

# CSEA & POA Agreements 2017 - 2020

## SUMMARY OF CHANGES

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# Learning Objectives

- Understanding of:
  - The contract changes and how they will affect procedures
  - Major provisions that all managers should know
  - Roles and responsibilities
  - Where to access information



# Changes Throughout the CSEA & POA Agreements

- New table of contents for article search
- Language clean up/clarification
- Reorganization of articles
- Minor title changes
- Four new articles for CSEA
- Three new articles for POA
- Separate salary schedule for POA
- New hourly salary schedule for Faculty Sign Language Interpreters



# Term of Agreement, Openers & Organization



### Agreement:

- SCCCD, CSEA and POA have agreed to a three year term.

### Openers:

- CSEA – To reopen articles 16 and 39 to address recommendations from the classification and compensation study.
- POA - To meet and confer on the findings upon completion of the CALPERS Public Safety Actuarial Study.

### Organization:

- Removed initiation fees deduction
- Added additional nonreligious, nonlabor charitable organizations to the list for service fee payers.

# CSEA and POA Rights



# District/CSEA Relations – CSEA Rights

- CSEA is permitted reasonable use of District's e-mail system and video conferencing equipment.
- Clarified District facilities usage.
- Board agenda packets, official board minutes, Board Policies, and Administrative Regulations will be available on the District website.
- Release time to assist unit member in investigatory interviews that may lead to discipline.
- CSEA delegates provided up to 64 hours of paid release time to attend CSEA Annual Conference.
- CSEA representative to participate in the districtwide new hire orientation.



# District /POA Relations – POA Rights

- Clarified District facilities usage.
- 3 days' prior notice for release time to assist another unit member with a grievance.
- Release time not provided for a grievance investigation and/or preparation.
- POA delegates are allowed up to 40 hours of release time each year to conduct or attend official conferences, meetings, or training sessions.



# Hours & Work Schedules



# Hours of Work

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CSEA	POA
Salary data sheets stored electronically	Salary data sheets stored electronically
Cannot work overtime without prior approval	Cannot work overtime without prior approval
May not accrue more than 240 hours of compensatory time	May not accrue more than 240 hours of compensatory time
Cash pay out of any remaining comp/overtime will be paid by June 30 <sup>th</sup>	Cash pay out of any remaining comp/overtime will be paid by June 30 <sup>th</sup>
Rest periods cannot be used to arrive late or leave early and cannot be combined with or added to lunch periods to create a longer lunch.	Rest periods cannot be used to arrive late or leave early and cannot be combined with or added to lunch periods to create a longer lunch.
Clarified on what types of situations will not warrant minimum call-in-time pay such as pre-scheduled overtime and work performed in de minimis time.	Clarified on what types of situations will not warrant minimum call-in-time pay such as pre-scheduled overtime and work performed in de minimis time.

# Hours of Work (cont'd)

CSEA	POA
Listed definitions and types of flexible hour positions	Listed flexible work week schedules: <ul style="list-style-type: none"> <li>• 5 days of 8 hours per day within a one-week work period; or</li> <li>• 4 days of 10 hours per day within a one-week work period; or</li> <li>• 9/80 within a two-week work period.</li> </ul>
Pay period for flexible-hour/year-round/seasonal begins on the 15 <sup>th</sup> each month and ends on the 14 <sup>th</sup> of the succeeding month	N/A
Temporary flex week hours must be scheduled within the <u>same five day work week</u>	N/A
N/A	2 hours minimum for court appearance pay when not scheduled to work
N/A	May use a District vehicle, when appearing in court

# POA – Work Location

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- Work location is defined as that of the geographical area of the District.
- A unit member will be reimbursed for miles traveled in their personal vehicle if they are required to change work sites during his/her normal work day.



# Uniforms, Tools, and Equipment



CSEA	POA
Updated list of depts. that require uniforms to be worn	Modified list of uniform and equipment provided by the District
Reimbursement max of \$100/fiscal year to replace or repair personal property. Item must be required during course of employment and be pre-approved by supervisor.	Reimbursement for replacing or repairing personal property will be at fair market value and a max of \$200 for prescription glasses, \$50 for watches, and \$200 for cell phones. Item must be required during course of employment and be pre-approved by supervisor.
Loss or unauthorized removal of equipment to be reported immediately	Loss or damage is reported immediately and documented in an incident report.
Removed non-District owned automobile insurance section	Removed non-District owned automobile insurance section

# Pay and Allowances



## Salary:

- **2017-2018** – July 1, 2017
  - 1.50% salary increase on-schedule
  - 1.50% off-schedule to be paid on the July 2018 paycheck.
- **2018-2019** – July 1, 2018
  - ½ COLA + 0.75% on-schedule
  - 0.50% one-time, off-schedule payment to be split between the December 2018 and July 2019 paychecks.
- **2019-2020** – July 1, 2019
  - ½ COLA + 0.75% on-schedule
  - 0.50% one-time, off-schedule payment to be split between the December 2019 and July 2020 paychecks.



