

MASTER CONTRACT

Between

SONOMA COUNTY OFFICE OF
EDUCATION

And

SONOMA COUNTY
FEDERATION OF TEACHERS
LOCAL 4915

JULY 1, 2007 – JUNE 30, 2010

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Sonoma Developmental Center/SCOE

Article 1. Recognition

- 1.0 The Sonoma County Office of Education, hereinafter called “SCOE,” hereby recognizes the Sonoma County Federation of Teachers, Local 4915, hereinafter called “the Federation” or the “Exclusive Representative,” as the exclusive representative of all certificated unit members in the Sonoma Developmental Center Special Education Program, hereinafter called “SDC/AFT.”

Article 2. Academic Freedom

- 2.0 All unit members shall have academic freedom in their personal scholarship. No electronic or mechanical recording or listening devices shall be used in a classroom without the unit members’ consent.

Article 3. Nondiscrimination

- 3.0 SCOE shall not discriminate against a unit member on the basis of ethnicity/race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as Vietnam era veterans, ancestry, or political or organizational affiliation and participation therein.

Article 4. Work Year

- 4.1 There shall be a minimum of 210 student service days in the school year. In addition, the Director will set one (1) to five (5) in-service days.
- 4.2 Teacher Prep Days: Effective July 1, 2005, unit members shall be entitled to two (2) teacher prep days per fiscal year, which may be taken under the following formula: on the first working day within the fiscal year that an employee has pay status as a regular employee, he/she shall be granted the equivalent of two (2) teacher prep days. The two (2) days of teacher prep day time must be used in the fiscal year earned or forfeited, and must be approved by the director prior to the time off.
- 4.3 If a unit member has a change in class assignment, curriculum, or location, a minimum of one (1) preparation day will be granted prior to the opening of the class. Unless otherwise agreed to by the unit member, a forty-five (45) day notice of change in scheduling shall be provided during the work year if needed. Thirty (30) work days shall be provided to implement changes in class curriculum. The Director shall provide concurrent written notice to the Federation, including the reason for a change.
- 4.4 Unpaid leave may be granted at the direction of the Program Director for compelling, non-recurring reasons, provided that a qualified substitute is available. Except in emergency situations, the unit member shall submit a request for unpaid leave at least 30 days in advance.

- 4.5 The work year shall conform to the contract with the Sonoma Development Center. SCOE shall consult with and keep the Federation informed of issues and changes related to the work year.

Article 5. Workload

5.1 Definitions:

- 5.1.1 Regular Assignment: An assignment for the contract year. Salary is paid according to the faculty hourly salary schedule (Art. 16.)
- 5.1.2 Short-term Assignment: An assignment for less than a regular assignment, in a position which will not be continued. Salary is paid according to the faculty hourly salary schedule (Art. 16.)
- 5.1.3 Substitute Assignment: A substitute assignment is made to replace a unit member in a regular or short-term assignment who is on leave or other absence.
- 5.1.4 Concurrent Assignment: An assignment which involves more than one classroom assignment scheduled at the same time. Assignment and/or salary is subject to collective bargaining with SCFT representatives prior to the start of the assignment each year.
- 5.2 Paperwork responsibilities shall be part of the faculty member's professional duties as detailed in the job description, attached (Appendix A).
- 5.3 Release time for staff development shall be provided upon specific prior authorization of the SCOE Program Director. Days allowed for staff development shall be separate from days allowed for clerical and class management activities. If a unit member needs to be absent to participate in staff development activities a substitute shall be provided pursuant to 5.4 below.
- 5.4 The Program Director will secure the services of a substitute when a unit member is absent, subject to the following:
- 5.4.1 Availability of qualified (appropriate) substitutes.
- 5.4.2 Budgetary constraints.
- 5.4.3 SDC stated policy to limit the use of substitutes.
- 5.5 Each class shall include adequate time for translocation, classroom organization, cleanup and other duties as requested, with or without students as may be appropriate.

Article 6. Working Conditions

6.1 Safety and Health.

SCOE shall make every reasonable effort to provide safe working conditions for all unit members. SCOE and unit members shall conform to and comply with all health, safety, and sanitation requirements imposed by State and/or Federal law including those prescribed by CAL-OSHA. While SCOE is not responsible for the maintenance of the facilities where bargaining unit programs are offered, SCOE may protect unit members by canceling or moving classes when safe working conditions are not met.

6.2 Reporting Unsafe Conditions.

Unit members shall report in writing any alleged unsafe or potentially unsafe condition to their Director who will take the appropriate action. Oral communications shall be confirmed in writing. Within five (5) working days after receipt of the unit member's written report of an unsafe condition, the Director shall acknowledge in writing what action will be taken on the reported condition. No adverse action shall be taken against a unit member for reporting unsafe conditions.

6.3 Assault on Unit Members.

Unit members may use reasonable restraint as defined by the principles of Positive Approaches and Strategies Training (PAST) and/or the Interdisciplinary Team to protect themselves from attack to protect a student, to protect property, or quell a disturbance threatening physical injury to others. The unit member shall notify the Director and complete an Incident Report (Appendix B).

6.3.1 SCOE Support for Assaulted Unit member.

SCOE will provide support in accordance with the Government Code, which may include legal, medical, and other assistance, for any unit member assaulted while in paid status and acting within the scope and course of employment. In cases where assault results in injury or absence from work, the following conditions shall apply:

6.3.1.1 If the absence occurs from illness or injury determined to be work related, the unit member shall not forfeit any Sick Leave or Personal Necessity Leave until industrial accident and illness leave are exhausted.

6.3.1.2 SCOE shall provide for the reimbursement of unit members for required articles such as clothing and eyeglasses which are damaged or destroyed during the conduct of a unit member's duties. Personal items (jewelry, camera, purse, etc.) which are not required to perform the duties of the position are exempt unless pre-approved in writing by Director.

6.4 Assaultive Behavior Training.

Unit members who work with students who have potential assaultive behavior shall be provided, at no cost to the members, with Positive Approaches and Strategies Training (PAST). All new employees shall receive such training before they meet with the students. Directors shall provide such training informally until the next regular training session. PAST shall also be made available on an ongoing basis to other unit members upon their request.

6.5 Special Safety Conditions.

Unit members who work with students who have potentially assaultive behaviors or medical conditions which might prove injurious to themselves or to others shall be provided with an accessible telephone and an emergency communication system or two staff at all times.

6.6 Instructional Environments.

The Director shall work with the SDC to provide an appropriate instructional environment consistent with the curriculum. Unit member concerns regarding this issue shall be directed to the Program Director.

6.7 Instructional Aides.

Unit members shall be provided the opportunity to participate in the selection process for hiring and/or assigning instructional aides to the unit member's class or duties schedule, except when reassignment is mandatory.

