

Collective Bargaining Agreement

Between

Princeton Joint Unified School District

and

Princeton Association of Teachers (PAT)

Effective:

July 1, 2015 through June 30, 2018

Princeton Joint Unified School District

Princeton CSEA

473 State Street

P.O. Box 8

Princeton, CA 95970

(530) 439-2261

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ARTICLE 1 AGREEMENT

- 1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the Princeton Joint Unified School District (“Board”) and the PAT/CTA/NEA (“Association”), an employee organization.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code (ACT).

ARTICLE 2 RECOGNITION

- 2.1 The Board recognizes the Association as the exclusive representative of all certificated employees of the Board for purposes of meeting and negotiating excluding:
 - 1. Management, confidential and supervisory employees, as designated by the Board.
 - 2. Temporary employees.
 - 3. Long-term and day-to-day substitutes.

ARTICLE 3 DEFINITIONS

- 3.1 “Unit Member” refers to any employee who is included in the appropriate unit as defined in Article 2 and therefore covered by the terms and provisions of this Agreement.
- 3.2 “Work Days” means school days that are days of active duty assignment for unit members.
- 3.3 “Negotiate in good faith” means a serious and honest effort on the part of each party to reach agreement, and also the duty to meet and negotiate as provided by Section 3543.7 of the Act.

ARTICLE 4 NON-DISCRIMINATION

- 4.1 The Board and Association shall not discriminate against any unit member on the basis of race, color, creed, age, sex, national origin, political affiliation, domicile, marital status, physical handicap, membership in an employee organization or participation in the activities of an employee organization in the management of this contract.

- 4.2 Teacher application forms and oral interview procedures shall not refer to membership in or preferences for employee organizations.
- 4.3 The District properly may refuse to process any discrimination grievance if a unit member exercises any other available legal remedial procedure.

ARTICLE 5 **NEGOTIATION PROCEDURES**

- 5.1 When the public notice requirements of law have been met, the Board shall meet and negotiate with the Association. Any agreement reached between the parties shall be reduced in writing and signed by them. These agreements are tentative subject to final adoption of the full contract.
- 5.2 Either party may utilize the services of outside consultants to assist in the negotiations.
- 5.3 The Board and the Association may discharge their respective duties by means of authorized officers, individual representatives or committees.
- 5.4 Negotiations shall take place at mutually agreeable times and places. The times of the sessions, to the extent feasible, shall be equally divided between released time from duty and use of after-duty hours of members of the unit.
- 5.5 The Association shall designate no more than three (3) representatives for purposes of negotiations with the District.
- 5.6 The Board shall furnish the Association, upon request, two (2) copies of all reports available to the public. The Board may charge the Association a sum equal to the expenses necessary to perform this service.
- 5.7 Either party may caucus as necessary during negotiations.
- 5.8 Not later than October 15, the Board shall furnish the Association with the placement of personnel on the respective salary schedule as of October 1.
- 5.9 Next meeting's agenda will be the last item of the previous session together with the next meeting date.

ARTICLE 6 **PERSONNEL FILES**

- 6.1 The Board shall not base any adverse action against a teacher upon materials which are contained in such teacher's personnel file unless the materials had been placed in the file within a reasonable time of the incident giving rise to such materials and the teacher had been notified at such time that such materials were being placed in the file.
- 6.2 An employee shall not be entitled to review ratings, reports or records that (A) were obtained prior to the employment of the teacher, or (B) were prepared by identifiable examination committee members or (C) were obtained in connection with a promotional examination.

- 6.3 A teacher shall be provided with a copy of any negative or derogatory material at the time it is placed in his/her personnel file. He/she shall also be given fourteen (14) working days to initial and date the material and to prepare a written response to such materials. The written response if submitted within the fourteen (14) days shall be attached to the material.
- 6.4 Upon written authorization by the teacher, a representative of the Association shall be permitted to examine and/or obtain copies of materials in such teacher's personnel file.
- 6.5 The person or persons who draft and/or place material in a teacher's personnel file shall sign the material and signify the date on which such material was drafted and placed in the file.
- 6.6 Access to personnel files shall be limited to the members of the District administration and staff on a need-to-know basis. Board of Education members may request the review of a teacher's file at a personnel session of the entire Board of Education. The contents of all personnel files shall be kept in the strictest confidence.
- 6.7 The District shall maintain the personnel files in the District Office.

ARTICLE 7 ASSOCIATION RIGHTS

- 7.1 The Association and its members shall have the right to make use of school equipment, buildings and facilities upon prior approval of the Superintendent at times which do not interfere with the educational program of the District.
- 7.2 The Association shall have the right to post notices of activities and matters of Association concern on designated Association bulletin board space, which shall be provided in each school building in areas frequented by teachers. The Association may use teacher mailboxes for communications to teachers subject to reasonable rules and regulations. Materials disseminated shall not be derogatory of District programs, practices and personnel, nor shall they incite disobedience of District rules, regulations or state law.
- 7.3 Authorized representatives of the Association shall be permitted to transact official Association business on school property at times which do not interfere with assigned duties of employees.
- 7.4 The Board shall place on the agenda of each regular Board meeting any matters brought to its consideration by the Association provided that such matters are made known to the Superintendent's office ninety-six (96) hours prior to said meeting.

ARTICLE 8 DISTRICT RIGHTS

- 8.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control its operations to the full extent of the law except as specified in other provisions of the Agreement.

- 8.2 Included in, but not limited to, those duties and powers are the exclusive right to: Determine the times and hours of operation including instructional time, determine the kinds and levels of services to be provided, and the methods and means of providing them, establish its educational policies, goals and objectives, ensure the rights and educational opportunities of students, determine staffing patterns, determine job descriptions, determine classifications, determine the number and kinds of personnel required, maintain the efficiency of District operations, determine the curriculum, build, move, or modify facilities, establish budget procedures and determine budgetary allocation, determine the methods of raising revenue, contract out work to non-employees or employees outside of the bargaining unit as long as such contracting out does not result in a layoff, and take any action on any matter in the event of an emergency. The Board also reserves the right to hire, classify, evaluate, assign, reassign, promote, lay off, terminate, and discipline employees. In addition, the Board retains the right to determine the impacts and effects of any action taken under this Article, or other provisions of the Agreement, except as specified in this Agreement.
- 8.3 The exercise of these powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of California.

ARTICLE 9 PERSONAL AND ACADEMIC FREEDOM

- 9.1 Unit members shall be entitled to full rights of citizenship and no personal, religious, or political activities of any teacher (or the lack thereof) shall be grounds for any disciplinary action or discrimination in regards to employment - providing these activities do not violate any reasonable District regulation and/or state or federal law.
- 9.2 The District shall not interfere with a unit member's freedom of speech or use of materials in the classroom unless such speech or materials are not relevant to the purpose for which the class was created, are not suitable to the maturation level of the children being taught, or are not necessary for the learning experience.
- 9.3 The District and the Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the right of employees to refuse to form, join, and participate in employee organization activities, and in any way support employee organization activities.

