effective date of said Assumed Benefit Retirement Plan shall be December 2, 1992, and shall be in lieu of Social Security and PERS retirement benefits.

13.16.2 Effective the first pay period in January 2008, the total District contribution for said PARS plan shall be 6.25% of payroll for the affected employees, and the employee shall make a 5.25% contribution, pursuant to Internal Revenue Code §414(h)2 (employer pickup provision). The total of these two (2) combined contributions shall equal 11.5% of eligible payroll.

13.16.2.1 Withdrawal from the Social Security system and the cessation of contributions to said system shall be simultaneous with the effective date of the plan, as described in Section 13.16.4 above.

13.16.3 The District shall be relieved by PARS of any fiduciary responsibility for the Assumed Benefit Retirement Plan contemplated herein.

13.16.4 Individuals represented by the Union and who are currently participating in Medicare coverage shall continue said current participation.

13.16.5 Both the District and the Union reserve the right to submit a bargaining proposal on or after 7/1/93 to replace the PARS Assumed Benefit Retirement Plan with some other retirement program.

13.16.6 If authorized by, and subject to pertinent Federal regulations and procedures, individuals represented by the Union and who are currently participating in Social Security as District employees, working more than four (4) hours per day, shall be given a onetime irrevocable option to continue said individual Social Security membership in lieu of the Assumed Benefit Retirement Plan. Said option shall be made available on or about June 1, 1993, with an effective date of December 2, 1992, to return to Social Security. A unit member electing to continue Social Security coverage shall be entitled to only
the 6.2% District contribution made on his/her behalf prior to the
implementation of the PARS plan; the unit member shall also continue to pay
a matching 6.2% contribution for Social Security coverage. Said employee
shall not be entitled to participate in any other retirement plan to which the
District contributes.

13.16.7 Employee contributions made by salary reduction under Internal Revenue
Code §414(h)2 to the PARS Assumed Benefit Retirement Plan are
immediately vested. District contributions are vested after the completion of
five (5) complete plan years of participation.

13.16.8 Rollovers to the PARS Assumed Benefit Retirement Plan from the PARS
alternative plan for part-time, seasonal, and temporary employees shall be
permitted.

13.17 In consideration of the provisions of Sections 13.14 and 13.15 above, the Union
agrees that it will not pursue any grievance claims against the District regarding
the effective dates of the PARS plans (in lieu of PERS coverage) described
herein.

13.18 **State Disability Insurance** — Workers are required to participate in the State
Disability Insurance Plan in accordance with elective coverage of the California
Unemployment Insurance Code.

13.18.1 Workers eligible for State Disability benefits and sick leave benefits for any
portion of the period of disability shall be required to make application for
both benefits. The State Disability benefits shall be returned to the District to
be credited to the worker’s sick leave balance on the following basis:
- Integration with State Disability is automatic and cannot be waived.
- The amount credited to the worker’s sick leave balance shall be
  converted to sick leave hours by dividing the amount received from
  State Disability Insurance by the worker’s straight time hourly rate, at
  the time of payment, as determined by the appropriate salary schedule
  for the worker’s class of employment.
- Workers are required to contribute to the State Disability Insurance
  plan as specified by law.

13.19 The District and Union shall establish a joint study committee to review possible
cost containment provisions for fringe benefit coverage and carriers. If the District
and the Union mutually agree on cost containment revisions, said agreement shall
be reduced to a Side Letter of Agreement. The joint study committee referred to
herein shall be ongoing in its review of the fringe benefit program.

13.20 Pending written certification by the City Health Service System, bargaining unit
members who retire under the PARS program eligibility shall be provided with
employee only medical insurance coverage through said System.

13.21 **Retiree Health Benefits: Inclusion of Social Security Members**
13.21.1 All United Support Personnel employed by the District on July 1, 2005, and who exercised the irrevocable option to continue individual participation as a Social Security member pursuant to Article 13.16.6 of this agreement shall be deemed fully eligible and vested in the San Francisco City and County Health Services System for the purpose of receiving life-time medical benefits as a retiree from San Francisco Unified School District as set forth in Section 13.20.

13.21.2 The District shall take all necessary and prudent steps to implement the provision above. UESF shall receive copies of all communication between the District and Health Service System related to this provision.

13.22 **Retiree Health Benefits: Vesting Period**

13.22.1 Unit members working in the Child Development and/or Special Education Program shall be eligible for retiree health and welfare benefits if they work at least three (3) hours per day, in addition to the years of service requirement described below. All other unit members shall be eligible for retiree health and welfare benefits if they work at least four (4) hours per day, in addition to the years of service requirement described below.

13.22.2 Unit members hired before July 1, 2006 shall be required to be employed for the final seven (7) consecutive years with SFUSD prior to retirement in order to receive paid retiree health benefits. On July 1st of each subsequent year, the requirement to be employed a certain number of years shall increase by one year until the requirement has grown to the final ten (10) consecutive years prior to retirement. This provision shall not be applicable to employees who retire on or before June 30, 2008.

13.22.3 Employees hired on or after July 1, 2006 shall be required to be employed for the final ten (10) consecutive years.

13.22.4 Final consecutive years of service shall include approved paid leaves of absence. Unpaid leaves and separation from employment due to reduction in force shall not constitute a break in service but shall not be counted in the 10 year requirement.

13.23 **Child Development Program**

13.23.1 Effective July 1, 1996, the job description for paraprofessionals assigned to the Child Development Program may be modified by the District to include those work activities currently related to sleeping cots used by students. If said modification takes place, the salary schedule for the class of C 10 shall be increased by $.15 per hour.

13.23.2 Effective June 30, 1998, all paraprofessionals assigned to the Child Development Program shall have completed the six (6) semester units of college training in Early Childhood Education, as prescribed by the California Department of Social Services, Community Care Licensing.

13.23.2.1 For current bargaining unit members who will be required to take said college training, the District will provide tuition reimbursement upon satisfactory completion of classes taken at the institution(s) identified by the District. If the unit member opts for qualifying classes offered
elsewhere, the reimbursement shall not exceed that paid at (a) District-identified institution(s). The reimbursement provisions contained herein shall be retroactive to July 1, 1995, for courses completed after said date.

13.23.2.2 The District and the Union will work together in planning the arrangements under which said course work will be offered. Included in said arrangements shall be: The college(s) through which the courses will be offered, the scheduling and location of the offerings, the content emphasis of the classes, the relativity to SFUSD curriculum, language consideration, etc.

13.23.3 On or after July 1, 1998, all newly employed unit members shall be required to have the college training described above as a condition of employment.

13.23.4 Current bargaining unit members who have not completed the college training described above shall receive District assistance, including in-service training, in placement in paraprofessional classification vacancies outside the Child Development Program and for which they are qualified. Such qualifications may include successful completion of the applicable proficiency test.

13.23.4.1 Current bargaining unit members who may be laid off as of July 1, 1998, because of failure to hold the required college training and who subsequently meet said educational requirement shall be recalled, in seniority order, to paraprofessional class vacancies within the Child Development program.

13.24 **Paraprofessional Substitute Corps**

13.24.1 As soon as administratively feasible after the start of the Fall semester, but in no case later than fifteen (15) days after the start of the school year, the District shall identify and establish a corps of ten (10) six-hour paraprofessionals to serve in substitute assignments as designated by the District. All appointments shall be retroactive to the first day of the school year.

13.24.2 Appointment to these positions shall be based upon application and prior experience in SFUSD in the S10 and/or N10 classifications resulting in an overall evaluation rating of “satisfactory” or above for the most recent school year, and then shall be open to other USP employees of the District. Following these recruitment attempts, positions may be opened to new employees.

13.24.3 Corps Substitute Paraprofessionals shall begin at Step 1 of Schedule 911 of Salary Schedule C.2.B, plus a $1 per hour differential and will be entitled to move one step each year on the 911 schedule. Corps Substitute Paraprofessionals shall receive benefits in accordance with Article 13 of the USP contract.

13.24.4 Corps Substitute Paraprofessionals shall have priority considerations (i.e., the right to an interview before applicants from outside the district) for non-substitute paraprofessional vacancies that occur during the course of the academic school year.
13.24.5 Once the initial cadre of Paraprofessional Corps Substitutes has been hired, vacancies in the Paraprofessional Substitute Corps shall be filled as soon as administratively feasible. These appointments shall not be retroactive.

13.25 Professional Development
13.25.1 For 2007-2008 and 2008-2009 the District shall provide one (1) Professional Development Day for paraprofessionals (including CDP).

14. Employee Salary Data
14.1 Upon initial employment or upon a change in class and thereafter annually, no later than December 1, United Support Personnel shall receive a regular work assignment notice. The notice shall include class, work location, assigned hours, salary per pay period, and hourly rate. As soon as practical thereafter benefit entitlement information will be provided.

14.2 All new United Support Personnel will receive a copy of the collective bargaining agreement upon initial employment or as soon thereafter as copies are available.

14.3 Each unit member shall be provided information regarding fringe benefits at the time of initial employment, and thereafter as substantive benefit changes occur.

15. Health and Safety
15.1 Bodily Harm
15.1.1 The Union and the District agree that the right to personal safety and healthful conditions on school premises and a learning environment free from unnecessary disruption are priority considerations.

15.1.1.1 Each work site to which bargaining unit members are regularly assigned shall have a comprehensive safety and disaster plan, which shall be updated annually by October 1st of each school year.

15.1.1.1 The site administrator shall develop or modify the plan after collaborative input from the UBC, classified employees, the site council and/or the parent-teacher organization at the site. The plan shall be submitted to the Superintendent or his/her designee for approval.

15.1.1.2 Safety notices required by law shall be conspicuously posted at all District work sites in places frequented by unit members.

15.1.1.3 The District and the Union shall jointly develop a safety checklist and procedures to provide safe and non-hazardous working conditions for the unit members and learning conditions for the students in order to conform to appropriate governmental standards so as to promote the health, safety and well-being of the members of the bargaining unit and their students.

15.1.1.4 Whenever the Public Health Department advises the District to notify United Support Personnel regarding contagious diseases the District shall promptly provide such information.

15.1.1.5 Bargaining unit members shall not be required to participate in work activities under conditions which may physically endanger their personal safety or well-being.

15.1.1.6 Hazardous conditions in the work place which are made known to the District and which pose an immediate danger to the health or safety of unit members or students shall be reported by the District to the Union and
UBC at the site with plans to rectify them. A complaint by a unit member or Building Representative that there has been a violation of the safety of unit members and/or students shall be made to the site administrator as promptly as possible. The complaint shall be reduced to written form. The site administrator/designee shall provide a written response as to the disposition of the complaint to complainant, the UBC and the Labor/Management Health and Safety Committee (LMHSC) unless the matter has been turned over to the LMHSC in which case the LMHSC shall provide the response. (See Section 15.3.)

15.2. **Bodily harm, reimbursement**

15.2.1 Pursuant to Section 44014 of the Education Code unit members shall promptly report cases of attack assault or physical threat by any pupil to the principal or immediate supervisor and to the appropriate law enforcement authorities. The principal or immediate supervisor who has knowledge of such incident shall promptly report the same to the appropriate law enforcement authorities; the written report of the incident described in 15.2.3 shall also be filed with the Superintendent/designee. While said report is not grievable, a copy shall be provided to the unit member who may attach his/her own statement thereto.

15.2.1.1 Absent extraordinary circumstances, such report shall be delivered to the Union within thirty (30) calendar days of the unit member’s report of the incident to his/her principal or immediate supervisor.

15.2.1.2 This District shall notify the Union immediately upon determining that the foregoing thirty (30) day timeline will not be met and, in such case shall inform the Union of the specific date for delivery of the report.

15.2.1.3 Alleged violations of the foregoing thirty (30) day timeline shall not be subject to Article 18 (Grievance Procedure) except to the extent that the grievant(s) assert(s) that s/he has been materially and adversely affected by the alleged violation.

15.2.2 The District shall inform the unit member of his/her rights under the law and shall provide such information in writing.

15.2.3 The District shall provide a copy of each report of attack, assault or physical threat against a unit member to the Union on a District-approved form developed in consultation with the Union.

15.2.4 The District shall give direct legal and other related assistance in accordance with applicable law for any assault upon the unit member while acting in the discharge of his/her duties.

15.2.5 When absence arises out of or from such assault or injury, the unit member shall not forfeit any sick leave.

15.2.5.1 An assaulted employee who presses charges against his/her assailant shall have those days of required court appearance, resulting from subpoena, designated as days with full pay. Such absences shall not be charged against accumulated sick leave or personal leave.

15.2.5 The District shall reimburse a unit member for damage or theft of personal property when said damage or theft results from attack, assault or physical
threat, robbery or vandalism when said damage or theft occurs in the line of duty, including pupil supervision, without fault of the unit member. Damage or theft of property in the line of duty does not include damage to or theft of automobiles used solely for commute purposes.

15.3 **Safe Working Conditions**

15.3.1 Bargaining unit members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety, or physical well being.

15.3.2 At each bargaining unit member’s work site, there shall be designated restrooms for the sole use of school staff and other adults. All unit members shall have unrestricted access to keys for staff restrooms.

15.3.3 The District shall provide each classroom with a first aid kit.

15.3.4 Under ordinary circumstances no bargaining unit member shall be required to transport pupils in private vehicles.

15.3.4.1 In the event the District requests or requires that a unit member transport a pupil or pupils, the District shall provide primary liability coverage for any incident that occurs during such assignment.

15.3.5 School sites are non-smoking environments.

15.3.6 At each school site, there shall be at least one (1) lunchroom and/or faculty room.

15.3.7 The District shall make reasonable efforts to keep facilities free of unwanted rodents, pests, and insects such as ants, roaches and fleas.

15.3.8 Upon notification by the unit member to the site administrator, the District shall provide each classroom and major work area that contains an existing, functional telephone jack, with a working telephone.

15.3.9 As the District renovates, builds or otherwise makes improvements to school buildings, the District shall make all reasonable efforts to provide a functioning, monitored central office intercom service at the site and a telephone jack to major areas that do not already have telephone service.

15.4 **Harmful Chemicals** – Removal and cleanup of hazardous materials, shall be handled in accordance with all applicable federal and state laws and regulations that apply to California K-12 public schools by persons specially trained in such procedures.

15.4.1 The District acknowledges that the presence of asbestos, when in a friable condition, poses a serious health hazard for employees and pupils.

15.4.2 The District will comply with federal and state laws and regulations applicable to California K-12 public schools with regard to asbestos removal.

15.4.3 Any sick leave taken in connection with documented cases of work related asbestos illness (mesothelioma) shall be unlimited and not deducted from the bargaining unit member’s accumulated sick leave.

15.5 **Labor/Management Health and Safety Committee (LMHSC)**

15.5.1 The District and UESF shall establish a labor/management safety committee which shall meet on a regular basis to discuss and consider appropriate means of resolving safety and student discipline issues. The various other unions representing District employees shall be invited to participate. Other city
agencies may be invited to participate when the committee deems it appropriate. Any recommendations having a contractual impact shall be referred to the Negotiating Teams of the impacted parties.

15.5.2 The Safety Committee and any experts the parties may designate shall have access to all schools and other District work sites to which unit members are assigned for the purposes of investigating and assessing allegedly unsafe working conditions. If possible, such visits shall be made in a manner that minimizes disruption to the facility.

15.5.3 The Safety Committee may establish sub-committees to deal with special safety, environmental, and health issues.

15.5.3.1 The LMHSC or an appropriate subcommittee will consider any complaint brought to attention in writing and will issue a written response as to whether a hazardous and/or unhealthful condition exists and how it will be addressed.

15.6 Specialized Health Care Procedures and Indemnification

15.6.1 No unit member shall be required to administer medication or provide other medical services unless they have been provided requisite training.

15.6.2 The District shall indemnify and hold harmless, in accordance with applicable Government Code sections, any unit member who performs health care services.

15.6.3 A joint Union/District committee shall be convened, comprised of four (4) members appointed by the Union and four (4) members appointed by the District, in order to:

15.6.3.1 Assess the viability of United Support Personnel engaging in medical procedures and/or administering medication; and

15.6.3.2 Make recommendations for qualifications, preparation, curriculum, training, stipends, classification changes, certification and a process to provide for the ongoing review of all of these items.

15.6.3.3 This committee shall provide a written report to the Superintendent and Union President no later than June 15, 2008.

