

**TENTATIVE AGREEMENT
BETWEEN
COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT
AND
CSEA AND ITS COTATI-ROHNERT PARK CHAPTER 645**

**Tentative Agreement
2024-2027 Successor Contract
October 24, 2024**

Cover Page:

~~JULY 1, 2021 THROUGH JUNE 30, 2024~~ **JULY 1, 2024 THROUGH JUNE 30, 2027**

Article 2. Recognition:

- 2.1 The District recognizes the CSEA as the exclusive representative for the employees as stated in Appendix ~~B~~ **A**.
- 2.2 The classified unit consists of employees as stated in the listing of positions set forth in Appendix ~~B~~ **A** of this Agreement.

Article 4. Salary:

4.1 Salary

- 4.1.1 ~~For 2021-2022, a three percent (3%) ongoing salary increase as of July 1, 2021 and a three percent (3%) ongoing salary increase as of January 1, 2022 with a \$2,000 stipend off schedule (prorated for FTE).
For 2022-2023, a three percent (3%) ongoing salary increase as of July 1, 2022 and a two percent (2%) ongoing salary increase as of January 1, 2023 with a \$1,000 stipend off schedule (prorated for FTE).
For 2023-2024, statutory COLA, to be determined by October 31, 2022. If COLA exceeds 3.61%, then the parties will reconvene to discuss a split option.~~ **For 2024-2027, a 2.51% ongoing salary increase as of July 1, 2024.**

4.2 Pay and Allowance Provision

- 4.2.1 The regular rate for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in **the salary schedule** ~~Appendix A.~~

4.5 Step Increase/Longevity

Step increases, where appropriate, shall be granted for the duration of the contract. Career service increment adjustments shall be granted to eligible employees at the start of the: 10th, 15th, 20th and 25th year (see Appendix A

Salary Schedule). Beginning July 1, 1999 career service increments shall be adjusted by the same general salary increase applied to the base salary schedule. Therefore, longevity increments effective July 1, 2021, are as follows:

10 years	\$89.25
15 years	\$192.15
20 years	\$299.25
25 years	\$418.95

The District will pay longevity for 2012-2011 through 2013-2014 based on a monthly amount, regardless of the number of days worked in a month.

4.9 Custodial Differential Compensation

4.9.1 ~~For the months of June, July, and August, night custodians shall be compensated at the Custodian/Maintenance/Groundskeeper salary, Range 21. For this additional compensation the night custodian will workdays during all school vacations and non-student days and will perform maintenance and grounds work during all school vacations and non-student days. For the purposes of this differential compensation, placement on the Custodian/Maintenance/Groundskeeper salary schedule will be at the same step as the employee's current step on the custodian salary schedule.~~
For the months of June, July, and August, night custodians shall be compensated at the Custodian/Maintenance/Groundskeeper salary, Range 21. For this additional compensation the night custodian will may be assigned to work days during all school vacations and non-student days and will may be assigned to perform maintenance and grounds work during all school vacations and non-student days. For the purposes of this differential compensation, placement on the Custodian/ Maintenance/ Groundskeeper salary schedule will be at the same step as the employee's current step on the custodian salary schedule. Night custodians will receive their summer assignments 21 days prior to the end of the school year.

Article 5. Health & Welfare Benefits

5.1 Health & Welfare Benefits

5.1.1 Effective November 1, 2011, the District shall contribute, per eligible member per month to California's Valued Trust (CVT), up to eighty-five (85%) of the composite premium charged for Kaiser Plan 4 for medical coverage but no more than eighty-five (85%) of unit member's elected plan cost. There will be no change to vision, dental and life insurance coverage. In the event of dual coverage of unit members, providing the insurance carrier provides a discount to couples covered under the same health insurance, that discount shall be passed on to unit members. In no event shall the District's contribution exceed

eighty-five (85%) of the Kaiser Plan 4. Effective October 1, 2008, the District shall contribute, per eligible unit member per month to CVT, ninety percent (90%) of the amount established by CVT to provide dental, vision and life insurance for the plans agreed upon by the District and CSEA. The level of coverage for each of the benefit plans is listed in Appendix ~~C~~ **B**.

- 5.2 The District shall contribute a pro-rata share of the amounts established through negotiations to provide health and welfare coverage provided in Appendix ~~C~~ **B**, based on the pro-rata formula below. Employees must work an average of thirty (30) hours a week to be eligible for life insurance coverage.