ARTICLE 10 DUES DEDUCTION

- 10.1 The District will deduct from the pay of Association members and pay to the Association the normal and regular monthly Association membership dues as voluntarily authorized in writing by the employee on the appropriate form approved by the District.
- 10.2 Upon appropriate written authorization from the employee, the District shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, charitable contributions, and group insurance plans.

- 10.3 The Association agrees to furnish any information requested by the District to implement this Article.
- 10.4 The Association shall completely indemnify and completely hold the District harmless, including legal fees, from any claims, demands or lawsuits arising out of or from the implementation of this Article.

ARTICLE 11 GRIEVANCE PROCEDURE

11.1 Definitions

- 11.1.1 A “grievance” is a formal written allegation by the grievant that he/she has been adversely affected by a violation of the specific provisions of this agreement. Other matters for which a specific method of review is provided by law or by rules of the employer are not within the scope of this procedure.
- 11.1.2 A “Grievant” is (1) a unit member, (2) a group of unit members, (3) an Association representative acting in behalf of and with written authorization from a unit member or members.
- 11.1.3 A “day” is an assigned work day for the unit member.
- 11.1.4 The “immediate supervisor” is the lowest level administrator having line supervisory authority over the grievant who has been designated to adjust grievances.
- 11.1.5 A “party in interest” is the District, the grievant or their designated representatives.

11.2 Procedures

11.2.1 Problem Solving Level

Within ten (10) working days after a unit member knew or should have known of the act or omission upon which the problem is based, the aggrieved person or persons will discuss the problem with the appropriate Supervisor.

11.2.2 Level One

If a satisfactory solution is not achieved at the informal level within ten (10) working days after the problem solving conference, the grievant must present the grievance in writing on the District Certificated Grievance Form to the Superintendent (or designee).

This statement shall be a clear, concise statement of the circumstances giving rise to the grievance, the circumstances and people involved, citation of the specific Article, section and paragraph of this Agreement that is alleged to have been violated, a brief summary of how it has been violated, the decision rendered at the problem solving level, and the specific remedy sought. The Superintendent (or designee) shall

communicate his/her decision to the grievant in writing within ten (10) working days after receiving the grievance. Within the above time limits, either party may request and shall be granted a conference.

11.2.3 Level Two

In the event the grievant is not satisfied with the decision at Level One, he/she may appeal the decision on the District Certificated Grievance Form to the Governing Board within five (5) working days.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Governing Board shall, within thirty (30) calendar days of receipt of the appeal, hold a hearing on the allegations. The Board shall review the record and shall take additional testimony upon request of the grievant. If deemed necessary by the Board for a full understanding of the alleged grievance, the Board may schedule additional testimony on its own motion. The Board shall communicate its decision within fifteen (15) working days after the date of the hearing. The decision of the Board shall be the final decision of the District. Parties of interest will be given ten (10) working days notice of the date, time and place of the Board hearing. Failure of a party to give requested testimony at the hearing will constitute grounds for dismissal of the grievance by the Board.

11.3 Guidelines

11.3.1

A grievant may be self-represented at all stages of the grievance procedure. In the alternative, he/she may be represented by the Association or any other person. If the grievant is not represented by the Association, the Association shall still have the right to be present and to state its views at all stages of the grievance procedure. In the event grievant chooses self-representation, no final solution of a grievance shall be made by the District until the Association has received a copy of the grievance, any proposed solution, and has been provided an opportunity to file a written response. The Association must exercise its response privilege within ten (10) days of the receipt of the grievance and a proposed solution.

11.3.2 Nothing in this Article shall be construed as preventing any party to a grievance from seeking the advice and counsel of a representative of their choice.

11.3.3 All communications required to be in writing shall be served by United States mail or delivered personally and shall be acknowledged by a signed receipt notice.

11.3.4 Unit members required to be absent from their duties when directly involved in a grievance hearing as an Association representative or witness shall not suffer any loss of pay.

11.3.5 Forms for filing and processing grievances shall be prepared by the Superintendent in consultation with the Association and copies shall be available at each school site office.

- 11.3.6 Timelines as stated in the grievance procedure are maximums. Every effort should be made to expedite a grievance as quickly as is feasible. If the grievance is filed at a time when summer schedules would make its resolution difficult, its processing may, by mutual consent, be held over until the opening of school in the fall.
- 11.3.7 A grievance filed against a Level II supervisor, shall have its first hearing at the Level II step of this procedure.
- 11.3.8 The Association may, as an Association, grieve a right that is inherent to the Association as an entity, but a condition of employment must be grieved by the unit member or members.
- 11.3.9 Conference times will be scheduled at the discretion of the District.

ARTICLE 12 PUBLIC CHARGES

Except as required by law, the Board shall not allow public discussion of charges or complaints against individual unit members during the open portion of a school board meeting. All such charges shall be referred to the Principal/Superintendent for investigation. In addition, unless prohibited by law or unless disclosure would compromise the investigation, a unit member shall be advised of any complaint or charge lodged against him/her. If the charges/complaints are deemed serious enough to warrant investigation, the following procedures will be utilized:

- 12.1 Principal/Superintendent or designated representative will conduct an appropriate investigation into the charges made. If no substance to the complaint is found, the issue will be dropped and no entry will be made in the personnel file.
- 12.2 If either the Principal/Superintendent or the unit member deems an administrative conference is advisable, an appropriate conference will be held. The complainant will be notified and requested to be present personally and/or submit the complaint in writing.
- 12.3 If a satisfactory resolution is achieved, the matter will be dropped. Failure of a complainant to attend the conference or to submit written charges will cause the matter to be dropped.
- 12.4 A copy of the complaint with the resolution attached will be placed in the unit member's personnel file.
- 12.5 If either the complainant or the unit member is not satisfied with the Superintendent's proposed resolution, he/she may appeal the entire matter to the Board. Unless the unit member requests a public hearing, the hearing shall be conducted in closed session. The Board's decision will be the final decision of the District. Either party to the Board Hearing may be represented by an advisor of their choosing. A copy of the complaint with the Board's resolution attached will be placed in the member's personnel file.
- 12.6 Violations of procedures specified in this Article are grievable. Resolutions made under this Article are not grievable.

Notwithstanding any other provision herein, this Article shall not apply in cases involving complaints against unit members in which

the subject matter is addressed under state or federal law including, but not limited to complaints involving child abuse, sexual harassment, discrimination, civil rights and other statutory violations.

