

## TABLE OF CONTENTS

Preamble.....	1
Recognition .....	1
Access to Personnel Records.....	2
Access to Work Locations.....	2
Accidental Death and Dismemberment.....	4
Authorized Employee Representatives.....	5
Benefit Plan.....	6
Section 1 – Benefit Plan Contribution.....	6
Section 2 – Section 125 Premium Conversion Plan.....	8
Section 3 – Health and Dental Plan Coverage.....	10
Section 4 – Medical and Dental Premium Subsidies.....	15
Bilingual Compensation .....	17
Chemical Spill Response Team .....	18
Classification.....	18
Definitions .....	19
Demotions.....	20
Dependent Care Assistance Plan .....	21
Differentials .....	23
Section 1 – Certification Differentials .....	23
Section 2 – Shift Differential.....	23
District Identification Cards .....	24
District Management Rights.....	24
Downgrading.....	25
Dual Appointments.....	25
Electronic Fund Transfer.....	26
Employee Rights.....	27
Expense Reimbursement.....	28
Section 1 – General Provisions .....	28
Section 2 – Responsibilities .....	28
Section 3 – Travel Authorization .....	29
Section 4 – Authorization for Attendance at Meetings .....	29
Section 5 – Records and Reimbursements.....	30
Section 6 – Transportation Modes .....	31
Section 7 – Meals and Lodging .....	33
Section 8 – Expense Advances.....	35
Section 9 – Credit/Debit Cards.....	35
Full Understanding, Modification and Waiver.....	36
Grievance Procedure .....	36
Section 1 – Purpose .....	36
Section 2 – Definition .....	37
Section 3 – Exclusions .....	37
Section 4 – Consolidation of Grievances .....	37
Section 5 – Representation .....	37
Section 6 – Time Limitations .....	38
Section 7 – Steps in the Grievance Procedure .....	38
Section 8 – Grievance Hearing .....	40
Implementation.....	42

Job Sharing .....	42
Labor-Management Task Force .....	43
Layoff .....	44
Section 1 – Definition of Layoff .....	44
Section 2 – Cause for Layoff .....	44
Section 3 – Layoff Policy .....	45
Section 4 – Notification .....	45
Section 5 – Order of Layoff .....	46
Section 6 – Layoff Procedure .....	46
Section 7 – Reinstatement Procedure .....	47
Section 8 – Short-Term Layoffs .....	49
Section 9 – Exception of Order of Layoff .....	49
Section 10 – Established Qualifications Requirement .....	49
Leave Provisions .....	50
Section 1 – Sick Leave .....	50
Section 2 – Vacation Leave .....	59
Section 3 – Holiday Leave .....	61
Section 4 – Leave Accruals While on Disability .....	64
Section 5 – Compulsory Leave .....	66
Section 6 – Military Leave .....	66
Section 7 – Political Leave .....	71
Section 8 – Special Leaves of Absence Without Pay .....	72
Section 9 – Jury Duty Leave .....	77
Section 10 – Examination Time .....	77
Section 11 – Witness Leave .....	78
Section 12 – Blood Donations .....	78
Section 13 – Service Date .....	79
Life Insurance .....	79
Meal Periods .....	80
Medical Emergency Leave .....	81
Merit Advancements .....	84
Section 1 – General Provisions .....	84
Obligation to Support .....	86
Overtime .....	86
Section 1 – General Provisions .....	86
Pay Period .....	88
Payroll Adjustments .....	89
Payroll Deductions .....	90
Physical/Mental Fitness .....	91
Probationary Period .....	91
Promotions .....	92
Provisions of Law .....	92
Reemployment .....	93
Relocation .....	95
Renegotiation .....	95
Rest Periods .....	96
Retirement System Contributions .....	96
Section 1 – Eligibility .....	96
Section 2 – District Contributions .....	97
Section 3 – Remaining Employee Contributions .....	99
Section 4 – Special Provisions .....	100

Section 5 – Survivor Benefits .....	100
Return to Work Compensation.....	101
Section 1 – Purpose.....	101
Section 2 – On-Call Compensation.....	101
Section 3 – Call-Back Compensation.....	102
Salary Adjustment.....	103
Salary Rates and Step Advancements .....	103
Standard Tour of Duty.....	106
Section 1 – 9/80 Work Schedule.....	106
Section 2 – 9/80 Work Schedule Conditions.....	107
State Disability Insurance.....	108
Temporary Performance of Higher Level Duties.....	109
Term .....	113
Time and Labor Reports .....	113
Tuition, Training and Membership Dues .....	114
Uniforms.....	115
Upgradings.....	116
Use of Bulletin Boards.....	116
Use of District Resources.....	118
Vision Care Insurance.....	118
Voluntary Time Off .....	118
Work Disruption.....	119
 Appendix A - Classification Listing	
Appendix B - Salary Schedule	