Memorandum of Understanding Between
California School Employees Association Jurupa Chapter 392
And
Jurupa Unified School District

This Memorandum of Understanding (MOU) is entered into this 27th day of October, 2026, by and between the California School Employees Association and its Jurupa Chapter 392 ("Association") and the Jurupa Unified School District ("District") (collectively "Parties") to settle negotiations for the 2026-2027 school year.

The Parties agree to the following:

- The Parties agree to an ongoing **2%** increase to the Classified Salary Schedule for the 2026-2027 school year, effective January 1, 2027.

- The Parties agree to an ongoing increase of **$400** to the Health and Welfare cap from **$14,600** to **$15,000**, effective July 1, 2026. Any retroactive payment will be paid on February 26, 2027 (8M).

- The Parties agree that monies will be distributed from the Classified Health and Welfare Pool reserves to help offset rising medical costs for eligible unit members in the 2026-2027 fiscal year.
  - Current Health and Welfare eligible employees who have been employed prior to July 1, 2026, and are employed by **November 30, 2026,** will receive a one-time distribution of **$3,800** per full-time employee on **November 30, 2026 (5M).**
    - The 2026-2027 Health and Welfare benefit distribution will be pro-rated to eligible unit members whose employment is regularly less than eight (8) hours per day.
    - All terms and conditions will apply in accordance with the Collective Bargaining Agreement.
    - In order to accommodate the **$3,800** per full-time employee, the Parties agree that the Classified Health and Welfare Pool will be charged for this one-time increase in the Health and Welfare benefit distribution (approximately $3,698,803, including fixed charges).
  - Current Health and Welfare eligible employees who have been employed prior to July 1, 2026, and are employed by **June 30, 2027**, will receive a one-time distribution of **$1,200** per full-time employee on **June 30, 2027 (12M)**.
    - The 2026-2027 Health and Welfare benefit distribution will be pro-rated to eligible unit members whose employment is regularly less than eight (8) hours per day.
    - All terms and conditions will apply in accordance with the Collective Bargaining Agreement.
    - In order to accommodate the **$1,200** per full-time employee, the Parties agree that the Classified Health and Welfare Pool will be charged for this one-time increase in the Health and Welfare benefit distribution (approximately $1,168,043, including fixed charges).

- CSEA and the District agree that, upon ratification of the tentative agreement, the District will recommend that the Board of Education amend AR 4257.3 to incorporate various agreed-upon revisions, including shoe reimbursement for Nutrition Services personnel for the cost of one pair per fiscal year, not to exceed $50, provided receipts are submitted in accordance with AR 4257.3. (Attachment F)

- The Parties agree to a "**Me Too**" that should any certificated, confidential, management, or administrative employee group receive a negotiated ongoing increase to its salary schedule, a one time off schedule payment, or an ongoing increase in the District contribution toward Health and Welfare benefits for the 2026–2027 school year that exceeds the negotiated increase provided to CSEA, CSEA bargaining unit members shall receive an increase in the same form. An "increase" does not include compensation attributable to additional workdays, hours, duties, assignments, responsibilities, or services rendered, whether such compensation is provided on a one-time, temporary, or ongoing basis to a certificated, confidential, management, or administrative employee group. Compensation provided in exchange for such additional work or services shall not result in an equivalent increase.

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Article 9 - If Promoted Unit Member Fails Probation in Higher Classification

- The Parties agree to revise the language in Article 9, Section 3.C to clarify that a unit member who does not successfully complete promotional probation may return to their former position (or a mutually agreed-upon equivalent position), but may not voluntarily return to their former work site through a voluntary transfer or increased hours for 12 months. (Attachment A)

Article 10 - Voluntary Transfer and Involuntary Transfer

- The Parties agree to revise the language in Article 10, Section 2.A.2 to clarify that a unit member is ineligible for voluntary transfers to a site or location if they have been released from probation from that site or department within the last twelve (12) months.
- The Parties agree to revise the language in Article 10, Section 2.C and 2.D to change from three to five the number of required fully qualified unit members for a voluntary transfer.
- The Parties agree to revise the language in Article 10, Section 3, to reflect that the 5 days notice period for an involuntary transfer is business days. (Attachment B)

Article 13 – Classified Salary Schedule, Applications, and Ranges

- The Parties agree to an ongoing **2%** increase to the Classified Salary Schedule for the 2026-2027 school year, effective January 1, 2027.
- The Parties agree to update the Classified Salary Schedules and Ranges.