ARTICLE 13 DISCIPLINE LESS THAN DISMISSAL

- 13.1 This Article was entered into pursuant to Section 3543.2(b) of the Government Code.
- 13.2 An employee shall not be disciplined without just cause. The term “discipline” specifically does not include negative or adverse evaluations, warnings, directives and the implementation of other Articles in the Agreement such as the denial of any leave.
- 13.3 An employee shall not be disciplined without prior notice and an opportunity for a conference upon request of the employee.
- 13.4 With respect to probationary employees whose probationary period commenced during the 1983-84 fiscal year or any fiscal year thereafter, the following provisions shall apply:
 - 13.4.1 The parties acknowledge that such probationary employees may be dismissed or suspended without pay for a specified period of time in excess of fifteen (15) workdays under Education Code section 44948.3. Nothing in this Article shall be construed to limit such right to dismiss or suspend. Among the reasons that may be deemed sufficient by the District to dismiss or suspend without pay such probationary employees are:
 - 13.4.1.1 Unsatisfactory performance determined pursuant to the Stull Act (Education Code sections 44660, et seq.);
 - 13.4.1.2 Cause, as defined in Education Code section 44932.
 - 13.4.2 The District Superintendent shall give thirty (30) calendar days prior written notice of dismissal not later than March 15 in the case of second-year probationary employees. The notice shall include a statement of the reasons for the dismissal or suspension and notice of the opportunity to appeal. In the event of a dismissal or suspension for unsatisfactory performance, a copy of the evaluation conducted pursuant to Education Code section 44664 shall accompany the written notice.
 - 13.4.3 If the notice of dismissal or suspension is given, the employee shall have fifteen (15) working days from receipt of the notice of dismissal or suspension to submit to the Board of Trustees a written request for a hearing. The failure of an employee to request a hearing within fifteen (15) working days from receipt of a dismissal or suspension notice shall constitute a waiver of the right to a hearing. The hearing provided for in the Grievance Procedure shall constitute the hearing on dismissal or suspension. The Board’s decision shall be final.

- 13.5 All unit members employed prior to 1983-84 are subject to suspension for up to fifteen (15) working days for just cause. Hearing opportunities are as listed in 13.4.3. Dismissal proceedings based upon just cause for those employees hired prior to 1983-84 shall be determined by the provisions outlined in the Education Code.

ARTICLE 14 TEACHING HOURS

- 14.1 The length of the teacher work day, including a thirty (30) minute duty- free lunch, shall not exceed seven and one-half (7 ½) hours; excluding field trips scheduled by the unit member as part of his/her instructional program. On minimum days declared by the District for the sole purpose of early dismissal, unit members are freed from the duty assignment one-half (½) hour after dismissal of students.
- 14.2 The District may, on a need basis, schedule up to sixty (60) hours per year of each teacher's time in addition to the regular work day described above. This time may be used for, but is not limited to:
- a. Faculty meetings
 - b. Professional growth / inservice training
 - c. Parent conferences
 - d. Administrative conferences
 - e. Sponsorship of student clubs
 - f. Supervision of student activities
 - g. Open house

Whenever possible, unit members will be given twenty-four (24) hours notice of such assignments, except for those regularly scheduled on the duty roster.

- 14.3 During the regular work day, junior and senior high school teachers shall have no more than thirty-five (35) hours of student contact per week including six (6) hours of classroom assignments per day.
- 14.4 During the regular work day, elementary school teachers shall have no more than thirty-five (35) hours of student contact per week.
- 14.5 Junior and senior high school teachers shall have five (5) hours and five (5) unassigned periods per week set aside exclusively for preparation and planning, except for emergency assignments to cover another unit member's absence.
- 14.6 When a unit member is directed to cover another unit member's absence, he/she shall be paid Fifteen Dollars (\$15.00) for a single period and Thirty Dollars (\$30.00) for a block period. The unit member may choose to receive either pay or compensatory time off (comp time) in lieu of pay.
- 14.6.1 Unit members who select pay will be paid for accrued time to date in December and June of each respective year.

- 14.6.2 A full day's entitlement to comp time shall be earned when the unit member has covered either seven (7) single periods or four (4) block periods.
 - 14.6.2.1 Comp time shall not exceed three (3) days in any school year.
 - 14.6.2.2 Comp time shall be taken in full day increments. Comp time accrual shall not exceed two (2) full days at any given time during the school year.
 - 14.6.2.3 Comp days off may not be taken during the first or last five (5) work days of the school year and may not be carried over to the following school year.
 - 14.6.2.4 Any un-used comp time, whether full or partial days, that have been accrued through the last contract day of the school year shall be included in the employee's June payroll.
- 14.7 Unit members who cover during a member's absence shall be paid on the tenth of the month following the assignment.

ARTICLE 15 WORKYEAR AND PAY RATES

15.1 Work Year

The work year shall not exceed one hundred and eighty-three (183) days for returning unit members and one hundred eighty-four (184) days for new employees of the unit; inclusive of workdays, conference days, and inservice days, and shall not exceed one hundred eighty (180) instructional days. The school calendar may include a maximum of two (2) days of preschool in-service activities or administrative related responsibilities for returning unit members and a maximum of three (3) days for new unit members, and one (1) day at the end of the year for all teachers. These days shall not be on a weekend or holiday, except by mutual agreement between the Association and the District.

15.2 Pay Rates

The daily rate of pay shall be the annual salary divided by one hundred eighty-three (183). The hourly rate of pay shall be the daily rate divided by seven (7).

15.3 Extended Year

Nothing in this Article is to be interpreted as prohibiting a unit member from serving an extended year on terms mutually agreed to by the member and the District.

15.4 Calendar

The Superintendent, after consultation with the Association and the Board, shall set the opening and the closing date of the school calendar and establish the annual holiday dates.

ARTICLE 16 LEAVES

16.1 Definitions

Paid Leave - A paid leave is a leave during which the employee receives pay and other fringe benefits according to the terms of this contract.

Unpaid Leave - An unpaid leave is a leave during which the employee does not receive salary payments. Other district benefits contributed to by the District are continued in effect.

Unpaid Non-Benefit Leave - An unpaid non-benefit leave is a leave during which the employee does not receive any benefits earned as an employee. The employee may continue health and insurance coverages by reimbursing the District office for the full cost of those programs.

Immediate Family - Immediate family is defined as mother, father, grandfather, grandmother, or a 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, aunt or uncle of the employee, or any relative living in the immediate household of the employee.

16.2 Sick Leave

Every teacher shall be entitled to ten (10) days of paid sick leave each full year of employment.

16.2.1 Unused sick leave shall accrue from school year to school year.

16.2.2 The District shall provide each unit member with a written statement of (1) their accrued sick leave total and (2) their sick leave entitlement for the school year. Such statement shall be provided no later than October 15 of each school year.

16.2.3 Summer school teachers may utilize during the summer any sick leave accumulated during the regular school year.

16.2.4 The Board may require a physician's verification of illness if a teacher has been on sick leave three (3) or more consecutive days or if a pattern of abuse is present.

16.3 Pregnancy Leave

A unit member shall be entitled to pregnancy leave on an unpaid status. The leave may be taken prior to the onset of childbirth or after childbirth or be divided between the pre- and post-childbirth date. The length of the leave, the beginning and ending date, shall be determined by the unit member and her physician.