6.8 Faculty shall be members of their students' ID Team.

Faculty shall present to the team their instructional plans and methodologies related to their student's individual needs.

6.9 When SCOE and SDC meet to discuss proposed modifications of the curriculum or program which affect the terms and conditions of employment of unit members, SCOE will meet with representatives to review the impact of the proposed changes upon unit members and the program before implementation.

6.10 Occupational Exposure To Bloodborne Pathogens

6.10.1 The employer agrees to establish standards of protection from bloodborne pathogens for employees who may reasonably anticipate to come into contact with human blood and other potentially infectious materials in the course of performing their assigned duties.

6.10.2 The employer agrees to establish a written exposure control plan for employees

regarding occupational exposure to blood and other potentially infectious material. The control plan shall include the following provisions:

6.10.2.1 The employer shall publish and post health and safety rules to reduce the risk of contamination.

6.10.2.2 The employer will establish a method for keeping records of exposure incidents, post exposure follow up, Hepatitis B vaccinations, and employee training.

6.10.3 The employer will determine if the health plan covering employees provides Hepatitis B vaccinations without cost to the employee. If so, the employer will inform employees how to obtain vaccinations under the plan. In the event the plan does not provide for vaccinations, the employees with occupational exposure to bloodborne pathogens will be provided the following at employer expense.

A. Voluntary Hepatitis B vaccination series.

1. Employees who choose not to accept the vaccine must sign declination form (Appendix C).

2. Employees who decline the vaccine may elect to be vaccinated at a later date.

B. Medical follow up and appropriate counseling if an exposure incident occurs.

6.10.4 The employer agrees to provide in service training on human immunodeficiency virus infection (HIV infection), acquired immune deficiency syndrome (AIDS), and Hepatitis B to all employees regarding occupational exposure to blood and other potentially infectious material.

Training shall be provided as follows:

A. At the time of initial assignment to tasks where exposure may take place.

B. At least annually thereafter.

6.10.5 The employer agrees to provide warning labels and containers for regulated waste.

6.10.5.1 Bags and/or containers colored red may be substituted for labels.

6.10.5.2 Labels shall include the Biohazard legend.

Article 7. Class Size

- 7.1 General Principles. Because of the special needs of the students served by unit members in the Sonoma Development Center, maximum class sizes shall be reviewed in light of health and safety considerations.
- 7.2 Maximum Class Size. The maximum size under this contract shall be determined by the Program Director. However, class size shall not exceed sixteen (16) students per class, which is staffed with a teacher, instructional assistant, and, if assigned, an SDC staff person with the approval of the teacher. The class size limit may be exceeded with the agreement of the program director, the unit member and the federation.
- 7.2.1 Class Size Adjustment A class size shall be reduced for health and safety reasons by mutual agreement between the unit member and the Director.

Article 8. Transfers and Assignment

- 8.1 Unit members shall have the right to transfer to another program or class assignment, provided there is a vacancy in the program or class assignment to which they wish to transfer and the transfer is approved by the Director.
- 8.2 Current unit members whose class is to be discontinued shall be given 30-45 day advance notice. Current unit members shall also be given first consideration for subsequent openings in lieu of implementing the layoff procedure.
- 8.3 All vacant positions shall be posted at the Adult Education Office for a minimum of seven (7) work days before being filled.
- 8.4 The most qualified candidate shall be selected for vacant positions. Decisions regarding class assignment and transfers are the responsibility of the SCOE Program Director based on the following criteria.
- 8.4.1 Level of education.
- 8.4.2 Applicable credentials.
- 8.4.3 Years of instructional teaching experience with emphasis on special education.
- 8.4.4 Experience in training students with substantially similar developmental disabilities.
- 8.4.5 Recommendations.

Article 9. Job Sharing

9.1 Job Sharing. A SCOE/SDC unit member may share a class with another unit member, as agreed upon by the unit members, and approved by the Director and the appropriate residence administrators.

9.1.1 Team interviewing. When a vacancy occurs, two unit members may interview as a team and, if approved by the Director and appropriate residence administrators, accept a shared position.

9.2 Job Trading. A SCOE/SDC unit member may trade a class assignment with another unit member, as agreed upon by the unit members and approved by the Director and the appropriate residence administrators. In the event a unit member does not comply with his/her responsibility to work the assignment as agreed upon, he/she shall be docked with the appropriate leave of absence as defined in this Agreement (Article 11 -Leaves).

Article 10. Evaluation Procedures

10.1 Regulations

Faculty shall be given a copy of the evaluation instrument and deadlines, as well as written job descriptions within the first ten (10) days of the school year. Copies of changes in the job description will be provided faculty as they occur.

10.2 Process

The SDC Director/designee shall notify faculty who are to be formally evaluated in the year in which the evaluation is to occur. The evaluation of faculty shall be the sole responsibility of the SCOE Administration.

10.3 Evaluation

10.3.1 The evaluation is based upon accumulated data from formal and informal observations and SDC feedback. SDC feedback is limited to procedural matters such as attendance, punctuality, and timeliness. The formal classroom observation shall be at least thirty (30) minutes in duration.

10.3.2 A formal observation is defined as one arranged by the evaluator and evaluatee at least five (5) days in advance of the observation. No advance notice is required for informal observations.

10.3.3 Evaluations shall be conducted in the unit member's first year of employment.

Thereafter, the unit member shall be evaluated at least every five (5) years. A unit member may request additional evaluations. Evaluations shall be completed thirty (30) days prior to June 30 of the year in which the evaluation is to occur.

10.3.4 Each year the evaluator shall establish the criteria upon which the evaluation is to be based. The criteria for evaluation is to be job related. Either the evaluator or evaluatee may request to meet for additional clarification of the criteria.

10.3.5 A unit member may propose a professional activity as an alternative method to the procedures outlined herein. The alternative activity must be approved by the Program Director. The activity must be concluded within the timelines for a standard evaluation. The Program Director will write a critique which will serve as the unit member's evaluation for that year.

10.3.6 At least one (1) formal observation by the evaluator is required before the final evaluation conference. Upon request of either party, a post observation conference shall be held.

10.3.7 The evaluator or evaluatee may request a final evaluation conference at which time the evaluator will discuss with the unit member cited commendations and/or deficiencies. The evaluator will make specific recommendations, in writing, for improvement. The unit member will be given a copy of the complete evaluation. An evaluatee's signature does not necessarily indicate agreement with its contents.

10.3.8 Within five (5) days of receipt of the document, a unit member who disagrees with the evaluation may reduce their comments to writing and have such comments attached to the evaluation in their personnel file.

