

ARTICLE 8

WAGES AND HOURS

8.1 Salary

8.1.1 District shall increase the salary/wage amounts as shown in Appendices "C" and "D" by 1.55% effective January 1, 2016.

8.2 Calendar

8.2.1 The instructional calendar shall consist of 212 days.

8.2.2 Individual site calendars will be developed reflecting site and/or program needs.

8.2.3 Individual Master Teacher/Teacher assignments will be determined by employee request, subject to site supervisor/director approval. Unit employees may request a reduction in the number of contract days they are assigned and if approved, shall have their salary adjusted proportionately.

8.2.4 Any days worked in addition to the contract days specified in 8.2.1 shall be compensated on an hourly basis.

8.2.5 The District will notify CSEA whenever there are changes to the instructional calendar that would impact the operation of the individual centers and require changes in the work days for unit members. Any changes or adjustments shall require negotiations prior to implementation.

8.3 Hours

The members and the District recognize the need to conform to the schedules of the individual Centers in opening and closing time for the maintenance of health and safety of the children in attendance.

8.3.1 The Director/Site Supervisor of each Center will be responsible for assigning work schedules and duties including lunch and rest periods with consideration for the needs of the children and the individual needs of the employee.

8.3.2 Each unit member shall have 3.5 hours per week of time without children for each caseload of 6 – 30 children. If circumstances prevent a unit member from receiving this allotted time, management will make every effort to provide an alternative time to complete planning and assessment activities.

8.4 Stipends

8.4.1 An employee hired as a Site Supervisor shall receive a stipend of \$500 per month for twelve (12) months.

8.4.2 An employee assigned as an Assistant Director shall receive a stipend of three hundred dollars (\$300) per month for twelve (12) months.

8.5 Provisions Governing the Salary Schedule

8.5.1 Initial Placement

- A. At the time of initial employment, salary placement shall be determined on the basis of the available information. Employees are responsible to see that a complete set of transcripts, credentials and degrees are on file in the Human Resources Office no later than 45 days after the date of employment. The final determination regarding placement for the year shall be based upon the transcripts and degrees on file.
- B. Associate, Bachelor, and Masters Degree in any field are acceptable for placement on the salary schedule.

8.5.2 Appointment and Step Advancement

- A. New employees will be appointed to the first step of the position to which appointment is made. Step advancement will occur on the first contract day following completion of the required year or years of service in the same position. For purposes of step advancement, a year of service will be credited if the employee serves at least 75% of the number of days in the instructional year.
- B. Step advancement for all bargaining unit members shall resume effective July 1, 2012. Effective the next pay period after ratification of tentative agreements reached at the conclusion of 2013/2014 reopener negotiations, all eligible bargaining unit members shall be moved one additional step. An eligible bargaining unit member shall be all bargaining unit members who worked for the District before July 1, 2012 and who have not reached Step 12 on the Salary Schedule.

Example: A bargaining unit member who was on Step 2 when the step advancement froze in 2009 and moved to Step 3 on July 1, 2012 is due to move to Step 4 through regular step advancement and shall move one additional step, to Step 5, pursuant to this article.

8.5.3 Change in Position

- A. Any employee who is promoted from teacher to master teacher shall receive the nearest higher salary, which affords at least five percent (5%) additional compensation, as of the date upon which the appointment becomes effective. Such employee shall be granted a step increase in accordance with the provisions for step advancement as stated in Section 8.5.2 above.

8.5.4 Change of Classification

- A. Degrees earned after initial employment as a result of college level study may be used for transferring from one class to another across the salary schedule. Such credit must be from a college or university that has not only legal and

regional accreditation standing but also transfer privileges of graduate or undergraduate work to other colleges and universities of accredited standing.

- B. The degree, which must be in a field related to the employee's assignment, shall be recognized for salary credit when official transcripts from the institution granting the degree are on file in Human Resources.
- C. Changes of salary classification shall be effective the first day of the semester following receipt of verification in accordance with the provisions of this section.
- D. Changes in classification shall resume as of July 1, 2012. Any Classification change requests that were submitted prior to June 30, 2012 shall be effective as of the first day of the Fall 2012 semester

8.6 Work Schedules

- 8.6.1 District shall provide member with a seven (7) calendar day notice before altering their regular assigned work hours or days. By mutual agreement, notice can be less than seven (7) days.

CSEA reserves the right to meet and confer over any work schedule change of an employee prior to implementation