16.4 Maternity Disability Leave

Absence due to illness or injury caused by pregnancy, childbirth, miscarriage, or recovery therefrom shall, upon certification of a physician, be considered as sick leave provisions of this contract. The length of the leave, including the date on which the leave shall begin and the date in which the member shall resume duties, shall be determined by the unit member and the unit member's doctor.

16.5 Child-Rearing Leave

If requested, the District shall grant a leave of absence to a unit member for the purpose of child rearing. This leave shall be granted under the following terms:

16.5.1 The leave is to commence and be continuous with the birth mother's release from her doctor's care or day of adoption of an infant (i.e., under one [1] year of age) child.

16.5.2 The leave is available to either a male or a female unit member.

16.5.3 The leave shall be no longer than the end of the semester following the one in which the birth/adoption occurred. The leave shall always end on the last day of a nine (9) week grading period (e.g., [1] birth in July of 1992, leave ends no later than end of spring semester 1993; [2] adoption in October 1992, leave ends no later than end of spring semester 1993; [3] birth in April 1993, leave ends no later than end of fall semester 1993).

16.5.4 This leave is without compensation and/or District-paid benefits. Notwithstanding the preceding sentence, the District will provide and pay for the health benefits (medical only) for such an employee under the following conditions:

16.5.4.1 The medical plan available to employees contains a pre-existing/previous condition clause which would negatively impact either the employee or the child.

16.5.4.2 The District shall pay, for the first three (3) months of the leave, its entire required monthly premium contribution. Thereafter, the cost of the District's required monthly premium contribution shall be shared (fifty percent [50%] to the District and fifty percent [50%] to the employee) for the remaining portion of the leave.

16.5.5 This leave shall be requested as soon as reasonably possible. The request shall specify the anticipated commencement date and the actual ending date of the requested leave. Except in extraordinary circumstances, any request received less than six (6) weeks prior to the commencement of the leave shall be at the sole discretion of the Board.

16.5.6 If both parents are employed by the District, this leave shall only be available to one (1) in conjunction with the birth/adoption.

16.5.7 This leave, if it includes District-paid benefits, shall only be available once in any twenty-four (24) calendar month period to an employee.

16.6 Child Adoption Leave

Any unit member shall be entitled to ten (10) working days of unpaid leave for processing the adoption of a child.

16.7 Extended Sick Leave

Any unit member who is absent from his or her duties on account of illness or accident for a period of five (5) months (100 workdays) or less shall receive the regular salary due the employee less the sum which is paid a substitute to fill the position during the absence of the regular employee, or would have been paid to substitute if one had been hired. Benefits accruing under this provision shall be used only after entitlement to all regular sick leave, accumulated sick leave, or other available paid leave has been exhausted.

These benefits under this section shall run concurrent with other leave benefits.

As an example: If an employee has a total of forty (40) days of paid leave accruing from sick leave, they will be entitled to an additional sixty (60) days leave for illness or injury under the provisions of this section.

16.8 Industrial Accident and Illness Leave

A unit member involved in an industrial accident or illness which results directly from his/her employment with the District shall qualify for the following benefits:

- 16.8.1 Allowable leave shall be sixty (60) working days in any one (1) fiscal year for the same accident or illness.
- 16.8.2 Allowable leave shall not be accumulative from year to year.
- 16.8.3 All industrial accident or illness leave will commence on the first day of absence.
- 16.8.4 Payment for wages lost on any one (1) day due to an industrial accident or illness shall not, when added to an award granted the unit member under the Workers' Compensation laws of the state, exceed the normal wage for the day.
- 16.8.5 Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of any compensation award made under Workers' Compensation.
- 16.8.6 If an industrial accident or illness overlaps into a second fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- 16.8.7 Industrial accident or illness leave is to be used in-lieu of other sick leave entitlement until entitlement under industrial accident or illness leave is

exhausted. However, if a unit member is receiving Workers' Compensation, the unit member shall be entitled to use only so much of the accumulated or available sick leave benefits or other paid benefits that added to the Workers' Compensation award will provide for a full day's wage or salary.

16.8.8 Periods of leave of absence, paid or unpaid, will not be considered a break in service. Any unit member receiving benefits as a result of this section shall remain within the State of California unless the Governing Board authorizes travel outside the state.

16.8.9 The District Superintendent may request a unit member to submit to an examination by a competent practitioner of the Superintendent's choice in order to maintain eligibility for leave provisions under this section.

16.8.10 A unit member who has been medically released for return to duty and who fails to accept an appropriate assignment shall be considered as dismissed.

16.9 Personal Leave

The District may grant a unit member an unpaid non-benefit leave of absence for personal reasons. Such leave shall be for a minimum of one (1) semester and a maximum of one (1) school year.

16.9.1 A unit member shall apply to the District for such leave no later than two (2) months before its anticipated commencement.

16.9.2 A unit member on personal leave may continue any benefit program by providing reimbursement to the District.

16.9.3 A unit member shall be entitled to request this leave after three (3) years of service to the District.

16.10 Personal Necessity Leave

16.10.1 Every unit member shall be entitled to use seven (7) days of his or her paid sick leave allotment during each school year in case of the following:

16.10.1.1 Death or serious illness of a member of the unit member's immediate family.

16.10.1.2 Serious accident involving the unit member's person or property or the person or property of a member of the unit member's immediate family.

16.10.1.3 Eminent danger to the home or personal property of the unit member occasioned by flood, storm or fire.

16.10.1.4 Any other reason approved by the District Superintendent.

- 16.10.2 A unit member shall not be required to secure advance permission to use Personal Necessity leave in 16.10.1.1, 16.10.1.2, and 16.10.1.3 above. Prior approval is required for 16.10.1.4.
- 16.10.3 Up to two (2) of the seven (7) days shall be granted for other personal reasons. Such days shall be at the employee's discretion and no reason need be given for the absence.
- 16.10.3.1 The employee shall, however, certify that the absence was not used for concerted activities of any nature, whether Association related or not.
- 16.10.3.2 These days shall not be used during the first or last five (5) work days of the school year; or to extend a holiday/vacation period.
- 16.10.3.3 Advance notice to the site administrator is required.

16.11 Bereavement Leave

Every unit member shall be entitled to three (3) days paid leave of absence, or five (5) days if travel if more than two hundred (200) miles is involved, on account of the death of any member of his/her immediate family. Bereavement leave shall not be deducted from sick leave. The District may grant two (2) additional days if needed.

16.12 Jury Leave

Unit members shall be provided paid leave for regularly scheduled jury duty, to appear as a witness in court in response to a subpoena or official order of a court or agency of competent jurisdiction, for reasons brought about through the connivance or malfeasance of the employee. The unit member shall reimburse the District for all payments received for serving on jury duty except mileage and per diem expenses.

16.13 Sabbatical Leave

Unit members who have served seven (7) consecutive years as an employee of the District may be granted a paid or unpaid sabbatical leave on approval of the District Board. The purpose of such leave is to pursue an approved program of study research, or travel which will be of benefit to the employee in terms of enhancing his/her District service. The number of unit members on leave during any one (1) semester shall be limited to one (1). If the number of eligible certificated employee applicants exceeds the one (1), selection shall be made on the basis of District service seniority subject only to the same "purpose of program" restriction referred to in the preceding sentence.