15.7 Access to Work Sites

15.7.1 Unit members classified as Security-Campus (T10) shall have reasonable access to all areas of the campus/work site over which they have responsibility.

15.8 Non-discrimination

15.8.1 The provisions of Article 6 shall apply to the exercise of bargaining unit members’ right to a safe and healthy workplace.

16. Job Posting

16.1 Posting of Notice

16.1.1 Notice of all job vacancies at an individual site shall first be posted at that site so that unit members assigned to that site may have the opportunity to transfer.

16.1.2 Notice of all job vacancies, not filled as a result of site transfer, available to candidates from within the District shall be posted on the District’s web site.
16.1.3 The job vacancy notice shall remain posted for a minimum period of five (5) work days, during which time United Support Personnel may file for the vacancy.

16.1.4 Each site where United Support Personnel are employed shall post copies of the Weekly Administrative Directive (WAD).

16.1.6 Classified Personnel shall send a copy of all published job vacancies for bargaining unit positions to the Union.

16.2 **Filing** — Any member in the bargaining unit may file for the vacancy by submitting a District application form to the Classified Personnel Office within the filing period.

16.3 Notice to Supervisors: The District shall notify in writing every management employee who has a unit member of this bargaining unit under his/her supervision no later than September 1 annually of his/her obligation to follow the terms and conditions of this Article. The District shall send a copy of such notice to the Union.

17. **United Support Personnel Professionalization**

17.1 **San Francisco Paraprofessional Teacher Training Program** — The Union and the District will continue to work jointly to enable unit members employed by the District to qualify for teaching positions.

17.2 **Career Ladder / Certification** — Under the auspices of the Living Contract Committee the District and the Union shall form a joint labor-management committee consisting of an equal number of representatives not to exceed five (5) from each side. The charge of the committee shall be to formulate recommendations related, but not limited to:

17.2.1 Instructional Aide certification,
17.2.2 Career ladders for represented classes from entry level to top level,
17.2.3 Length of compensated service,
17.2.4 Compensation for educational units earned,
17.2.5 The recommendations, if any, shall be subject to negotiations at the same time as salaries are negotiated.

17.3 **Certification** — The District and Union shall form a joint committee of equal representation to explore the possibility of creating an alternative level of paraprofessional certification, based upon different duties and training.

17.4 **Apprenticeship Program**

17.4.1 The District and Union shall jointly form a committee to investigate the establishment of an Apprenticeship Program under the guidelines developed by the California Department of Industrial Relations.

17.4.2 The Committee shall report its findings to the Union and the District by the end of January 2007.
18. Grievance Procedure

18.1 The Union and District agree that everyone concerned will benefit when prompt and confidential resolution of grievances is encouraged. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

18.2 A “grievance” is a written claim by a grievant, as defined in Section 18.8.1.1, that there has been a violation, misinterpretation or misapplication of a provision or provisions of this Agreement.

18.3 The unit member with a grievance may first discuss the matter with the principal or supervising administrator directly or accompanied by a representative of the Union with the object of resolving the matter informally.

18.3.1 As used in this Article 18, “supervising administrator” is the lowest level administrator having immediate jurisdiction over the grievant.

18.4 Notwithstanding Section 18.3 a grievance shall be presented not later than the fifteenth (15th) day after the act, occurrence, event or circumstance alleged to constitute a violation of the contract or not later than the fifteenth (15) day after which the unit member could reasonably have known of the said act, occurrence, event or circumstance; except that if the act, occurrence, event or circumstance giving rise to the grievance occurs during a unit member’s non-service days the time limits shall begin when the unit member returns to service.

18.5 As used in this Article 18, a “day” shall mean a day in which the District offices are open for business.

18.6 All grievances shall be submitted in writing and shall include a concise statement of the facts constituting the grievance, including the name of any employee involved and the date(s) and location(s) involved in the grievance. The grievance shall also specify the section and sections of the contract which are alleged to have been violated, misinterpreted or misapplied and the specific remedy sought by the grievant or the union.

18.7 All grievances shall commence at Step 1 and shall be submitted to the principal or supervising administrator, except if a grievance arises from the action of an authority higher than the principal or supervising administrator, the grievance may be filed at Step 2 of the grievance procedure.

18.7.1 Upon mutual agreement of the Union and the District, a grievance may be taken directly to arbitration.

18.8 Grievance procedure steps

18.8.1 Step 1 — School/Supervising Administrator level

18.8.1.1 The grievance shall be submitted in writing. The grievance shall be submitted on a designated form mutually developed by the Union and the District, unless the form is unavailable. The grievance shall be filed with the grievant’s principal or supervising administrator. When the Union becomes aware of the grievance it shall send a courtesy copy to the Labor Relations Department in timely manner. A grievance may be filed:
18.8.1.1.1 by a unit member accompanied by a representative of the Union;
18.8.1.1.2 by a unit member representing himself or herself; or
18.8.1.1.3 by the Union, on behalf of at least one named members of the bargaining unit when an alleged violation of the contract affects more than one (1) member and has a recognizable impact upon members at more than one (1) school, or when the alleged violation presents a question of common or general interest to many aggrieved members of the unit.

18.8.1.2 If the unit member is not represented by the Union, U.E.S.F. shall be given a copy of the grievance. The Union shall have the opportunity to file a statement.

18.8.1.3 Within ten (10) days after receiving the grievance, the principal or supervising administrator shall investigate the grievance, including granting the grievant and/or the Union an opportunity to be heard, and shall render a decision in writing, together with the supporting reasons, and shall forward the decision to the grievant, Human Resources Department, and the Union. The failure of the principal and/or supervisor to render a decision within ten (10) days shall be deemed a denial by the District.

18.8.1.4 No unit member at any stage of the grievance procedure shall be requested or required to meet with any administrator concerning any aspect of a grievance other than as outlined in this procedure.

18.8.2 Step 2 — District level
18.8.2.1 Within fifteen (15) days after receiving the decision from Step 1, or at the expiration of the timeline within which that decision was due, the grievant may, on his/her own or through the Union, or the Union may on its own behalf, appeal the decision of Step 1 to the Superintendent or the Superintendent’s designee. If no decision was issued by the principal or supervising administrator at Step 1, then the Superintendent or Superintendent’s designee shall send a copy of the grievance and a notice of the Step 2 hearing to the principal’s or supervising administrator’s supervisor.

18.8.2.2 An appeal to Step 2 shall be in writing and may be accompanied by a copy of the decision at Step 1.

18.8.2.3 Within fifteen (15) work days after delivery of the appeal, the superintendent or designee shall investigate the grievance, including granting the grievant and/or the Union an opportunity to be heard, and shall render a decision in writing, together with the supporting reasons, to the grievant, the Labor Relations Department, the Union, and the principal or supervising administrator involved.

18.8.2.4 The failure of the superintendent’s designee to render a decision at Step 2 shall be deemed a denial of the grievance.
18.8.3 Step 3 — arbitration

18.8.3.1 The Union has the exclusive right to appeal the decision to arbitration within twenty (20) days of the Step 2 decision being rendered or at the expiration of the timeline within which a decision was due. Notification of the appeal to arbitration shall be in writing and delivered by facsimile, and by either hand-delivery or regular U.S. mail to the Senior Executive Director of Labor Relations, or successor. The arbitrator shall issue a decision not later than thirty (30) calendar days after the closing of the hearing. The decision shall be in writing and shall set forth the arbitrator’s opinion and conclusion on the issue(s) submitted. The decision of the arbitrator shall be final and binding on the parties.

18.8.3.3 Based on mutual agreement, a court reporter shall be present at the arbitration hearing, in which case the court reporter’s fee shall be equally shared by the Union and the District. In the absence of mutual agreement, either party may have a court reporter present and shall be solely responsible for the court reporter’s fees. The arbitrator’s fee shall be equally shared by the Union and the District. If an arbitrator is selected and the arbitration is postponed, the party requesting the postponement shall pay 100% of all fee.

18.8.3.4 Limitation of the Arbitrator

18.8.3.4.1 The arbitrator may not decide any issue not submitted, and shall have no power to add to, subtract from, or modify the terms of this Agreement.

18.8.3.4.2 The grievance procedure may not be utilized to challenge or change policies of the District, as set forth in the Board of Education policies, administrative regulations and procedures, and the arbitrator shall have no jurisdiction to consider or act upon such challenges except as may be necessary to resolve a controversy regarding Article 4.1.

18.8.4 Mediation Option

18.8.4.1 Upon mutual agreement, the District and the Union may jointly request that a grievance be submitted to mediation following the decision issued at Step 2.

18.8.4.2 The District shall arrange for a mediator from the California State Mediation and Conciliation Service (CSMCS), or from any other mutually agreeable recognized dispute resolution center, to be assigned to assist the parties in the resolution of the grievance. No individual serving as a mediator may serve as an arbitrator or an expedited arbitrator in the same matter.

18.8.4.3 If the mediation option is exercised, then all steps to conduct the arbitration as established in Section 18.8.3 shall move forward regardless of the mediation process.

18.8.4.4 If a mutually agreeable resolution to the grievance is reached, then the resolution shall be reduced to writing and signed by the grievant(s), the Union and District. Any agreement shall be non-precedential and shall constitute a settlement of the grievance.
18.8.4.5 At any time and upon the request of either the Union or the District, the mediation shall terminate. Termination of the mediation process shall constitute notice that the arbitration shall be conducted.

18.8.5 Expedited Arbitration Option

18.8.5.1 Within the time permitted for requesting arbitration pursuant to Section 18.8.3.1, the parties may mutually agree to submit the matter for expedited arbitration.

18.8.5.2 Expedited arbitration shall be conducted before an arbitrator, to be mutually selected by the parties, who shall serve until the parties mutually agree to remove her or him or for twelve (12) months, whichever comes first. Not later than August 31 of each year. The Senior Executive Director of Labor Relations, or successor, shall propose a twelve (12) month schedule with monthly expedited arbitration hearing dates and including all other relevant timelines and deadlines.

18.8.5.3 At least ten (10) business days prior to the expedited arbitration hearing, the parties shall exchange a list of witnesses each intends to call as well as any documents or other material the party expects to be introduced and which has not previously been provided to the other party. Additional witnesses and additional documents and/or material may be added to the list so long as names of witnesses, copies of documents and/or other materials are provided to the other party no less than two (2) business days prior to the hearing. Other witnesses may be called and documents and/or materials presented solely at the discretion of the arbitrator.

18.8.5.4 The arbitrator shall hear a maximum of four (4) grievances for each scheduled day of hearings. Each grievance shall have a two hour and forty minute time limit, with each party having ten (10) minutes to present an opening statement and ten (10) minutes to provide a closing statement. Further, each party shall have one (1) hour to present its case for the grievance or in defense of the decision at Step 2. The time limits may be modified by mutual agreement of the parties or at the discretion of the arbitrator.

18.8.5.5 During the hearing, the following shall be prohibited: attorneys, written briefs, court reporters and electronic transcription.

18.8.5.6 Absent exceptional circumstances as determined by the arbitrator, he or she will issue oral decisions at the close of the hearing. Written summary awards shall be provided by the arbitrator to the parties within twenty (20) days following the hearing.

18.8.5.7 Decisions of the arbitrator shall be binding and final and shall not constitute precedent in other cases.

18.8.5.8 Each party shall bear its own expenses in connection with the expedited hearing process. Except as noted below, the parties shall share all fees and expenses of the arbitrator equally.

18.8.5.9 Only arbitrators who agree to the following provisions shall be used for expedited arbitration: For days with one or two arbitrations, the arbitrator shall be paid 50% of her or his fee. For days with three or four arbitrations, the arbitrator shall be paid 100% of her or his fee. Arbitration hearing days cancelled fourteen (14) or more days before the hearing date
shall incur no fees whatsoever. Cancellation of thirteen (13) days or less and that incur a fee imposed by the arbitrator shall be fully paid by the party requesting or causing the cancellation.

18.8.5.10 If one party fails to appear for a scheduled arbitration hearing that has not been cancelled, the hearing will be held and the party present shall present its case. The arbitrator shall issue an oral decision at the close of the hearing based solely on the information presented at the hearing. Written summary awards shall be provided by the arbitrator to the parties within twenty (20) days following the hearing.

18.9 General provisions — The Union shall request a list of seven arbitrators from the California State Mediation and Conciliation Service (CSMCS). The parties shall alternately strike names from the list until an arbitrator has been selected. In the alternative, the District and the Union may agree to select mutually an arbitrator.

18.9.1 Since it is important that grievances be processed as rapidly as possible, the number of days stated above at each step shall be regarded as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement of the parties. Time limits for appeal provided in each level will begin the day following the receipt of the written decision by the Union or the grievant, if filed without the Union (at Step 1 or Step 2) or the Union (at each level), or the day following the expiration of the time within which such decision was due.

18.9.2 The initial grievance may be amended by the grievant at any time prior to the hearing at Step 1 to set forth new matters arising from the alleged violation. The grievance may not be amended thereafter.

18.9.3 Failure at any step of this procedure to communicate the decision of the grievance within the specified time limits shall permit filing an appeal at the next step of this procedure.

18.9.4 If the grievance hearing, at any step, is held during the work day, the grievant(s) and the Union representatives shall be released with no loss of pay.

18.9.5 No grievance material shall be placed in the personnel file of unit members exercising their rights under the grievance procedure. Neither shall such material be utilized in the evaluation reports, the promotional process, or in any recommendation for job placement. Materials as used herein shall mean materials developed to process a grievance such as forms for initial filing and appeals, level responses, subpoenas and awards, etc.

18.9.6 When two (2) or more grievances involving the same alleged violation, or which present common questions of fact and law, have been submitted, the Union and District may agree that said grievances be consolidated and that they be heard at Level 2.

18.9.7 A grievance may not be submitted to arbitration unless the procedures in this article have been complied with and all steps followed.
18.9.8 Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent’s designee and the Union and shall be given appropriate distribution by the Union so as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be paid by the District.

18.9.9 Nothing contained herein shall be construed as limiting the right of any unit member having an alleged grievance to discuss the matter informally with an appropriate member of the administration, to process his/her own grievance, and to have the grievance resolved without intervention by the Union, provided the resolution is reached prior to arbitration and that the resolution is not inconsistent with the terms and conditions of the Agreement. The District shall not agree to a resolution of the grievance until the Union has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

18.9.10 If a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in harm to the aggrieved person, the time limits set forth herein shall be reduced so that the procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

19. Discipline and Dismissal

19.1 Discipline and Dismissal of Permanent Unit Members

19.1.1 Discipline and dismissal of permanent unit members shall take place in accordance with the appropriate provisions of the Education Code and notwithstanding any other provision of this agreement, shall only be for just cause.

19.1.1.1 Dismissal – Dismissal is removal from employment.

19.1.1.2 Suspension – Suspension is temporary removal from service for specified period without pay.

19.1.2 Unit members may be disciplined for the following causes:

19.1.2.1 Willful or negligent violation of District policies, rules and regulations or the rules and regulations of a federal, state or local government agency which are applicable to public schools.

19.1.2.2 Failure to perform adequately the duties of the position held and/or failure to maintain licenses or certificates required by law, District requirements, or job description.

19.1.2.3 Immoral or unprofessional conduct

19.1.2.4 Dishonesty.

19.1.2.5 Drinking alcoholic beverages or illegally using controlled substances on the job or reporting to work while under the influence of alcoholic beverages or illegally-used controlled substances. Nothing in this section shall waive a unit member’s right to privacy.
19.1.2.6 Conviction of sex offense as defined in Education Code section 44010 or conviction as a sexual psychopath in Article 1, Chapter 1, Part 1.5, Division 6 of the Health and Welfare Code.

19.1.2.7 Conviction of a felony or of any crime involving moral turpitude. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.

19.1.2.8 Evident unfitness for service.

19.1.2.9 Physical or mental incapacity to perform adequately on the job.

19.2 Guidelines for Disciplinary Action

19.2.1 The following guidelines shall be recognized in the discipline and/or dismissal of unit members:

19.2.1.1 The unit member shall be adequately informed of the consequences of his/her conduct.

19.2.1.2 The District’s rules, regulations and policies shall be reasonable and related to the efficient operation of the District.