Article 9. Leaves

9.1 Bereavement Leave

~~In the event of the death of any member of his/her immediate family, a regular employee shall be granted bereavement leave at full pay for three (3) days, or five days if out-of-state travel is required. If travel in excess of 300 miles one way is involved, five (5) days leave shall be granted. Members of the immediate family means the mother, father, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, brother in law, sister in law of the employee, or any person living in the immediate household of the employee.~~

A regular employee shall be granted bereavement leave for up to five days in the event of the death of any member of their immediate family. A regular employee shall be granted bereavement leave with full pay for three days within 300 miles of one-way travel and five days for travel of 300 miles or more. Immediate family means parent, parent-in-law, grandparent, or grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, or any person living in the immediate household of the employee. At the employee's request, bereavement leave may be extended under personal necessity leave provisions.

9.2 Jury Duty or Court Ordered Subpoena

A leave with pay shall be granted to employees called for jury duty or subpoena in the manner provided for by law. Evening employees shall have leave with pay provided the employee is required to remain on jury duty or court-ordered appearance after 12:00 noon. An employee who receives a jury summons or subpoena shall submit a copy of the summons or subpoena. At the conclusion of jury duty or court-ordered appearance, the employee shall submit a statement from the Jury Commissioner's Office or from the court in case of a subpoena specifying the dates and times served by the employee. This shall be attached to the Absence Record. The employee shall receive ~~his/her~~ **their** full pay during the leave period.

9.4 Sick Leave

- 9.4.4 ~~When an employee is absent from duties on account of illness or accident for a period of five (5) months or less, the amount deducted from salary due for any month in which the absence occurs shall not exceed the sum actually paid a substitute employee employed to fill the position during the absence.~~ **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 of illness.**
- 9.4.5 ~~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 of illness.~~ **When an employee has exhausted all available sick leave, the employee shall be entitled to continued leave for their own illness or injury for the remainder of up to 100 days of absence (including sick leave). Pay for the remainder of the 100 days after exhaustion of sick leave shall be 50% of the employee's regular wages.**
- 9.4.12 When requested by the District, an employee shall undergo an examination by a doctor selected jointly by the employee and the District. ~~It~~ **In** the event that the District and the employee are unable to agree upon a doctor, a doctor will be selected by the County Medical Association and both parties shall be bound by that decision. The employee shall authorize the examining doctor to release the results of the examination to the District. The District shall pay the cost of such examination.
- 9.4.13 Any classified employee of any school district who has been an employee of that district for a period of one (1) calendar year or more and whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment as a classified employee of the Cotati-Rohnert Park Unified School District within one (1) year of the termination of ~~his/her~~ **their** former employer, ~~he/she~~ **they** shall have transferred with ~~him/her~~ **them** to this district the total amount of leave of absence for illness, to which ~~he/she~~ **they** are is entitled under the Education Code.
- 9.5 Industrial Accident and Illness Leave
- 9.5.3 Industrial accident or illness leave will commence on the first day of the absence **for a verified industrial accident or illness.**
- 9.6 Personal Necessity
- 9.6.2 A personal necessity is defined as a situation which is imposed upon an individual, over which ~~he/she~~ **they** have has no control, and which ~~he/she~~ **they** cannot reasonably be expected to anticipate or disregard.
- 9.7 ~~Maternity Leave~~ **Pregnancy Disability, Baby Bonding, and Reproductive Loss Leave**
- 9.7.1 ~~In cases of expected maternity, employees shall be granted a leave of absence upon written application to the Superintendent or designee through the immediate supervisor. The beginning and ending dates of the leave shall be determined by the Superintendent or designee on the basis of the employee's physical condition~~

as certified by her physician, in the best interests of the welfare of the employee and the District. Pregnancy Disability Leave

9.7.1.1 Any unit member disabled by pregnancy, childbirth, miscarriage, or a related medical condition shall be entitled to a leave of absence and/or accommodations during their period of disability, as set forth in Government Code section 12945.

9.7.1.2 The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be up to four months, calculated as seventeen and 1/3 work weeks. Nevertheless, the actual length of leave shall be determined by the employee and the employee's physician.

9.7.1.3 Disability caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.

9.7.1.4 The unit member requesting this leave will notify the district in writing as soon as the need for it is established (i.e. a doctor has determined the unit member to be disabled), but not less than thirty days prior to the expected date of delivery. The request should include certification from the unit member's health care provider of the disability.

9.7.2 ~~Any period of actual physical disability connected with a disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery therefrom, shall be treated as any other physical disability and any accrued sick leave or other salary continuance benefits shall be available to the employee. Physical disability for purposes of this policy shall be defined as a period during which the employee is unable to perform job-related duties. The period of actual disability shall be supported by written statement from the employee's physician provided, however, that the District may at its option, obtain other medical opinion.~~ Parental Leave

9.7.2.1 Parental Leave means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

9.7.2.2 The district shall provide, in accordance with Education Code 44977.5, paid Parental Leave upon exhaustion of accumulated sick leave, for up to twelve work weeks. The intent is to implement the terms and conditions of Education Code 44977.5, and further interpretations of this law will apply.