Article 15 – Health and Welfare Benefits

- The Parties agree to update Section 1A – Health and Welfare Allowances – Maximum Allowance, to update the current allowance to **$15,000,** effective July 1, 2026. Any retroactive payment will be paid on February 26, 2027 (8M). (Attachment C)

Article 16 - Hours, Overtime, and Allowances

- The Parties agree to revise the language in Article 16, Section 1.A to add that "Employees who hold two (2) or more positions with the District shall have a combined assignment of no more than eight (8) hours per day across all positions. No employee shall be eligible to accept an additional position or increase in assigned hours if the resulting combined daily assignments would exceed eight (8) hours."
- The Parties agree to revise the language in Article 16, Section 2.A to add that "All overtime hours must be approved in advance by a supervisor prior to being worked. In the event of an emergency or other unforeseen circumstance, prior approval for overtime may be waived, provided the employee requests approval from a supervisor, as soon as reasonably possible."
- The Parties agree to revise the language in Article 16, Section 2.B to update the list of schools for Campus Supervisor overtime rotation.
- The Parties agree to update language regarding Uniform Allowance from $57 to $58 per month in Article 16, Section 5.E, for unit members whose assignment requires wearing a uniform per Board Policy/Regulation #4257.3. (Attachment D)

Article 18 - Vacations

- The Parties agree to revise Article 18, Section 1 to adjust the vacation accrual schedule by accelerating eligibility for higher vacation allowances for certain unit members based on years of service. (Attachment E)

The Agreement is subject to ratification by the CSEA 392 membership and approval by the Jurupa Unified School District Board of Education.

For CSEA

10/27/26
Date

For the District

10-27-26
Date

ARTICLE 9

EVALUATION PROCEDURES

Section 1 - Evaluator.

Each school year by October 31 unit members will be informed of the name and title of the person designated as their evaluator.

Section 2 - Evaluation.

Each evaluation must be made on the District evaluation form. Marks, comments, suggestions, and dates must be made either in ink or by typewriter. Signatures of the evaluator and the evaluatee must be in ink. If changes are made, the original mark or comment may be crossed out and the correction initialed by the unit member. No erasures are permitted.

Section 3 - Frequency of Evaluation.

A. Probationary Unit Members

Probationary unit members shall be evaluated at least twice during the one hundred thirty (130) work day probationary period. One (1) evaluation is to be completed on or before the unit member has served sixty (60) regularly assigned consecutive working days and another on or before the end of the probationary period.

B. Probationary Period upon Promotion

The probationary period shall be waived for a unit member who is promoted to a classification in which he/she has previously served and passed the required probationary period, provided such satisfactory service was completed within three (3) years of the promotion.

C. If Promoted Unit Member Fails Probation in Higher Classification

If a unit member does not satisfactorily complete the required probationary period for a promotion, and if no disciplinary action is involved, the unit member shall be returned to the position (or a mutually agreed to equivalent) which he/she occupied prior to promotion. He/she may displace the person who holds the position from which the returning unit member was promoted. Upon return to their previous position under this section, and for a period of twelve (12) months thereafter, the unit member shall not be eligible for any of the following:

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1. An increase in hours which results in a voluntary transfer to the site or location from which they were released;

2. A voluntary transfer to the site or location from which they were released.

The above limitations shall not be interpreted to limit the reemployment rights of unit members subject to layoff under the Education Code. Any unit member laid off pursuant to the Education Code for lack of work or lack of funds shall be entitled to all reemployment rights afforded under the Education Code.