10.3.9 A unit member receiving a negative evaluation will be granted, upon request, a subsequent observation and evaluation. In the event the deficiencies, previously noted, have been corrected, the evaluation will reflect improvements and will be attached to the initial evaluation in the personnel file.

10.4 Personnel Files.

There shall be only one (1) Personnel File for each unit member. This file shall be maintained at one (1) location in the SCOE Personnel Office. It shall be available for inspection and inventory during normal business hours upon request by the unit member or a representative authorized in writing. Access to the file shall be limited to authorized personnel who are employees or agents of SCOE. Strict confidence shall be maintained in accordance with the appropriate provisions of the California Education and Government Codes regulating personnel files.

Contents of Personnel File

10.4.1 All documents relative to a unit member's status of employment shall be contained in the unit member's Personnel File.

10.4.2 Documents of a derogatory nature which may affect the status of employment shall not be placed in the unit member's Personnel File unless and until the unit member or authorized representative has been given notice and has had a ten (10) day opportunity to review and append written comments to it. Documents received after the ten (10) day period shall be placed in the file. The unit member shall be given an opportunity during business hours, without loss of salary, to review such documents and to prepare a written response to such material.

10.4.3 Documents or materials which have an anonymous origin shall not be placed in the unit member's Personnel File.

10.4.4 A unit member may submit one (1) document per year to be added to his/her personnel file concerning professional service, competence, honors, awards, and recognition.

10.5 Public Charges.

10.5.1. Charges against a unit member shall not be made public.

10.5.2. Charges subject to this process are those raised by members of the community, parents, and SDC staff.

10.5.3 Upon receipt of a complaint, the Program Director shall immediately (within three (3) work days) inform the unit member and arrange a meeting between him/her and the complainant to discuss and hopefully resolve the concern. The employee shall be notified in advance regarding the nature of the meeting to ascertain whether or not to seek union representation.

10.5.4 If the issue is not resolved, the Program Director shall investigate the matter in order to determine the facts. The investigation shall, as appropriate, include interviewing witnesses, the unit member and the complaining party. The unit member shall also have an opportunity to file a written response. No action shall be taken on a complaint which has not been substantiated.

10.5.5 If parties are not satisfied, the issue may be referred to the Assistant Superintendent of Special Education for review. At the request of any party, a meeting shall be held with the Assistant Superintendent. The Assistant Superintendent shall issue a proposed resolution.

10.5.6 Charges that are determined to be false or not credible shall not be entered into

the unit member's personnel file. Related charges that are more than four (4) years old shall not be considered unless previously entered into the unit member's personnel file.

10.5.7 The Program Director shall determine what documentation, if any, of the complaint shall be placed in the unit member's personnel file. The unit member will be given an opportunity to attach a written response.

10.5.8 At all phases of this process, the unit member may be represented.

10.5.9 SDC policy concerning resident abuse shall be followed. Complaints which are required by law to be referred to other agencies shall be so referred and this contract process shall not be applied.

Article 11. Leaves

11.1 Definitions. A "leave" is an authorized absence from instructional duties for a specific period of time.

11.2 Substitutes. Each unit member taking a leave may recommend to the Director persons to serve as a substitute.

11.3 Sick Leave. Unit members shall earn one (1) working day per calendar month of paid sick leave. At the commencement of each regular school year, the total number of days for the regular year are advanced to the unit member. Sick leave shall be cumulative from year to year. The provisions of E.C. Section 44979 regarding transfer of sick leave shall apply.

11.4 Use of Sick Leave For Temporary Disability Due to Childbirth.

11.4.1 A unit member is entitled to use accumulated sick leave during that portion of an absence which is disabling from pregnancy, childbirth, related disabilities, or recovery therefrom. The length of the leave, including the date on which the leave commences and the date on which the unit member shall resume duties, shall be determined by the unit member and her physician.

11.5 Childrearing Leave. A unit member may, after one (1) year of service in the Program, request an unpaid leave for childrearing. This leave, if approved, shall be for a maximum of one (1) year.

11.6 Subject to conditions of the health insurance carrier, health insurance and other employee benefits which are in effect during a leave of absence may be maintained by the unit member at the unit member's own expense unless otherwise provided by SCOE.

11.7 A unit member whose absence from duty is authorized by this Agreement shall maintain his/her classification as if there had been no break in service. However, to

have the year count towards salary schedule advancement, the unit member must render service for at least seventy five percent (75%) of the days of the school year.

11.8 Industrial Accident and Illness Leave. Industrial accident and illness leave, in accordance with E.C. Section 44984, shall be provided by SCOE during absences due to on the-job injury or illness.

11.8.1 In the event of injury or illness caused by employment with SCOE, a unit member may go to his/her personal physician, provided the name of the physician is on file with SCOE. If the name is not on file, SCOE may initially direct an ill or injured unit member to a physician of the County's choice.

11.8.2 Leave Allowance. Unit members shall be granted up to a maximum of sixty (60) days of leave for each industrial accident or illness. The leave shall commence on the first day of injury or accident. The leave allowance shall be reduced by one (1) day for each day of absence caused by, or related to, the accident or illness, regardless of the amount or method of compensation. When an industrial accident or illness overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due for the same illness or injury. Allowable leave shall not be cumulative from year to year.

11.9 Personal Necessity Leave. Unit members may use up to seven (7) days of accumulated sick leave for Personal Necessity Leave. Personal Necessity Leave is non-cumulative.

11.9.1 "Personal Necessity" is defined as:

11.9.1.1 Additional leave beyond that provided for bereavement leave.

11.9.1.2 Personal business which is serious in nature, cannot lightly be disregarded and which cannot be conducted before or after the work-day or on non-work days.

11.9.1.3 Faculty shall not be required to secure advanced permission for personal necessity leave taken for the following emergencies: Death or serious illness of a relative, dependent, special relation or person whose relationship with the unit member is the same as a relative, or dependent or special relation.

Accident involving a unit member's person or property, or the person or property of a member of his/her immediate family.

11 .10 Bereavement Leave. Unit members shall be entitled to a paid bereavement Leave for the death of a member of the immediate family or household. If the unit member must travel more than four hundred (400) miles for bereavement purposes, five (5) days bereavement leave will be granted. In all other cases, three (3) days bereavement leave will be granted by SCOE.

11.10.1 Definitions. “Member of the immediate family or household” shall mean: mother, father, grandmother, grandfather, grandchild of the unit member or unit member’s spouse, the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, mother or father-in-law, any relative living in the immediate household, or any person living in the immediate household of the unit member who over a period of time has held the place of such a member.

11.11 Jury Duty Leave. Unit members called for jury duty shall be entitled to paid jury duty leave for the time missed from instruction. Unit members shall remit to SCOE the fees received for attendance as a juror, excluding the statutory mileage fee.