19.2.1.3 A fair and objective investigation should reveal the necessity for disciplinary action.

19.2.1.4 Rules, orders and penalties should be applied fairly and equitably.

19.2.1.5 Disciplinary action should be appropriate and reasonably related to the nature of the offense.

19.3 Progressive Discipline

19.3.1 Progressive discipline shall be utilized except for conduct which is of such a nature that progressive discipline normally would not result in corrective conduct or the conduct is so egregious that immediate action is warranted.

19.3.1.1 Initially the principal or immediate supervisor shall discuss the unit member’s acts or omissions prior to issuing a verbal reprimand.

19.3.1.2 If a verbal reprimand does not result in corrective conduct, a written reprimand may be issued.

19.3.1.3 The elements of progressive discipline shall be administered in a timely manner.

19.3.2 If suspension without pay is recommended as a disciplinary action, it shall be preceded by at least two (2) related written reprimands issued within a reasonable period of time of each other and recommended within a reasonable period of time after the second written reprimand was issued. Exceptions may occur where conduct is of such a nature that written reprimands normally would not result in corrective conduct or where there has been no improvement after the first written reprimand was issued.

19.3.3 Normally, any initial suspension of a unit member pending a disciplinary hearing shall be with pay.

19.3.3.1 Emergency Suspension — The Union and the District recognize that emergency situations can occur involving the health and welfare of students, employees, or the public.

19.3.3.1.1 If the unit member’s presence would lead to a clear and present danger
to the lives, safety, or health of students, employees, or the public, the District may suspend the unit member without pay immediately after informing the unit member of the reason for the suspension.

19.3.3.1.2 Within three (3) work days, the District shall hold an informal hearing as described in Section 19.4.1 and serve on the employee a written notice of discipline and notice of right to a formal hearing in accordance with this Article.

19.3.3.1.3 If, as a result of either the informal or formal hearing, the suspension is found unwarranted or of undue length, the unit member shall be reimbursed the appropriate back pay.

19.3.4 A unit member may be represented, upon request, at any disciplinary meeting or hearing.

19.4 **Disciplinary Procedure**

19.4.1 **Informal Hearing** — By mutual agreement, an employee against whom disciplinary action is being recommended may meet with the Superintendent or his/her designee prior to written notification of official charges. The employee shall be informed orally of the reasons for disciplinary action and the action to be taken and be given an opportunity to respond. The employee may be represented at the hearing by a representative of his/her choice.

19.4.1.1 If no agreement is reached at the informal hearing, the District will give written notification of official charges and notice of a right to a formal hearing.

19.4.2 **Written Notice** — When the District seeks the imposition of any disciplinary punishment, notice of such discipline shall be made in writing and served in person or by registered or certified mail to the employee at the last known address. A copy of the notice shall be mailed to the Union at the same time unless the employee requests otherwise.

19.4.3 **Statement of Charges** — A statement of the specific charges against the employee shall be written in ordinary and concise language, shall include the cause and the specific acts and omissions, including times, dates, and location, on which the disciplinary action is based and shall state the penalty proposed.

19.4.3.1 No disciplinary action shall be taken for any cause which arose prior to the employee’s becoming permanent, nor for any cause which arose more than two (2) years preceding the date of the filing of the notice of cause, unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

19.4.3.2 The employee may, upon request, have copies of materials upon which the charges are based.

19.4.4 **Right to a Hearing** — The unit member may request a hearing in writing either by mail or personal delivery within five (5) work days after service of the statement of charges. A card or letter shall be provided to the employee, the signing of which shall constitute a demand for a hearing and a denial of all charges. In the absence of a request for a hearing within the five (5) work days, the disciplinary action shall be effective without a hearing on the date

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set forth in the written notice.

19.4.1 If, after requesting a hearing, the employee fails to appear for the hearing, the disciplinary action shall be effective without a hearing on the date set forth in the written notice.

19.4.5 Hearing — A hearing shall be held before the Superintendent or his/her designee in compliance with state and federal due process requirements.

19.4.5.1 The hearing shall be held within a reasonable period of time after the filing of a request for a hearing.

19.4.5.2 The employee may be represented at the hearing by a representative of his/her choice.

19.4.5.3 The Superintendent or designee shall render a written decision within ten (10) work days.

19.4.5.4 The decision of the Superintendent or designee shall be submitted to the governing board for action unless the matter is moved to arbitration. The request for arbitration shall be made within fifteen (15) days after receiving the decision of the Superintendent or designee.

19.4.6 Arbitration

19.4.6.1 The Union has the exclusive right to appeal the Superintendent/designee’s decision to arbitration.

19.4.6.2 The Union shall request a list of arbitrators from the California State Mediation and Conciliation Service (SMCS). The parties shall alternately strike names and use a mutually agreeable method to determine which party shall strike the first name.

19.4.6.3 Technical rules of evidence shall not apply at the arbitration.

19.4.6.4 The cost of the arbitration and the reporter, if any, shall be borne equally by the District and the Union.

19.4.6.5 The arbitrator shall submit a written decision, including the findings of fact and determination of the issues, within thirty (30) calendar days after the closing of the hearing. A copy shall be sent to the employee, the Union and to the Superintendent.

19.4.6.6 The decision of the arbitrator shall be advisory for terminations, binding for suspension. The Superintendent shall submit the arbitrator’s decision to the Board of Education. The decision of the Board of Education shall be final. If an advisory arbitration decision on a dismissal is rejected upon review by the District’s Board, the District will pay the arbitrator’s fee and cost incurred by the Union.

19.5 Release of Probationary Classified Employees — Probationary employees are excluded from the provisions of the disciplinary article. At any time prior to the expiration of the probationary period, the District may, at its discretion, release a probationary employee.
20. Due Process for Handling Complaints

20.1 The District and the Union agree that the following procedures shall be used for processing complaints against members of the bargaining unit by a citizen.

20.2 This article is not to be considered as a substitute for the evaluation procedure.

20.3 A charge is a complaint by a citizen against a member of the bargaining unit that:

20.3.1 could result in disciplinary action, or in any other way affect the status of the unit member; and,

20.3.2 has not been resolved at the school level, if the complaint had initially been made at that level.

20.4 Charges against a unit member will not be heard publicly by the Board of Education or the Superintendent and his/her staff unless the unit member requests that the charges be heard publicly.

20.5 All charges against a unit member shall be filed in writing with the Employer.

20.6 The unit member so charged shall immediately be furnished a copy of the charges, to the extent permitted by law.

20.6.1 Nothing in this Article shall require the District to provide information to a unit member when a non-school district agency has given the district notice that such information may compromise that agency’s criminal investigation.

20.7 If, after investigation, the Superintendent decides further action is necessary, a conference committee shall be established consisting of the Superintendent or designee, the unit member and/or designee, and the citizen and/or designee. The conference committee may terminate the charges by unanimous agreement.

20.8 The meetings of the conference committee are to be privately conducted. Any public announcement of the results of the conference committee meetings will be made only upon the request of the unit member.

20.8.1 If the conference committee is unable to resolve the issue, a report of its activities shall be submitted to the Board of Education for consideration in closed session.

20.9 The Board of Education may decide, upon consideration of the report of the conference committee, to either terminate the charges against the unit member or hold a closed session personnel hearing with the Board of Education acting as a committee of the whole. The unit member and/or representative has a right to be at this hearing.

20.10 Any public announcement of the results of the closed session hearing will be made only upon the request of the unit member.

21. Effects of Layoffs

21.1 Procedures for Layoff

21.1.1 Civil Service Employees — The layoff of Civil Service unit members shall be in accordance with Civil Service rules and regulations.

21.1.2 All Other Bargaining Unit Employees — The layoff, including a reduction in assigned hours, of unit members who are not members of the Civil Service shall be in accordance with the California Education Code.

21.1.2.1 Starting with the 2009-2010 school year, layoff or reduction in hours shall
be by class group, in inverse order of seniority for the following classes (including suffixed positions), except for suffixed positions which may be skipped based on the District’s determination of program need:

<table>
<thead>
<tr>
<th>Class Group</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>A03, A04, A05, A06, A08, A12</td>
</tr>
<tr>
<td>II</td>
<td>R10, R40, R50, R60, and R70</td>
</tr>
</tbody>
</table>

For all other classes, layoff or reduction in hours shall be by class in inverse order of seniority.

21.1.2.2 This procedure may result in displacement of a unit member to a position in a different class in that unit member’s class group with the same or no class suffix due to position in that unit member’s class or class suffix being eliminated. A displaced unit member shall be placed according to the placement procedure specified in Section 12.4.7.1 through 12.4.7.5, provided that all references to “class” in those sections shall include “class group” as defined in this article.

21.1.2.3 With regard to unit members displaced from classes with a suffix, the following shall apply:

21.1.2.3.1 Unit members in a suffix position may displace to a position with the same suffix in the same or different class within a class group.

21.1.2.3.2 Unit members hired into a suffix position after July 1, 2002 may displace to a position with the same suffix or no suffix in the same or different class within a class group.

21.1.2.4 If a unit member with more than one seniority date is bumped from his/her most recent class or class group due to layoff, the unit member shall bump into a vacant position in his/her next most recent class or class group. If no vacancies in the second class or class group exist the unit member with the least seniority in that second class or class group shall be subject to layoff. Bumping due to layoff occurs without regard to the number of hours a unit member works.

21.1.2.5 For the purposes of this article, notwithstanding any other provision of this Agreement, seniority is determined by hire date as a probationary employee within a class or class group, plus higher classes.

21.1.2.6 No unit member shall be subject to layoff or reduction in hours for performance or disciplinary reasons.

21.1.2.7 Reemployment following a layoff shall be pursuant to Education Code §45114.

21.2 Meetings with the Union — Prior to notifying unit members the District shall supply the Union with a list of unit members being laid-off, including information on program, fund, site, salary, hours, date of hire, and location. If requested by the Union, the District will consult with the Union regarding possible alternatives to layoffs.

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21.3 **Children’s Center Sub Pool** — To minimize the adverse impact of budget reductions and to provide an available source of substitute employees in lieu of layoffs, the District shall continue the substitute pool. A sub pool of up to seventeen (17) shall be established as a separate employment component of the District, administered by the central office. Recruitment will be on a voluntary basis, with affirmative action and seniority used if there are more candidates than sub pool vacancies. An existing employee placed in the pool shall continue to work the same number of hours he/she did prior to pool placement; all other benefits held prior to pool placement shall continue. Unit members displaced into the pool because of layoffs shall remain in said pool until a vacant children’s center position having the same number of assigned hours becomes available. Upon said availability, the pool employee shall be required to accept said vacant position, or face termination.

21.4 **Reduction in Assigned Time** — Once an employee has been issued an annual assignment notice by the Classified Personnel Office, his/her assigned hours as contained in said notice shall not be reduced for the remainder of that school year.

21.5 **Waiver** — In consideration of the provisions contained herein, the District and the Union shall not be required to bargain further about the effects of layoff, nor the annual decision to reduce assigned time and the effects related thereto.

21.6 **Compliance** — The District and the Union reaffirm that the provisions of their collective bargaining agreement, including this Article, shall be in compliance with the terms of the Consent Decree, NAACP, *et al.* v San Francisco Unified School District Civil No. C-78-1445 WHO. The District and the Union agree that United Support Personnel staffing, as contemplated herein, at schools impacted by said Consent Decree shall be in accordance with said Decree Plan.

22. **Summer/Saturday School, *et al.*

22.1 Any unit member positions available for Summer School/Saturday School, *et al.*, shall be posted in or around the District’s Classified Personnel Office, included the Weekly Administrative Directive (W.A.D.), and announced over the Classified Personnel Hotline. Available information regarding hours, job classification, and site, as well as date of application deadline for application, shall be included in the notice.

22.2 A more senior unit member who is in service shall be given priority preference in hiring for a United Support Personnel position if he/she meets the posted classification requirements of such a job and providing that the additional assignment will not create a regular work week in excess of forty (40) hours.

23. **Child Development Programs**

23.1 **Compliance**

23.1.1 Home visits, when required by either Community Care Licensing, state or federal mandates, shall only be performed under the following circumstances:

23.1.1.1 Unit member shall receive a stipend of $40 for each home visit performed outside the unit member’s regularly scheduled work hours.

23.1.1.2 Mileage reimbursement at the current Internal Revenue Code rate shall be paid to unit members.
23.1.3 A CDP unit member may request accompaniment by another authorized individual for a home visit. The CDP site manager or CDP central office shall make every effort fulfill this request. In the event that another authorized individual is not available, the home visit shall be rescheduled to a time when the second authorized individual is available. If the second authorized individual is a unit member, that individual shall also receive the $40 home visit stipend.

23.1.2 Effective with the ratification of the agreement, CDP staff shall be notified of state or federal requirements for home visits prior to any regulatory requirement to perform them.

23.1.3 The District shall assume all liability related to home visits by all unit members to the extent required by law.

23.1.4 Personnel records that are required by Community Care Licensing for licensing purposes, shall be maintained securely and locked at a CDP site and only be made available for compliance review purposes. These files shall only contain records required by Community Care Licensing. They shall exclude job ratings and evaluations, and shall not constitute a waiver of any rights related to a unit member’s personnel file established in the Education Code. See Side Letter in Appendix G.

24. General Conditions

24.1 The District shall conduct on-site in-service training for all newly hired United Support Personnel as soon as practical after the work assignment. If necessary funds and personnel are available and designated, additional in-service training shall be provided to all new unit members.

24.2 No member of the bargaining unit shall be requested to serve in the place of an absent teacher except in an emergency.

24.3 Employees shall not be released from work but shall be assigned to related duties and compensated at their regular rate of pay whenever the District shortens or cancels a regular school day and there are no students in attendance on any school day during which pupils would otherwise have been in attendance and for which certificated personnel shall also receive regular pay whether or not they are required to report for duty that day.

24.4 No unit member shall be required to perform personal errands or tasks for other members of the staff.

25. Restructuring

25.1 Successful implementation of the May 1, 1997, Tentative Agreement to Reduce the Need for Reconstitution requires adoption of a standards-based school accountability system. The proposed accountability system is predicated upon the following structures: 1) set of district-wide standards that define school quality; 2) a mechanism for measuring the performance of a school according to the district-wide standards; 3) identification of schools that have deficiencies in meeting the standards; 4) support to build school-wide structures to develop plans to address the identified deficiencies; and 5) monitoring of the progress of the school community. This effort will require modification of Article 21, Restructuring, consistent with the guidelines and requirement of the District and State and
Federal Governments.

25.1.1 The District and Union shall continue work to develop said accountability system using current structures, including the Labor Management Community Committee.

25.1.2 The District and Union intend to create an accountability system that includes requirements of the accountability systems imposed or required by the Consent Decree, State of California, and the Federal Government.

25.2 Restructuring is not accomplished quickly or easily. Continued success is dependent on the support and participation of those involved in the process at the school site and on the District level. Resources and staff released time, including that provided by law, are necessary components of restructuring and shall be mutually determined by the Union and the District.

25.2.1 The District and Union agree that by working together they can continue to have a powerful and positive effect on the improvement of the educational program for all San Francisco Unified School District students. Restructuring is a process for moving toward this end through shared decision-making among those directly responsible for student performance.

25.1.2 Shared decision-making is a process whereby teachers, United Support Personnel, administrators, classified staff, parents, students, and others, as determined by the site, can collaborate in identifying areas in need of improvement and in developing solutions that will enhance the learning opportunities for all students.

25.1.3 The parties recognize that the most important interactions that affect student performance are those between instructional staff and students. Instructional staff must be able to share in decisions at the school site if they are to share the responsibility and accountability for the success of the school.

25.2 See Appendix E, Restructuring Article of the teachers’ contract.

26. Classification of Employees

A District-wide committee consisting of six (6) members shall be established to periodically review positions in the bargaining unit in regard to the kind and level of service administratively assigned. The committee will recommend the establishment of and/or make recommendations regarding appropriate classifications, to recommend the reclassification of existing classifications, and to make recommendations regarding the assignment of a classification to a position within the District’s bargaining unit classification structure. Further, the committee will make recommendations regarding titles, job specifications and ranges for newly created positions, as well as review any requests for added responsibilities or removal of responsibilities to existing job specifications. A representative of the Classified Personnel Office shall serve as clerical support to the committee.

26.1 Reclassification— A request for reclassification of a current position may be submitted by the employee to the District’s Human Resources Department during the window period specified below, not more than once every eighteen (18) months. The Human Resources Department shall provide the forms to the employee upon request. An employee requesting reclassification shall be notified of the meeting at which his/her reclassification is to be reviewed. The employee
may attend the meeting to make a personal presentation and released time will be granted.