In the event the unit member occupying the returning unit member's former position has greater seniority or if the returning unit member's former position no longer exists, the returning unit member shall be entitled to displace the least senior unit member within the classification. The Association recognizes that the layoff of the less senior unit member may then occur.

If the returning unit member's former classification no longer exists, he/she may displace the least senior unit member in any lower or laterally situated classification in which the returning unit member has previously earned seniority.

Promoted unit members who return to their previous classification or another classification shall, for seniority purposes, be credited with all appropriate seniority in the higher classification.

Promoted unit members who have completed the probationary period in another classification, thereby attaining permanent status, shall retain the due process rights of a permanent unit member for that classification should they return.

A unit member displaced as a result of the application of this Article shall be entitled to displace the least senior unit member in another position in his/her classification or other classifications to the same extent as a promoted unit member who fails to complete probation and whose former position or classification no longer exists.

D. Permanent Unit Members

Permanent unit members shall be evaluated at least once every two (2) years between March 15 and May 15. At least twenty-four (24) hours notice shall be given before the evaluation conference. An evaluator must have supervised a permanent unit member for two (2) months prior to evaluating that unit member. If such a limitation makes it impossible to complete the evaluation

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ARTICLE 10

TRANSFER

Section 1 - Definition.

"Transfer" means a change in work location between schools or other facilities without a change in the unit member's classification or salary range. For purposes of interpreting this Article, a "day" will be considered any day during which the District Office is open for business.

Section 2 - Voluntary Transfer.

A. A unit member may request in writing a voluntary transfer whether or not there is an existing vacancy.

1. A unit member currently in any probationary period is not eligible for a voluntary transfer.

2. Unit members are ineligible for voluntary transfers to a site or location if they have been released from probation from that site or department within the last twelve (12) months. ~~A voluntary transfer request will be filed with the Human Resources Office and shall remain active for the remainder of the fiscal year in which the request was submitted. At the end of each fiscal year, the request shall become invalid.~~

3. A voluntary transfer request will be filed with the Human Resources Office and shall remain for the remainder of the fiscal year in which the request was submitted. At the end of each fiscal year, the request shall become invalid.

B. The definition of a voluntary transfer includes equal consideration of a voluntary transfer request from a current or former unit member who promoted out of the bargaining unit and for whom the transfer would result in a voluntary demotion. No such voluntary demotion shall cause the displacement of any bargaining unit member.

C. When five (5) ~~three (3)~~ or more fully qualified unit members have applied for a voluntary transfer to a position at a different work site in the same classification which the District has declared vacant, the District shall select one (1) of these unit members to be transferred to the new location. Such a transfer shall not alter the seniority rights of any unit member. A successor vacancy created by such transfer shall not be subject to this provision except in the case of appropriate applications already on file when the successor vacancy occurs.

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D. When the District declares a vacancy and there are less than five (5) ~~three (3)~~ fully qualified unit members who have applied for a voluntary transfer to a position at a different worksite, in the same classification, the District may grant the voluntary transfer and place the unit member without further consent, or the District may grant the unit member an interview for the position.

1. If a unit member declines the offered voluntary transfer interview, the unit member will not be eligible for a voluntary transfer for the remainder of the fiscal year.

Section 3 - Involuntary Transfer.

A unit member may be transferred from one (1) position to another in the same classification at the discretion of the District provided that such action shall be taken neither for punitive nor preferential reasons nor be otherwise inconsistent with applicable law. Unit members will be notified of an impending involuntary transfer by use of the Classified Involuntary Transfer Notification Form (See Appendix).

If requested in writing prior to an involuntary transfer, a unit member shall be given written reasons for the impending transfer. Transfers shall not be used as a device to alter the sequence of impending layoff. Transfers shall not change the unit member's anniversary date, accumulated vacation credit, or in any other manner reflect adversely upon his/her rights.

