

**Package Proposal
of the
Lakeside Union School District
to the
California School Employees Association and its Lakeside Chapter
No. 240**

February 7, 2019

For reopener negotiations for the 2018-2019 school year pursuant to paragraph 26.1, Reopener Clause, of Article 26 of the 2016-2019 Agreement Between the Lakeside Union School District and the California School Employees Association and its Lakeside Chapter No. 240 (CSEA) (“Agreement”). The District reserves the right to modify, amend, delete, or add to its proposals throughout the course of negotiations.

The District proposes the following changes to existing Article 10: SALARIES:

ARTICLE 10: SALARIES

Replace Paragraph 10.1 as follows:

10.1 The District will provide a two percent (2%) ~~four percent (4%)~~ on salary schedule increase to the 2017-2018 salary schedule at Appendix A of the Agreement to be effective the first day of the month following final ratification of the Amendment by the District’s Governing Board. ~~If the certificated bargaining unit receives a higher increase on salary schedule than the classified employees, the CSEA bargaining unit will receive the same percentage.~~

Replace Paragraph 10.2 with the following:

10.2 **Frequency:** All employees in the bargaining unit shall be paid once per month when the unit member is scheduled to work, on or before the last day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

Replace All Footnotes to the 2017-2018 Salary Schedule as follows:

STEP INCREASES: All bargaining unit members hired on or before the date the Board ratifies this Amendment shall move to the next step on July 1, 2019, and progress one step annually on July 1 thereafter.

All bargaining unit members hired after the Board ratifies this Amendment to the Agreement and on or before December 31, 2019 shall move to the next step on July 1, 2020, and progress one step annually on July 1 thereafter.

All bargaining unit members hired after December 31, 2019 and with hire dates on January 1 to June 30 shall move to the next step annually on July 1 directly after their corresponding hire date anniversary.

All unit members hired on or after July 1, 2020 with hire dates on July 1 to December 31, shall move to the next step annually on July 1 directly before their corresponding hire date anniversary.

HOURLY RATES: Are determined by dividing the annual salary by 2,080.

DAILY RATES: Are determined by dividing the monthly salary by 21.67.

ANNIVERSARY INCREMENT:

Beginning with the 10th year of continuous employment, 5% per month will be added to employees' salary. An additional 5% of the base salary will be added every five years thereafter per Article 10.9 of the contract. Longevity: The District shall provide additional compensation for longevity as follows:

Bargaining unit employees hired before September 11, 2014, will receive compensation for longevity in accordance with Anniversary Increment" provision in the Classified Salary Schedule. Bargaining unit employees hired on or after September 11, 2014, will receive compensation for longevity in accordance with Anniversary Increment" provision in the Classified Salary Schedule except that longevity Anniversary Increments shall cease after the bargaining unit employees' 25th year.

Effective upon ratification of this Amendment to the Agreement, anniversary increments shall be aligned to July 1 as follows:

Unit members hired on or before the date the Board ratifies this Amendment will receive credit for a year of employment on July 1, 2019 and annually on July 1 thereafter.

All bargaining unit members hired after the Board ratifies this Amendment to the Agreement and on or before December 31, 2019 will receive credit for a year of employment on July 1, 2020, and annually on July 1 thereafter.

All bargaining unit members hired after December 31, 2019 and with hire dates on January 1 to June 30 shall receive credit for one year of employment annually on July 1 directly after their corresponding hire date anniversary.

All unit members hired on or after July 1, 2020 with hire dates on July 1 to December 31, shall receive one year's credit annually on July 1 directly before their corresponding hire date anniversary.

The Parties agree that ~~hire date~~ seniority shall not be affected by any of the above changes.

DIFFERENTIAL Employees whose normal work day requires employment after 6:00 p.m. but before 5:00 a.m. shall receive a 2.0% shift differential for each hour regularly scheduled and actually worked during these hours. Custodians shall be eligible for this shift differential beginning at 5:00 p.m.

Effective January 1, 2019, the District proposes adopting the recommended reclassifications, eliminations of existing classes, establishing new classes, and replacing existing position descriptions with the corresponding position descriptions attached hereto, including the recommended title changes, and the removal of the position of Executive Administrative Assistant – Business from the bargaining unit, as follows:

Job Description Enclosure	Current Title	Proposed Title
Accounting / Fiscal		
1	Account Clerk III	Accounting Technician
2	ESS/ LEAP Program Account Technician	Accounting Technician – ESS – LEAP
3	Food Service Accounting Clerk	Accounting Assistant – Child Nutrition
Clerical/Secretarial Support		
4	Administrative Services Support Specialist	Executive Administrative Support Specialist – Educational Services
5	Technology, Maintenance & Operations/Transportation Secretary	Administrative Support Specialist – MOT
6	Secretary III (District Office)	Administrative Support Specialist – Pupil Services
7	Secretary III (Reception)	Administrative Support Specialist - District