26.2 **Reclassification Schedule**

<table>
<thead>
<tr>
<th>Period #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1 through 8/15</td>
</tr>
<tr>
<td>8/16 through 10/31</td>
</tr>
<tr>
<td>11/1 through 11/20</td>
</tr>
<tr>
<td>11/21 through 11/28</td>
</tr>
<tr>
<td>1/1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1 through 2/15</td>
</tr>
<tr>
<td>2/16 through 4/30</td>
</tr>
<tr>
<td>5/1 through 5/20</td>
</tr>
<tr>
<td>5/21 through 5/28</td>
</tr>
<tr>
<td>7/1</td>
</tr>
</tbody>
</table>

26.3 **Reclassification Process**

26.3.1 **Reclassification Committee**

26.3.1.1 A District-wide Reclassification Committee shall be established to act on employee requests for reclassification, as per Section 25.1, and recommend modification, approval or disapproval of all reclassification requests. Findings and recommendations of this committee shall be forwarded to the Chief Administrative Officer for consideration and recommendation. The Reclassification Committee shall be constituted of three (3) members appointed by the Chief Administrative Officer and three (3) members will be appointed by U.E.S.F. The terms of the committee members shall be established by lot for one to three (3) years.

26.3.1.2 If the Chief Administrative Officer disagrees with the District-wide Reclassification Committee, a response, in writing, to the committee will be submitted stating the reasons.

26.3.1.3 If modifications are made to a job specification, all members in that classification shall receive a revised job class specification, which will be provided by the Human Resources Department.
26.3.2 **Appeal Process**

26.3.2.1 In the event that an employee requesting reclassification disagrees with the recommendation of the District-wide Committee or the Chief Personnel Officer, the following procedure will be followed:

26.3.2.1.1 The employee will have five (5) work days following the receipt of the recommendation to appeal to the Chief Administrative Officer. A representative of the Union shall be in attendance at the time the Chief Administrative Officer meets with the employee. All written and verbal information will be available to review and discussion by a Union representative and the Chief Administrative Officer. Observations and information provided by the Union representative will be considered in the decision making process. The appellant may have the assistance of a Union representative. The employee may attend the meeting to make a personal presentation and released time will be granted, if necessary.

26.3.2.1.2 Within fifteen (15) work days of receiving the appeal, the Chief Administrative Officer will make a final determination and send a written response to the appellant. The decision of the Chief Administrative Officer shall be final.

26.4 **District Reclassification Decisions** — The reclassification decisions of the District shall not be subject to the grievance procedure of this Agreement.

27. **Living Contract Committee**

27.1 **Living Contract Committee:** The parties agree to establish a joint committee, involving both bargaining units represented by UESF, to provide for regular, ongoing discussions and decision-making on matters germane to improved union-management relations and more effective overall system operations.

27.1.2 This committee shall be authorized to discuss any issue of mutual interest or concern and to reach agreement on issues in a timely manner without delaying action until the expiration and renegotiation of the collective bargaining agreement. The Living Contract Committee shall also have the power to amend this Agreement, provided that any substantive amendments shall be subject to internal ratification and approval procedures of the District and Union.

27.1.3 The Union and District shall each identify at least two (2) representatives and no more than four (4) representatives as permanent committee members. The Superintendent and/or the UESF President shall participate in meetings of this committee at their discretion.

27.1.4 The overall charge to the Living Contract Committee shall include but not be limited to the following:

27.1.4.1 Administer and implement the contractual agreements, and resolve disputes or problems in the interpretation and application of the agreements as they arise;
27.1.4.2 Meet monthly on a regularly scheduled date, at times and locations mutually agreed upon, unless the parties agree to a different arrangement. Either the Superintendent or the President may call a special meeting of the Committee to deal with a specific issue on the basis of urgent need.

27.1.5 The Living Contract Committee shall have the following powers and duties:

27.1.5.1 Establish temporary joint subcommittees to address particular issues which shall report with recommendations in writing to the Committee by specific deadlines and establish the membership and operating procedures of such subcommittees. At its first meeting the Committee shall consider the establishment of subcommittees to review issues of concern and make recommendations regarding implementation committee’s currently in operation;

27.1.5.2 Educate both staff of the District and members of the Union regarding the provisions of this Agreement, their responsibilities, and best practices with respect thereto;

27.1.5.3 Revise the provisions of this Agreement in order to clarify language and meaning, correct contradictions or inconsistencies, remove outdated language, and organize and streamline it;

27.1.5.4 Consider and recommend to the Superintendent and Union President transfers of individual paraprofessionals between schools if reason is shown without regard to Article 12, Transfer. This process is not meant to substitute for the rights and responsibilities of the parties set forth in Article 7, Evaluation, and/or Article 19, Discipline. The decision to approve each recommendation for transfer shall be made by consensus of the Superintendent and Union President. Transfers under this subdivision may be voluntary or involuntary, and shall not be grievable. Such transfers shall not impair the transfer rights of other unit members, or any transfer rights of the District.

27.2 All existing joint subcommittees and task forces and other work groups under this Agreement shall continue under the aegis of the Living Contract Committee. The Living Contract Committee shall have the power to consolidate, reconfigure the membership, modify the charge, tasks, and term of joint subcommittees.

27.3 Budget and Fiscal Consultation Effective July 1, 2002, the District shall meet with the Union to provide the Union with updates and information of the status of the District’s budget throughout the fiscal year. The checkpoints for these information exchanges shall be tied to the First Interim Report, the Audit Report, and the Second Interim Report. The parties shall annually establish mutually agreeable dates to review this financial information.

28. Health Professionals

28.1 The District and UESF hereby establish the following Health Professional positions:

R30 – Community Outreach Worker
R31 – ExCEL Manager
R32 – ExCEL Coordinator
R33 – Learning Support Consultant
R34 – Site Nutrition Coordinator
R35 – School Climate Coordinator
R36 – Wellness Coordinator

28.2 The salary schedule for these positions is listed in Appendix C.

28.3 The provisions of this Agreement shall apply to Health Professionals, except Articles 9 and 17. Articles 9 and 17 shall not apply because these positions are not “paraprofessionals,” rather they are professional positions based upon licensure requirements of each position.

28.4 The work year for these positions shall be either the school term (181 days) or full-term (260 days), as directed by the District to the Health Professional in writing, with a copy to the Union, by June 1 of the proceeding school year, or within twenty days after the creation of the position.

28.5 For purposes of retirement health benefits and placement on the salary scale, the District shall recognize years of service as a Health Worker IV in the District.

28.6 Hours of Work
The length of the regular workday shall not exceed eight (8) hours of service. Central and site administrators are responsible for establishing procedures and constructing schedules for Health Professionals in a manner which shall reflect the need for preparation appropriate to the tasks of each position.

Meal and Rest Periods: All Health Professionals shall be granted two (2) fifteen (15) minute rest periods and one (1) thirty (30) minute lunch period each workday. Authorized rest periods are counted as hours worked for which there is no deduction from wages.

If a Health Professional is directed to work more days than the work year described in Article 27.4, he/she shall be granted either per diem pay or compensatory time off for said additional service.

Health Professionals shall be eligible to participate in in-service activities or other conferences offered. If the Health Professional is approved to attend, he/she shall be paid according to his/her regularly rate of pay for such attendance.

29. Savings Clause
Should any part hereof or provisions herein be rendered or declared invalid by any reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, or the Public Employee Relations Board, or other entity having legal jurisdiction, such invalidation of such part or portion of this contract shall not invalidate the remaining portions hereof, and they shall remain in full force and effect.

30. Support of Agreement
The District and the Union agree that it is to their mutual benefit to encourage the resolution of differences through the negotiation process. Therefore, it is agreed that the District and the Union will support this Agreement.

31. Duration
This contract shall be effective from July 1, 2007, through June 30, 2010.
32. Reopeners

The re-openers for 2008-2009 and 2009-2010 shall include salary, benefits and three (3) articles for each side, not including automatic re-openers.
Appendix A — Employment Classes
Description of United Support Personnel Bargaining Unit Non-Permanent Civil Service

A.1. **Series A — Instructional Aide**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Title 1 Pre-Kindergarten (Schedule 935)</td>
</tr>
<tr>
<td>A03</td>
<td>Elementary Basic Skills (Schedule 935)</td>
</tr>
<tr>
<td>A04</td>
<td>Secondary Basic Skills (Schedule 935)</td>
</tr>
<tr>
<td>A05</td>
<td>Mathematics/Secondary (Schedule 935)</td>
</tr>
<tr>
<td>A06</td>
<td>Science (Schedule 935)</td>
</tr>
<tr>
<td>A07</td>
<td>Sensory Motor (Schedule 935)</td>
</tr>
<tr>
<td>A08</td>
<td>Mathematics/Computer (Schedule 935)</td>
</tr>
<tr>
<td>A09</td>
<td>Computer (Schedule 935)</td>
</tr>
<tr>
<td>A11</td>
<td>Naturalist (Schedule 935)</td>
</tr>
<tr>
<td>A12</td>
<td>Evening School (Schedule 935)</td>
</tr>
</tbody>
</table>

A.3. **Series C — Child Development Instructional Aide**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>C10</td>
<td>Child Development Program (Schedule 935)</td>
</tr>
</tbody>
</table>

A.4. **Series N — Special Education Instructional Aide (Non-Severe Impairments)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>N10</td>
<td>All Non-Severe Impairments (Schedule 935)</td>
</tr>
<tr>
<td>N50</td>
<td>Sign Language (Schedule 935)</td>
</tr>
<tr>
<td>N90</td>
<td>Visual Impairments (Schedule 935)</td>
</tr>
</tbody>
</table>

A.5. **Series P — Support Services**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>P10</td>
<td>General Support (Schedule 935)</td>
</tr>
<tr>
<td>P20</td>
<td>Computer (Schedule 935)</td>
</tr>
<tr>
<td>P60</td>
<td>Special Education (Schedule 935)</td>
</tr>
</tbody>
</table>

A.6. **Series R — Community Relations Specialist**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>R10</td>
<td>Attendance (Schedule 937)</td>
</tr>
<tr>
<td>R11</td>
<td>Child Welfare and Attendance Liaison (Schedule 987)</td>
</tr>
<tr>
<td>R20</td>
<td>Parent Liaison (Schedule 937)</td>
</tr>
<tr>
<td>R30</td>
<td>Community Outreach Worker (Schedule 980)</td>
</tr>
<tr>
<td>R31</td>
<td>ExCEL Manager (Schedule 981)</td>
</tr>
<tr>
<td>R32</td>
<td>ExCEL Coordinator (Schedule 982)</td>
</tr>
<tr>
<td>R33</td>
<td>Learning Support Consultant (Schedule 983)</td>
</tr>
<tr>
<td>R34</td>
<td>Site Nutrition Coordinator (Schedule 984)</td>
</tr>
<tr>
<td>Class</td>
<td>Service Criteria</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>R35</td>
<td>School Climate Coordinator (Schedule 985)</td>
</tr>
<tr>
<td>R36</td>
<td>Wellness Coordinator (Schedule 986)</td>
</tr>
<tr>
<td>R40</td>
<td>Elementary Advisor (Schedule 937)</td>
</tr>
<tr>
<td>R50</td>
<td>Student Advisor (Schedule 937)</td>
</tr>
<tr>
<td>R60</td>
<td>Peer Resources (Schedule 937)</td>
</tr>
<tr>
<td>R70</td>
<td>Multiple Services (Schedule 937)</td>
</tr>
<tr>
<td>R80</td>
<td>Computer (Schedule 937)</td>
</tr>
<tr>
<td>R90</td>
<td>Computer/Sensory Motor (Schedule 937)</td>
</tr>
</tbody>
</table>

**A.7. Series S — Special Education Instructional Aide (Severe Impairments)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>S10</td>
<td>All Impairments (Schedule 911)</td>
</tr>
<tr>
<td>S20</td>
<td>Signing/Interpreter (Schedule 911)</td>
</tr>
<tr>
<td>S30</td>
<td>Computer (Schedule 911)</td>
</tr>
</tbody>
</table>

**A.8. Series T — Security Aide**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>T10</td>
<td>School Patrol (Schedule 935)</td>
</tr>
</tbody>
</table>

**A.8. Class Suffixes (Bilingual and other)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>-C</td>
<td>Cantonese</td>
</tr>
<tr>
<td>-D</td>
<td>Cambodian</td>
</tr>
<tr>
<td>-J</td>
<td>Japanese</td>
</tr>
<tr>
<td>-K</td>
<td>Korean</td>
</tr>
<tr>
<td>-L</td>
<td>Laotian</td>
</tr>
<tr>
<td>-M</td>
<td>Mandarin</td>
</tr>
<tr>
<td>-P</td>
<td>Filipino</td>
</tr>
<tr>
<td>-R</td>
<td>Russian</td>
</tr>
<tr>
<td>-S</td>
<td>Spanish</td>
</tr>
<tr>
<td>-T</td>
<td>Samoan</td>
</tr>
<tr>
<td>-V</td>
<td>Vietnamese</td>
</tr>
<tr>
<td>-X</td>
<td>More than one (1) language required</td>
</tr>
<tr>
<td>-Z</td>
<td>Driving/proof of insurability required</td>
</tr>
</tbody>
</table>
Appendix B — Evaluation Information

Evaluation Form
San Francisco Unified School District

United Support Personnel

Performance Appraisal Report

<p>| Paraprofessional Evaluation Form - San Francisco Unified School District |
|---|---|---|---|
| Name | Date | Probationary | Permanent | Other |
| Classification | | | School or Department |</p>
<table>
<thead>
<tr>
<th><strong>DEFINITIONS OF RATINGS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use the following definitions to identify employee's level of performance when rating factors.</strong></td>
</tr>
</tbody>
</table>

**EXCEEDS EXPECTATIONS** (E) Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected of performance rated "Meets Expectations."

**MEETS EXPECTATIONS** (M) Performs assigned duties at an acceptable level through demonstrated application of skills.

**NEEDS IMPROVEMENT** (N) Performance in one or more areas does not meet the requirement for a "Meets Expectations" rating. Improvement is required if acceptable results are to be achieved.

**UNSATISFACTORY** (U) Even under close direction, performance does not demonstrate the ability and/or willingness to produce required results.
<table>
<thead>
<tr>
<th>PERFORMANCE</th>
<th>E</th>
<th>M</th>
<th>N</th>
<th>U</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quality of work - Consider the extent to which the work is accurate, neat, well organized and thorough.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Work habits - Consider the employee's effectiveness in organizing and use of time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Working relations - Consider the ability to work with and through others. Ability to work effectively as part of a group.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Meeting Work Commitments - Extent to which the employee completes work assignments and follows established procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Demonstration of Initiative - Extent to which the employee shows ingenuity in initiating job duties. Readiness to take action.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Dependability and Reliability - Can be relied upon to carry out responsibilities of the position with minimal supervision.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Punctuality - Consider the employee's attendance and tardiness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Safety - Complies with District safety policies and practices.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Communication Skills - Ability to get verbal or written messages across in a clear, organized and appropriate manner. Ability to understand</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OVERALL RATING:

☐ OUTSTANDING ☐ HIGHLY SATISFACTORY ☐ SATISFACTORY
☒ NEEDS IMPROVEMENT ☐ UNSATISFACTORY

☐ SATISFACTORY
### DEFINITIONS OF RATINGS

Use the following definitions to identify employee's level of performance when rating factors.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXCEEDS EXPECTATIONS</strong> (E)</td>
<td>Performs assigned duties in a manner indicating exceptional understanding of essential functions. Results achieved are often better than expected of performance rated &quot;Meets Expectations.&quot;</td>
</tr>
<tr>
<td><strong>MEETS EXPECTATIONS</strong> (M)</td>
<td>Performs assigned duties at an acceptable level through demonstrated application of skills.</td>
</tr>
<tr>
<td><strong>NEEDS IMPROVEMENT</strong> (N)</td>
<td>Performance in one or more areas does not meet the requirement for a &quot;Meets Expectations&quot; rating. Improvement is required if acceptable results are to be achieved.</td>
</tr>
<tr>
<td><strong>UNSATISFACTORY</strong> (U)</td>
<td>Even under close direction, performance does not demonstrate the ability and/or willingness to produce required results.</td>
</tr>
</tbody>
</table>
Instructions For The Evaluator/Observer

Techniques of Appraisal

The observation and evaluation of a unit member’s work performance is one of the primary responsibilities of any person who supervises or directs United Support Personnel. The effective communication of this evaluation to the unit member is essential. When used thoughtfully and carefully, this form is intended to aid the unit member and evaluator in arriving at an understanding of the unit member’s performance in a given position. This evaluation will become part of the unit member’s personnel file.