While on sabbatical leave, a unit member shall be eligible for sick leave as enumerated in this policy with verification of the attending physician. The District may pay a unit member who is on a semester sabbatical leave his/her full salary for such period. The District may pay a unit member who is on a full year sabbatical leave fifty percent (50%) of his/her full salary for such period.

A unit member returning from a sabbatical leave will be entitled to return to his/her original position, unless the employee agrees otherwise at the time leave is granted, and shall serve the District twice the amount of time as their sabbatical leave if the leave was granted on a paid basis. The employee may be required to furnish a guarantee bond for the amount of salary paid while on sabbatical leave.

16.14 Retention of Seniority Rank

Unit members on Board-approved leave will maintain their seniority rank in terms of District services unless otherwise agreed to.

16.15 Inservice Leave

A unit member may be granted up to three (3) days of paid leave for purposes of improving their instructional performance. Prior approval of improvement activities must be obtained from the Superintendent.

ARTICLE 17 **CLASS SIZE**

The District will make every effort to keep class size in the District to a level consistent with good educational practices. However, in a small district, class size must depend upon district resources, the educational needs of pupils, and the enrollment trends of the district. Retention by the District of flexibility of assignments and class load is essential to preserve jobs and District functions.

ARTICLE 18 **TEACHING CONDITIONS**

The Association and unit members shall have the right to consult with the District on instructional materials and suitable facilities in which to teach. Unit member shall not be required to work under unsafe conditions or to perform tasks which endanger their health, safety or well-being.

Members of the bargaining unit have a responsibility to advise the District immediately of any condition which a reasonable person would consider unsafe. A unit member will immediately report any suspected cases of child abuse to the Superintendent/Principal.

ARTICLE 19 **REASSIGNMENT AND TRANSFER**

19.1 Reassignment

19.1.1 The District Superintendent is responsible for the reassignment of all unit members.

19.1.2 A reassignment refers to any District action which results in the movement of a unit member from the position he or she holds immediately preceding such action.

19.1.3 In determining the reassignment of unit members, the District Office will give consideration to the following criteria in order of priority:

- (1) Program needs of the District.
- (2) The recommendation of the unit member's immediate supervisor.
- (3) The experience and training of unit members available for reassignment.
- (4) The seniority of the unit member in the service of the District. (Seniority: Other criteria being equal, no unit member shall be reassigned if there is another member with less District-wide seniority who is credentialed to fill the vacancy).

19.1.4 Reassignment will ordinarily be made at the close of a school year. Upon written request, reasons shall be provided in writing to the reassigned unit member.

19.1.5 To the extent feasible, unit members being reassigned at the end of a year shall be notified of their new assignment prior to the closing date of school.

19.1.6 An exchange in assignment by mutual consent of the concerned members may be effected upon approval of the District Superintendent.

19.2 Transfer

19.2.1 A transfer refers to any member-initiated action which results in the movement of a unit member from the position he or she holds immediately preceding such action.

19.2.2 Vacancies in staff positions shall be announced to the staff as they occur, and any appropriately credentialed unit member may request to be transferred to fill any vacancy.

19.2.3 In determining the transfer of unit members, the District Superintendent will give consideration to the following criteria in order of priority:

- (1) Program needs of the District.
- (2) The request of the unit member.
- (3) The experience and training of a unit member.
- (4) The seniority of the unit member in the service of the District. (Seniority: Other criteria being equal, if two (2) or more members with the appropriate credentials apply for a vacancy, the member with the greatest seniority shall receive such transfer).
- (5) The recommendations of the unit member's supervisor.

19.2.4 If a request for transfer is denied, upon a written request, the unit member shall be provided with specific reasons for denial in writing.

CERTIFICATED EMPLOYEE EVALUATION

20.1 The purpose of these guidelines is to ensure that the evaluation of unit members shall meet the requirements of state law and conform in principle to the guidelines established by the State Board of Education to provide for the establishment and maintenance of a suitable learning environment within the scope of the unit member's responsibility.

20.2 The District accepts as a fundamental premise for a successful evaluation program the necessity for honest and open communication to exist between the evaluator and those evaluated.

20.3 **Evaluation Procedure**

No later than the end of the seventh (7th) school week of the year in which evaluation is to take place, the evaluator and the unit member shall meet and mutually agree to the elements under the provisions of law upon which evaluation is to be based.

20.3.1 Every probationary unit member in the first two (2) years of District service shall be evaluated once by the immediate supervisor in writing no later than December 1, and once no later than March 1 each year.

20.3.2 Every other unit member shall be evaluated by the immediate supervisor at least once in writing every other year, no later than May 3, of the year in which evaluation takes place.

20.3.3 The examination may be narrative in nature and shall be based on the requirements of law and the identified needs of the unit member being evaluated. The evaluator shall not base any evaluation of classroom performance of any unit member upon any information which was not collected through the direct observation of the unit member. Formal classroom evaluations shall be not more than sixty (60) minutes in duration except by mutual consent of the evaluator and the evaluatee, and in no case shall they be less than fifteen (15) minutes in duration. Three (3) copies of each evaluation report are to be distributed as follows:

- (1) One (1) copy to employee during evaluation conference,
- (2) One (1) copy retained by the immediate supervisor, and
- (3) The original to be forwarded to the District Office to be placed in the evaluatee's personnel file.

20.3.4 The unit member shall have the right to initiate a written reaction or response to the evaluation. Such response shall be a part of his/her evaluation report.

20.3.5 By May 1, the evaluator shall meet with each evaluated unit member in a private conference at which time the evaluation of the unit member's work shall be discussed and, if necessary, specific suggestions for improvement made. The evaluation report shall serve as a guide for the conference.

- 20.3.6 By March 1, the evaluator shall meet with any unit member in a private conference whose evaluation does not recommend being retained in employment. The conference shall follow the procedures outlined for probationary teachers.
- 20.3.7 Any certificated unit member who receives a negative evaluation shall, upon request, be entitled to at least one (1) subsequent observation, conferences, and written evaluations. Any unit member who feels the substantive content of the evaluation received was unjust may request, and shall be granted, a conference with the Superintendent or his designee and the immediate supervisor to discuss the issue, and a three (3) year or more employee may request an additional evaluation by a second party.
- 20.3.8 The unit member's evaluator shall take affirmative action to correct any cited deficiencies. Such action shall include specific recommendations for improvement, direct assistance in implementing such recommendations, and release time under Article 14, for the unit member to visit and observe similar classes in other schools.
- 20.3.9 If subsequent remedial action eliminates the negative evaluation and/or the identified deficiencies, the evaluation(s) citing such deficiencies shall be sealed from other contents in the evaluatee's file after a period of forty-eight (48) months.
- 20.3.10 No unit member shall be held accountable for any aspect of the educational program over which he/she has no authority or ability to correct deficiencies.
- 20.3.11 Only alleged violations of procedures for evaluation are grievable.
- 20.3.12 The District shall release certificated employees who are chosen to serve on the Commission on Professional Competence in accordance with Education Code section 44944(G)(d)(2).

