

**CSEA Meadows Chapter #829  
Proposal #2  
2024-26 Successor Negotiations  
June 17<sup>th</sup>, 2024 1pm**

Article 3: Association Rights

3.1 Association Rights

CSEA shall have the right to make use of school buildings and facilities without charge during the hours the site is regularly open, provided that meetings do not interfere with instructional program and conflict with school-site conferences and meetings and responsibilities related to education, health and welfare of students.

~~CSEA regular meetings shall be conducted at a time where services to students are not interrupted.~~ CSEA Chapter meetings will be held on the last Tuesday of the month at 5pm on the last Staff Day of the month after 1:30pm. A maximum of one (1) hour of release time may be used by each unit member who attends meeting. ~~CSEA Chapter President will provide district with a sign in sheet of attendees to verify attendance.~~ Release time and the one (1) hour period shall not accumulate from month to month. CSEA Chapter President will notify DISTRICT at least twenty-four (24) hours in advance when there is a need for meetings outside of their monthly schedule.

DISTRICT will provide my email to CSEA Chapter President by September 1st of each year, a complete seniority list of all bargaining unit members. Seniority for the purposes of layoff shall be established by the unit member's first date of paid service on any permanent position (substitute or short-term assignments excluded).

3.4 CSEA Conference

Delegates who are in paid status during the week of CSEA's annual conference shall be granted time off with pay, for the purpose of attending the conference. Paid time off shall not exceed two (2) delegates for up to five (5) days per delegate.

**The District will send 2 bargaining unit members to the annual Paraeducators Conference. Members will send their written interest to the executive board and CSEA will send their recommendation to the District.**

3.11 School Year Calendar

**The District will provide the annual school year calendar to the Chapter President for consultation.**

Article 5: Evaluation

5.3 Evaluation Conference

**The evaluator will email the bargaining unit member 2 weeks before the conference.** The evaluator shall meet with the unit member to discuss the contents of the evaluation before the evaluation is forwarded to Human Resources. All evaluations, and related documents, shall be signed and dated by unit members as acknowledgment of their receipt.

\*change evaluation day to before deadline

## Article 7: Grievance Procedures

### 7.3 Grievance Procedures

Grievances shall be filed on a form developed by the parties. Additional pages may be added if necessary (Appendix E)

#### 7.3.1 Informal Level

Within ~~fifteen (15)~~ **twenty (20)** business days after the occurrence of the act, or omission giving rise to the grievance, or the date when the grievant should reasonably have been aware of the act or occurrence, the grievant shall attempt to resolve the problem by scheduling an informal conference with his/her immediate supervisor. The grievant may be accompanied by representatives of CSEA's choosing at the informal conference. The problem shall be discussed orally, including the nature of the problem, person or persons involved, and remedy sought. The immediate supervisor shall respond orally within five (5) days. If the grievant is not satisfied with the proposed resolution or if the immediate supervisor has not responded within ten (10) days, the grievant may proceed to Step One of the Formal Grievance Process.

## Article 8: Hours/ Overtime/ Trainings

### 8.3 Employees Not Working with Students

Working hours for unit members not working with students will be established at the beginning of employment by the DISTRICT and may be revised at the beginning of every school year thereafter. **The District will give unit members a 2 week grace period to shift into the changing schedule, after a formal notification.**

### 8.4 Changes to Hours of Work Based Upon Need

The DISTRICT may temporarily or permanently change an unit member's work-week or work-day without reduction in hours, based on student or DISTRICT need, changes to enrollment or program needs, provided written notice of change is given to unit member within ~~five (5)~~ **ten (10) working** days before effective date (unless notice is waived by CSEA or in the event of an emergency situation) and agreed to by the Superintendent or designee and CSEA prior to the effective date.

### 8.10 Classroom Supervision

At the administrative discretion unit members may be asked to provide classroom supervision in the absence of a certificated employee. Compensation shall be ~~six (\$6)~~ **twenty (\$20)** per hour, in addition to regular pay. If less than one (1) hour is required, compensation will be prorated in fifteen (15) minute portions. **The District will assign classroom supervision assignments to classified staff assigned to the class and then rotate by seniority. District administrators will keep track of coverage hours for payroll purposes.**

### 8.11 Extended School Year Employment

Classified personnel for extended year (summer school included), will be hire according to the following factors:

1. Full availability of required work dates and hours

2. **A rotation list by seniority shall be maintained for extra assignments. Unit member with the most seniority shall have first opportunity to extra assignments, at which point the next assignment will go to the next senior employee on the list and so forth. A unit member who accepts or refuses an assignment shall rotate to the bottom of the rotation list and shall not work extra assignments until all other unit members have been offered an extra assignment.**
3. Specific skills needed for the job
4. ~~Individual's past performance~~
5. Knowledge of specific duties/activities

#### 8.12 Substitutes

Substitute employee is defined as a person employed to replace a regular classified unit member temporarily absent from duty as per Ed Code 45103. Such employees may also be used to fill vacant positions after bargaining unit position has been vacated and a permanent replacement is being recruited. Substitutes will be paid in accordance with the rates established in the Classified Salary Schedule (Appendix C). Substitutes ~~can~~ **must** be called in for ~~orientation~~ training for a period not to exceed three (3) days. **District will provide a handbook to every substitutes.**

#### 8.17 Extra Assignments/ Trips/ Activities

DISTRICT will assign unit members to class fieldtrips/activities first based on assignment and second by seniority.

***Bus Drivers & Custodians:*** rotation list by seniority shall be maintained for extra assignments. Unit member with the most seniority shall have first opportunity to extra assignments, at which point the next assignment will go to the next senior employee on the list and so forth. A unit member who accepts or refuses an assignment shall rotate to the bottom of the rotation list and shall not work extra assignments until all other unit members have been offered an extra assignment.

**All extra assignments will be offered in rotation by seniority by classification.**

CSEA proposes the following changes:

- **Increase 2 4 hour Instructional Aides 6 hour employees by seniority**
- **Increase 2 7 hour Instructional Aides 8 hour employees by seniority**