Unit members shall receive a minimum of five (5) business days notice prior to the effective date of their involuntary transfer unless there is mutual consent between the District and Association for an immediate transfer. Upon written request of the unit member, a conference will be held with the unit member, his/her chosen representative, and the appropriate supervisor to discuss the transfer.

Section 4 - Vacancy Announcements.

A. When the District determines that it is going to fill a vacant position, open a new position and/or create an eligibility list for a classification, a vacancy notice will be posted for at least seven (7) days at each school or work site before the application deadline. At least one additional method will be used to communicate such vacancies, opening of new positions, or establishment of eligibility lists. Whenever the District establishes an eligibility list for a position, the District will provide the Association with the effective dates of the list and the number of candidates placed on the list. If requested, the District will provide the Association with the current status of the list.

1. Prior to posting and filling a vacant Activity Supervisor position, the supervising site

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ARTICLE 15

HEALTH AND WELFARE BENEFITS

Section 1 - Health and Welfare Benefit Allowance.

A. Maximum Allowance.

1. The District will pay annually a maximum allowance of ~~fourteen~~ fifteen thousand ($15,000) ~~two hundred fifty ($14,250)~~ per qualified unit member for specified health and welfare benefits. This does not limit the Parties from negotiating a higher unit member allowance.
2. Effective July 1, 2018, active unit members who are married to other active unit members or active members of the Management/Confidential groups can combine their individual allowances to purchase specified Health and Welfare benefits that include either two-party or family medical coverage. Unit members who exercise this option will not be afforded the cash option under Article 15, Section 7.
3. All costs for benefits exceeding the maximum allowance shall be paid by the unit member. A "qualified" unit member is a member of the bargaining unit whose employment was regularly four (4) or more hours per day on or before July 1, 1977, or, if approved by the District for employment after that date, whose employment is regularly eight (8) hours per day.
4. If the maximum allowance for any confidential, management, administrative, or certificated employee group is increased for the 2001-2002 fiscal year so that it exceeds the unit member allowance in this Agreement, the classified unit member allowance shall be raised to an equal amount.

B. Pro-rated Allowance.

Unit members whose employment is regularly less than eight (8) hours per day will receive annually a maximum allowance in the same proportion of the current maximum District dollar contribution amount that their regular daily hours of employment bear to eight (8) hours, with the following exceptions:

1. Unit members whose employment was regularly four (4) or more hours per day on or before July 1, 1977 (See Section 1, A above).
2. Unit members hired on or after January 1, 1994, whose employment is regularly three or fewer hours per day, shall not receive any allowance for health and welfare benefits.

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ARTICLE 16

HOURS, OVERTIME, EXTRA WORK AND ALLOWANCES

Section 1 - Hours.

A. Work Schedule. The District work week begins at 6:00 a.m. on Monday and ends at 6:00 a.m. the following Monday. An employee's normal work schedule shall not exceed five (5) consecutive days, eight (8) hours per day or forty (40) hours per week. This does not preclude the extension of the workweek or the workday on an overtime basis. Employees who hold two (2) or more positions with the District shall have a combined assignment of no more than eight (8) hours per day across all positions. No employee shall be eligible to accept an additional position or increase in assigned hours if the resulting combined daily assignments would exceed eight (8) hours.

1. Prior to making a permanent and involuntary work schedule change of more than two hours for any position(s) within a classification, the District shall determine if any unit member(s) in positions assigned to that schedule at the affected worksite wants to voluntarily accept the change. For purposes of the preceding sentence, the Transportation, Maintenance, Nutrition Services, Warehouse and Grounds departments at the Maintenance, Operations and Transportation facility shall be considered separate "worksites." If there is no appropriate volunteer(s), the least senior unit member(s) in the aforementioned group shall be the one(s) whose work schedule is changed. Except in cases of emergency, reasonable notice of not less than three (3) work days shall be provided prior to implementing the change.

2. A unit member shall be paid appropriately for work at times during which he/she is required to be on duty, for work at times when he/she is "suffered or permitted" to render service in the same classification(s) as he/she is employed and in regular status, and/or for work assigned to be performed away from the job site.