9.7.2.3 The unit member will notify the district at least 30 days in advance of this leave being taken, unless a specific date or time frame is not known – for example, in the case of some adoptions or foster

placements – the employee will provide the district with as much notice as possible, as soon as the date is ascertained.

- 9.7.3 Complications arising from pregnancy shall be treated in the same manner as other absences for illness. **At the request of the employee, maternity leave shall be granted for the fiscal year following childbirth. No compensation, sick leave or employee benefits will be granted.**
- 9.7.4 Leave for beyond the period of actual physical disability may be granted. No compensation, sick leave, or employee benefits will be granted. **When a unit member's child is born, placed for adoption or foster care, the unit member may be allowed time off with no loss in pay to a total of one (1) days' absence. Such time off may be taken during the birth, adoption, or placement of a child and/or at the time of discharge from the hospital.**
- 9.7.5 At the request of the employee, maternity leave shall be granted for the fiscal year following childbirth. No compensation sick leave or employee benefits will be granted. **Reproductive Loss Leave**
- 9.7.5.1 Pursuant to Government Code section 12945.6, a unit member shall be entitled to leave after suffering a reproductive loss provided the unit member (a) would have been the parent of the child born or adopted; and (b) has been employed by the District for at least 30 days before the commencement of leave.**
- 9.7.5.2 As used in this Article, Reproductive Loss means: miscarriage, still birth, failed adoption, failed surrogacy, or unsuccessful assisted reproduction.**
- 9.7.5.3 Unit members may receive up to 5 days of leave per Reproductive Loss, not to exceed 20 days per calendar year.**
- 9.7.5.4 Leave for Reproductive Loss is unpaid unless the unit member unless the unit member elects to use sick leave for this purpose.**
- 9.7.5.5 Reproductive Loss Leave must be taken within 3 months of the reproductive loss event, except that if the unit member was on another type of leave during the reproductive loss event, they can take Reproductive Loss Leave within 3 months of finishing the other form of leave.**
- 9.7.5.6 This section is intended to be interpreted and implemented consistent with the requirements of Government Code section 12945.6.**
- ~~9.7.6 The date which the employee may return to her position after pregnancy shall be determined by mutual consent of the employee, her immediate supervisor and the Personnel Director. This policy shall not be construed so as to deprive any employee of sick leave rights under other sections of the Education Code for absence due to illness resulting from pregnancy.~~
- ~~9.9 When a unit member's child is born, placed for adoption or foster care, the unit member may be allowed time off with no loss in pay to a total of one (1) days' absence. Such time off may be taken during the birth, adoption, or placement of a child and/or at the time of discharge from the hospital.~~

9.109 Unpaid Leave – General

9.109.1 Leaves of up to ten (10) working days may be granted to permanent employees. There shall be a full salary deduction for such leave.

9.109.2 The Governing Board may grant leaves of absence up to one (1) year, with or without pay, to persons employed in the classified service of the District.

9.140 Non-Industrial Injury and Illness Leave

When an employee has exhausted all authorized paid or unpaid leave and is medically unable to resume his/her **their** duties, the employee shall be placed on a thirty-nine (39) month reinstatement list. If, during the thirty-nine (39) months the employee is able to assume the duties of his/her **their** position, his/her **they** shall be reemployed in the first vacancy in the classification of his/her **their** previous assignment over all other applicants except those laid off for lack of work or lack of funds.

9.121 Family Care Leave

The District will provide Family Care Leave to unit members as outlined in Board Policy 4251.2: Family Care and Medical Leave.

9.121.1 Each unit member who has been employed by the District for more than one continuous year is eligible for an unpaid Family Care Leave not to exceed twelve (12) weeks within a twelve (12) month period unless a longer leave is agreed upon by the District and the unit member. Family care leave may be used for the birth of the unit member's child; placement of a child for adoption or foster care; to care for a spouse, child, or parent with a serious health condition; or a serious health condition which renders the unit member unable to perform essential job functions.

9.121.2 During the period of such leave the District shall maintain the unit member's group health and welfare benefits, if any, on the same basis as if the unit member was in paid status. Upon return from Family Care Leave, the unit member is entitled to return to the same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The unit member's absence under this program shall not be considered a break in service.

9.121.3 The unit member must provide the District with at least thirty (30) days advance notice for the leave if the need is foreseeable, or if such notice is not foreseeable, notice must be given as soon as practical under the circumstances.