# Pay and Allowances (cont'd)

CSEA	POA
New Faculty Sign Language Interpreters hourly schedule	Separate salary schedule for POA
<p><b><u>Salary/Longevity Schedule Progression:</u></b></p> <ul style="list-style-type: none"> <li>• May advance only if their performance “meets standards” or better, <b>and</b> they have completed 12 months of paid service.</li> <li>• Salary/longevity schedule progression will not be affected the first time receiving an overall rating of “less than meets standards”. One time exception.</li> </ul>	<p><b><u>Salary/Longevity Schedule Progression:</u></b></p> <ul style="list-style-type: none"> <li>• May advance only if their performance “meets standards” or better, <b>and</b> they have completed 12 months of paid service.</li> </ul>
<p><b><u>Professional Growth:</u></b></p> <ul style="list-style-type: none"> <li>• May participate after 3 years of service</li> <li>• Official transcripts from an accredited institution</li> <li>• Units must be job-related or apply towards a degree/certificate, provided that fees were not waived by the District</li> <li>• Quarterly units will be converted to semester units</li> </ul>	<p><b><u>Professional Growth:</u></b></p> <ul style="list-style-type: none"> <li>• May participate after 5 years of service</li> <li>• Official transcripts from an accredited institution</li> <li>• Units must be job-related or apply towards a degree/certificate.</li> <li>• Quarterly units will be converted to semester units</li> </ul>
<p><b><u>Working Out of Class:</u></b></p> <ul style="list-style-type: none"> <li>• HR will clarify what is and what is not within classification</li> <li>• Disputed cases may be appealed to VC of HR, decision is final.</li> </ul>	<p><b><u>Working Out of Class:</u></b></p> <ul style="list-style-type: none"> <li>• HR will clarify what is and what is not within classification</li> <li>• Disputed cases may be appealed to VC of HR, decision is final.</li> </ul>
N/A	<p><b><u>POST Certificate Stipend:</u></b></p> <ul style="list-style-type: none"> <li>• 1% stipend for Intermediate Post Certificate</li> <li>• 2% stipend for Advanced Post Certificate</li> <li>• Combined total of 3% for having both</li> </ul>



# Anniversary Dates

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- New article
- Two types of anniversary dates
  - Vacation Accrual Rate and Longevity Increase
  - Step Increase
- Anniversary dates can be affected by:
  - Unpaid Leave beyond 10 days (5 days for POA)
  - Personal Leave
  - Unpaid Health Leave of Absence
  - Any break in service from the District



# Benefits



CSEA	POA
<p><b><u>Medical Insurance:</u></b></p> <ul style="list-style-type: none"><li>• Must work a minimum of <b>30</b> hours/week.</li></ul>	<p><b><u>Medical Insurance:</u></b></p> <ul style="list-style-type: none"><li>• Must work a minimum of <b>40</b> hours/week.</li></ul>
<p><b><u>Medical/Dental/Vision/Life/Long-Term Disability Insurance:</u></b></p> <ul style="list-style-type: none"><li>• Failure to submit enrollment forms within 31 calendar days from date of hire will be automatically enrolled in lowest cost plan.</li></ul>	<p><b><u>Medical/Dental/Vision/Life/Long-Term Disability Insurance:</u></b></p> <ul style="list-style-type: none"><li>• Failure to submit enrollment forms within 31 calendar days from date of hire will be automatically enrolled in lowest cost plan.</li></ul>
<p><b><u>Life Insurance:</u></b></p> <ul style="list-style-type: none"><li>• Must work a minimum of 40 hours/week</li><li>• Dependents must be enrolled on medical insurance plan.</li></ul>	<p><b><u>Life Insurance:</u></b></p> <ul style="list-style-type: none"><li>• Must work a minimum of 40 hours/week</li><li>• Dependents must be enrolled on medical insurance plan.</li></ul>