ARTICLE 21 CLASSROOM AIDES

Whenever feasible, a unit member shall be involved in the selection process of a classroom aide to be assigned them. Within legal restraints, each unit member shall mutually establish responsibilities with their assigned instructional aides.

The performance of and/or responsibilities shall be evaluated at least once, no later than December 1 of each year, by the unit member. An opportunity shall be provided to correct noted deficiencies.

Upon the basis of a continuous unsatisfactory evaluation, the unit member may recommend to the Superintendent that he consider transfer or discharge of the aide.

The decision of the Superintendent shall be binding on all parties.

ARTICLE 22 **INSERVICE EDUCATION**

The inservice program components shall be based on the inservice needs of the unit members and the instructional program. A unit member may be scheduled for two (2) days per year for the purpose of inservice training under Article 22 which may include, but not be limited to course work, group experiences such as lectures, and professional meetings and individualized training programs and other District-approved activities. New unit employees may be scheduled for three (3) days of inservice training.

ARTICLE 23 **PART-TIME EMPLOYMENT STATUS**

Certificated unit personnel desiring to participate in a part-time employment status may do so under the following conditions:

- 23.1 Participation is on a voluntary basis, and subject to Board approval.
- 23.2 To be eligible for this program, the unit member must have been employed full time in a position requiring certification for at least ten (10) years of which the immediately preceding five (5) years were full-time employment in the Princeton School District.
- 23.3 The unit member must have reached the age of fifty-five (55).
- 23.4 The reduced workload status will be based on a full school work year as defined in this contract and the minimum equivalent days worked must be equal to one-half (½) of the number of days of a regular work year.
- 23.5 A unit member accepted into this program shall perform instructional services at times mutually agreed upon and set forth in a written contract for such services. These activities, by definition, shall be in the best interest of the District.
- 23.6 A unit member will be accepted into the program on a year-to-year basis, but in no event shall the period exceed five (5) years.
- 23.7 The unit member must submit contributions to the State Teachers Retirement System based on the amount the unit member would have earned if he were employed on a full-time basis.
- 23.8 Medical benefits shall remain in effect as if the unit member were a regular full-time employee of the District during the contract period.
- 23.9 A unit member electing to participate in this program may return to a regular full-time certificated position in the District if a vacancy for which they are qualified exists or mutual consent of the member and the District Board.

ARTICLE 24 **LONGEVITY PAY INCREASE**

For a full-time faculty member to advance from step 15 to 20 and from steps 20 to 25 in all columns, that faculty member must receive two (2) positive evaluations during that five (5) year

period and complete four (4) units of college credit that is acceptable to the Board of Trustees as indicative of professional growth.

ARTICLE 25 SALARIES

- 25.1 Each employee in the bargaining unit shall be compensated in accordance with their placement on the Certificated Salary Schedule which is attached and incorporated by reference as Appendix "A".
- 25.2 See Appendix "B" for rules governing:
- * salary schedule placement
 - * stipends
- 25.3 The District and the Association accept the right of the Legislature to increase the school year and day and agree in the event of any increases to meet and negotiate the fiscal implications of the increase.

ARTICLE 26 EMPLOYEE BENEFITS

26.1 Benefits for Active Employees

Employees in the bargaining unit shall be entitled to receive the fringe benefits set forth in Appendix "C."

26.2 Retiree Health Benefits

- 26.2.1 Employees who retire on or after ratification of this Agreement shall be entitled to receive District-paid medical, dental and vision premiums in accordance with the following:
- 26.2.1.1 the employee must be at least fifty-two (52) years of age;
 - 26.2.1.2 the employee must have rendered fifteen (15) consecutive years of full-time service to the District (i.e., on at least seventy-five percent [75%] of the teaching days of each year); a leave of absence shall not constitute a break;
 - 26.2.1.3 the plans shall be either the same plan available to an active employee, or, if appropriate, the plan(s) available to retirees in the month the benefit is received;
 - 26.2.1.4 the District monthly obligation shall not exceed the dollar amount paid on behalf of an active employee (or employee plus one [1], as appropriate) for the premium in the month the benefit is received. Receipt of the benefit requires the retired employee to pay the excess, if any, at least one (1) month at a time and two (2) months in advance. Failure to pay will result in permanent cancellation of the benefit;

- 26.2.1.5 the premium shall cover both the employee and, if applicable, the employee's spouse;
- 26.2.1.6 the benefit will be for a period of up to eighty four (84) months (7 years) or until the end of the month in which the employee reaches the age of sixty-five (65), whichever occurs first.

Effective July 1, 2007 the benefit will be for a period of up to 72 months (6 years) or until the end of the month in which the employee reaches the age of sixty-five (65), whichever occurs first.
- 26.2.1.7 in the event of the employee's death, the benefit for the spouse shall continue in accordance with 26.2.1.6 above;
- 26.2.1.8 except in extraordinary circumstances, the employee shall give at least ninety (90) days notice of intent to retire. The effective date of the retirement shall be at the end of a semester.

26.2.2 An employee who has retired and been granted retirement benefits pursuant to this paragraph (26.2), and who subsequently obtains employment with any other employer who provides paid health insurance, shall be required to terminate the health insurance provided by the District and shall forfeit the right to benefits pursuant to this Appendix for the duration of such employment. If such benefits are no longer available, prior to exhaustion of the one hundred twenty (120) months, or age sixty-five (65) if appropriate, the employee may, upon written application, be reinstated subject to the terms of this paragraph.

26.2.3 The provisions of this paragraph (26.2) shall only be available during the express term of this Agreement (July 1, 2008 through June 30, 2011).

26.2.4 Employees hired on or after July 1, 2010 will no longer be entitled to district paid retiree benefits. The provisions outlined in section 26.2 sunset on June 30, 2010 for all new hires. Retiree benefits for existing employees (hired on or before July 1, 2010) to include probationary employees and interns remain unchanged.

26.3 Transition Coverage

Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to eighteen (18) months.

26.3.1 An employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to thirty-six (36) months.

26.3.2 All such continued coverage is at the sole cost of the employee or other qualified individual.

- 26.3.3 COBRA specifically provides that continued coverage may be subject to an administrative fee (up to two percent [2%] of the monthly premium cost). Any such fee will be established in accordance with COBRA and applicable regulations.