8	Special Education Clerk	Administrative Assistant – District
9	School Secretary	School Administrative Assistant
10	School Clerk II	School Office Assistant
Child Development		
11	ESS Assistant	Child Development Assistant
Custodial		
12	Custodian II	Custodian – Day
13	Warehouse/Delivery/Custodian	Warehouse/Delivery/Custodian
14	Custodian I	Custodian – Night
Grounds Maintenance		
15	Gardener III	Gardener
Health Services		
16	Occupational Therapist	Occupational Therapist
17	Special Education Health Technician	Licensed Vocational Nurse
18	Health Service Assistant	Health Service Technician
Human Resources		
19	Personnel Clerk	Human Resources Technician
Information Technology		
20	Information Technology Analyst	Information Technology Analyst
21	Information Technology Specialist	Information Technology Specialist

22	Systems Support Analyst	Systems Support Analyst
Instructional Support		
23	Special Education Assistant III (Tierra del Sol); Special Education Development Assistant	Instructional Assistant – Behavioral Intervention
24	Special Education Assistant III	Instructional Assistant III – Special Education
25	Instructional Assistant III	Instructional Assistant
26	English Learner Assistant I and II	Instructional Assistant – EL
27	Special Education Assistant II	Instructional Assistant II – Special Education
28	Special Education Assistant I	Instructional Assistant I – Special Education
29	Playground Activities Coordinator	Playground Activity Coordinator
30	Preschool Teacher	Preschool Teacher
31	Preschool Assistant	Instructional Assistant - Preschool
Library / Media		
32	Library Media Specialist	Library Media Specialist
33	School Library Assistant	School Library Assistant
Maintenance & Operations		
34	Maintenance III - Senior	Lead Skilled Maintenance Worker
35	Maintenance III	Skilled Maintenance Worker

36	Maintenance I	Maintenance Worker
Nutrition Services		
37	Child Nutrition LEAD	Child Nutrition Lead
38	Food Service Utility Worker	Child Nutrition Utility Worker
39	Food Service Assistant II	Child Nutrition Assistant II
40	Food Service Site Assistant	Child Nutrition Site Assistant
41	Food Service Assistant; Food Service Assistant I	Child Nutrition Assistant I
Specialized Support		
42	Data Specialist	Data and Assessment Specialist
43	Attendance Clerk	Attendance Technician
Student Services		
44	Speech/Language Assistant	Speech and Language Pathology Assistant
45	ESS Site Director	Site Lead – Extended Student Services
46	Special Program Assistant	Community Liaison - Bilingual
47	Guidance Specialist	Guidance Specialist
Transportation		
48	Bus Driver II/Dispatcher/Trainer	Bus Driver/Trainer/Dispatcher
49	Bus Driver	School Bus Driver
50	Transportation Assistant - Bus Driver	Transportation Assistant; School Bus Driver

51	Transportation Assistant	Transportation Student Attendant
52	Mechanic II	Mechanic
Removal from Classified Bargaining Unit		
53	Secretary III (Business)	Executive Administrative Assistant – Business (Confidential)

Effective January 1, 2019, the District proposes implementing the following recommended salary range increases, such that affected incumbents remain at their current step of the proposed range:

Bargaining Unit Position	Current Range	Proposed Range
Executive Admin Support Specialist – Ed Services	26	30
Admin Support Specialist – Pupil Services	24	27
Admin Support Specialist - District	24	27
Administrative Secretary - MOT	24	27
Human Resources Technician	20	27
Instructional Assistant – EL	10	12
Information Technology Analyst	33	37
Licensed Vocational Nurse	19	23
Speech & Language Pathology Assistant	19	29

In the event that the Parties' agreement with respect to implementation of the Classification and Compensation Study is not ratified before January 1, 2019, the District proposes the foregoing sections be implemented on the first of the month following ratification of the Parties' agreement.

Effective July 1, 2019, the District proposes the following salary range increases, such that affected incumbents remain at their then-current step of the proposed range:

Position	Current Range	Proposed Range
Child Development Assistant	3	6
Campus Student Supervisor	3	6
Instructional Assistant-Preschool	4	7
Preschool Teacher	5	8

In the event that the Parties' agreement with respect to implementation of the Classification and Compensation Study is not ratified before July 1, 2019, the District proposes the foregoing section be implemented on the first of the month following ratification of the Parties' agreement.

The Parties agree that seniority shall not be affected by any of the above changes in position title, job description, or reclassification. The Parties further agree that the Agreement shall be amended to reflect the current position titles.

[No other changes to Article 10: SALARIES.]

The District proposes the following changes to existing Article 12: EMPLOYEE BENEFITS, which reopens automatically each year of the Agreement:

ARTICLE 12: EMPLOYEE BENEFITS

Revise Paragraphs 12.9, 12.9.1 and 12.9.2 as follows:

12.9 Retiree Benefits: Members of the bargaining unit shall be eligible for retiree health benefits as follows:

12.9.1 Bargaining unit members hired before September 11, 2014 must have been employed and eligible to receive employee health and dental benefits with the District for a minimum of ten (10) years, with the District of which the last five (5) years must be consecutive and immediately prior to retirement from the District, and must have attained the age of 55 years.