11.12 Military Leave. An unpaid Military Leave with the right to reinstatement shall be granted to a unit member ordered to active military duty.

11.13 Professional Growth Leave. Unit members who have served in SCOE/SDC a minimum of one (1) year shall be entitled to apply for paid days of Professional Growth Leave to participate in professional activities or conferences.

11.14 Unpaid Leave/Study Leave. Unit members who have served in SDC a minimum of two (2) years may be granted up to one (1) year of Unpaid Leave or Study Leave with the prior approval of their Director.

11.15 Administrative Leave. SCOE may place a unit member on administrative leave with pay.

11.16 Catastrophic illness or injury. Catastrophic illness or injury means an illness or injury that is expected to incapacitate the unit member or a member of his/her family for an extended period of time, require the unit member to take time off from work, and creates a financial hardship for the unit member because he or she has exhausted all of his or her sick leave and other paid time off. “Family” as used in this section refers to spouse, child, parent, or extended family member living in the unit member’s household.

Eligible leave credits may be donated to a unit member for a catastrophic illness or injury if all the following requirements are met:

11.16.1 The unit member or a family member in the event of the incapacity of the unit member may request that eligible leave credits be donated and provided verification of catastrophic injury or illness is submitted as required by the County Superintendent.

11.16.2. The employer determines that the unit member is unable to work due to the unit member’s or his or her family member’s catastrophic illness or injury.

11.16.3. The unit member has exhausted all his or her paid leave credit.

- 11.16.4 No unit member may donate sick leave credits unless they have a minimum of fifteen (15) hours of accumulated unused sick leave and may donate only hours in excess of the fifteen (15) hours.
- 11.16.5 All transfers of sick leave credits are irrevocable.
- 11.16.6 A unit member who receives paid leave pursuant to this section shall use any sick leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this section.
- 11.16.7 The SCOE Personnel Office shall maintain on file the Catastrophic Leave Bank of Credits. Credits donated and distributed shall be made on SCOE Personnel Office forms and shall be authorized by the Superintendent before transfers are made into and out of the sick leave bank.
- 11.16.8 The Superintendent or designee shall ensure that all donations are confidential.
- 11.16.9 SDC/AFT shall receive an annual statement of contributions and distributions of leave hours.

Article 12. Suspension or Dismissal for Cause

The following procedure applies to the dismissal or suspension without pay during the school year for faculty covered by this Agreement.

- 12.1 Grounds. Grounds for dismissal or suspension shall be for just cause only which shall include, but not be limited to one or more of the causes specified in Education Code Section 44932 and 44933. Education Code Section 44944(a) shall also apply.
- 12.2 Notice of Dismissal or Suspension. A Notice of Dismissal or suspension shall be given by the Superintendent/designee at least fifteen (15) calendar days prior to the effective date of the proposed action. Notices may only be issued during the regular school year or during the summer session if the unit member is scheduled to work. No notice may be issued during winter or spring breaks.

The Notice of Dismissal or Suspension shall include a statement of reasons for such action with sufficient particularity to permit the employee to prepare a defense and notice of the opportunity to appeal. In the event of a dismissal or suspension for unsatisfactory performance, a copy of the last completed evaluation conducted pursuant to Article 10 of this Agreement shall accompany this notice.

- 12.2.1 Service of Notice. The written Notice of Dismissal or Suspension shall be served by registered or certified mail or by personal service.

- 12.3. Suspension. Suspension may be proposed or determined for a specified period of time. Suspension may be without pay for a stated number of work or calendar days and may be initially proposed by the Superintendent/designee or recommended by an arbitrator.

When suspension is initially proposed by the Superintendent/designee for a specified period of time, no more severe penalty may be recommended by an arbitrator or determined by the Superintendent.

- 12.3.1 Immediate Suspension Pending Hearing. A unit member may be immediately suspended upon service of Notice of Dismissal or Suspension for reasons specified and according to procedures in Education Code Section 44939.

- 12.4. Request for Hearing. The unit member shall file a written request for hearing within ten (10) work days of receipt of the Notice of Dismissal or Suspension. Filing means receipt in the SCOE Personnel Office no later than the regular close of business on the last day of the filing period. Failure to file such a request in a timely manner shall be deemed a waiver of the right to a hearing on the proposed action and shall be effective upon action by the Superintendent without a hearing.

- 12.4.1 Date of Hearing. A hearing before an arbitrator shall commence as soon as possible but no later than thirty (30) days of the request for a hearing. The parties shall select an arbitrator by requesting a panel of names from the California Mediation and Conciliation Service. The parties shall alternate striking names to choose the arbitrator.

- 12.4.2 Cost of Hearing. The cost of the hearing shall be borne by SCOE, except that the employee or the Federation shall pay their own attorney's fee and attendant costs.

- 12.4.3 Recommended Decision of the Arbitrator. The arbitrator shall prepare a written decision within ten (10) days of the closing of the hearing which shall be a recommendation to the Superintendent stating findings of fact and determination of the issues. The arbitrator's recommendation shall be sent to both the Superintendent and the unit member.

- 12.5 Review by the Superintendent. Within ten (10) work days of receiving it, the Superintendent shall act upon the recommended decision. If no action is taken by the Superintendent within the specified time period, the arbitrator's recommendation shall become final.

Article 13. Non-Renewal of Contract

- 13.1 Regular employment contracts shall be issued for the school year.

- 13.1.1 Regular employment does not include work as a substitute or as a limited term teacher.

13.2 In the absence of a notice specified in Section 13.3, the unit member will continue to be employed from one school year to the next school year.

13.3 In the event that SCOE decides not to renew a unit member's contract for the next school year, a written notice of non-renewal shall be provided on or before May 15.

13.3.1 Upon request, the SDC/SCOE Director and/or the County Superintendent shall meet with the unit member after receipt of such notice to be provided reasons for non-renewal.

Article 14. Grievance Procedures

14.1 Definitions

14.1.1 A "grievance" is an allegation by a unit member of the adverse effect of a misapplication, misrepresentation, or violation of a specific provision of this Agreement.

14.1.2 A "grievant" is any party covered by the terms of this Agreement and/or the Federation.

14.1.3 A "day" is defined as any day during which SCOE offices are open for business.

14.1.4 "Immediate Supervisor" is the SCOE Director at SDC.

14.2 Forms for processing grievances shall be jointly prepared by the Federation and SCOE. The forms shall be printed at SCOE expense and distributed by the Federation to each unit member as requested (Appendix E).

14.3 The grievant has the right to be represented at each step in the grievance procedure by the Federation. Any grievant, at any time, may present the grievances and have such grievances adjusted, without the presence of a Federation representative, as long as the adjustment is not inconsistent with the terms of this Agreement. SCOE shall not agree to a resolution of the grievance until fifteen (15) days after the Federation has received the decision on the grievance in writing.