# Benefits (cont'd)

CSEA	POA
<p><b><u>Long-Term Disability (LTD) Insurance:</u></b></p> <ul style="list-style-type: none"> <li>• Must work a minimum of 30 hours per week.</li> <li>• If other employees receive an increase to the District medical insurance premium contribution, then CSEA will receive the same increase.</li> </ul>	<p><b><u>Long-Term Disability (LTD) Insurance:</u></b></p> <ul style="list-style-type: none"> <li>• Must work a minimum of 40 hours per week.</li> <li>• If other employees receive an increase to the District medical insurance premium contribution, then POA will receive the same increase.</li> </ul>
<p><b><u>COBRA:</u></b></p> <ul style="list-style-type: none"> <li>• Upon separation, will have the option to continue their District-sponsored health plans at own expense.</li> </ul>	<p><b><u>COBRA:</u></b></p> <ul style="list-style-type: none"> <li>• Upon separation, will have the option to continue their District-sponsored health plans at own expense.</li> </ul>

# Holidays

Effective 2018-2019 fiscal year:


- Veteran's Day to be honored on Veteran's Day instead of in lieu.
- Additional paid holiday given during the Winter Break.
- Added clarifying language on pay when unit members work or don't work on holidays.



# Leaves



# Vacation Leave

CSEA	POA
<p>Vacation time can be taken in 15 minute increments now instead of 1 hour increments.</p>	<p>Vacation time can be taken in 15 minute increments now instead of 1 hour increments.</p>
<p><b><u>Vacation Payout:</u></b></p> <ul style="list-style-type: none"><li>• Sign language interpreters, Food Services, and seasonal unit members who have any unused vacation hours shall be paid in a lump sum payment at the end of the fiscal year.</li><li>• <u>All other unit members:</u><ul style="list-style-type: none"><li>◦ Maximum vacation hours allowed for carry over not to exceed 2 years' accrual.</li><li>◦ Vacation hours in excess of 2 years' accrual shall be paid in a lump sum payment at the end of the fiscal year.</li><li>◦ If a unit member has 3 times or more of their annual accrual rate as of June 30, 2018, they may have the option of a lump sum payment, or choose to be paid out over 24 months in equal payments. This only applies to the balance as of June 30, 2018.</li></ul></li></ul>	<p><b><u>Vacation Payout:</u></b></p> <ul style="list-style-type: none"><li>• Maximum vacation hours allowed for carry over not to exceed 2 years' accrual.</li><li>• Vacation hours in excess of 2 years' accrual shall be paid in a lump sum payment at the end of the fiscal year.</li></ul> 

# Sick Leave

- Absences must be reported to supervisor 30 minutes before the reporting time.
- Absences more than 3 consecutive work days may be required to submit a doctor's note covering the period of absence.
- Awarded annual sick leave accrual in advanced on July 1<sup>st</sup> each fiscal year.
- Flexible-hour unit members accrue sick leave on a monthly basis, based on actual hours worked.





# Sick Leave (Cont'd)

- **Extended Illness Leave (Half Pay):**
  - Updated language to match the Education Code.
  - 100 working days of paid sick leave (minus the 12) compensated at 50% of the unit member's regular pay.
  - No longer need to be out more than 5 consecutive days in order to receive half pay.
  - Still need to provide a doctor's note covering their time off in order to receive half pay.

# Sick Leave (Cont'd)

CSEA	POA
<p><b><u>Catastrophic Leave:</u></b></p> <ul style="list-style-type: none"><li>• Added types of illnesses/injuries excluded from this leave.</li><li>• Added list of family members eligible for care.</li><li>• Must be absent for at least 30 calendar days (no limit before) (No limit for POA).</li><li>• Must have served 12 months with the District in order to donate to the catastrophic leave bank.</li><li>• May donate to the leave bank at any time.</li><li>• Changed the maximum usage from 90 working days to 75 working days.</li></ul>	<p><b><u>Catastrophic Leave:</u></b></p> <ul style="list-style-type: none"><li>• Added types of illnesses/injuries excluded from this leave.</li><li>• Added list of family members eligible for care.</li><li>• Must have served 12 months with the District in order to donate to the catastrophic leave bank.</li></ul>
<p><b><u>Bereavement Leave:</u></b></p> <ul style="list-style-type: none"><li>• 250 miles one way for 3 days and 4 days allowed if traveling more than 250 miles.</li><li>• Leave must be taken within 1 year of the death, unless an extension is granted.</li><li>• Additional 8 hours for death of a friend or relative who is not a member of the immediate family.</li><li>• If abuse is suspected, the unit member may be required to show evidence of death.</li></ul>	<p><b><u>Bereavement Leave:</u></b></p> <ul style="list-style-type: none"><li>• Leave must be taken within 6 months of the death, unless an extension is granted.</li><li>• If abuse is suspected, the unit member may be required to show evidence of death.</li></ul>

# Jury Duty or Witness Leave

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## Jury Duty

- Required to report to work during regular hours preceding and immediately following jury duty, unless previously approved by supervisor to use another type of leave.
- Must notify their supervisor within 30 minutes of being released from jury duty of their approximate return to work time.
- Do not receive compensation outside of work hours.