1. Purpose of a performance appraisal:
   a. To act as a tool to define work skills and to provide a measurement of the degree to which each unit member performs these skills.
   b. To act as a report to the unit member concerning performance on his/her job.
   c. To assure the unit member of a regular and systematic review.
   d. To provide a record of unit member’s performance and growth history.
   e. To provide a basis for coaching and guiding the unit member.
   f. To provide an opportunity for closer and better communication between the unit member and her/his supervisor.

2. How to Appraise:
   a. Define the standard — rate each person against the requirements of his/her position.
   b. Be objective — avoid reference to personal likes and dislikes.
   c. Consider one factor of ability at a time. Each factor is distinct and does not necessarily relate to similar factors.
   d. Base appraisals on observed and proven performance — avoid impressions based on hearsay.
   e. Base appraisals on average daily performance — avoid rating occasional incidents which highlight a particularly good or bad performance.
   f. Written narrative explanation must accompany any areas designated as unsatisfactory, with specific recommendations for means of improvement.

3. After making the report, the evaluator shall:
   a. Discuss the report with the unit member.
      (1) Give the unit member an opportunity to make suggestions for the improvement of her/his work.
      (2) Explain areas where work performance may be improved.
      (3) Explain the comments on the performance reports.
   b. Sign the evaluation report and obtain the signature of the unit member (The signature of a unit member on the evaluation reflects only that he/she has read the evaluation.).
   c. Retain a copy of the evaluation, give the unit member a copy, and send a copy to the Personnel Office.
Appendix C — Salary Schedules

C.1.a United Support Personnel Salary Schedule

1.5% Based on 2006-2007 Rates - Retro to July 1, 2007 Payable 12/5/2007

The following groups of classifications are paid as follows:

A01_Instructional Aide: Pre-K Program
A03_Instructional Aide: Elementary Basic Skills
A04_Instructional Aide: Secondary Basic Skills
A05_Instructional Aide Math/Secondary
A06_Instructional Aide: Science
A07_Instructional Aide: Sensory Motor
A08_Instructional Aide: Mathematics/Science
A09_Instructional Aide: Computer
A10_Instructional Aide: Computer/Sensory Motor Skills
A11_Instructional Aide: Naturalist
A12_Instructional Aide: Evening School

<table>
<thead>
<tr>
<th></th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>16.8002</td>
<td>17.6076</td>
<td>18.4725</td>
<td>19.3758</td>
<td>20.3177</td>
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Longevity

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<tr>
<td>Hourly Rate</td>
<td>17.1002</td>
<td>17.9076</td>
<td>18.7725</td>
<td>19.6758</td>
<td>20.6177</td>
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The following classification are paid as follows:

C10_Instructional Aide: Child Development Program

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Longevity

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C.1.b United Support Personnel Salary Schedule
1.5% Based on 2006-2007 Rates - Retro to July 1, 2007
The following groups of classifications are paid as follows:

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<tr>
<td>N10_Special Education Instructional Aide: Non-Severe All Impairments</td>
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<td>18.4725</td>
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<td>20.3177</td>
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<tr>
<td>N50_Special Education Instructional Aide: Sign Language</td>
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<td>N90_Special Education Instruction Aide: Visual Impairments</td>
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<tr>
<td>P10_Supplemental Services: General Support</td>
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<tr>
<td>P20_Supplemental Services: Computer</td>
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<td>P60_Supplemental Services: Special Education</td>
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<td>17.9076</td>
<td>18.7725</td>
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<td>20.6177</td>
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<tr>
<td>R50_Community Relations Specialist: Student Advisor</td>
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<tr>
<td>R60_Community Relations Specialist: Peer Resources</td>
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<td>R70_Community Relations Specialist: Multiple Services</td>
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<tr>
<td>R80_Community Relations Specialist: Computer</td>
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<tr>
<td>R90_Community Relations Specialist: Computer/Sensory Motor</td>
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<td>20.5211</td>
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<tbody>
<tr>
<td>R30_Community Health Outreach Worker</td>
<td>21.5287</td>
<td>22.5668</td>
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## C.1.c United Support Personnel Salary Schedule

1.5% Based on 2006-2007 Rates - Retro to July 1, 2007 Payable 12/5/2007

### R31_ExCEL Manager

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<tbody>
<tr>
<td>Hourly Rate</td>
<td>29.2264</td>
<td>30.6887</td>
<td>32.2232</td>
<td>33.8376</td>
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**Longevity**

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<tr>
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<th>Step 5</th>
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<tbody>
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<td>29.5264</td>
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### R32_ExCEL Coordinator

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</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>23.6818</td>
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<td>27.3595</td>
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**Longevity**

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<tr>
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</tr>
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<tbody>
<tr>
<td>Hourly Rate</td>
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</table>

### R33_Learning Support Consultant

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<tbody>
<tr>
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<td>32.2232</td>
<td>33.8342</td>
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<td>37.3022</td>
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**Longevity**

<table>
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<tr>
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<tr>
<td>Hourly Rate</td>
<td>32.5232</td>
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### R34_Site Nutrition Coordinator

<table>
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<tr>
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<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>25.6386</td>
<td>26.9134</td>
<td>28.2591</td>
<td>29.6360</td>
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</table>

**Longevity**

<table>
<thead>
<tr>
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<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>25.9386</td>
<td>27.2134</td>
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### R35_School Climate Coordinator

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<th>Step 5</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>25.6386</td>
<td>26.9134</td>
<td>28.2591</td>
<td>29.6360</td>
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**Longevity**

<table>
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<tr>
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<th>Step 2</th>
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<th>Step 5</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>25.9386</td>
<td>27.2134</td>
<td>28.5591</td>
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C.1.d United Support Personnel Salary Schedule
1.5% Based on 2006-2007 Rates - Retro to July 1, 2007 Payable 12/5/2007

R36_Wellness Coordinator

<table>
<thead>
<tr>
<th>Step</th>
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<th>Longevity Hourly Rate</th>
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<td>Step 1</td>
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<td>Step 2</td>
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<td>Step 3</td>
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<td>Step 4</td>
<td>34.0663</td>
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<td>Step 5</td>
<td>35.7697</td>
<td>36.0697</td>
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</table>

The following group of classifications are paid as follows:

S10_Special Education Instructional Aide – Severe Impairments – All Impairment
S20_Special Education Instructional Aide – Severe Impairments - Signing/Interpreting
S30_Special Education Instructional Aide – Severe Impairments - Computer

<table>
<thead>
<tr>
<th>Step</th>
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<th>Longevity Hourly Rate</th>
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<td>Step 3</td>
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T10_Security - Campus

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<td>18.7725</td>
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<td>Step 5</td>
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C.2.a United Support Personnel Salary Schedule
3% Based on 2006-2007 Rates - Effective July 1, 2008

The following group of classifications are paid as follows:

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<td>Instructional Aide: Pre-K Program</td>
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<tr>
<td>Instructional Aide: Elementary Basic Skills</td>
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<td>Instructional Aide: Secondary Basic Skills</td>
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<tr>
<td>Instructional Aide Math/Secondary</td>
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<td>Instructional Aide: Science</td>
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<tr>
<td>Instructional Aide: Sensory Motor</td>
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<tr>
<td>Instructional Aide: Mathematics/Science</td>
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<tr>
<td>Instructional Aide: Computer</td>
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<tr>
<td>Instructional Aide: Computer/Sensory Motor Skills</td>
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<td>Instructional Aide: Naturalist</td>
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<td>Instructional Aide: Evening School</td>
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<tr>
<td>Instructional Aide: Child Development Program</td>
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USP Contract 2007-2010 -68- July 1, 2007
C.2.b United Support Personnel Salary Schedule
3% Based on 2006-2007 Rates - Effective July 1, 2008
The following group of classifications are paid as follows:

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Longevity | Hourly Rate | 17.3485 | 18.1678 | 19.0455 | 19.9622 | 20.9179 |

The following group of classifications are paid as follows:

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Longevity | Hourly Rate | 20.8200 | 22.1469 | 23.2004 | 24.3318 | 25.4827 |

The following group of classifications are paid as follows:

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### C.2.c United Support Personnel Salary Schedule

#### 3% Based on 2006-2007 Rates - Effective July 1, 2008

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C.2.d United Support Personnel Salary Schedule  
3% Based on 2006-2007 Rates - Effective July 1, 2008

The following group of classifications are paid as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
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<tbody>
<tr>
<td>S10_Special Education Instructional Aide – Severe Impairments – All Impairment</td>
<td></td>
</tr>
<tr>
<td>S20_Special Education Instructional Aide – Severe Impairments - Signing/Interpreting</td>
<td></td>
</tr>
<tr>
<td>S30_Special Education Instructional Aide – Severe Impairments - Computer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<th></th>
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<th>Step 2</th>
<th>Step 3</th>
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<th>Step 5</th>
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3594 – Instructional Aide II: Temporary As Needed

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C.4. United Support Personnel Substitute Other Rate – January 1, 2008:

Paraprofessional Substitute Corps – Schedule 911 plus $1 differential per hour
Appendix D — Restructuring
Article 21 language from the 2001-2004 Teachers' Contract

21 — Restructuring

21.1 Successful implementation of the May 1, 1997, Tentative Agreement to Reduce the Need for Reconstitution requires adoption of a standards-based school accountability system. The proposed accountability system is predicated upon the following structures: 1) set of district-wide standards that define school quality; 2) a mechanism for measuring the performance of a school according to the district-wide standards; 3) identification of schools that have deficiencies in meeting the standards; 4) support to build school-wide structures to develop plans to address the identified deficiencies; and 5) monitoring of the progress of the school community. This effort will require modification of Article 21, Restructuring, consistent with the guidelines and requirement of the District and State and Federal Governments.

21.2 Restructuring is not accomplished quickly or easily. Continued success is dependent on the support and participation of those involved in the process at the school site and on the District level. Resources and staff released time, including that provided by law, are necessary components of restructuring and shall be mutually determined by the Union and the District.

21.2.1 The District and Union agree that by working together they can continue to have a powerful and positive effect on the improvement of the educational program for all San Francisco Unified School District students. Restructuring is a process for moving toward this end through shared decision-making among those directly responsible for student performance.

21.2.2 Shared decision-making is a process whereby teachers, united support personnel, administrators, classified staff, parents, students, and others, as determined by the site, can collaborate in identifying areas in need of improvement and in developing solutions that will enhance the learning opportunities for all students.

21.2.3 The parties recognize that the most important interactions that affect student performance are those between instructional staff and students. Instructional staff must be able to share in decisions at the school site if they are to share the responsibility and accountability for the success of the school.
21.3 In order to provide the maximum opportunity for success in District-wide restructuring, the Union and the District have developed the following guidelines:

21.3.1 Dissemination of information designed to develop an understanding of restructuring is essential.

21.3.2 Restructuring will not be imposed but allowed to evolve on a voluntary basis. Since site specific plans may be developed for restructuring, no single model can be specified.

21.3.3 Participation in the process will be open to all with responsibility for student outcomes, such as teachers, united support personnel, administrators, classified staff, parents, students, and others, as determined by the site.

21.3.4 The process of consensus decision-making or other democratic decision-making process as determined by each site will be utilized at all levels of restructuring.

21.3.5 Restructuring plans as provided for in this article will operate within legal mandates, economic opportunities, Board of Education policy provisions, and requirements of the Union contract, unless appropriate site specific amendments, including waivers of legal mandates, economic opportunities and Board of Education Policy, are obtained upon mutual agreement.

21.3.6 Contract language on restructuring will enable the process to evolve. Other forms of agreements outside of the contract may facilitate the process of restructuring. One form may be a trust agreement between the District and the Union. Another may be a multilateral agreement whereby the District and the Union jointly enter into a contract with other interested parties.

21.3.7 The UBC will serve as the initial conduit to the process of restructuring. A shared decision-making structure must be established to include teachers, united support personnel, the Union Building Representative, administrators, parents, and others, as determined by the site. The construction of this structure shall clearly describe the scope of authority as well as a delineation of roles and responsibilities of the constituent parties.

21.3.8 Site governance structures. See Article 25.

21.4 Restructuring Council — The Union and District recognize that the enabling structure for shared decision-making, as originally defined in the 1989-92 teachers’ contract, has evolved into the single body known as the SFUSD Restructuring Council.

The Union and the District recognize that those most directly involved in improving student performance are a necessary and integral component of all restructuring efforts and should be represented on the Restructuring Council.

21.4.1 The Restructuring Council shall be comprised of the following members:

21.4.1.1 The Union President and the Superintendent of Schools.

21.4.1.2 Nine (9) representatives of the Union, selected from teachers and united support personnel, appointed by the Union President.
21.4.1.3 Nine (9) representatives of the District appointed by the Superintendent of Schools.
21.4.1.4 Additional membership as determined by the Restructuring Council.
21.4.2 The responsibilities of the Restructuring Council shall be to:
   21.4.2.1 develop mission, goals, and operating procedures for the Restructuring Council;
   21.4.2.2 promote the concepts of site-based shared decision-making at all sites as an integral component of restructuring;
   21.4.2.3 provide guidelines to sites for restructuring, including shared decision-making and teacher professionalization;
   21.4.2.4 provide direction and assistance to sites participating in restructuring;
   21.4.2.5 approve and monitor site restructuring plans;
   21.4.2.6 conduct on-going evaluations of restructuring efforts;
   21.4.2.7 develop, implement, and monitor the plan for District-wide restructuring;
   21.4.2.8 develop recommendations for Board of Education consideration;
   21.4.2.9 other responsibilities as may be determined.
21.5 The parties agree that restructuring is an evolving process. By mutual agreement, changes in the provisions contained in this article may be effected.
Appendix E — Union Building Committee
Article 25 language from the 2001-2004 Teachers' Contract

25. Union Building Committee

25.1 At the site the duly elected Union Building Committee (UBC), designed to represent both UESF bargaining units, is responsible for implementing and enforcing provisions of this Agreement. The duly elected Union Building Representative shall serve as the chair of this committee.

25.2 The Union Building Representative at each site represents UESF at that site, represents the site district-wide and serves as liaison between the faculty and the site administration.

25.3 Roles and Responsibilities of the Union Building Committee (UBC)

25.3.1 The site administrator shall meet at least once a month with up to seven (7) members of the Union Building Committee on matters of contract administration. This committee shall also coordinate site elections to identify representatives for various other functions within the contract. The UBC shall have a place on the agenda at each faculty meeting, and shall have the opportunity to make a brief statement/report on matters of Union concern or business.

25.3.2 The UBC functions to maintain clear lines of communication between administration and faculty.

25.3.3 Teacher [and United Support Personnel] representatives of the School Site Council shall be elected by teachers [and United Support Personnel, respectively] at the school site in an election designed and conducted by the Union Building Committee (UBC).

25.3.4 UBC members shall be permitted use for Union business of school reproduction and audio-visual equipment (excluding materials and supplies) at times which do not interfere with or disrupt normal school functions.

25.3.5 The UBC may schedule meetings before or after the instructional day or at such times that are not in conflict with normal school functions.

25.3.6 The UBC at each site shall have timely access to all pertinent, non-confidential information available to site administration regarding staffing, assignment, programming, facilities management and planning, staff development, and budgeting, and including timelines and deadlines as set by district administration.

25.3.7 The UBC shall meet with site administration to share information and ideas with the goal of achieving consensus agreement on matters of mutual concern regarding the operation of the site including staffing, assignment, programming, facilities management and planning, staff development, and budgeting, and including timelines and deadlines as set by district administration, and all other matters pertaining to school policy and operations.

25.3.8 The UBC serves as a liaison to the Restructuring Council (Article 21).

25.3.8.1 The UBC shall conduct the election for teacher and paraprofessional
positions on the School Site Council or other similar governing body.