9.132 Sick Leave for Illness of Child, Parent, or Spouse

A unit member may use his/her **their** current and accrued sick leave to attend to an illness of a child, parent, or spouse of the unit member. Each calendar year the amount of such leave shall not exceed the amount of the sick leave the unit member would accrue during six (6) months of employment (i.e., full time 12-month unit member = 6 days; full time 10 month unit member = 5 days). Such leave is in addition to that provided under Personal Necessity.

9.143 The District shall provide unit members who have worked for the District at least twelve (12) months with Catastrophic Leave. Such leave will be provided consistent with Board Policy provisions. The parties agree that the current board policy concerning Catastrophic

Leave will not be changed during the term of this agreement unless by mutual written agreement.

Article 10. Classified Employee Organizations

10.5.2 New Employee Orientation

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

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

10.5.2.2.1 CSEA shall have a minimum of ~~fifteen (15) minutes and a maximum of~~ **one-half hour (1/2)** hour of paid release time for one (1) CSEA representatives to conduct the orientation session after the regularly scheduled classified weekly meetings, typically held every Thursday. The District will notify the CSEA Chapter President of any new employees hired and whether, if known, they will be in attendance. If an employee is unable to attend the weekly meeting, or no weekly meeting is held, CSEA and the District may mutually schedule an orientation for the employee during their workday.

Article 12. Hours

12.1 Work Week/Calendar

The work week shall consist of five (5) consecutive days. A forty (40) hour week is standard. The specific workday shall be designated by the District. **Unit members will work the number of days as designated on their calendars, based on the number of days in their position.**

Article 13. Transfer

13.1 Lateral Transfer

13.1.1 When a new position is created or an existing position becomes vacant, ~~permanent~~ unit members in the classification of that open position may apply for a lateral transfer to that position by filing a written notice with the Human Resources Office.

13.1.2 If only one (1) ~~permanent~~ unit member files for the lateral transfer he/ she shall be granted the lateral transfer. If two (2) or more unit members file for the transfer the District shall make the selection. ~~If no internal unit member files for the transfer, it shall then be open for promotional opportunity.~~

13.2 Promotional Transfer

- 13.2.1 When a new position is created or an existing position becomes vacant which is considered promotional, the position will first be opened to current ~~permanent~~ unit members provided they have the skill, competency, and ability to perform the job. A unit member may apply for transfer to that position by filing a written notice with the Human Resources Office.
- 13.2.2 A unit member not selected for a promotional transfer may, upon request, meet with the Human Resources Administrator to discuss the matter and obtain positive job counseling.
- 13.2.3 All vacancies shall be posted by the District for not less than five (5) days. **Lateral and promotional transfers will be posted concurrently, however Article 13.1.2 will apply.** A copy shall also be furnished to the CSEA. The District will make the final determination to approve the promotional transfer request or to recruit outside the District for the position.

Article 14. Evaluation

- 14.1 Employees shall be evaluated by an administrator or supervisor designated by the Superintendent. The administrator or supervisor shall be an individual with direct knowledge of and concern for their work. The first ~~twelve (12)~~ **six (6)** months of employment shall be the employee's probationary period. An employee in the first ~~twelve (12)~~ **six (6)** months of employment shall be evaluated ~~two (2) at approximately the fifth (5th) and tenth (10th) month~~ **two (2) times within the first six (6) months, with at least 30 days separating each evaluation.**

Article 15. Classified Discipline Procedure

- 15.2 Permanent Classified Employees Discipline & Dismissal
- 15.2.1 Discipline shall be imposed on a permanent member of the classified bargaining unit only for just cause and pursuant to this Article and pertinent law(s). No disciplinary action shall be taken for any cause that arose more than two (2) years preceding the date of the filing of 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 employing District. A permanent employee is one who has completed an initial probationary period of ~~twelve (12)~~ **six (6)** months beyond the initial date of employment by the District and is referred to in this procedure as an "employee."

Article 17. Layoff

- 17.2 Notice of Layoff
- The District shall notify both CSEA and the affected employee(s) in writing ~~at least 60 days prior to the effective date of the layoff(s)~~ **by March 15th for the following school year.** The District and CSEA shall meet no later than two weeks following the receipt of any notices of layoff to review the proposed layoffs and determine the order of layoff within the provisions of this agreement and the effects of the layoff, if requested by CSEA. Any notice of layoffs shall specify the reason for layoff and identify by name and

classification the employees designated for layoff. Failure to give written notice under the provisions of this section shall invalidate the layoff.