## Witness Leave

- Any monies received for being a witness should be submitted to the District.



# Leave of Absence Without Pay

CSEA	POA
<ul style="list-style-type: none"><li>• Requires 1 year or more of service to be eligible to request an unpaid leave of absence of up to <b>10</b> days per fiscal year (no requirement before).</li><li>• If a unit member is docked pay for any reason within the fiscal year, the docked time shall be applied towards the unpaid leave allotment.</li></ul>	<ul style="list-style-type: none"><li>• Requires 1 year or more of service to be eligible to request an unpaid leave of absence of up to <b>5</b> days per fiscal year (no requirement before).</li><li>• If a unit member is docked pay for any reason within the fiscal year, the docked time shall be applied towards the unpaid leave allotment.</li></ul>



# Professional Development

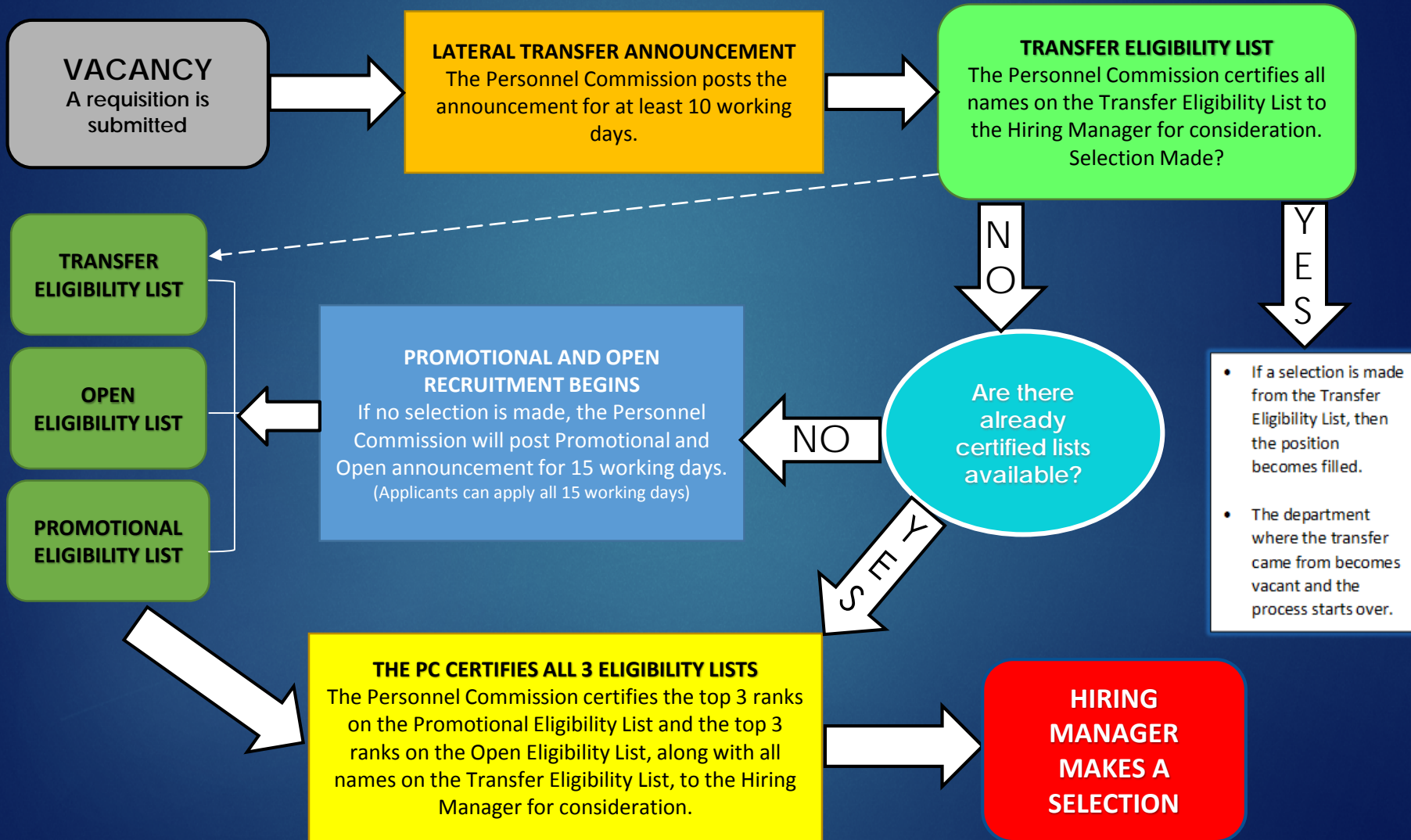


# Enrollment in College Courses

- Requests for an adjusted work schedule must be submitted at least two weeks prior to the start of the course.
- More than 1 employee on an adjusted work schedule can be made with the approval of the supervisor.
- Committee to explore development of a Tuition Reimbursement Pilot Program.



# CSEA/Confidential/Management Recruitment, Transfer & Promotion



# Evaluation & Performance





# Performance Evaluations

CSEA	POA
If an evaluation states that discipline is likely to occur, the unit member may request a meeting to review the performance ratings with their Union representative present within 10 working days (changed from 5 days).	If an evaluation states that discipline is likely to occur, the unit member may request a meeting to review the performance ratings with their Union representative present within 10 working days (changed from 5 days).
Right to respond to evaluation within <b>10</b> working days (used to be 5 days) after the date the evaluation was received.	Right to respond to evaluation within <b>15</b> working days (used to be 5 days) after the date the evaluation was received.
The response shall be submitted to the supervisor, the supervisor's manager, and to Human Resources to attach it to the evaluation for placement in their file.	The response shall be submitted to the supervisor, the supervisor's manager, and to Human Resources to attach it to the evaluation for placement in their file.



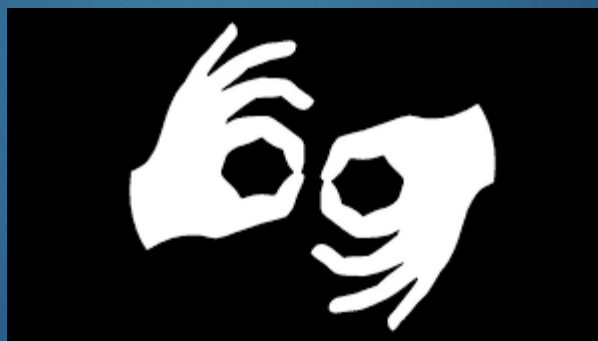