14.4 Time limits at each step shall begin on the day of receiving the written decision. Time limits specified in this procedure may be extended by mutual agreement. A step in the grievance procedure may be omitted with the mutual written agreement of the parties to the grievance.

14.5 Step 1. Informal Level. An alleged grievance shall be presented for informal discussion with the immediate supervisor within twenty (20) days after the grievant knew, or should have known of the condition upon which the grievance is based. The

immediate supervisor shall respond to the grievant within five (5) work days with his/her decision.

- 14.6 Step 2. In the event the matter is not resolved informally, a written grievance shall be filed within ten (10) work days of the immediate supervisor's response at the informal level using the official grievance report form. The grievant shall inform the immediate supervisor by means of a clear and concise written statement of the specific section(s) of the Agreement which gave rise to the grievance, and the circumstances involved; and the specific remedy sought.

14.6.1. Within five (5) work days, the immediate supervisor shall communicate in writing to the grievant his/her decision together with supporting reasons.

- 14.7 Step Three. Within ten (10) work days after receiving the decision and the grievance is not resolved to the satisfaction of the grievant, the grievant may appeal the decision in writing to the Assistant Superintendent or designee.

14.7.1. Within ten (10) days from the date of receiving the grievance, the SCOE Assistant Superintendent or designee shall communicate his/her decision to the grievant in writing. At the request of either party, a meeting shall be held before the issuance of a decision.

- 14.8 Step Four. In the event the grievant is not satisfied with the decision at Step 3, the grievant, using the appropriate *form*, may appeal to Step 4. This step will provide mediation to assist the parties in resolving the grievance. A state mediator from the Mediation and Conciliation Service shall be used. If this step is not successful, no report shall be issued, nor may any compromise offered by either side be discussed or used beyond this step.

- 14.9 Step Five. Within ten (10) days after the conclusion of Step Four, the grievant may choose to request binding arbitration through the SDC/AFT. Within ten (10) days after the date of receiving the request from the grievant, the Federation shall decide whether or not to appeal the SCOE decision to arbitration. In the event the Federation wishes to proceed, it shall notify the Superintendent/designee of this request in writing by the end of the ten (10) day period.

14.9.1 Choosing an Arbitrator. Upon receiving the request for arbitration, the Superintendent/designee shall request a list of arbitrators from the California Mediation and Conciliation Service. As soon as possible after receiving the list, representatives of SCOE and the Federation shall alternately strike names from the list until only one name remains. The person named shall serve as arbitrator.

14.9.2 The arbitrator shall conduct a hearing, at which both parties may present witnesses and evidence. The arbitrator shall render a decision on the issue(s) submitted.

14.9.3 The arbitrator shall have no authority to add to, subtract from, or modify the terms of this Agreement or the written rules, policies, regulations and procedures of SCOE.

14.9.4 After a hearing, and after both parties have had an opportunity to make oral and written arguments, the arbitrator shall submit in writing to the parties his/her report listing the issues, pertinent facts, and decision. The decision of the arbitrator shall be final and binding upon the parties.

14.10 Cost of Arbitration. Each party shall bear the cost of preparing and presenting its own case in arbitration. All fees and expenses of the arbitrator and the arbitration process shall be shared equally by the parties. The grievant, the grievant's representative, and the grievant's witnesses shall be compensated at the regular rate and provided a substitute if the arbitration hearings should be held during the unit member's scheduled class time.

14.11 Handling of Grievance Documents. All documents, communications, and records pertaining to a grievance shall be placed in a separate grievance file in the SCOE Personnel Office. Any document or record removed from a personnel file or any other file for use in a grievance shall be returned to the original file. While a decision is pending, and until a final determination is made, all proceedings shall be private and confidential.

Article 15. Access to Fringe Benefits

15.1 Eligibility for Benefits. Unit members shall be eligible to purchase fringe benefit offerings sponsored by SCOE subject to carrier approval. Unit members will be provided a list of plans and accompanying premiums on an annual basis. (Medical, Vision).

15.2 Access To Benefits. Unit members who wish to participate in SCOE fringe benefit offerings may elect to do so through the SCOE IRS 125 Plan.

15.3 Method of Paying Premiums. Unit members shall provide the SCOE Business Office with premiums either one (1) month in advance or through payroll deduction.

15.4 Medicare. The County Office and the unit member shall each contribute an amount equal to 1.45 percent of gross salary for Medicare contributions.

15.5 The parties agree to work on implementation of the Delta Dental Plan with the same benefit levels as the plan available to ASCOE.

Article 16. Faculty Salary Schedule

16.1 Definitions. "Year": A unit member shall have completed a year's service after working seventy five percent (75%) of the hours assigned for an instructional year.

16.2 Placement on Faculty Salary Schedule. All unit members shall be paid in accordance to their placement by years of service and education on the Faculty Salary Schedule.

16.3 Placement by Classes (Effective July 1, 1993)

- | | | |
|----|------------|---|
| A. | Class I. | Less than a B.A. Degree |
| B. | Class II. | B.A. Degree |
| C. | Class III. | B.A. Degree plus 30 units |
| D. | Class IV. | B.A. Degree plus 60 or more units or MA |

16.3.1 Placement for New Instructors. New unit members shall provide the SCOE Personnel Office with documentation verifying degrees, additional units, and length of service.

16.3.2 Moving to New Class Placement. Unit members shall provide the SCOE Personnel Office with documentation verifying new degrees or units earned.

16.4 Placement by Steps

16.4.1 Definition of “Steps”: Service required for step movement on the salary schedule shall be 75% of the hours assigned for an instructional year.

16.4.2 An “hour” of time for compensation purposes shall be any major fraction of a clock hour assigned to and worked by a unit member.

16.4.3 Credit for Previous Experience. Credit for initial placement on the salary schedule shall be evaluated in terms of years of experience teaching developmentally disabled adults in the state-wide Adult Education program.

16.5 Salary Schedule Increases (Appendix F). 5% increase effective January 1st, 2007.

16.6 Twelve Month Pay Periods. SCOE agrees to pay unit members on a twelve (12) month pay schedule.

Article 17. SCOE Expenses

SCOE shall pay the cost in excess of any health plan coverage for the following:

17.1 Physical Examination. Any necessary medical examination required as a condition of employment, or continued employment, in accordance with the

provision outlined in the Education Code or Government Code.

- 17.2 Tuberculosis Test. When an employee is required to have a T.B. skin test as a condition of continued employment, SCOE shall pay as stated above. When a x-ray is necessary to clarify the results of the skin test, SCOE shall pay the cost as stated above.