25.3.8.2 The Union Building Representative shall be a member, either elected or 
ex-officio, any shared decision-making body. The Union Building 
Committee at a school site is encouraged to work in conjunction with the 
shared decision-making body as a unified representative body.

25.3.8.3 In the case of any school identified as a low-performing school by the 
process described in Article 21, the UBC shall work with the 
Accountability Support Team to schedule meetings regarding 
disseminating information and planning, coordinate site activities with the 
School Site Council, and to conduct any elections by the instructional staff 
that may be required to approve the proposed site plan.

25.3.9 In order to promote cooperation and a collegial relationship at the school site, 
the UBC and the administration are encouraged to work collaboratively.
Appendix F — Child Development Program

1. The District and Union share the goal of building a program that offers a full range of educational experiences to the children in the Child Development Program. The current structure of the program makes it difficult to provide the best services for children and the best professional responsibilities for teachers and paraprofessionals. The District and Union shall work to develop possible modifications to the structure of the Child Development within the historic fiscal limitations of the Child Development Program’s funding mechanisms.

1.1. The parties shall also work together to change the funding mechanisms to provide additional revenue.
Appendix G — Memoranda of Understanding and Side Letters
MEMORANDUM OF UNDERSTANDING

Health Worker IV

The San Francisco Unified School District (“District”) and United Educators of San Francisco (“UESF”) enter the following Memorandum of Understanding (“MOU”) to resolve issues related to the Health Worker IV positions at the District’s Health Department. These positions are currently civil service classified positions that are unrepresented. To address the need to continue to employ licensed professionals without PPS - Social Work credentials the parties have agreed to create classified positions as described below.

1. The parties agree that the Health Worker IV positions, including the Wellness Coordinator - High School, Learning Support Consultants, and Health Services Provider for Sexual Minority Youth (hereinafter referred to collectively as “Employees”), will become part of the UESF bargaining units. There shall be classified and certificated positions moved into the bargaining units, effective upon signature of this Agreement. With the exception of any probationary period, the salary, benefits, and terms and conditions of employment applicable to UESF certificated and classified employees shall become applicable as soon as the Employees serving in Health Worker IV positions accept offers of employment in the positions described herein. This Agreement shall govern in the event of a conflict between a provision herein and the applicable collective bargaining agreement.

2. The Health Services Provider for Sexual Minority Youth shall be re-titled “School Climate/Safety Coordinator.”

3. The parties agree to create new classified positions in the “R-30” series, generally referred to as “Health Professional” positions. The job descriptions, attached as Exhibit A, shall be the job descriptions for those positions and the individuals currently serving in those positions shall continue to serve, unless and until he/she obtains a PPS credential. The salary schedules for each position are attached as Exhibit B. The incumbents will be placed on the salary schedule taking into account their years of service with the District. Movement from the Health Worker IV salary schedule to the classified salary schedule shall not result in a decrease in per diem pay for any individual unit member. The Health Professionals will be permitted to carry over their accrued sick leave from their Health Worker IV classification to their new position.

4. The parties agree to create a new article, entitled “Health Professionals” to be included in the Contract between the District and UESF covering United Support Personnel. The new “Health Professional Article” is attached as Exhibit C.

5. Former Health Worker IVs (now R 30s) who obtain a PPS credential shall move into the teachers bargaining unit and shall receive incoming credit for salary
schedule placement purposes for their Health Worker IV and Health Professional Service in the San Francisco Unified School District as applicable. Movement from the Health Worker IV salary schedule to the certificated B.5 salary schedule shall not result in a decrease in per diem pay for any individual unit member.

6. The parties agree that the Employees currently serving in Health Worker IV positions may continue to perform all duties currently assigned and described in the job descriptions, attached hereto as Exhibit A. Prospectively, the District will make efforts to recruit individuals with a PPS - Social Work credential to serve in the Social Work positions in the Health Department so that they can be placed in the certificated bargaining unit.

7. The parties agree that the intent of this Agreement is to provide the Health Professionals with terms and conditions of employment equal or greater than they presently enjoy. Because these employees’ terms and conditions of employment are largely unwritten and sometimes unique, the parties agree that they will have six months from the parties’ signing of this Agreement to identify terms or conditions of the Health Professional’s former employment arrangement that was disadvantaged by the signing of this Agreement. If timely raised, the parties shall meet to discuss amendment of this Agreement to meet the intent of the parties.

8. Any dispute related to the implementation or interpretation of this MOU (excluding its exhibits) shall be submitted to an arbitrator from a list provided by the State Mediation and Conciliation Department. The parties agree that an expedited hearing shall be held with no pre- or post-briefs unless by mutual agreement of the parties.

9. The Union agrees that it will not file any action against the District related to “transfer of bargaining unit work” when current R-30s become certificated in their positions by virtue of having obtained a PPS credential.

10. The parties agree that this MOU resolved the issues associated with the Health Worker IV positions and that no administrative or judicial remedies will be sought by UESF related to the Health Worker IV positions.

11. The parties also agree that effective July 1, 2005, the Student Health Department positions designated as R70s shall be moved to R30s. The job descriptions for such positions are attached hereto.

12. This MOU shall be non-precedential.

UNITED EDUCATORS OF SAN FRANCISCO
DISTRICT

SAN FRANCISCO UNIFIED SCHOOL
DISTRICT

Linda Plack– Signed                   Tom Ruiz - Signed

Date: October 19, 2005                Date: October 19, 2005

USP Contract 2007-2010 -81-           July 1, 2007
EXHIBIT A

School Health Program Department

Job Description

R30 – Community Health Outreach Worker

Mission: To ensure the academic, physical and emotional growth of San Francisco’s children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidenced in SHPD goals and objectives, which are implemented under the direction of the Executive Director of School Health Program Department. The role of the Community Health Outreach Worker is described below.

As per Ed Code 44065, paraprofessional staff will not perform more than 50% of their job duties consisting of rendering service in directing, coordinating, supervising or administering any portion or all types of functions related to school health programs.

Duties and Responsibilities

1. Establish and maintain collaborative partnerships with Community Based Organizations (CBOs).
   - Maintain and/or compile current resource list of CBOs on and off school site including contact information and program description.
   - Build working relationships with contact personnel at and become familiar with services provided by CBOs.
   - Ensure that all CBOs have attended SHPD CBO Orientation.
   - Collaborate with Wellness Coordinator to provide on site CBOs with orientation to school and Wellness Program
   - Collaborate with Wellness Coordinator to establish Memorandum of Understandings (MOUs) with on site CBOs

2. Assess individuals students.
   - Prepare Kaiser’s Teen Choices and Challenges Program for use by all Wellness Team members.
   - Utilize Kaiser’s Teen Choices and Challenges Program or other assessment tools to identify a student’s health needs.
   - Provide health education to students; need is determined by assessment

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1 Permissible duties and responsibilities are contingent upon credential, licensure, and/or job classification. Specifics to be defined upon hiring.
outcomes and/or by referral from another Wellness Team or school staff member.

- Collaborate with Wellness Team to make appropriate referral of students to members of the Wellness Team, to on and off site services, and/or school site personnel.
- Track referrals and follow-up with students in collaboration with Wellness Coordinator.
- Attend and/or consult on SAP/SST cases and case management meetings as appropriate.

3. **Provide linkage to and follow-up with students/families on referrals to onsite and outside Community Based Agencies.**
   - Refer and assist students/families to health-related service providers and agencies.
   - Assist students/families in making contact with community agencies/providers.
   - Aid students in getting to desired location for health services.
   - Advocate on behalf of students when necessary regarding health services.
   - Contact and follow-up with student to see if he/she attended appointments.
   - Speak directly with community agency/provider when appropriate.

4. **Facilitate support groups, outreach, and educational workshops in collaboration with onsite credentialed staff member.**
   - Identify health need areas of school’s student/staff population.
   - Coordinate, health presentations, workshops, and support groups collaborating with school/Wellness personnel as well as CBOs.
     - Compile appropriate curriculum from School Health Programs Department for workshops
     - Deliver approved health presentations to groups.
     - Provide follow-up, thank you notes, set-up and clean-up assistance as needed.
     - Attend and/or present at professional development meetings and parent meetings throughout the year in collaboration with Wellness Team, utilizing existing curricula.
     - Provide technical assistance to sites to support and enhance related health programs.
   - Collaborate with and supplement health outreach activities established by Health Promotion Committee, Wellness Program, and District-Wide Health Awareness events.

5. **Collaborate on planning, coordinating, and implementing the Wellness Program.**
   - Attend District/centralized meetings as needed.
   - Participate in District-wide health events.
   - Collaborate with Health Promotion Committee, School Resource Officers, Peer Resource Program, and other onsite service providers for planning and implementation of Wellness programs.
   - Attend SAP meetings and SST meetings when appropriate.
• Attend Wellness Business and Case Management Meetings at school site when appropriate.
• Attend monthly Job Alike meetings with other CHOWs.
• Assemble resources and information needed for collaboration among Wellness related personnel, and for implementation of Wellness Program.
• Publicize the Wellness Program and the role of the CHOW ongoing.

6. **Complete documentation and assist with data-collection for the Wellness Program.**
   • Document student seen and activities performed by CHOW.
   • Provide assistance related to documentation and data-collection necessary for coordination of Wellness Program and for funding reports.
   • Assist with forms and documents necessary for referral and tracking of students.

7. **Perform other duties as assigned by the Wellness Site Coordinator and School Health Programs Department.**

**Minimum Requirements**

• **Possession of a baccalaureate degree from an accredited college or university (BS/BA)**
• **3 years of school experience working with school age children/students**
• **Experience working with a culturally diverse population**
• **Bilingual preferred**
Mission: To ensure the academic, physical and emotional growth of San Francisco’s children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidenced in SHPD goals and objectives, which are implemented under the direction of the Executive Director of School Health Programs Department. The role of the Community Health Outreach Worker is described below.

As per Ed Code 44065, paraprofessional staff will not perform more than 50% of their job duties consisting of rendering service in directing, coordinating, supervising or administering any portion or all types of functions related to school health programs. The duties and responsibilities of the Expanded Collaborative for Excellence in Learning Coordinator Manager (ExCEL) R31 position is described below.

The San Francisco ExCEL Manager will provide leadership for professional development, technical assistance and resources to support school sites in coordinating and implementing expanded learning programs. San Francisco ExCEL consists of programs, services, and projects based on school-community partnership to promote student achievement and family involvement by providing services outside the classroom or during the out-of-school hours. San Francisco ExCEL includes, but is not limited to, After School Learning, Foster Youth Services, Healthy Start, SF TEAM 21st Century and Truancy.

**ExCEL Manager Duties and Responsibilities:**

- **Under direction, the ExCEL Manager performs difficult and complex administrative and/or management functions.**
  - Perform management functions in the areas of support services, budget and/or contract/grant development
  - Manage office and coordinate the activities of clerical staff
  - Administer budgets, contracts, leases, agreements and/or grants, conduct training
  - Assist in the development and recommendation of changes to rules, regulations, policies and procedures
  - Act as a liaison and represent the department at meetings.
- They will provide leadership in the alignment of SHPD initiatives at the sites,
district, and city levels by building the capacity of school sites to develop, implement, and coordinate programs and services to meet the needs of the whole child.

- Ensure San Francisco ExCEL programs are in compliance with district, local, state, and federal guidelines.
- Facilitate collaboration between SFUSD departments and offices, public agencies, educational entities, and youth-focused initiatives.
- Develop communication strategies to increase SFUSD and City awareness and support for San Francisco ExCEL programs.
- Participate in coordinated service efforts and school-linked programs organized by School Health Programs Department.
- Coordinate fiscal management of the programs, including budget development, expenditures, and projected expenditures.
- Assist and coordinate program evaluation, documentation of program achievements, and compilation of all required reports.
- Maintain contact with Department of Children, Youth and Their Families and U.S., and California Department of Education regarding grant allocation, budgets, program updates, and evaluation process.
- Assist with the assessment, planning and development of infrastructures to increase the sustainability of programs, services, and projects.
- Conduct informational sessions and technical assistance workshops to sites interested in applying for the expanded learning grants.
- Coordinate the application process for successful completion and submission of grants.

➢ To provide professional development and technical assistance in administrators teachers, coordinators, and community partners to develop quality academic and enrichment program that promotes the achievement of students.

- Provide resources and technical assistance for site staff to address the academic and enrichment needs of students.
- Plan and implement on-going professional development for administrators, teachers, coordinators, and community partners.
- Work with teachers and coordinators to develop individually achievement plans for students.
- Collaborate with teachers and coordinators to use assessment tools that are functional and effective.

➢ Identify academic and enrichment curricula and resources to improve programs.

- Work closely with school sites to develop San Francisco ExCEL programs that may be adaptable and replicable to meet the needs of students of other school sites.
- Collaborate with SFUSD departments in the planning and implementing of professional development and curriculum design.
- Establish relationships with regional and statewide professional development networks.
- Ensure academic and enrichment activities are aligned with state and local
curriculum standards.

- Assist with professional development efforts for SHPD services and programs.
- Develop and implement strategies for increasing the capacity of school sites and community partners.

**Minimum Requirements**

- **Possession of a Masters Degree**
- **Four years of verifiable experience performing administrative and/or management functions including budget management and grant writing**
- **Experience working with community-based organizations – city agencies, multi-disciplinary teams**
- **Experience working with a culturally diverse population**
- **Bilingual preferred**
Mission: To ensure the academic, physical and emotional growth of San Francisco’s children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidenced in our goals and objectives, which will be implemented under the direction of the Executive Director of School Health Programs Department (SHPD), the ExCEL Coordinator will provide professional development, technical assistance, and resources to support school sites in coordinating and implementing expanded learning programs.

SHPD ExCEL consists of programs, services, and projects based on school-community partnerships to promote student achievement and family involvement by providing services outside the classroom or during the out-of-school hours. ExCEL includes After School Learning, Foster Youth Services, Gang Risk Intervention Coordinator, Healthy Start, SF TEAM, and 21st Century. The role of the ExCEL Coordinator is described below.

Duties and Responsibilities:

➢ To oversee the alignment of SHPD initiatives at the site, district, and city levels by building the capacity of school sites to develop, implement, and coordinate programs and services to meet the needs of the whole child.

- Ensure SHPD ExCEL programs are in compliance with district, local, state, and federal guidelines.
- Facilitate collaboration between SFUSD departments and offices, public agencies, educational entities, and youth-focused initiatives.
- Develop communication strategies to increase SFUSD and City awareness and support for ExCEL programs.
- Participate in coordinated service efforts and school-linked programs organized by School Health Programs Department.
- Coordinate fiscal management of the programs, including budget development, expenditures, and projected expenditures.
- Assist and coordinate program evaluation, documentation of program achievements, and compilation of all required reports.
- Maintain contact with Department of Children, Youth, and Their Families and U.S. and California Departments of Education regarding grant allocations, budgets, program updates, and evaluation process.
- Assist with the assessment, planning, and development of infrastructures to increase the sustainability of programs, services, and projects.
- Conduct informational sessions and technical assistance workshops to sites interested in applying for the expanded learning grants.
- Coordinate the application process for successful completion and submission of grants.

➢ To provide professional development and technical assistance to administrators, teachers, coordinators, and community partners to develop quality academic and
enrichment programs that promote the achievement of students.

- Provide resources and technical assistance for site staff to address the academic and enrichment needs of students.
- Plan and implement on-going professional development for administrators, teachers, coordinators, and community partners.
- Work with teachers and coordinators to develop individualized achievement plans for students.
- Collaborate with teachers and coordinator to use assessment tools that are functional and effective.
- Identify academic and enrichment curricula and resources to improve programs.
- Work closely with school sites to develop ExCEL programs that may be adaptable and replicable to meet the needs of students of other school sites.
- Collaborate with SFUSD departments in the planning and implementing of professional development and curriculum design.
- Establish relationships with regional and statewide professional development networks.
- Ensure academic and enrichment activities are aligned with state and local curriculum standards
- Assist with professional development efforts for SHPD services and programs.
- Develop and implement strategies for increasing the capacity of school sites and community partners.