B. Seniority Computation.

Unit member seniority in each classification shall be determined by hire date/promotion date as follows:

1. For a unit member hired before July 1, 1993, a "permanent and calculated seniority date

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of hire" shall be used for all decisions based on seniority. This date shall have been determined by the Association and provided to the District prior to changing the unit member's seniority ranking from the previous one based on hours in paid status.

2. For a unit member hired on or after July 1, 1993, seniority decisions shall be based on actual hire date/promotion date. For purposes of this provision, the hire/promotion date shall be the first day of paid service as a regular member of the classification.

a. Exception: The Director of Human Resources shall automatically deduct one calendar year of seniority from a unit member's date of hire or promotion within the current classification if the unit member is on unpaid leave of absence for 175 consecutive work days within one fiscal (July 1 through June 30) year. Such adjustment shall occur on July 1 following the qualifying unpaid leave of absence. Leave without pay which is approved for the following reasons shall be excluded from the 175-day count:

1. Military Leave as defined in Section 395 of the Military and Veterans' Code;

2. Family Leave as provided in 29 U.S.C. Section 2611 et seq. of the Federal Code or Section 12945.2 of the California Government Code;

3. Any other leave for which a reduction in seniority credit would be a violation of law;

4. Unit members who were granted unpaid leave during 1993-94 and 1994-95 fiscal years to work for the District in a non-bargaining unit position will receive seniority credit for that year.

C. Lunch Periods and Rest Periods.

Unit members who are employed five (5) or more hours daily shall be entitled to an uninterrupted lunch period without pay and two (2) paid rest periods of fifteen (15) minutes each. The lunch period shall be for a minimum of one-half (1/2) hour, but no longer than one (1) hour, except for bus drivers, and shall be scheduled near the midpoint of the work day. The rest periods shall be scheduled insofar as practicable at or about the midpoint of each work period.

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Unit members scheduled to work for less than five (5) hours daily shall not be required to take an unpaid lunch break, but shall be entitled to one (1) paid rest period of fifteen (15) minutes. The rest period shall be scheduled near the midpoint of the work period. Unit members scheduled to work less than three (3) hours daily shall not be entitled to a paid rest period.

Notwithstanding the above, Instructional Aides scheduled to work at least three (3) hours but less than five (5) hours daily may be scheduled for an unpaid lunch period of thirty (30) minutes and shall be entitled to one (1) paid rest period of fifteen (15) minutes. The lunch period may be scheduled in conjunction with the paid rest period.

D. Reduction in Hours.

In the event the District decides to implement a layoff due to lack of work and/or lack of funds, or a reduction in hours or work year or a voluntary demotion in lieu of layoff, affecting unit members, such action shall be taken in accordance with the requirements of the Education Code including the issuance of appropriate notice. The effects of an actual layoff and/or reduction of hours of unit members, including any impact on remaining unit members, shall be subject to negotiations with the Association. Unit members who have received notification of layoff may use Personal Necessity or other approved leave to seek other employment.

Section 2 - Overtime.

A. Definition.

Except as otherwise provided herein, all overtime hours as defined in this Section shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of the unit member for all work authorized. Overtime is defined to include any time worked in excess of eight (8) hours in any one (1) day or on any one (1) shift or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time. All overtime hours must be approved in advance by a supervisor prior to being worked. In the event of an emergency or other unforeseen circumstance, prior approval for overtime may be waived, provided the employee requests approval from a supervisor, as soon as reasonably possible.

All hours worked on any day other than the five (5) regularly scheduled work days in any

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work week shall be compensated at the overtime rate. For purposes of determining what constitutes the sixth and/or seventh days of the work week, any day in paid status is deemed a work day. Unit members who are assigned to work overtime and who are also receiving a shift differential pursuant to this Article, shall receive overtime compensation based on their differential salary rate.