Article 20. Reclassification

20.2 Request for Reclassification

During the month of February each year, reclassification may be requested for any position in Appendix “B” A of this Agreement. The request for reclassification shall be completed on the “Request for Reclassification Form” which is available from the Human Resources Department. The request for reclassification shall contain the following:

Article 22. Duration

22.1 Duration

This agreement shall be effective for the period of July 1, ~~2021~~ 2024 through June 30, ~~2024~~ 2027. This is a closed contract through June 30, ~~2024~~ 2027 with no reopeners for either party except:

~~Each party may reopen one other article of their choice in the third year of the term of this agreement.~~ as set forth in the reopeners, or as mutually agreed, or as required by law.

22.2 Reopeners

For 2025-2026 (Year 2) and 2026-2027 (Year 3), the parties may reopen on wages and benefits. CSEA and the District each may reopen on one additional article for 2025-2026 and 2026-2027.

Appendix A. Work Year

Work Year: Effective with the 2010-11 School Year

Cafeteria Employees (Elementary)	_____	Student days + one
Office Assistant	_____	Student days + two
Base Kitchen (High School and Jr. High School)	_____	Student days+ three
(Holidays and Vacations shall be paid at the end of the school year.)		

For the first three groups of employees: (Holidays and Vacations shall be paid at end of the school year unless the unit member notifies the District by May 1st of his/her choice to carry over vacation up to 15 days.)

~~Holidays and vacations shall be paid at the end of the school year unless the unit member notifies the District by May 1 of his/her choice to carry over vacation up to fifteen (15) days.~~

School Office Secretaries _____ 11 month
(~~11 month School Office Secretaries shall take vacation within their 11 month work year~~)

Appendix B A. Residual Unit-CSEA
CLERICAL

Accounting Assistant

Account Clerk

Account Clerk IIB

Administrative Secretary

ASB Bookkeeper

~~Clerk Typist I~~

Clerk Typist II

College and Career Outreach Specialist

Community Liaison

District Community Liaison

Data Technician SPED

Ed Services Technician-Stu. Serv.

Ed Services Technician-Stu. Asmt.,

Accountability, and PD

Human Resource Clerk

Information Technology Assistant

Library Assistant-HS

Office Assistant

Payroll Technician

Registrar

School Office Manager

School Office Secretary

~~Secretary to Director~~

Specialized School Secretary

Staff Secretary

Student Records Clerk

Translator

Truck Driver DO-Pony

Wellness Center Coordinator

Work Based Learning/CTE Grant

Coordinator

FOOD SERVICES

~~Assistant Cafeteria~~

Cafeteria Assistant

Cafeteria Manager II

~~Cafeteria Manager I~~

Food Service Account Clerk IIB

Food Service Van Driver

~~Manager Cafeteria~~

Truck Driver, Food Services

MAINTENANCE/OPERATIONS

Custodian

Custodian/Maintenance/Groundskeeper

Grounds Specialist I

Groundskeeper

Head Custodian II

~~Head Custodian I~~

Lead Maintenance Specialist

Maintenance Specialist II

Mid Shift Custodian

Maintenance Specialist I

Shipping & Receiving Clerk

TECHNOLOGY

Information Technology Assistant

IT/Library-Secondary

IT Support Technician I

IT Support Technician II

IT Systems Administrator

Jr. Systems Administrator

Student Admin Software Support Tech

~~Systems/Technical Support~~

Technical Support Associate

Technical Support Manager

Appendix C B. Health & Welfare Benefits

(Effective October 1, 2008 2024)

Medical:

The District shall contribute, per eligible unit member per month to CVT, **eighty five percent (85%)** of the composite premium charged for Kaiser Plan 4 coverage.

Kaiser Plans 2, 4 <u>and Kaiser Wellness</u>	Employee and dependents
Blue Cross PPO Plans 1-RxA, 1-RxB, 2-Rx B, 2-Rx C, 3-RxB, 3-Rx C,	
4-RxC and 9-Rx C and Pacific Care plan 2V Bronze	Employee and dependents

Vision:

Vision Service Plan; ~~C/15-G~~ **VSP Signature** Employee and dependents

The District shall contribute, per eligible unit member per month to CVT, ninety percent (90%) of the amount established by CVT to provide the following vision coverage under VSP.

Eye Examination	1 each <u>Every</u> 12 months
Lenses	1 each <u>Every</u> 12 months
Frames	1 each <u>Every</u> 12 months
Office Co-pay	\$15.00
2nd Pair of Glasses	for \$20.00 deductible

Dental:

Delta Dental **Incentive Plan** Employee and dependents

The District shall contribute, per eligible unit member per month to CVT, ninety percent (90%) of the amount established by CVT to provide the following dental coverage:

- No annual maximum on basic coverage, including crowns and cast restorations.
- Three cleanings per patient per year.
- Prosthodontics cost sharing 70/30 (up from 50/50 basic coverage).
- Nitrous oxide at no additional cost.
- \$2,000 lifetime maximum orthodontia cost sharing 50 / 50.