Qualifications:

- BA/BS in related field
- 3 years of school experience working with school age children/students
- Experience designing and facilitating professional development
- Experience working with public schools and community based organizations
- Project development and management experience
- Strong knowledge of Youth Development principals
- Experience working with academic curriculum
- Excellent written and verbal communication skills
- Experience working with a culturally diverse population
- Computer literate

Minimum Requirements

- Possession of a baccalaureate degree from an accredited college or university (BS/BA)
- Experience working with community based organization – city agencies, multi-disciplinary teams
- Experience working with a culturally diverse population
- Teaching experience, curriculum development and bilingual preferred
School Health Program Department

Job Description

R33 – Learning Support Consultant

Mission: To ensure the academic, physical and emotional growth of San Francisco’s children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidence in our goals and objectives, which will be implemented under the direction of the Executive Director of School Health Programs Department. The role of the Learning Support Consultant is described under job responsibilities.

Under the direction of the Executive Director of School Health Programs Department (SHPD), the Learning Support Consultant will provide services and programs to support school sites in achieving SFUSD goals and objectives.

As per Ed Code 44065, classified staff will not perform more than 50% of their job duties consisting of rendering service in directing, coordinating, supervising or administering any portion or all types of functions related to school health programs. All classified LSCs will work under the supervision of the Executive Director and Supervisor of School Health Program Department. Classified LCS staff will not supervise interns. The duties and responsibilities of the Learning Support Consultant (LSC) – R33 positions is described below.

Job Responsibilities:

1. To provide a mental health perspective in collaboration with site administrator, teachers, nurses, and other school site personnel including health advocates to assess the learning environment/learning style and develop a plan for academic success of students.
   - Provide resources, coordinate services for identified students and families to increase school capacity in addressing mental health concerns.
   - Support teachers in developing optimal learning environments for students.
   - Develop behavior management and classroom management interventions/plans.
   - Facilitate collaboration between SFUSD resources and community agencies to meet needs of students and families.
   - Conduct educational support groups based on identified needs.
   - Consult with school site personnel and collaboratively develop a plan to increase a positive school climate that will foster student achievement.

2. To consult and collaborate with school site personnel and
parents/caregivers at the Student Success Team (SST) on alternative strategies to increase student academic achievement and appropriate school behavior.

- Consult with parents regarding the development of learning and behavioral interventions for students including recommendations for home support of school goals.
- In collaboration with school psychologists, review assessment results with a variety of techniques that are functional and based on the reason for referral, e.g., standardized, curriculum based portfolio, and authentic assessments.
- Follow the SFUSD report format guidelines and timelines.

3. **Perform additional professional duties/responsibilities as assigned.**
   Adhere to procedures according to specific guidelines and professional standards.
   - Attend and/or facilitate meetings, workshops and professional development.
   - Provide on-going training and supervision of master’s level interns.
   - Maintain and distribute schedules/records and activity logs.
   - Program Development
   - Provide crisis support as needed.
   - Perform additional duties as needed.

**R33 Minimum Requirements:**

1. Possession of a Masters of Social Work (license preferred) – will accept MSW and PPS in Social Work or Counseling.
2. Experience providing professional development, adaptation of behavioral strategies, learning strategies and educational support groups.
3. Clinical experience in mental health.
4. Excellent communication and interpersonal skills: experience working with multidisciplinary teams, bilingual preferred.
5. Knowledge and experience with computers including word processing, databases, PageMaker, graphic programs, and Internet.
School Health Program Department

Job Description

R34 – Site Nutrition Coordinator (SNC)

Mission: To ensure the academic, physical and emotional growth of San Francisco’s children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidenced in our goals and objectives, which will be implemented under the direction of the Executive Director of School Health Programs Department. The role of the Site Nutrition Coordinator is responsible for coordinating site activities for the Nutrition Education Project at two San Francisco Unified School District elementary schools.

Knowledge, Skills and Abilities

- Experience providing training, coaching and role modeling to teachers
- Leadership skills – ability to provide support and guidance to site staff
- Technologically literate, word processing and database skills
- Organization and coordination skills
- Willing to take initiative and work independently
- Recent experience planning and delivering professional development, workshops and classes
- Time management skills/ability to multi-task
- Flexible, open to learning and able to adapt to change
- Experience working with community based organizations and parent groups
- Curriculum review and assessment experience
- Ability to collaborate with school site administrators and other program staff

Essential Duties and Responsibilities

- Coordinate day-to-day activities related to Nutrition Education
- Contribute/promote nutrition education at two elementary school sites
- Collaborate and coordinate with Nutrition Teacher Leader, Health Advocate, Nurse and other school and SHPD staff
- Create implementation committee and plan in partnership with school staff parents, principal, and community partners
- Work with NEP team to provide professional development on nutrition education to school staff and partners
- Disseminate nutrition education curricula and train teachers in its use, pilot curricula
• Provide training/coaching/role modeling for teachers and other staff regarding cooking demonstrations
• Coordinate and supervise field trips
• Implement social marketing campaign at school site and disseminate posters.
• Plan and implement Family Nutrition Nights and/or other NEP like events
• Coordinate materials purchases (e.g. curricula, mobile kitchens) and oversee use at sites
• Collect data needed to document and evaluate effectiveness of program/activities
• Convene school-wide collaborative infrastructure
• Organize and facilitate regular site meetings with the Site Based Implementation Committee
• Communicate and coordinate project activities with NTL, Health Advocate, Principal, School Site Council and school partners
• Conduct needs/resource assessment
• Contribute to required progress reports and state/local share grant reapplication
• Coordinate social marketing campaign in school communities
• Create and sustain community partnership (e.g., City College, UC Extension)
• With NEP team, create resource binder and other assistance for teachers about “bridging activities”
• Participate on SHPD Level and District Wide Teams
• Complete and maintain documentation of all activities in a timely manner
• Contribute to newsletter (i.e., manage a column topic)
• Create internal committees for specific projects (i.e., site implementation of Health Fair)
• Perform other duties as assigned

Minimum Requirements
• Possession of BS/BA required (teaching experience preferred)
• Registered Dietitian (RD) or equivalent experience
• 3 years of school experience working with school age children/students
• Experience working with a culturally diverse population
• Bilingual preferred
School Health Program Department

Job Description

R35 – School Climate/Student Support Coordinator

Mission: To ensure the academic, physical and emotional growth of San Francisco’s Children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidence in SHPD goals and objectives, which are implemented under the direction of the Executive Director of School Health Programs Department. The role of the School Climate Coordinator is described below:

As per Ed Code 44065, paraprofessional staff will not perform more than 50% of their job duties consisting of rendering service in directing, coordinating, supervising or administering any portion or all types of functions related to school health programs.

Duties and Responsibilities:

1. CURRICULUM
   - Provide professional development on research validated curricula
   - Deliver classroom health education presentation
   - Act as a liaison between After School Learning Center (ASLC) staff and regular day staff to enhance communication and coordination of services.

2. INFRASTRUCTURE
   - Participate in regularly scheduled SAP meetings and provide resources and referrals for students identified through the SAP/SST process.
   - As a member of the SART, develop care plan with students including ideas for program resources e.g. strategies that work, mentoring.
   - Knowledge and proficiency in asset building/youth development
   - Meet the needs of all students including gay, lesbian, transgender and bisexual youth
   - Collaborate with the site on developing increased awareness and implementation of Component IV School Climate of the Site Academic Plan.
   - Organize and facilitate School Climate Committee and Student Attendance Review Team meetings
   - Participate on the Crisis Response Team and review emergency procedures with site staff. Assist with medical emergencies when on site. Help address emergencies/crises/hazards as they arise.
   - Meet with the School Site Council each semester to update on status using
Youth Risk Behavior Survey (YRBS) and California Healthy Kids Survey (CHKS) data and on resources provided to the staff and students.

- Collaborate with the HST in planning and implementing health awareness events
- Collaborate with SMYL to facilitate Ally club or other student diversity groups
- Collaborate with the HST to develop and organize mentoring and peer conflict mediation programs as needed.
- As per training/license/credential, facilitate educational student support groups
- Conduct workshops for staff and parents/caregivers on topics such as classroom management, sexual harassment, bullying, school climate improvement, and alcohol, tobacco and other drug prevention.
- Assist evaluators in encouraging site staff to complete surveys as needed and collecting necessary documentation for evaluation reports

3. CBO AND PARENT/CARGIVER OUTREACH

- Collaborate with School Resource Officer to address school and community safety issues (e.g., organize and develop a site-based crisis response team and school safety team to prevent and respond to safety concerns).
- Based upon needs assessment and status of resources, recruit community based organizations to provide a range of services including classroom presentations, support groups, faculty professional development and mental health counseling.
- Assist site in creating/streamlining and clarifying for all staff the site’s referral/intake process, mechanisms of linking to support services and follow-up with students/families.
- Outreach to and inform parents/caregivers of school health and wellness related events via newsletter and bulletins (including health awareness topics).
- Conduct workshops for parents/caregivers on health and wellness related topics.
- Collaborate with Parent Liaison to build relationships with parents and create school/parent partnerships to increase parent involvement with school site
- Conduct workshops for parents regarding health topics and school climate improvement issues.

4. PERFORM OTHER DUTIES AS ASSIGNED INCLUDING SPECIAL PROJECTS

Minimum Requirements:

- Possession of Marriage and Family Therapist and/or Masters of Social Work (license preferred in addition to credential but not required), with at least 3 years experience in mental health related activities and case management;
• Experience collaborating with community based organizations and other city agencies;
• Experience providing case management, facilitating support groups, and counseling;
• Excellent communication and interpersonal skills, experience working with multidisciplinary teams, bicultural, bilingual a plus;
• Knowledge and experience with computers, including: word processing, data bases, and internet;
• Knowledge and experience working with Coordinated/Comprehensive School Health Model.
Mission: To ensure the academic, physical and emotional growth of San Francisco’s Children and youth by assisting school sites in building their capacity to meet the needs of the whole child.

The mission is aligned with SFUSD goals and priorities and evidenced in our goals and objectives, which will be implemented under the direction and supervision of the Executive Director and Supervisor of the School Health Programs Department. The Executive Director/Supervisor will meet with the Wellness Coordinators monthly to review their logs and work plans for the month. The role of the Full time Wellness Coordinator at the High School Level will be responsible for the following duties and responsibilities.

As per Ed Code 44065, classified Wellness Coordinators will not perform more than 50% of their job duties consisting of rendering service in directing, coordinating, supervising or administering any portion or all types of functions related to school health programs.

**Duties and Responsibilities:**

**Under the Direction of the Executive Director and the daily supervision of the Site Administrator and/or Assistant Principal, the Wellness Coordinator will collaborate with School Site Personnel including School District Nurse to:**
- Develop, plan, and implement the Wellness Initiative Programs on site.
- Collaborate with site staff, including site administration and departments to implement Wellness Initiative Programs;
- Collaborate with site staff to assure implementation, alignment, and collaboration of programs and services on site;
- Attend district-wide Wellness meetings for planning and program feedback;

**Data Collection, Reporting, and Program Evaluation:**
- Complete ongoing program documentation;
- Assist evaluators with scheduling of data collection as needed;
- Oversee completion of established Medi-Cal, and Short-Doyle billing process;
- Collaborate with SHPD to complete documentation and assist with coordination of evaluation activities (e.g., surveys, focus groups and interviews)

**School Wide Health Focus Implementation and Promotion:**
- Work with Wellness Team and administration to promote a school-wide health focus;
- Coordinate Wellness staff through regular Business and Clinical Meetings;
• A member of the Student Assistance Program as well as one of the participants developing intervention plans for identified students;
• Participate on the school site Health Promotion Committee district-wide meetings
### Exhibit B
SHPD

**SALARY SCHEDULE**

R30, R31, R32, R33, R34, R35, R36

Note: The schedule below is the salary prior to the 2% July 1, 2005 increase)

#### R30 Community Health Outreach Worker

<table>
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## Exhibit B
### SHPD
### SALARY SCHEDULE
### R30, R31, R32, R33, R34, R35, R36

Note: The schedule below is the salary prior to the 2% July 1, 2005 increase)

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<tr>
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<td>195.2736</td>
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USP Contract 2007-2010

-100-

July 1, 2007
New Article: 35 – Health Professionals

35.1 The District and UESF hereby establish the following Health Professional positions:

Wellness Coordinator  
Learning Support Consultant  
School Climate / Safety Coordinator  
[Add former R-70 titles]

35.2 The salary schedule for these positions is attached as Appendix X to this Agreement.

35.3 The provisions of this Agreement shall apply to Health Professionals, except Articles 9 and 17. Articles 9 and 17 shall not apply because these positions are not “paraprofessional”, rather they are professional positions based upon licensure requirements of each positions.

35.4 The work year for these positions shall be either the school term (181 days) or full-term (260 days), as directed by the District to the Health Professional in writing, with a copy to the Union, by June 1 of the preceding school year, or within twenty days after the creation of the position.

35.5 For purposes of retirement health benefits and placement on the salary scale, the District shall recognize years of service as a Health Worker IV in the District.

35.6 Hours of Work

The length of the regular workday shall not exceed eight (8) hours of service. Central and site administrators are responsible for establishing procedures and constructing schedules for Health Professionals in a manner which shall reflect the need for preparation appropriate to the tasks of each position.

Meal and Rest Periods: All Health Professionals shall be granted two (2) fifteen (15) minute rest periods and one (1) thirty (30) minute lunch period each workday. Authorized rest periods are counted as hours worked for which there is no deduction from wages.

If a Health Professional is directed to work more days than the work year described in Article 35.4, s/he shall be granted either per diem pay or compensatory time off for said additional service.

Health Professionals shall be eligible to participate in in-service activities or other conferences offered. If the Health Professional is approved to attend, s/he shall be paid according to her/his regular hourly rate of pay for such attendance.
UESF & SFUSD
Side Letter of Agreement

United Support Personnel Retirement Pension

The United Educators of San Francisco and the San Francisco Unified School District agree to form a committee to investigate retirement pension options for members of the United Support Personnel bargaining unit. The committee shall be composed of four (4) appointees from UESF and four (4) appointees from SFUSD. The committee shall meet for the first time no later than 60 days following the ratification of the 2004-2007 agreement.

The committee shall be charged with exploration of retirement pension programs other than the P.A.R.S. defined contribution plan, including the California Public Employees Retirement Program. The committee shall compare the pension benefits for the retired employee and the costs to both the employee and the district. The committee may invite consultants and other individuals to provide information.

The committee shall present a report to the Union President and the Superintendent, or designee, no later than 180 days following the ratification of the 2004-2007 agreement. United Support Personnel retirement pension shall be automatically re-opened for the next round of negotiations.

7 March 2006
Date

3/7/06
Date

Bradley Reeves – signed
For the Union

Tom Ruiz – signed
For the District

Dennis Kelly – signed
For the Union
Article 23: Compliance – Side Letter

Within thirty days of the ratification of the Tentative Agreement, the District will provide the Union with a list of documents to be maintained under lock and key at the employee’s work site pursuant to the requirements of Community Care Licensing.

No document shall be kept in a site file that is not contained in the employee’s official personnel file maintained at the District’s Human Resources office.

A protocol shall be recommended to the parties by the CDP Task Force to insure confidentiality and privacy with respect to access to the site file. That protocol will be reviewed by the parties and entered into as a Side Letter Agreement. Points to be considered in the protocol include, but not necessarily limited to:

- who shall have access to these files
- where and how the files shall be secured
- who shall maintain the files
- what procedures shall be used to log access to these files
- how changes in the required documents to be maintained in the “on-site file” will be communicated to the Union

No “Community Care Licensing Files” shall be established until a protocol is mutually agreed upon.

Signed
Tom Ruiz – 8/24/2007

Signed
Dennis Kelly – 24 August 2007

Signed
Betty Robinson-Harris – 24 August 2007
Appendix H - UESF Sick Leave Bank

PURPOSE: The catastrophic Sick Leave Bank (thereafter referred to as the “Bank”) is a resource to provide relief to those classified employees represented by UESF who have suffered catastrophic illness or injury that has created a financial hardship. All entitled sick leave and extended sick leave and/or any other paid time needs to be exhausted prior to application for sick leave from the Bank. A catastrophic illness or injury is one which is certified by the attending physician (1) to be life threatening, (2) which will last for at least 30 days, and (3) which prevents the unit members from properly performing his/her District duties. Participation in the Bank is on a voluntary basis.

ELIGIBILITY FOR PARTICIPATION:

1. All classified members of the bargaining unit represented by UESF shall be eligible to be donors or recipients governed by the conditions listed below. Unit members who do not contribute during such open enrollment period may not participate in the Bank, and may not contribute until the next open enrollment period.

