



~~All employees in Job Class Code 956000 Network Specialist I shall receive a salary increase of 2% in addition to any other salary increases bargained pursuant to the findings of the SCUSD 2016 External Competitiveness Review. The District shall maintain the current percentage increase between Network Specialist I and Network Specialist II.~~

~~_____~~
~~_____~~
~~_____~~
~~_____~~
~~_____~~
~~_____~~

6.2.4 ~~All current 5 hours' bus drivers shall be increased to 6 hours upon ratification~~

second shift shall receive a pay differential of five percent (5%) of their regular rate.

6.5.2 Third shift shall be any shift in which the employees regularly assigned hours end between 2:01 a.m. and 8:00 a.m. Employees who are assigned to the third shift shall receive a pay differential of eight and one-half percent (8.5%) of their regular rate.

6.5.3 An employee receiving shift differential compensation shall not lose such compensation if ~~he/she~~ _____ is temporarily, for twenty (20) working days or less, assigned to a shift not entitled to such compensation.

6.6

6.6.1 Classified employees shall not be required to perform duties which are not fixed and prescribed for the classification unless the duties reasonably relate to those fixed for the classification by the Board of Education, provided in this section and section 6.7.

6.6.2 An employee may be required to perform duties not fixed nor reasonably related to those fixed for ~~his/her~~ _____ classification as provided in this section and section 6.7.

6.6.3 When an employee is temporarily required to perform duties which are not fixed nor reasonably related to those fixed for ~~his/her~~ their classification for more than three (3) working days within a fifteen (15) calendar day period, the employee's salary will be adjusted upward for the entire period required to work out of class as follows:

a. If the duties are exclusive duties of ~~an~~ any existing higher classification or those duties listed under "distinguishing characteristics" of a job description, the employee's pay shall be adjusted upward to that step in the pay range established for the higher classification which shall provides at least a five percent (5%) increase, _____;

b. When an employee performs duties outside of their classification and the duties do not exist in any other ~~higher~~ classification, then the employee's pay shall be increased by five percent (5%).

6.7

6.7.1

When an employee believes that he/she _____ is _____ being assigned or assumes duties on a regular, rather than temporary basis which are not fixed nor reasonably related to the duties of his/her _____ classification, he/she _____ shall notify his/her _____ supervisor, in writing, that he/she _____ is being required to perform such duties. Upon _____ - _____

Board shall meet and review the employee's request no later than thirty (30) working days after receipt of the Request for Classification Review form by the Classified Personnel Services Office. The Classification Review Board hearing(s) shall be held during normal working hours.

a. Classification Review Board Composition

The classification Review Board shall be comprised of five (5)

- (5) Information given by the employee (e.g., the Request for Classification Review) and/or the employee's supervisor to the Board upon request of the Board.
- (6) The duties and responsibilities of the classification into which the employee believes ~~he/she~~ ____ should be classified.

c. Classification Review Board Decisions

Decisions of the Classification Review Board to accept or deny the request for full study _____ =subject to Article 18. The final decision of the Board shall be forwarded in writing to the employee within five (5) working days of the Classification Review Board's final hearing on the matter.

6.7.2.2 Classification Review - Full Study Procedure

Requests that are accepted by the Classification Review Board for a full classification review study shall be forwarded by the chairperson of the Classification Review Board to the Director, Human Resources, or designee, who shall arrange for a full study classification review. The full study shall be completed within thirty (30) working days.

A full classification review study shall include:

- a. Interviews with the employee, the employee's immediate supervisor, and persons serving in similar positions;
- b. A review of the employee's Request for Classification Review form;
- c. A classification study desk audit;
- d. A review of the employee's class specification and the class specification of the position for which the employee is seeking reclassification; and
- e. A review of all other related and relevant class specifications and/or information as determined by the Director of Human Resources.

6.7.2.3 The completed classification review study shall be forwarded to the chairperson of the Classification Review Board. The completed classification review study may recommend: (1) that the employee(s) be reclassified into an existing position; or (2) that no reclassification is justified (i.e., that the employee is not performing duties of an existing classification). The Classification Review Board shall, after reviewing the completed classification study, render a decision within fifteen (15) working days of receipt of the completed study. The Board's decision shall be by a majority vote and shall be either to

- (1) Recommend the reclassification to an existing position; or
- (2) Deny the reclassification.
- (3) If the reclassification is denied, because the board determined the out of class duties do not fit into an existing classification,

then the union may submit a written request for placement into a non-existing job classification to the Associate Superintendent of Human Resources in accordance with 6.7.1.2

6.7.2.4 Recommendations of the Classification Review Board to approve reclassification shall be forwarded to the Board of Education for final review. If approved by the Board of Education the reclassification shall become effective upon the date the employee submitted the Request for Classification Review form to the Human Resources Office.