Life Insurance:

~~Unum Provident Life (\$50,000)~~ **MetLife Insurance (\$50,000)** Employee Only

Article D. Stipulations

Vacation:

~~Unit members shall earn five (5) fewer days of vacation in 2011-12, 2012-13 and 2013-14 school years. (This is approximately equivalent to a 2% across the board salary reduction.) Vacation leave accrual shall be restored to the current contract amount effective July 1, 2014.~~

Personal Necessity Leave:

~~The unit member may use at his/her election during the 2011-12, 2012-13 and 2013-14 school years not more than ten (10) days of accumulated sick leave in the case of personal necessity. The employee shall not be required to secure advance permission for leave. This provision sunsets on July 1, 2014.~~

Me Too:

~~For the term of this agreement, if any other bargaining unit, employee group, or the Board of Trustees gets restoration of health benefit coverage or the 2% salary reduction (which is unrelated to restoration of Workdays), CSEA shall receive the equivalent restoration.~~

Office Manager Reclassification to School Office Manager

- Following board ratification on November 19, 2024, the Office Manager classification at range 27 (job description attached) will be reclassified as School Office Manager at range 29 (job description attached).
- Incumbents currently employed in the Office Manager classification will have their seniority date follow them to the School Office Manager classification such that their Office Manager seniority date will become their School Office Manager seniority date

The parties agree to recommend the approval of this tentative agreement to their respective constituents.

For the District:

DocuSigned by:
Maite Iturri 11/6/2024
CFAAE85156C442E...
Maite Iturri, Superintendent/Date

DocuSigned by:
JENNIFER HANSEN 10/31/2024
62803F668D8B479...
Jennifer Hansen, Director of Human Resources/Date

DocuSigned by:
Josh Savage 10/31/2024
8D6A442E060C4E1...
Josh Savage, Executive Director of Facilities, Maintenance, and Operations/Date

Signed by:
Rob Valdivia 11/1/2024
1191084931E9C49B...
Rob Valdivia, Director of Technology Services/Date

Signed by:
Anna Maria Young 10/31/2024
3918BEE91A284CF...
Anna Maria Young, Assistant Principal/Date

DocuSigned by:
John Bartolome 10/31/2024
51849FAFC682420...
John Bartolome, Chief Business Official/Date

For CSEA:

Signed by:
John Geck 10/31/2024
88A4233B02F345C...
John Geck, CSEA Ch. 645 President

Signed by:
Luigi Cardenas Gonzales 10/31/2024
82B1153FC8E8402...
Luigi Cardenas Gonzales, CSEA Ch. 645 VP/Date

Signed by:
William Bernard 11/13/2024
E5E06CBF400340A...
William Bernard, CSEA Ch. 645 Job Steward/Date

Signed by:
Shannon Hawkins 10/31/2024
14C89C1924DB4DE...
Shannon Hawkins, CSEA Ch. 645 Bargaining Team/Date

DocuSigned by:
Joseph Gomez 11/4/2024
C5365E5CF79F419...
Joseph Gomez, CSEA LRR/Date

Appendix A

Cotati-Rohnert Park Unified School District Rohnert Park Cotati Educators Association (California School Employees Association) 2024-27 SALARY SCHEDULE: Hourly Schedule 2.51% Increase July 1, 2024*