2. Donors:
   a. The classified donor must have a minimum of 40 hours in his/her sick leave account after the donation is made.
   b. The donor shall either (1) designate that the donation is deposited in the common account to be used as determined by the Committee or (2) specify the recipient of the donation.
   c. The open enrollment period will be from the first day of school through the 10th of October and February 14th through March 15th.
   d. A donation from a Bank participant to an individual may be made as the need arises.
   e. In order to join, a unit member must donate at least five (5) sick leave hours to the Bank. A donation to a specific individual can only be made by those unit members who are members of the Bank. Any unused specific individual donations revert to the Bank.

3. Recipient:
   a. The recipient must have exhausted all paid leave to participate in the Bank.
   b. The recipient must complete an application for Bank participation. Such application shall include medical reports certifying the nature of the illness/injury.
   c. A classified recipient may receive no more than the number of regularly scheduled hours worked daily times 100 from this Bank in any school year.
   d. Upon receipt of completed applications, processing should be done within 10 business days.

4. Governing Committee:
   a. The catastrophic Sick Leave Bank Committee (thereafter referred to as the “Committee”) shall be established. It shall be made up of no more than 4 members (certificated and classified representatives) appointed by UESF and 1 member appointed by the District.
   b. The District representative shall be responsible for processing completed applications and presenting them to the Committee.
   c. The Committee shall determine which employees of those medically certified to have a catastrophic illness or injury shall be entitled to receive leave from the Bank. The District representative shall vote only in the case of ties.
   d. The decision of the Committee may be appealed within 10 days of notification of denial. The appeal shall be to the Executive Board of the UESF which will consider a decision on the appeal at their next regularly scheduled meeting.
   e. The District and UESF shall share in the cost of printing appropriate application and donation forms. Also, the District and UESF agree to review and evaluate the operation of the Bank at the end of each school year to assess the feasibility of its continued operation.
   f. The District and UESF shall instruct their appointees to the Committee to make a good faith effort to maintain confidentiality regarding donations and utilization of the sick leave contemplated herein. However, there shall be no liability or recourse if said confidentiality is not maintained.
   g. The members receiving Workers’ Compensation benefits for industrial illness or injury shall not be entitled to Bank benefits, as described herein.
   h. The Committee may request that an applicant for Bank apply for permanent disability retirement in lieu of the leave provisions described herein.

5. Establishment of the Bank:
   The Bank shall be considered operational when all of the conditions listed below have been satisfied:
   a. The Committee has been appointed.
   b. Members of the bargaining unit have notified by UESF of the Bank policies and procedures.
   c. The Bank is in receipt of 1020 hours of donated classified sick leave to establish the common account in the Bank. The Bank must maintain a 486 hours reserve to be considered operational.
SAN FRANCISCO UNIFIED
SCHOOL DISTRICT
Classified
Donor’s Sick Leave Transfer Form

DONOR CONDITIONS:
- Donor must retain at least 40 hours of sick leave after the donation is made.

TRANSFER CONDITIONS:
- Marital Status Declaration or Spousal/Domestic Partner Consent must be completed below.
- All donations are irrevocable.
- Donations are subject to the UESF/SFUSD Paraprofessionals Contract.

1. I have read and do understand the above conditions
☐ I wish to become a member of the Sick Leave Bank and donate _____ sick leave days to the SFUSD/UESF certificated Sick Leave Bank
☐ I am already a member and wish to donate _____ additional sick leave days to the SFUSD/UESF certificated Sick Leave Bank.
☐ I am already a member and wish to donate ______ sick leave days to ________________________________.

Individual’s Name

2. I declare under penalty of perjury that I have not and will not solicit or accept any compensation, directly or indirectly, for sick leave hours that I am transferring. I further declare that I am transferring the sick leave hours of my own free will and not under threat or coercion by any individual.

Donor’s Name (Print Name)   Donor’s Signature   Date

Donor’s Employee Identification Number   Donor’s Work Location

3. SPOUSAL/DOMESTIC PARTNERSHIP/CONSENT OR MARITAL STATUS/DOMESTIC PARTNERSHIP/DECLARATION

I, ______________________________________________________________, declare under penalty of perjury that:

Print Name

I am the legal spouse/registered domestic partner of ___________________________________________________.

Print Donor’s Name

I have been informed of my spouse’s/domestic partner’s transfer of sick leave as an irrevocable donation to a Sick Leave Bank for use by catastrophically ill classified employees of the SFUSD and I hereby consent to this transfer by my spouse.

_____________________________    ________________________
Spouse/Domestic Partner Signature        Date

-OR-

I, ______________________________________________________________, declare under penalty of perjury that:

Print Name

☐ I am not married and do not have a registered domestic partner.
☐ I do not know, and I have taken all reasonable steps to determine, the whereabouts of my current spouse or domestic partner.
☐ I and my current spouse or domestic partner have executed an agreement which makes my earnings my separate property.

_____________________________    ________________________
Donor’s Signature        Date

Donor: Please keep a copy for your records and send the original directly to the attention of the Labor Relations, SFUSD, 555 Franklin Street, 3rd Floor, San Francisco, CA 94102.
Appendix I – Tentative Agreement for SFUSD-UESF Memorandum of Understanding on Distribution of Potential Parcel Tax Revenues

TENTATIVE AGREEMENT FOR SFUSD-UESF MEMORANDUM OF UNDERSTANDING

Regarding the Distribution of Potential Parcel Tax Revenues for Teacher Compensation and Other Selected Areas.

The San Francisco Unified School District (the “District”) and the United Educators of San Francisco (“UESF” or “Union”) agree that in the event a parcel tax measure is passed on the June 3, 2008 ballot the following provisions shall be implemented through appropriate action by the Board of Education.

Additional Teacher Compensation:

The salary schedules shall be adjusted in accordance with Attachment A to take effect on a date subsequent to July 1, 2008 and as soon as administratively feasible following receipt of the parcel tax revenues from the City Controller. In no event shall the parcel tax adjusted salary schedules set forth in Attachment A take effect later than ninety (90) days after the District’s receipt of funds from the parcel tax. Effective August 1, 2008, teachers receiving additional salary credit placement for academic units shall have those units reviewed by the Human Resources Department, or District designee, for the purpose of seeing that they advance the subject area or credential of the individual. In cases of dispute the Chief Administrative Officer or designee shall make the final determination. Future negotiated salary percentage increases from reopener or full contract bargaining shall be calculated based on the schedules in effect on July 1, 2008, which shall be referred to in the collective bargaining agreement as the base salary schedules.

Continuing Education:

An additional 18 hours of continuing education supported by parcel tax revenues shall be added for each K-12 certificated bargaining unit member. These continuing education hours shall be compensated at the rate of $40 per hour.

An additional 6 hours of continuing education supported by parcel tax revenues shall be added for each CDP teacher at a rate $30 per hour.

Additional site-based or centralized continuing education supported by parcel tax revenues shall be compensated at the same above rate which shall also be listed in the salary schedule of the certificated contract.
The District and the Union shall consult in establishing the content and schedule for the Continuing Education process that is supported by parcel tax revenues with the goal of having continuing education decisions made at the school site and embedded into the site programs.

**Paraprofessional Continuing Education:**

An additional 12 hours of continuing education supported by parcel tax revenues shall be added for each paraprofessional at a rate of $19 per hour. Additional site-based or centralized continuing education supported by parcel tax revenues shall be compensated at the same above rate which shall also be listed in the salary schedule of the classified contract.

The District and the Union shall consult in establishing the content and schedule for the Continuing Education process that is supported by parcel tax revenues with the goal of having continuing education decisions made at the school site and embedded into the site programs.

**Paraprofessional Retirement System:**

The District shall contribute an additional amount to paraprofessional retirement accounts so that the total District contribution to such accounts is equivalent to the 2007-2008 employer contribution the District would otherwise pay for Social Security.

**CDP Staffing Pilot Program:**

The Union and the District shall support the CDP Staffing Pilot Program to regularize the staffing and increase the compensation paid to Union members working in the CDP. Upon the mutual agreement of the District and the Union, this staffing pilot Program shall be continued with the goal of making it a standard for the entire program.

**Substitutes:**

A total of forty (40) substitutes shall be granted the benefits offered to 160-day substitutes. Parcel tax revenues shall be used, in addition to the amount currently stated in the collective bargaining agreement, for this purpose. Effective beginning in the 2008-2009 school year, all 160-day substitutes shall be assigned to hard-to-staff schools. On any day that no hard-to-staff school assignment is available for a 160-day substitute, that 160-day substitute may select a substitute assignment at a non-hard-to-staff school for that day. A new classification shall be created for these forty (40) bargaining unit members.

**Master Teachers:**

In the interest of providing a pathway for teacher leadership as well as support for selected school sites, the District and the Union agree to establish a Master Teacher
program of up to fifty (50) teachers. Teachers designated as Master Teachers shall receive additional compensation in the amount of Two Thousand Five Hundred Dollars ($2,500.00) annually and shall be provided with 0.2 FTE release time to assist other teachers at their schools or other District-designated sites. The District shall consult with the Union in establishing the criteria and selection process for the Master Teacher Program. The District and Union shall consult on the criteria and selection process as well as the evaluation of the Program.

**Hard to Staff Schools:**

In recognition of the additional work teachers do beyond the school day, and in the interest of providing additional pay for additional work at hard-to-staff schools, the District shall compensate each full-time certificated staff member at a hard-to-staff school an additional Two Thousand Dollars ($2,000.00) per school year (pro rated for part-time service). This additional work shall be self-directed time spent beyond the regular work day/work week. The District will determine an appropriate method of reporting the time spent. The District, in consultation with the Union, may select up to twenty-five (25) schools to receive the hard-to-staff designation.

Provided the District allocates funds for tuition credit, teachers who serve at hard-to-staff schools while still working on their credentials may receive a tuition credit stipend of up to One Thousand Dollars ($1,000.00) per school year for each of their first three years of service. Teachers at non-hard-to-staff school sites who are still working on their credentials may also be eligible to receive this support if sufficient funding is available.

**Hard to Fill Subject Areas:**

In the interest of providing a skilled and qualified certificated teacher in every classroom, beginning with the 2008-2009 school year the District shall offer teachers in each of the three District-identified hard-to-fill subject areas (and up to two other areas of special need or significance that may be identified by the Superintendent) a stipend. Such stipends shall be paid on the following basis: One Thousand Dollars ($1,000.00) at the end of the 2008-2009 school year and each school year thereafter that the subject area is identified as hard-to-fill. If the hard-to-fill designation no longer applies to a particular subject area, there shall be a two-year period before such payments are stopped.

**Support for School Site Increases in Achievement:**

Beginning with the 2008-2009 school year, the twenty (20) schools that show the most improvement in their API scores, or other mutually agreed upon growth measures, shall be recognized for their efforts in increasing student achievement with a school site block grant of Thirty Thousand Dollars ($30,000.00). Distribution of the money in the block grant shall be subject to a recommendation vote by the entire school site staff, but shall be determined by the school site council. The District and the Union shall consult on the designation of the twenty (20) schools.
**Teacher Support and Accountability:**

A. The District will use parcel tax revenues to increase the number of Peer Assistance and Review (PAR) coaches by no more than five. If five additional coaches are not needed, then the additional money will be redirected to certificated salaries covered by this parcel tax MOU.

B. Recommendations to the Labor/Management Evaluation Committee that is charged with developing a new evaluation procedure for certificated personnel shall also include recommendations for changes in the PAR program. The District and the Union shall direct their appointees to the Labor/Management Evaluation Committee charged with these responsibilities to report to the Superintendent and to the President of the Union no later than One Hundred Twenty (120) working days following the passage of the parcel tax.

C. The following changes will be made to the PAR program:

1. Teachers who receive a “needs improvement” rating for two consecutive semesters shall be eligible to be referred to the PAR program, and shall be admitted by the mutual agreement of the Co-Chairs. If the PAR Panel Co-Chairs fail to agree, the individual’s participation in PAR shall be appealed by the Co-Chairs to the Superintendent for final determination.

2. A teacher who has exited the PAR program and subsequently receives an unsatisfactory notice may subsequently be moved to dismissal by the district in accordance with due process as provided in the Education Code. The PAR panel findings shall also be admissible in any dismissal proceedings.

3. The following essential standards are linked to the California Standards for the Teaching Profession and shall be required for teachers to demonstrate proficiency:

   **CSTP Essential Standards**

   i. 3.2 Organize curriculum to support student understanding of subject matter based on *Content and Performance Standards and Core Curriculum*.

   ii. 1.4 Engage students in problem solving, critical thinking and other activities that make subject matter meaningful.

   iii. 2.4 Establish and maintain standards for student behavior.
iv. 2.5 Implement classroom procedures and routines that support student learning.

v. 5.4 Use results of assessment to guide instruction.

vi. 4.1 Design long-term and individual lesson plans to foster and support student learning.

vii. 5.5 Communicate with students and families about progress.

4. The PAR program shall be expanded to encourage additional voluntary participation based on self-reflection by teachers with Satisfactory or equivalent ratings who seek to improve their already satisfactory performance. Such self-referral shall not be subject to the PAR evaluation process.

5. No other changes to Article 41 of the certificated contract are implied or intended.

Savings Clause:

If revenues exceed or fall below this expenditure model, the District and the Union shall meet to negotiate the use of that proportion of the revenue that has been assigned to the UESF certificated and classified units in this spending plan.

In the event that the parcel tax expires without being renewed by the voters, the salary schedules shall revert to those in effect on July 1, 2008, plus subsequent negotiated salary increases. All other economic incentives and other expenditures that use parcel tax revenues shall cease to exist effective June 30th of the year in which the parcel tax expires and is not renewed.

In the event that the parcel tax fails to pass by the necessary majority and go into effect, the provisions of this MOU shall be null and void.

For the District

For the Union

________________________ __________  ________________________
________________________ __________  ________________________
________________________ __________  ________________________
## Appendix J — Bargaining outline

### Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November, 2006</td>
<td>UESF initial proposals sunshined</td>
</tr>
<tr>
<td>January, 2007</td>
<td>District initial proposal sunshined</td>
</tr>
<tr>
<td>February, 2005</td>
<td>Bargaining begins</td>
</tr>
<tr>
<td>August 25, 2007</td>
<td>Tentative Agreement</td>
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### Union

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
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</thead>
<tbody>
<tr>
<td>Dennis Kelly</td>
<td>President</td>
</tr>
<tr>
<td>Linda Plack</td>
<td>Vice President</td>
</tr>
<tr>
<td>Carolyn Samoa</td>
<td>VP Paraprofessionals</td>
</tr>
<tr>
<td>Sandra Mack</td>
<td>Vice President, Substitute</td>
</tr>
<tr>
<td>Susan Solomon</td>
<td>Secretary</td>
</tr>
<tr>
<td>Ken Tray</td>
<td>Lowell HS</td>
</tr>
<tr>
<td>Claire Merced</td>
<td>Marshall HS</td>
</tr>
<tr>
<td>Susan Kitchell</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Janet Eberhardt</td>
<td>Junipera Serra ES</td>
</tr>
<tr>
<td>Betty Robinson-Harris</td>
<td>Burnett CDC</td>
</tr>
<tr>
<td>Larry Blake</td>
<td>Herbert Hoover MS</td>
</tr>
<tr>
<td>Jane Blanchard</td>
<td>George Washington HS</td>
</tr>
<tr>
<td>Darcie Chan-Blackburn</td>
<td>Bryant ES</td>
</tr>
<tr>
<td>Daniel Markarian</td>
<td>Core Substitute</td>
</tr>
<tr>
<td>Dick Hemann</td>
<td>CFT</td>
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<tr>
<td>Shannon O’Hara</td>
<td>CTA</td>
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### District

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Ruiz</td>
<td>Sr. Executive Director, Labor Relations</td>
</tr>
<tr>
<td>Joan Hepperly</td>
<td>Asst. Supt., Middle School Instructional Support</td>
</tr>
<tr>
<td>Davide Celoria</td>
<td>Asst. Supt., Elementary School Instructional Support</td>
</tr>
<tr>
<td>Stephanie Cain</td>
<td>Sr. Personnel Analyst</td>
</tr>
<tr>
<td>Miguel Marquez</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Laurie Juengert</td>
<td>Attorney</td>
</tr>
</tbody>
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USP Contract 2007-2010

-111-

July 1, 2007
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