6.7.2.5 If the decision of the Classification Review Board is to deny the reclassification, the decision is final and not subject to the Article 18.

6.7.3 Employee Representation

An employee may elect to be represented at any point during the classification review process by a representative of ~~his/her~~ their choice.

6.7.4 Nothing in this section shall preclude the District from upwardly reclassifying employees administratively. The Union shall be notified in writing of all reclassifications.

6.8

Employees who are actively at work and who are required to appear in court or a legal proceeding as a direct result of the performance of their duties, or as a result of witnessing an event while performing their normal work duties, which later requires presence before a court of law shall be provided released time without loss in pay or additional compensation at the appropriate rate with a minimum of four (4) hours if

three (3) years to be placed on the third step in salary, with no further step

6.11.2

Classification and Training Requirements for Classes Included on the Career Lattice

The career lattice for aides includes the following classifications:

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Instructional Aide

calculated to be the difference between the teacher associate, teacher assistant Bilingual II, and teacher candidate salaries.

- f. An employee may be designated as "teacher candidate" for only one three-year period term during their employment within the District.
- g. "Teacher candidate" shall be placed on Range 44 of the salary schedule for classified non-management personnel.
- h. The District agrees to pay the health benefit premiums for a period of up to two (2) semesters for "teacher candidates" who are participating in an approved student teaching program. If

reassigned to the next higher step on the career lattice effective September 1 for the September changes and April 1 for the April changes.

6.11.5 Types of Units Accepted

Acceptable units for placement and movement on the career lattice must meet the following requirements:

6.11.5.1 The units must be earned at or accepted by either a two-or four-year fully accredited college or university. Units which are earned prior to an employee's date of hire and which are otherwise acceptable for this career lattice, shall be counted for placement on the career lattice.

6.11.5.2 The units are for courses which will improve the employee's performance in his or her present position or a position in the same or related classification sequence, and/or will be used to qualify the employee as a "teacher candidate" defined in Section 6.11.2 above.

6.11.5.3 The units must not have been applied towards the District's professional improvement program for classified employees.

6.11.6 Prior Approval

Prior approval may be requested before undertaking any course(s) or overall program of study if acceptability for movement on the career lattice is doubtful. Prior approval forms may be requested through the Classified Personnel Services Department.

6.11.7 Filing of Units

Transcripts or official grade cards containing evidence of units earned should be filed no later than October-15th of the year.

- 6.11.8.1 If eligible, the employee first shall be granted an earned increment on his/her previous range.
- 6.11.8.2 If the previous salary, including increment adjustment, is below the first step in the new range, the employee shall be placed on the step which most closely approximates a five percent (5%) salary increase.
- 6.11.8.3 If the previous salary, including increment adjustment, is found on the new range, the employee shall be placed one (1) step higher.
- 6.11.8.4 If the previous salary, including increment adjustment, is in between steps on the new range, he/she shall be placed two (2) steps higher.

6.12

If excess monies are paid or advanced to an employee, or monies are owed to the District for any reason, the employee is liable and responsible for repayment of the monies owed in the manner prescribed in 6.12.1 through 6.12.5 of this article following.

- 6.12.1 The District shall notify the employee of the amount and nature of the overpayment. This notification shall be given to the employee not less than 30 days prior to the deduction of the amount owed from the employee's paycheck and shall include the language set forth in Section 6.12.2 and 6.12.3 below. If the employee does not dispute the debt, the District may begin deducting from the next regular paycheck(s) in such an amount that the overpayment is repaid in full over one and one-half times the length of the overpayment. (For example, if the overpayment was made in equal amounts in ten (10) consecutive paychecks, the deduction for repayment shall be made in the same amounts for fifteen (15) consecutive paychecks). Nothing in this section shall preclude an employee and the District from agreeing to repay the debt owed in different increments, providing the agreement to do so is voluntary and is reduced to writing.
- 6.12.2 If the employee disputes the debt, information regarding the dispute shall be submitted, within ten working days of the notification of the debt owed, to the