YEARS CREDIT		I		II	III	IV	V	VI
1	Cafeteria Assistant Food Service Van Driver	17.28	0.4674	18.21	19.09	20.03	21.03	22.08
3	Library Assistant	17.38	0.4684	18.17	19.13	20.01	21.02	22.07
9	Community Liaison, Truck Driver, Food Service	18.00	0.4852	18.94	19.82	20.80	21.78	22.83
11	Clerk Typist II Office Assistant	18.04	0.4869	18.95	19.89	20.90	21.93	23.04
13	Custodian	18.94	0.5108	19.84	20.87	21.90	22.97	24.13
15	Information Technology Asst.	19.21	0.5176	20.15	21.14	22.21	23.31	24.48
17	Student Records Clerk	19.68	0.5311	20.65	21.70	22.80	23.92	25.14
18	Account Clerk ASB Bookkeeper Work Based Learning/CTE Grant Coordinator	19.76	0.5331	20.75	21.78	22.87	24.01	25.22
19	Mid Shift Custodian	20.03	0.5407	21.02	22.09	23.17	24.31	25.57
20	Account Clerk IIB	20.75	0.5600	21.78	22.87	24.01	25.22	26.48
21	Cafeteria Mgr. II Cust/Maint/Groundskeeper School Office Secretary Registrar District Community Liaison Wellness Center Coordinator	21.57	0.5831	22.69	23.82	24.99	26.16	27.49
23	Staff Secretary Data Technician Translator Human Resources Clerk College & Career Center Outreach Specialist	21.77	0.5878	22.84	24.01	25.17	26.43	27.74
25	Groundskeeper Specialized School Secretary	22.69	0.6117	23.82	24.99	26.16	27.49	28.89
27	Grounds Specialist I Head Custodian II Maintenance Spec. I Payroll Technician Shipping & Receiving Clerk IT Support Technician I	23.82	0.6403	24.99	26.16	27.49	28.89	30.35
28	Administrative Secretary	23.99	0.6461	25.19	26.39	27.68	29.10	30.55
29	Maintenance Spec. II IT Support Technician II School Office Manager	25.00	0.6737	26.20	27.52	28.91	30.38	31.88
31	Accounting Assistant Ed. Svcs. Technician - Student Svcs. Ed. Svcs. Technician - Student Assessment, Accountability & PD Lead Maintenance Specialist	26.78	0.7234	28.12	29.55	31.03	32.57	34.20
34	Technical Support Associate	29.73	0.8052	31.27	32.89	34.55	36.34	38.21
35	Jr. Systems Administrator Student Administrative Software Support Technician Technical Support Manager	30.70	0.8318	32.31	33.98	35.74	37.59	39.55
36	IT Systems Administrator	32.25	0.8737	33.91	35.69	37.51	39.47	41.53
	Longevity (Monthly)							
		10th year	89.25					
		15th year	192.15					
		20th year	299.25					
		25th year	418.95					

One time incentive bonus after 6 years at top step in same classification = \$250.00

Annual Stipend for Bilingual \$747.00

2.51% Increase as of July 1, 2024

JOB DESCRIPTION

~~POSITION~~

~~SCHOOL OFFICE MANAGER~~

~~DEFINITION OF POSITION~~

~~Under supervision, to act as secretary to a school principal and perform a wide variety of responsible, confidential clerical work of a difficult and highly complex nature resulting from the heavy supervision and administrative responsibilities of the principal.~~

~~EXAMPLES OF DUTIES~~

- ~~Acts as secretary to the principal~~
- ~~Schedules appointments and screens visitors~~
- ~~Takes and refers messages for administrators, teaching staff and students~~
- ~~Gives information to the public by telephone and over the counter regarding school matters~~
- ~~Independently answers routine correspondence not requiring the principal's attention~~
- ~~May keep records of student attendance and make reports of attendance to the District Office~~
- ~~May be required to maintain other student records including cumulative records, health and emergency records and registration and transfer records~~
- ~~Types material and maintains a wide variety of files including material of a confidential nature~~
- ~~May receive and account for student activity funds or other money~~
- ~~Telephones and confers with parents regarding pupil absences and other matters of student welfare~~
- ~~Administers first aid to students in the absence of the school nurse~~
- ~~May take and transcribe oral dictation~~
- ~~May request records on new students, forward records of transferring students, and post information to student records~~
- ~~Maintains attendance and payroll records for certificated and classified employees~~
- ~~Coordinates personnel matters, including substitute employees, with district office~~
- ~~May be required to prepare agendas, and take/transcribe minutes of meetings~~
- ~~Screens supervisor's mail, directing his/her attention to those items requiring his/her personal action; distributes mail to other staff members~~
- ~~Be responsible for distribution of school keys to staff and substitute teachers~~
- ~~Trouble-shoot problems with office equipment and arrange for repairs if needed~~
- ~~Run errands off-campus; i.e., bank, post office. May be required to use own vehicle~~

~~COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT~~

~~School Office Manager~~

~~Page 2~~

- ~~• Keep records of complex nature, such as school budget~~
- ~~• Maintains school inventory and order supplies~~
- ~~• Other duties as assigned by principal~~

DESIRABLE QUALIFICATIONS

Knowledge of:

- ~~• Modern office practices and procedures, including business correspondence, record keeping and filing systems, operation of standard office equipment, receptionist and telephone techniques, letter and report writing, computer software and word processing programs~~
- ~~• Business English, including vocabulary, correct grammatical usage and punctuation~~

Ability to:

- ~~• Deal tactfully and courteously with students, staff and public~~
- ~~• Perform clerical work with speed and accuracy without immediate supervision~~
- ~~• Learn, interpret and apply school rules and regulations~~
- ~~• Compile statistical and clerical work of above average difficulty with speed and accuracy without immediate supervision~~
- ~~• Prepare and maintain accurate records and reports~~
- ~~• Use a high degree of independent judgment~~
- ~~• Prepare and maintain accurate records and reports~~
- ~~• Prepare letters/memos from oral dictation or written notes~~
- ~~• Type a minimum of 60 words per minute with accuracy~~
- ~~• Understand and maintain cooperative relationship with students, parents, staff and others contacted in the course of work~~

EXPERIENCE

~~Any combination equivalent to graduation from high school and three years of increasingly responsible secretarial experience including some work in a position involving public contact and including one year of experience in supervising or coordinating the work of other clerical staff, preferably one year of which is in a school setting.~~

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

SCHOOL OFFICE MANAGER
CSEA

DEFINITION OF POSITION

Under direction of the site principal, the School Office Manager acts as an assistant to the principal, and performs a wide variety of duties. The Office Manager plays a vital role in the efficient functioning of the school by managing the day-to-day administrative operations of the main office. The position is responsible for overseeing clerical tasks, maintaining accurate records, providing excellent communication to staff, parents, and students, and ensuring the smooth operation of the school office. This individual must maintain a welcoming, organized, and efficient environment, contributing to the success of the school.

EXAMPLES OF DUTIES

- Administrative Support: Manage the front office operations, including answering phones, handling inquiries, and greeting visitors.
- Communication: Serve as the primary point of contact between the school, parents, students, and external partners.
- Record Keeping: Maintain accurate student records, attendance, and administrative documents. Ensure confidentiality and timely submission of reports and documentation to district offices as needed.
- Scheduling: Coordinate and manage appointments, school events, and meetings for administrators and staff.
- Budget and Supplies: Oversee the ordering and inventory of office and school supplies. Assist in the preparation of the school's budget and monitor spending to ensure it aligns with financial guidelines.
- Staff Coordination: Work with the principal and staff on administrative tasks related to hiring, staff attendance, and scheduling substitute teachers.
- Student Services: Manage student records, enrollment, and withdrawals. Assist with handling student health and emergency information.
- Compliance: Ensure compliance with district policies, state education laws, and other regulatory guidelines.
- Event Coordination: Assist in organizing school events, such as back-to-school nights, parent-teacher conferences, and graduation ceremonies.
- Additional Duties: Run errands off campus (i.e. bank, post office. May be required to use your own vehicle.

DESIRABLE QUALIFICATIONS

Knowledge Of:

- School office operations and administrative procedures
- School management systems and student information systems

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

- Office management best practices, including records management, budgeting, and supply inventory
- Basic accounting and budget monitoring principles
- District policies, state education regulations, and compliance requirements
- Communication protocols within a school environment, including parent, student, and staff interactions
- Current district technology platforms, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Drive), and office equipment (printers, copiers, phone systems)
- Basic first aid and student health and safety procedures

Ability To:

- Organize and prioritize multiple tasks and deadlines in a busy school office environment
- Communicate clearly and professionally, both verbally and in writing, with staff, parents, students, and external partners.
- Maintain confidentiality and handle sensitive information with discretion
- Utilize and troubleshoot office equipment and software applications, including student information systems
- Manage student attendance records, enrollment processes, and other clerical duties efficiently
- Work both independently and collaboratively with school leadership, teachers, and support staff
- Handle emergency situations calmly and effectively, following established school protocols
- Assist in budget tracking and monitor expenses within approved guidelines
- Take initiative and assume responsibility
- Work independently with minimum supervision and self-motivation
- Work in a positive manner with students and staff members, while exhibiting patience and compassion
- Bilingual (preferred)

EXPERIENCE/EDUCATION

Any combination equivalent to graduation from high school and three years of increasingly responsible administrative experience. This should include work in a position involving public contact and including one year of experience in supervising and coordinating the work of other clerical staff, preferably, one year in a school setting.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently

Standing/walking: Frequently

Waist bending: Rarely

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

Neck bending: Rarely
Squatting: Rarely
Climbing: Rarely
Kneeling: Rarely
Crawling: Rarely
Neck twisting: Rarely
Waist twisting: Rarely
Pushing/pulling: Rarely
Running: Rarely

Reaching:

Above shoulder: Occasionally
Below shoulder: Occasionally

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time
11-25 lbs: Occasionally – weights carried up to 100 feet at a time
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time
51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently
Simple grasping: Frequently
Power grasping: Occasionally
Fine manipulation: Frequently
Hand and arm twisting/turning: Frequently
Computer operations/writing: Frequently

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings

BOT 11/19/2024