ARTICLE 27 **MISCELLANEOUS PROVISIONS**

- 27.1 This Agreement shall supersede any rules, regulations, or practices of the Board which are inconsistent with its terms.
- 27.2 Within thirty (30) days of ratification of the Agreement by both parties herein, the Board shall have copies prepared and delivered to the Association for distribution to each member in the District.
- 27.3 All unit members who participate in the production of tapes, publications or other produced educational material shall retain residual rights should they be copywritten or sold by the Board.
- 27.4 Compensation for full-time faculty serving as substitute teachers. Each full-time secondary school unit member will be compensated by the appropriate pro-rated substitute teacher pay for the first five (5) times the unit member substitutes for a specific classroom teacher during the unit member's preparation time. Substitute teacher payment to the unit member will be made at the end of each semester.
- 27.5 A teacher's notification to the Board that she/he intends to resign shall remain revocable until such time as the Board officially takes action on such notification or until the Superintendent, given the authority of the Board, accepts the resignation.

ARTICLE 28 **MANDATORY CHANGES**

Improvements in unit member benefits which are mandated on local districts by California and or Federal law and which relate to specific items covered by this Agreement shall be incorporated into this Agreement. Any legislative or judicial reduction or elimination of the terms of this Agreement shall obligate the parties, within ten (10) days of such reduction or elimination, upon the request of either party to negotiate for the purpose of seeking to reach a solution to the action.

ARTICLE 29 **CONTINUITY OF SERVICE**

Both the District and the Association commit themselves to a continuation of services to the students of the District for the duration of this Agreement. Therefore, the Association and the individual unit members will not conduct or condone any concerted activity that interrupts the education of the students. Also, the District will not lock out any or all of the employees represented by the Association.

ARTICLE 30 **EFFECT OF AGREEMENT (ZIPPER CLAUSE)**

- 30.1 This Agreement shall constitute the full and complete commitment between both parties. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

- 30.2 During the term of this Agreement, the Board and Association expressly waive and relinquish the right to bargain collectively on any matter:
 - 30.2.1 Whether or not specifically referred to or covered in this Agreement;
 - 30.2.2 Even though not within the knowledge or contemplation of either party at the time of negotiations;
 - 30.2.3 Even though during negotiations the matters were proposed and later withdrawn.

- 30.3 Such waiver does not preclude bargaining collectively for subsequent, new collective bargaining agreements during the term of this Agreement.

ARTICLE 31 **SHARED TEACHING ASSIGNMENTS**

The Governing Board realizes that for personal reasons, a certificated teacher sometimes may prefer to share the responsibility, salary and benefits of a full-time teaching position with one of his/her fellow teachers. When those sharing a position have compatible work patterns and similar goals, this situation can benefit teachers and students alike.

Upon recommendation to the Board of Trustees from the Superintendent, the Board may authorize two (2) teachers to share one (1) full-time teaching assignment under terms and conditions specified under administrative regulations.

ARTICLE 32 **DURATION**


- 32.1 This Agreement between the parties shall remain in full force and effect from July 1, 2015 through and including June 30, 2016.


- 32.2 This shall finally resolve all issues related to and arising from, bargaining for 2015-16 & 2016-17. Re-openers for 2015-16 shall be limited to no () Non-monetary articles selected by each party.

SIGNATURE PAGE

FOR THE PRINCETON ASSOCIATION
OF TEACHERS:

FOR THE PRINCETON JOINT UNIFIED
SCHOOL DISTRICT:


ESTELLA HERNIMAN
President Princeton Assn of Teachers


CODY WALKER
Superintendent


NATALIE BEHR
Negotiating Team Member


CATHY WITHROW
President of the Board



DENA SCHMIDT
Negotiating Team Member

EXHIBIT A1 - Certificated Salary Schedule 2015-16 School Year (2.0% Increase over 2013-14)

		A	B	C	D
Step		AB - 45	AB + 45	AB + 60	AB + 60 + MA / AB + 72
1		\$40,697	\$40,817	\$40,936	\$41,056
2		\$40,817	\$40,936	\$41,056	\$41,176
3		\$40,936	\$41,056	\$41,176	\$41,296
4		\$41,056	\$41,176	\$41,296	\$41,415
5		\$41,176	\$41,296	\$41,415	\$42,097
6		\$41,296	\$41,415	\$42,097	\$43,569
7			\$42,097	\$43,569	\$45,095
8			\$43,569	\$44,878	\$46,674
9			\$45,053	\$46,225	\$48,306
10				\$47,611	\$49,999
11				\$49,041	\$51,748
12				\$50,509	\$53,558
13				\$52,025	\$55,434
14				\$53,587	\$57,376
15				\$55,195	\$59,499
16				\$55,195	\$59,499
17				\$55,195	\$59,499
18				\$55,195	\$59,499
19				\$55,195	\$59,499
20				\$58,186	\$62,375
21				\$58,186	\$62,375
22				\$58,186	\$62,375
23				\$58,186	\$62,375
24				\$58,186	\$62,375
25				\$61,180	\$65,367
26					\$65,367
27					\$65,367
28					\$65,367
29					\$65,367
30					\$68,361

EXHIBIT A2 - Certificated Salary Schedule 2016-17 School Year (0.0% Increase over 2015-16)

	A	B	C	D
Step	AB - 45	AB + 45	AB + 60	AB + 60 + MA / AB + 72
1	\$40,697	\$40,817	\$40,936	\$41,056
2	\$40,817	\$40,936	\$41,056	\$41,176
3	\$40,936	\$41,056	\$41,176	\$41,296
4	\$41,056	\$41,176	\$41,296	\$41,415
5	\$41,176	\$41,296	\$41,415	\$42,097
6	\$41,296	\$41,415	\$42,097	\$43,569
7		\$42,097	\$43,569	\$45,095
8		\$43,569	\$44,878	\$46,674
9		\$45,053	\$46,225	\$48,306
10			\$47,611	\$49,999
11			\$49,041	\$51,748
12			\$50,509	\$53,558
13			\$52,025	\$55,434
14			\$53,587	\$57,376
15			\$55,195	\$59,499
16			\$55,195	\$59,499
17			\$55,195	\$59,499
18			\$55,195	\$59,499
19			\$55,195	\$59,499
20			\$58,186	\$62,375
21			\$58,186	\$62,375
22			\$58,186	\$62,375
23			\$58,186	\$62,375
24			\$58,186	\$62,375
25			\$61,180	\$65,367
26				\$65,367
27				\$65,367
28				\$65,367
29				\$65,367
30				\$68,361

APPENDIX "B" PRINCETON JOINT UNIFIED SCHOOL DISTRICT CERTIFICATED EMPLOYEE SCHEDULE PLACEMENT AND STIPENDS

A. SALARY SCHEDULE PLACEMENT

All personnel covered under this Agreement are to be placed on the salary schedule according to the provisions which were in effect at the time of their initial placement, their training, experience and length of service.

1. Initial Step Placement

Service outside the District is granted on a one-for-one basis up to five (5) years. The District retains the right to grant more than five (5) years of outside teaching experience if deemed necessary in order to recruit the most highly qualified person for the position.

2. Step Advancement

Advancement on the salary schedule shall be at the rate of one (1) step for each year of satisfactory teaching experience. If a unit member renders service on at least fifty percent (50%) of the teaching days of a school year, he/she shall be given credit for that year's experience for salary schedule advancement purposes.