All hours worked on holidays designated by this Agreement shall be compensated at one and one-half (1-1/2) times the regular rate of pay in addition to the regular rate of pay for the holiday. As a net result, a unit member will receive two and one-half (2-1/2) times his/her regular rate of pay for time worked on a holiday.

B. Assigned Overtime.

Overtime opportunities shall be distributed and rotated among available qualified unit members in each department or job site.

Exceptions:

Campus Supervisors:

Overtime opportunities for Campus Supervisors shall be distributed and rotated by seniority as follows:

A. Opportunities generated by Education Center-based Administration shall be first offered to Middle School, ~~K-8,~~ Elementary School, Nueva Vista High School, and Learning Center Campus Supervisors in order of District-wide seniority. The District shall designate one (1) person to coordinate the District-wide seniority list(s).

B. All school site overtime shall be offered first to the Campus Supervisor(s) assigned to that site. If insufficient numbers of Campus Supervisors are available at that site, other Campus Supervisors shall then be contacted, in seniority order, from the appropriate group list shown below which includes that site:

Group 1	Group 2	Group 3
Rubidoux High School	Jurupa Valley High School	Patriot High School

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Mission Middle School Mira Loma Middle School Jurupa Middle School

~~Ina Arbuckle Elementary Del Sol Academy~~ Nueva Vista High School

Learning Center

C. Seniority lists which are used for the purpose of rotating Campus Supervisor overtime opportunities shall not be terminated and/or restarted at any time. Rotation shall occur continuously without regard to commencement or conclusion of fiscal or calendar years.

C. Refusals.

If the District offers an overtime assignment to a unit member who refuses such offer, the unit member shall not be offered overtime work again until the entire rotation of the appropriate list is exhausted. If overtime assigned to a unit member is canceled, he/she shall be notified at least two (2) hours prior to the scheduled overtime or shall be compensated for two (2) hours at the overtime rate. If a unit member who has accepted an offer of overtime fails to appear for the agreed-upon work or declines agreed-upon work less than two (2) hours prior to the scheduled overtime, the work may be offered on an emergency basis to available qualified personnel. Each site shall make note of any refusals of overtime work and the reason(s) for the refusal.

Section 3 - Extra Work.

A. Definition.

Extra days or hours periodically assigned in addition to a unit member's regular work schedule constitute extra work and shall be distributed and rotated among available qualified unit members within the classification in each department and/or job site. Extra work is paid at the normal hourly rate of pay for the classification, and changes to the overtime rate only when the total time worked exceeds eight (8) hours per day or forty (40) hours per week, or when any such work is performed on the sixth or seventh day of the unit member's work week.

B. Exceptions.

1. Extra work of five (5) consecutive days or less shall be distributed and rotated among available qualified unit members in each department or job site.

2. Instructional Aide opportunities exceeding five (5) consecutive days shall be distributed

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on the basis of District-wide seniority in the classification.

3. Campus Supervisors: Extra work exceeding five (5) consecutive days shall be distributed and rotated in the same manner as overtime opportunities are processed for this classification.

4. Extra work opportunities for clerical staff shall be distributed and rotated to qualified unit members by department or job site.

5. The District shall designate one (1) person to coordinate the District-wide seniority lists for Extra Work which exceeds five (5) consecutive work days.

C. Upward Adjustment.

A unit member who is assigned to work thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours. If a part-time employee's average paid time, excluding overtime, exceeds his average assigned time by 50 minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.

D. Refusal.

If the District offers an extra work assignment to a unit member who refuses such offer, the unit member shall not be offered extra work again until the entire rotation of the appropriate list is exhausted. No unit member shall be required to accept extra work assignments.

E. Compensation and Benefits.

A unit member who accepts Extra Work for twenty (20) consecutive days or more shall receive the same compensation and benefits applicable to that classification, excluding Health and Welfare benefits, as during the regular work year.

Section 4 - Use of Unit Members as Substitute Employees.

If the District determines that a unit member will substitute for another unit member within the same classification, the unit member who performs the substitute work shall be paid at his/her current regular rate of pay. If the District determines that such substitute work will be provided by unit members, such

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work shall be distributed and rotated equitably to unit members within the same classification within the department or worksite. Such work shall not be subject to the limits described in Section 3, C.