Article 18. Travel/Meals/Lodging Reimbursement

- 18.1 Travel Reimbursement. Unit members shall be reimbursed for service on preapproved business upon filing a claim for travel required beyond traveling to and from their initial worksite. Reimbursement shall be in accordance with SCOE policy.
- 18.2 Meals and Lodging Reimbursement. Unit members on approved business for SCOE shall be reimbursed for meals and lodging in accordance with SCOE policy.

Article 19. Layoff Due to Lack of Work or Lack of Funds

- 19.1 In cases of reduction in force due to lack of funds or lack of work, layoff shall be by order of seniority.
- 19.1.1 "Seniority" shall mean years of service in teaching Adult Services at the SDC including employment when the program was sponsored by SRJC. Seniority shall commence from the first date of paid service.
- 19.1.2 If a unit member returns from an absence within twenty-four (24) months the absence shall not be treated as a break in service.
- 19.1.3 When it is necessary to reduce staff under this provision, the Program Director may assign and reassign personnel to classes in order to maximize job security of senior personnel and minimize layoffs. The Program Director will exercise this authority with restraint in order to affect the fewest unit members.
- 19.1.4 If the Director believes a senior unit member who may be displaced under 19.1.3 needs further training before assuming an assignment, the unit member shall be allowed the opportunity to gain experience through either training or working in a collaborative manner with another teacher in the program to which the person will be assigned for a period of up to thirty (30) days.
- 19.2 The Superintendent shall notify the affected unit member(s) in writing by personal service or registered mail to last address of record of his/her intent to recommend that the unit member's contract will not be renewed for the following school year. The unit member will be provided at least forty-five (45) days advance notice and the Federation will be notified at the same time.

- 19.3 Included in such notice of intended action the unit member will be offered a reasonable opportunity to meet with the Superintendent/designee regarding the intended action.
- 19.3.1 The unit member has a right to be represented by a Federation representative at the meeting.
- 19.3.2 Upon request, reasons for the intended reduction in force will be provided in writing.
- 19.4 Any question regarding a unit member's place on the seniority list will be subject to the grievance procedure.
- 19.5 Final notice of non-renewal of contract will be issued by the Superintendent no later than June 15.
- 19.6 A unit member whose contract is not renewed under this provision for the reason of lack of funds or lack of work shall have twelve (12) months right of reemployment in the inverse order of seniority.
- 19.7 Upon request the parties shall negotiate the effects of layoffs.

Article 20. Community Based Instruction

When class activity includes community based instruction as part of its curriculum, SDC policies will be followed.

Article 21. Meet and Consult

- 21.1 SCOE and SDC/AFT agree to meet and consult upon request regarding the general operation and financial status of the SDC Program.
- 21.2 In addition, topics for discussion between SCOE and SDC/AFT shall include, but not be limited to, the following subjects:
- 21.2.1 Faculty relationships with non-teaching personnel and the SDC.
- 21.2.2 Staffing for the following school year by April 1.
- 21.2.3 The selection process for Faculty who serve on committees, commissions, or other bodies established by SCOE which require faculty representation.
- 21.2.4 Educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks and instructional materials.

Article 22. Payroll Deductions

22.1 Deductions. SCOE shall deduct Federation dues, insurance, charitable contributions, assessments, credit union, and other obligations duly executed on a SCOE or a Federation payroll deduction form from the wages of all unit members.

22.2 All unit members, as a condition of continuing employment, shall either pay dues or a representation fee to the Union. In no case shall the representation fee be greater than periodic dues and general assessments of the Union. Dues and/or fees shall commence no later than thirty (30) days from the date of hire. Dues or fees for unit members whose employment commences after the beginning of the school year shall pay prospectively and not retroactively. The Union shall furnish the Employer with any information needed to fulfill the provisions of this Section.

22.2.1 The Employer shall, in lieu of dismissing a unit member who refuses to pay or sign a dues or service fee authorization form equal to the Union dues and general assessments, exercise its right to automatically deduct from the salary of the unit member the amount of the representational fee under the provisions of Education Code 45061.

22.2.2 Notwithstanding any other provisions of this Section, any non member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such employee is required, in lieu of paying a representational fee, to pay an amount equal to the representational fee of the Union to one of the following charitable organizations exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code. The organization is:

The Adaptive Device Technology Program
c/o Sonoma County Office Of Education
5340 Skylane Blvd.
Santa Rosa, CA 95403

22.2.3 The parties may request proof of such payments on an annual basis as a condition of continued exemption from paying the representation fee to SCOE.

22.3 Union shall indemnify and hold SCOE harmless from any and all claims, demands, or suits arising from the organizational security provisions contained herein.

22.4 All Federation dues money deducted by the tenth of the month will be transmitted to the Federation Treasurer together with a list of the individuals for whom such deductions were made.

Article 23. Federation Rights

- 23.1 Agreement Copies. Copies of this Agreement shall be provided to all unit members in the unit. Distribution to unit members in the unit shall be the responsibility of the Federation. New unit members in the unit shall be provided with copies of the contract and the current salary schedule on the first day of employment by SCOE.
- 23.2 SCOE Policy Manual. SCOE shall furnish the Federation with one (1) copy of the SCOE Policy Manual containing all policies and procedures currently in force.
- 23.3 Proposed Policy Changes. SCOE shall furnish the Federation one (1) copy of each proposed policy change which may impact upon faculty, with backup materials.
- 23.4 Meeting Facilities. Upon request, SCOE shall make available, at no cost, meeting facilities for the Federation for unit members. No cost for the use of facilities shall be charged.
- 23.5 Access. The Federation shall have reasonable access to use of faculty mailboxes.
- 23.6 List of Employees. SCOE shall furnish the Federation with a complete list of unit members in the bargaining unit on January 31 and on July 31 of each fiscal year. The list shall contain the following information: Name, address, telephone number if available.
- 23.7.1 Release Time. Reasonable amount of release time shall be provided by SCOE to the Federation for the processing of grievances and negotiations.

Article 24. Savings

In the event any provision of this Agreement is, or at any time be, held to be contrary to law or is deemed invalid as determined by a court of competent jurisdiction or legislative action, all other provisions of this Agreement shall continue in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions. SCOE and the Federation shall meet upon request to discuss the invalidated provision(s) and negotiate a replacement provision(s), if necessary.

Article 25. Duration and Conditions

- 25.1 Agreement Precedence: This Agreement shall supersede any rules, regulations, or practices of SCOE which are or may be in the future contrary to or inconsistent with the specific terms of this contract.
- 25.2 Duration: The duration of this Agreement shall be from July 1, 2007 through June 30, 2010. In addition to Salary (Article 16) and Access to Benefits (Article 15),

the Federation and the County Office shall be allowed up to one reopener in the second and third year of the agreement.