If a less than "meets standard" evaluation was completed after a unit member had already received a salary/longevity increase, the increase will not be reversed, but will not receive another increase until a "meets" or "exceeds" evaluation is received.

# Personnel Files

CSEA	POA
Personnel file may be stored in an electronic format	Personnel file may be stored in an electronic format
District will charge a fee for requesting copies of documents from the unit member's personnel file.	District will charge a fee for requesting copies of documents from the unit member's personnel file.
	May request in writing to have material(s) removed or corrected from their file.
	The District will keep a log of who has viewed or accessed the file, excluding Human Resources personnel.



# Sign Language Interpreters



# CSEA – Sign Language Interpreting Services

- New article
- The District may contract out for services to be in compliance with the law.
- The District will notify the CSEA in writing when it is required to implement this article.
- Both parties agree this shall not cause layoffs or a reduction of hours for unit members.

# Discipline



# POA – Disciplinary Action

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- No disciplinary action will be taken for any cause which arose more than 1 year (used to be 4 years) before the employee is provided with the proposed notice of Intent or Notice of Adverse Action unless the cause was concealed or not disclosed by the unit member or if the cause could not have reasonably been discovered by the District.
- Added the Public Safety Officers Procedural Bill of Rights Act (POBRA) as an attached appendix.
- A memo of concern will stay in the supervisory file for 2 years from the date of issuance unless the VC of HR in consultation with the Chief of Police determine it will be removed earlier. If there have been reoccurrences of the behavior indicated in the memo within 2 years, the memo will not be removed from the supervisory file.



# Manager Responsibilities

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- Familiarize yourself with the agreement
- Have the links readily available:
  - [SCCCD & CSEA Agreement 2017-2020](#)
  - [SCCCD & POA Agreement 2017-2020](#)
- A list of all positions and MOU's are located in the appendices of each contract
- Contact Human Resources



# Questions?

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