Section 5 - Allowances.

A. Shift Differential.

When one-half (1/2) or more of a unit member's regularly assigned work hours fall after 5:00 p.m., the unit member shall receive a shift differential bonus of five percent (5%) of his/her base rate of pay for the entire shift.

B. Minimum Call-In Time.

Any unit member called in to work on a day when the unit member is not scheduled to work shall receive a minimum of three (3) hours of pay at the appropriate hourly rate of pay under this Agreement.

C. Call-Back Time.

Any unit member who has gone home after completing his/her regular assignment and was not previously scheduled to work additional hours that day and is called back to work, shall be compensated for a minimum of two (2) hours of work at the appropriate rate of pay under this Agreement.

D. Stand-By Time.

On any day that a unit member is scheduled to be available for stand-by, he/she shall receive forty-five dollars ($45.00) as compensation for holding himself/herself available. If actually called in, hours worked will be paid at the appropriate rate or the stand-by allowance, whichever is greater.

E. Uniform Allowance.

The District shall provide each unit member whose assignment requires wearing a uniform as per Board Policy/Regulation #4257.3, an allowance of ~~fifty-seven~~ fifty-eight dollars ($~~57.00~~58.00) per month for assigned work months. The uniform allowance will be paid in monthly installments as earned in accordance with CalPERS and CalSTRS requirements. Effective July 1, 2021, whenever the Classified Salary Schedule is increased, the uniform allowance shall be increased by a minimum of the same percent amount. This shall not limit the Parties from negotiating a higher uniform allowance.

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ARTICLE 18

VACATIONS

Section 1 - Allowance for Full-Time Unit Members.

Vacation is accrued by unit members in accordance with the schedule set forth below. The schedule is premised on a twelve (12) month year and eight (8) hours per day.

Unit members in the first 5 years of employment shall earn thirteen (13) days vacation annually.

Unit members in their 6th through 8th year shall earn sixteen (16) days vacation annually.

Unit members in their 9th year shall earn seventeen (17) days vacation annually.

Unit members in their 10th year shall earn eighteen (18) days vacation annually.

Unit members in their 11th year shall earn nineteen (19) days vacation annually.

Unit members in their 12th year shall earn twenty (20) days vacation annually.

Unit members in their 13th year shall earn twenty-one (21) days vacation annually.

Unit members in their 14th year through ~~19th~~16th year shall earn twenty-two (22) days vacation annually.

Unit members in their ~~20th~~17th through ~~21st~~19th year shall earn twenty-three (23) days vacation annually.

Unit members in their ~~22nd~~20th through ~~24th~~ 23rd year shall earn twenty-four (24) days vacation annually.

Unit members in their ~~25th~~24th and thereafter shall earn twenty-five (25) days vacation annually.

Section 2 - Determining Years of Employment.

For purposes of determining years of employment, the first year of employment shall be from initial employment until the first anniversary date as determined by salary step placement. All subsequent years shall be determined in accordance with salary step placement each anniversary date. However, a promotion which results in a reduced step placement on a higher range shall not impair years of service advancement for purposes of determining earned vacation.

Section 3 - Proportional Vacation for Part-Time Employees.

Unit members whose assignment is less than twelve (12) months and/or less than eight (8) hours per day shall earn paid vacation each fiscal year proportional to the full work year. A copy of the computation formula can be obtained in the Business Office and shall be distributed annually.