25.3 The contract shall be null and void upon the effective date of the termination of the contract between the Sonoma Developmental Center and SCOE.

AGREEMENT

SCOE

AFT

Carl Wong, Superintendent

Date

Date

Sonoma County Office of Education

Adult Services Teacher

#28001

(Rev. 11/04)

**Adult Services Teacher
(Sonoma Developmental Center)**

Definition:

Provides a program of education for adults who are severely developmentally disabled and reside at the Sonoma Developmental Center (SDC).

Distinguishing Characteristics:

Under the direction of the Adult Services administrator, teachers implement an instructional program, which allows each student to achieve his/her individual program objectives. Teachers demonstrate extensive knowledge and practical application of behavioral principles, practices, methods and strategies applicable to students with severe handicaps, including classroom management based on positive reinforcement. Personal qualities include leadership, integrity, fairness, optimism, self-confidence, persistence and vitality.

Supervision Received and Exercised:

General direction is provided by the Adult Services director.

Major Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

Provide, through evaluation procedures, for the development of each student's annual planning conference based on student's identified needs and preferences.

Implement an annual service and/or training objective for each student.

Implement, develop or revise instructional materials which correspond with each student's activity program.

Class Focus/Mission and Goals:

Provide direct instruction and services to students.

Work as a member of an inter-disciplinary (ID) team for planning and implementing instructional and recreational programs.

Effectively communicate with state/federal licensing evaluators.

Monitor student progress as it relates to established objectives and plans.

Maintain effective and cooperative working relationships with students, teachers, staff (SCOE and SDC), parents and other agencies.

Provide information and support to SDC staff and families when appropriate.

Maintain accurate reports, records and files on individual students using the database provided in the computer lab.

Insure a safe and healthful environment for all students, adhering to all applicable laws, codes and County Office policy as well as SDC policy and procedures.

Perform other duties as assigned.

Employment Standards:

Knowledge of:

Interagency relationships and effective methods of program coordination and implementation.

Understanding of SDC and SCOE policies.

Ability to:

Provide instruction, which results in student success and achievement towards independence.

Maintain all required paperwork on lab computers.

Complete annual student evaluations and service or training objectives.

Communicate ideas and concepts clearly and concisely in both oral and written form.

Maintain and improve professional skills and knowledge.

Be flexible and receptive to change.

Maintain confidentiality.

Preserve dignity and respect.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelors Degree from an accredited college or university and/or a combination of 5 years experience, training and education.

Credentials:

A valid California Special Education Teaching Credential authorizing teaching of the Severely handicapped or a valid California Designated Subjects Adult Ed Teaching Credential specific to working with students at the SDC.

Experience:

Verification of 5 years of experience and/or education related to working with the severely handicapped population.

Physical Requirements:

Frequent standing, walking, kneeling, running, neck and waist bending and twisting, pushing and pulling up to 125 lbs. (such as pushing wheelchairs), reaching above and below shoulder, lifting/carrying up to 125 lbs. with assistance. Correctable normal vision and hearing. If working with behavior population, ability to restrain adult students, with a partner.

Reaching:

- a) Above shoulder: Occasionally
- b) Below shoulder: Frequently

Lifting/Carrying:

- a) 0 - 10 lbs.: Frequently— weights carried 50 to 100 feet at a time
- b) 11 - 25 lbs.: Occasionally— weights carried up to 100 feet at a time
- c) 26 - 50 lbs.: Occasionally— weights carried from 10 to 100 feet at a time
- d) 51 - 75 lbs.: Occasionally— *with assistance*— weights moved several feet at a Time for toileting and transfers
- e) 76 – 125 lbs.: Rarely— *with assistance*— weights moved several feet at a time for toileting and transfers

Hand Activities:

- a) Repetitive hand use: Occasionally
- b) Simple grasping: Frequently
- c) Power grasping: Occasionally
- d) Fine manipulation: Rarely

- e) Hand and arm twisting/turning: Occasionally to frequently
- f) Computer operations/writing: At least monthly

Other Job Factors:

The following conditions are present – walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids; may be exposed to chemicals contained in cleaning products.

Additional Job Requirements:

May be required to accompany students on field trips; must be able to lift and physically restrain students at times, to take appropriate action in emergency situations, and follow procedures in a calm, responsible manner; is required to obtain first aid, CPR and Behavior Management certificates; must have normal vision, corrected or uncorrected.

DO NOT FILE IN CLIENT'S CLINICAL RECORD

Page 4 of 4

| | | | | | | | |
|---|---------------------------------|---------------------------------------|--------------------------------|--|-------|-------|----------|
| 23. Level III | | Executive Director or Designee | | | | | |
| Further Investigation: | <input type="checkbox"/> Needed | <input type="checkbox"/> Not needed | Additional Notifications Made: | | | | |
| | Date | Time | Initials | | Date | Time | Initials |
| <input type="checkbox"/> Special Investigator | _____ | _____ | _____ | <input type="checkbox"/> DHS | _____ | _____ | _____ |
| <input type="checkbox"/> Client's Rights Advocate | _____ | _____ | _____ | <input type="checkbox"/> Regional Center | _____ | _____ | _____ |
| <input type="checkbox"/> Center Police | _____ | _____ | _____ | <input type="checkbox"/> Local Law Enforcement | _____ | _____ | _____ |
| <input type="checkbox"/> DQA/SCC | _____ | _____ | _____ | <input type="checkbox"/> Court | _____ | _____ | _____ |
| <input type="checkbox"/> DCD | _____ | _____ | _____ | <input type="checkbox"/> Other: _____ | _____ | _____ | _____ |
| | | | | <i>Specify</i> | | | |

Comments by Executive Director or Designee:

| | | | | | |
|--|--------------|--------------------------------|---------|----------------|--------|
| Executive Director or Designee | _____ | _____ | _____ | _____ | _____ |
| | (Print Name) | (Signature) | (Title) | (Time) | (Date) |
| Investigator Report Number | _____ | Follow-up Actions Reviewed By: | | | |
| Police Report Number | _____ | Initials | Date | Date Completed | |
| | | _____ | _____ | _____ | |
| | | _____ | _____ | _____ | |
| <input type="checkbox"/> DS 2535, Incident Brief Completed | | | | | |
| <input type="checkbox"/> Additional Documents Attached | | | | | |

CONTINUATION

24. Print Name, Sign, Indicate time and date following entry:

Hepatitis B Vaccination Declination

Sonoma County Office of Education

Name _____ Social Security # _____

Position _____ Department _____

I understand that my position at the Sonoma County Office of Education includes responsibilities that may involve a risk of occupational exposure to bloodborne pathogens or other potentially infectious materials and that I have been given the opportunity to receive the Hepatitis B vaccination series at no charge to me.