3. Column Placement/Movement

Unit members will annually be placed on the appropriate column of the salary schedule in accordance with the degrees and advanced preparation they have completed.

- a. Written verification of units to advance a column must be filed with the District on or before September 10, if credit is to be granted for that year.
- b. Units obtained as a direct result of workshops, conventions, or courses for which the District has paid the enrollment/tuition expenses and/or reimburses the unit member shall not count for salary schedule advancement.
 - 1) Credit shall, however, be granted for such courses taken after July 1, 2001 at the college level provided the employee paid the additional fees and did the additional work to receive college credits.
 - 2) NSF grants and NDEA workshops will be recognized for unit credit.
- c. Teachers shall advance from one column to the next in accordance with the accumulation of semester units earned after the date of the AB degree. Such units may be earned by academic study at an accredited institution or appropriate experiences which the District may recognize as the equivalent of college units.
- d. Quarter units are converted to semester units by multiplying the quarter unit by two-thirds (2/3rds). If this multiplication results is a fraction that, when added to the other semester units, is within one-half (1/2) unit from the required units for qualifying for the next column, then the fraction shall be rounded up to the next whole number and the unit member shall be placed on the next column.

- e. For the purpose of proper placement on the salary schedule, each unit member shall submit written verification of training and experience, including advanced degrees, to the Superintendent (typically college transcripts or grade reports).
- f. All academic study and/or experiences used for salary advancement must have a definite relationship to the teacher's professional growth.
 - 1) It should clearly relate to improved performance in the classroom.
 - 2) The Superintendent shall determine the appropriateness and acceptance of the experience submitted for step advancement.
 - 3) Application forms for unit approval can be obtained in the school office.
- g. The District shall provide each unit member, upon request, a statement of the number of units that the District has on file for him/her.
- h. Teachers enrolling for more than three (3) semester units, or five (5) quarter units, during the school district semester must have prior approval to exceed this unit limitation if credit on the salary schedule is to be granted.

B. REQUIRED PROFESSIONAL GROWTH

- 1. To continue to advance on the salary schedule, a teacher must show evidence of continued professional growth. Prior to commencement of the fourth (4th) year of employment with the District, proof of completion of at least three (3) semester college units (or its equivalent) must be filed with the District office. This requirement must be repeated following each subsequent three (3) year period of teaching in the District.
- 2. Step advancement on the schedule will be deferred at any time a teacher has not complied with the professional growth requirement and will not be resumed until the requirement is met.

C. EXTRA DUTY STIPENDS

Should the District determine to offer the service, the following stipends shall be paid to a unit member who is selected, negotiated July 29, 2010:

1. <u>High School Athletic Stipends</u>	
Athletic Director (with a period on the Master Schedule)	\$2,000.00
Athletic Director (without a Master Schedule Period)	\$3,500/00
Head Varsity Coach (Various Sports)	\$1,750.00
Assistant Varsity Coach (Football)	\$1,500.00
J.V. Coach (Various Sports)	\$1,250.00
Assistant Basketball Coach (when JV teams are not fielded)	\$1,250.00(a)
Junior High Coach (Various Sports)	\$ 250.00
Spirit Advisor (1 Stipend / 2 Sports)	\$1,750.00

(a) One stipend for boys and girls teams collectively.

2. Special Assignments

6th Grade Science Trip Advisor

\$ 500.00 per yr

3. Vocational Agriculture

ROP and VEA funds will be utilized for funding this stipend and it is expressly dependent upon adequate ROP and VEA funds. The Ag teacher shall be responsible for a daily log of activities and shall render thirty-seven (37) additional days of service (total two hundred twenty [220]).

Voc. Ag Teacher 20% of the employee's current column/step placement

4. Counselor

If the District requires a counselor to work beyond the work year for unit members, extra pay shall be paid per diem for any such days worked.

5. Supervision

Extra duty pay for supervision beyond the sixty (60) hour allocation in Article 14, paragraph 14.2, when granted will be \$15.00 per hour for each additional hour of supervision.

6. Play Production Director

Stipend of One Thousand Dollars (\$1,000.00) shall be paid in any year during which there is not less than one (1) play produced and presented to the public.

7. Teacher-in-Charge

A stipend of One Thousand Dollars (\$1,000.00) shall be paid to a unit member designated by the District as Teacher-in-Charge at a school site. A stipend of Two Thousand Dollars (\$2,000.00) shall be paid when the Teacher in Charge is expected to act as site administrator. This amount shall be pro-rated for less than a full year of service. The stipend may be split between two (2) unit members.

8. Inservice / Staff Development

A stipend of One hundred and fifty dollars per diem shall be paid to unit members who attend staff development programs during non-duty time. The stipend is contingent upon the availability of restricted categorical funding and paid at the discretion of the administration. The stipend shall be pro-rated accordingly i.e. ½ day conference is paid at \$75.00.

9. Yearbook Advisors
 Elementary School \$ 500.00
 Jr/Sr High School \$1,000.00*
 *Paid when Yearbook is not an elective class on the Master Schedule

**APPENDIX "C" PRINCETON JOINT UNIFIED SCHOOL DISTRICT CERTIFICATED
 EMPLOYEE BENEFIT PACKAGE 2015/16 (Effective October 1, 2003)**

A. Dental

The District shall provide, subject to local availability, full-time employees and dependents with a dental plan available through the Central Valley Trust.

B. Vision Care Plan

The District shall provide, subject to local availability, full-time employee and dependents with a vision care plan available through the Central Valley Trust.

C. Medical

The District shall, subject to local availability, provide full-time employees and dependents with a medical plan available through the Central Valley Trust.

D. Part-time Employees

Part-time unit members may participate in the District group medical, vision, and dental plans, subject to the following:

1. Upon proper application by a part-time unit member, the District shall pay a pro-rated portion of the premium.
2. The employee must be at least 0.5 FTE.
3. Thereafter, entitlement shall be based on the ratio of the employee's contractual service to 1.0 FTE.
4. Participation shall be subject to lawful rules of the insurance provider and payment of the remaining balance by the employee through payroll deduction.

E. Required District Contribution for Premiums

1. Effective July 1, 2006 the District contribution (CAP) shall be Eight Hundred and Thirty Dollars per month (\$830.00). The district shall pay this amount on behalf of a full-time unit member for the health, dental and vision premiums offered through Central Valley Trust.
2. Effective July 1, 2007 the District contribution (CAP) shall be Eight Hundred and Fifty Dollars per month (\$850.00). The district shall pay this amount on behalf of a full-time unit member for the health, dental and vision premiums offered through Central Valley Trust.

3. Should the plan(s) cost more than the District's required contribution, each covered employee shall sign a payroll deduction form and pay the difference by payroll deduction.

F. IRC Section 125 Plan

The District will establish and maintain an IRC Section 125 "Premium Only" Plan for the benefit of unit members. The cost of initial establishment of the plan, and annual maintenance fees for the premium reduction element of the plan (if any), shall be paid by the District.