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Title: **Uniforms for Employees**
Code: 4257.3 AR
Section: 4000 Personnel

1. Custodial, Warehouse and Automotive Personnel

a. Light blue shirt or blouse with buttons and collar (no T-shirts); short or long sleeves with approved District insignia and employee name affixed.

b. Dark blue trousers or slacks (no blue denim material/jeans/Levi's or jumpsuits except District-provided coveralls for automotive personnel).

c. Steel-toed safety shoes for warehouse and automotive personnel. (District will reimburse for cost of one pair per year, not to exceed $175 providing receipts are submitted for Maintenance, Grounds, Warehouse, and Automotive personnel. Receipts for safety shoes must be submitted for reimbursement during the current fiscal year.) "Safety shoes" for ~~other maintenance,~~ custodial ~~and grounds~~ personnel (no sandals or tennis/athletic, or open-toed, or open-heeled shoes).

d. If head covering is worn, it shall be an appropriate plain (no insignia or printing) ball cap or hat, or ball cap or hat with approved District insignia.

2. Maintenance Personnel

a. Light brown or beige shirt or blouse with buttons and collar (no T-shirts); short or long sleeves with approved District insignia and employee name affixed.

b. Dark brown trousers or slacks (no denim material/jeans/Levi's or jumpsuits).

c. If head covering is worn, it shall be an appropriate plain (no insignia or printing) ball cap or hat, or ball cap or hat with approved District insignia.

3. Grounds Personnel

a. Light green shirt or blouse with buttons and collar (no T-shirts); short or long sleeves with approved District insignia and employee name affixed.

b. Dark green trousers or slacks (no denim material/jeans/Levi's or jumpsuits).

c. If head covering is worn, it shall be an appropriate plain (no insignia or printing) ball cap or hat, or ball cap or hat with approved District insignia.

4. Personnel Assigned to Painting

a. Painter's whites.

5. Cafeteria Personnel

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a. ~~White shirt or blouse with buttons and collar, short sleeves.~~ School spirit T- shirts and ~~Food~~ Nutrition Services logo T-shirts are acceptable.
b. Navy or black slacks, knee length skirt or knee length culottes (no denim material/Levis/jeans/leggings).
c. Shoes of natural or synthetic leather, white, black, or brown, with closed toe and heel and non-skid sole (no canvas or nylon shoes or sandals). Athletic shoes that meet these criteria are acceptable. (District will reimburse for cost of one pair per year, not to exceed $50 providing receipts are submitted for Cafeteria Assistant I, II, and III, Cafeteria Assistant Manager Elementary & Secondary, Cafeteria Manager Elementary, Multiple Site, and Single Site, Cafeteria Manager High School and Middle School/K-8, and Caterer. Receipts for Nutrition Services shoes must be submitted for reimbursement during the current fiscal year.)
d. Apron: bib type, ~~white~~ black.
e. Hair Covers: hair net to cover all hair or baseball cap with nutrition services logo only.
f. District-furnished name tag.
g. Minimal jewelry allowed: Plain solid wedding band, no large dangling hoop or other earrings, no watches, bracelets, necklaces and rings with stones.

6. Campus Supervisors Regularly Assigned to Schools

a. Knit polo shirt or T-shirt (school colors), short sleeves with approved District insignia and employee name affixed.
b. Black slacks or appropriate black shorts (no denim material/levis/jeans).
c. White or black shoes (no sandals or high heels).
d. District-furnished jacket (school colors).
e. If head covering is worn, it shall be an appropriate plain (no insignia or printing) ball cap or hat or ball cap or hat with approved District insignia or school logo.

7. Bus Drivers

a. White shirt or blouse with buttons and collar, short or long sleeves with approved job identifying insignia with employee name affixed (no T-shirts or tank tops).
b. Black slacks, skirt, appropriate shorts or knee-length culottes (no denim material/levis/jeans).
c. Shoes of natural or synthetic leather, white, black or brown, with closed toe and heel and non-skid or leather sole (no canvas or nylon shoes or sandals). Athletic shoes that meet these criteria are acceptable.
d. District-furnished yellow jacket (in cool weather, a white or black sweater may be worn under the jacket or under the shirt or blouse so that the District patch can be seen).
e. If head covering is worn, it shall be an appropriate plain (no insignia or printing) black ball cap or hat or black ball cap or hat with approved District insignia.

Adopted: **July 01, 1970**
Last Revised: **December 09, 2025**
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