Check one:

- I have already received the Hepatitis B vaccination. Date vaccination series completed* _____
* Please provide Personnel Department with written verification of vaccination status.

- I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of exposure to Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood and other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature _____ Date _____

Distribution:
PRS 0443.03 A

WHITE - Personnel

YELLOW - Employee

June 1994

APPENDIX D

**Sonoma County Office of Education
Adult Education Performance Evaluation**

Instructor's Name

Date of Evaluation

Evaluator

The purpose of these criteria is to assist administrators in evaluating and assessing certificated employees competency as it reasonably relates to:

1. Effective - Meets position requirements effectively.
2. Improvement Needed
3. Unacceptable - Does not meet minimum requirements
4. Not observed - Unable to evaluate

- | | | |
|----|--|---------|
| 1. | Initiative & Decision Making Resourcefulness; ability to assess dimensions of problems, determine priorities and reach accurate solutions. | 1 2 3 4 |
| 2. | Quality of Work Accuracy, thoroughness, effectiveness. | 1 2 3 4 |
| 3. | Technical Ability Demonstrates work skills, sufficient specific knowledge of the job and equipment; operates equipment successfully. | 1 2 3 4 |
| 4. | Organization of Work | 1 2 3 4 |
| 5. | Implements instruction based on student objectives & goals. | 1 2 3 4 |
| 6. | Objectives are written with measurable, observable, and verifiable conditions, responses, and criteria. | 1 2 3 4 |
| 7. | Positive interaction with Students Cooperation, courtesy, tact, sensitivity to others | 1 2 3 4 |
| 8. | Positive interaction with Staff Cooperation, courtesy, tact, sensitivity to others | 1 2 3 4 |
| 9. | Growth on the Job Seeks and takes advantage of training and self-improvement opportunities. | 1 2 3 4 |

APPENDIX E

**SONOMA COUNTY OFFICE OF EDUCATION
Certificated
GRIEVANCE PROCEDURE
STEP I**

NAME: _____
MAILING ADDRESS (for service of papers): _____

DEPARTMENT: _____ JOB CLASSIFICATION: _____

TEACHER REPRESENTATIVE (if any): _____

Please Review Article X of Contract Before Completing Form – Note Timelines

Date submitted to Immediate Supervisor _____

Received by _____ Date _____

STATEMENT OF GRIEVANCE:

Include specific actions of Agreement which have been violated and concise statement of grievance including dates. Attach additional paper if more space is needed.

REMEDY SOUGHT:

Unit Member's Signature _____ Date _____

Date of Conference _____

Written response from Supervisor/Director:

Date

Signature of Supervisor and Director

| FILE: XLS\PAYSCHED\AdEdTchrSDC | | 24.62 | X | 1.05 | = | 25.85 | | | | | | | | | | |
|--|---------------------|--------------|-------------|------------------|--------------|-------------|----------------------|--------------|-------------|---------------------------|--------------|-------------|--------------------------------------|--|--|--|
| AS OF JANUARY 1, 2008 | | 2007-2008 | | | | | | | | | | | | | | |
| Sonoma County Superintendent of Schools | | | | | | | | | | | | | | | | |
| Certificated Salary Schedule | | | | | | | | | | | | | | | | |
| ADULT ED TEACHER (SDC) | | | | | | | | | | | | | | | | |
| Effective January 1, 2008 | | | | | | | | | | | | | | | | |
| TWELVE MONTHS (213 DAYS) @ 2 HRS PER DAY | | | | | | | | | | | | | | | | |
| YRS | CLASS I -- BELOW BA | | | CLASS II -- BA | | | CLASS III -- BA + 30 | | | CLASS IV -- BA + 60 or MA | | | | | | |
| | MONTHLY RET BASE | ANNUAL GROSS | HOURLY RATE | MONTHLY RET BASE | ANNUAL GROSS | HOURLY RATE | MONTHLY RET BASE | ANNUAL GROSS | HOURLY RATE | MONTHLY RET BASE | ANNUAL GROSS | HOURLY RATE | | | | |
| 1 | 3,671.00 | 11,012.00 | 25.85 | 4,002.00 | 12,005.00 | 28.18 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | | | | |
| 2 | 3,671.00 | 11,012.00 | 25.85 | 4,002.00 | 12,005.00 | 28.18 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | | | | |
| 3 | 3,671.00 | 11,012.00 | 25.85 | 4,002.00 | 12,005.00 | 28.18 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | | | | |
| 4 | 4,002.00 | 12,005.00 | 28.18 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | | | | |
| 5 | 4,002.00 | 12,005.00 | 28.18 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | | | | |
| 6 | 4,002.00 | 12,005.00 | 28.18 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | | | | |
| 7 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | 5,322.00 | 15,966.00 | 37.48 | | | | |
| 8 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | 5,322.00 | 15,966.00 | 37.48 | | | | |
| 9 | 4,331.00 | 12,993.00 | 30.50 | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | 5,322.00 | 15,966.00 | 37.48 | | | | |
| 10+ | 4,662.00 | 13,986.00 | 32.83 | 4,993.00 | 14,978.00 | 35.16 | 5,322.00 | 15,966.00 | 37.48 | 5,653.00 | 16,959.00 | 39.81 | | | | |
| \$500 ADDITIONAL FOR A MASTERS DEGREE. | | | | | | | | | | | | | | | | |
| NOTE 1: +3% NEGOTIATED SALARY INCREASE | | | | | | | | | | Effective January 1, 2005 | | | IMPLEMENTED JANUARY 31, 2005 PAYROLL | | | |
| NOTE 2: +5% NEGOTIATED SALARY INCREASE | | | | | | | | | | Effective January 1, 2008 | | | IMPLEMENTED JANUARY 31, 2008 PAYROLL | | | |
| LEGEND: | | | | | | | | | | | | | | | | |
| SCHEDULE 136TOS | | | | | | | | | | | | | | | | |
| HOURLY | | | | | | | | | | | | | | | | |
| HOURS PER DAY = 2 | | | | | | | | | | | | | | | | |
| DAYS PER YEAR = 213 | | | | | | | | | | | | | | | | |
| MONTHS PER YEAR = 12 | | | | | | | | | | | | | | | | |
| PREPARED BY: | | | | | | | | | | APPROVED BY: | | | | | | |
| TERESA LOSH | | | | | | | | | | JEFF HELLER | | | | | | |
| DATED | | | | | | | | | | DATED | | | | | | |
| REVIEWED BY: | | | | | | | | | | DAWN HOFF | | | | | | |
| DATED | | | | | | | | | | DATED | | | | | | |