12.9.2 Bargaining unit members hired on or after September 11, 2014 must have been employed and eligible to receive employee health and dental benefits with the District for a minimum of fifteen (15) years, with the District of which the last five (5) years must be consecutive and immediately prior to retirement from the District, and must have attained the age of 55 years.

[No other changes to Article 12: EMPLOYEE BENEFITS]

The District proposes suspending Article 22 for two years (2018-2019 and 2019-2020) and making the following changes to Article 22:

CLASSIFICATION AND RECLASSIFICATION effective July 1, 2020:

ARTICLE 22: CLASSIFICATION AND RECLASSIFICATION

Status Quo

Revise Paragraphs 22.1, 22.2, 22.3, and 22.4 as follows:

22.1 Requests for Reclassification and Classifications Subject to Review: A unit member who has completed his/her probationary period may request reclassification of his/her position by submitting a "~~Request for Classification Review~~ **Position Description Questionnaire**" (PDQ) form (attached in Appendix B) to the Human Resources Department between ~~November 1st and December 15th~~ October 1st and November 1 for consideration during the current fiscal year. **Should the employee fail to turn in the PDQ, no further action will be taken. Upon timely receipt of a completed PDQ, the Human Resource Department will provide a copy of the same to the employee's supervisor, within three (3) business days, for their comments, additional information, and concurrence (or lack thereof) for the purpose of obtaining his/her input regarding the employee's request for reclassification.**

~~The reclassification review process shall consider all timely received PDQs. previously pre-scheduled and pre-determined job families and consider requests from unit members who have submitted a "Request for Classification Review" as outlined above.~~

Reclassifications approved by the Board will become effective July 1st of the following fiscal year.

22.2 Reclassification Review Process: ~~The Director of Human Resources will meet with the President of the CSEA or designee by December 20 of each year to review which classifications and job families will be reviewed during the reclassification review process.~~

The District will retain a consultant to conduct the reclassification review process. The District shall provide the CSEA with the consultant's findings and recommendations.

When the District ~~committee recommends~~ reclassification of a position to a new classification, the Director of Human Resources shall consult with the CSEA regarding the title, job description and pay range of the new classification.

The Director of Human Resources shall send written notification to the unit member regarding the ~~reclassification committee's~~ **the** recommendation to approve or deny the unit member's request for reclassification by May 1, **unless** the ~~committee consultant~~ has **not** issued his/her ~~its~~ recommendation by that date.

22.2 Reclassification Review Committee: ~~A Reclassification Committee shall be established by October 30 each year and shall consist of six (6) voting members as follows: Three (3) CSEA Representatives appointed by the CSEA President and three (3) District representatives appointed by the Superintendent or designee. The Reclassification Committee's term shall run from November 1st to June 30th each fiscal year. All actions taken by the Reclassification Committee shall be taken only in official meetings conducted with all members present. Reclassification Committee meetings shall be held between 8:00 a.m. and 3:00 p.m. Members of the Reclassification Committee shall be provided release time to attend committee meetings during their work hours, however, committee members shall not be in paid status when attending committee meetings during non-work hours. The Committee shall meet by December 20 to develop a committee meeting schedule for the period of January 1 to April 15.~~

22.3 Reclassification Committee Process: ~~The Reclassification Committee may request guidance from the Human Resources Director regarding analysis of job descriptions, salary surveys or benchmarks. The District may approve the use of a consultant if needed. The Reclassification Committee will interview the unit member requesting reclassification. A recommendation to approve or deny a reclassification request requires a two-thirds (2/3) majority vote of all members of the Reclassification Committee. The Committee shall issue its recommendation no later than April 30. The Director of Human Resources and the President of the CSEA may agree to extend the deadline for the Committee to issue its recommendation.~~

~~A recommendation to approve a reclassification request shall be in writing and signed by the Human Resources Director and CSEA.~~

22.4 Recommendation to the Board of Trustees: The Superintendent shall present any reclassification ~~Committee~~ recommendations actually received by May 1 to the Board of Trustees no later than the regular Board meeting in June. If the Board of Trustees approves the request for reclassification, Human Resources shall insure that the necessary documents are prepared. The unit member's evaluation date and salary step advancement date for purposes of step increases and longevity shall not change.

A denial of the request for reclassification or a failure to obtain approval from the Board of Trustees shall not prohibit the unit member's eligibility to apply for reclassification in the following year. Reclassification ~~committee's~~ recommendations shall not be subject to the grievance procedures.

22.5 **Incumbent's Rights:** When an entire class of positions or a position is reclassified, the incumbents in the position shall be entitled to serve in the new position.

22.6 **New Positions or Classes of Positions:** New classifications created or positions added to classes shall be subject to negotiations between the District and CSEA to determine if they are to be included in the bargaining unit. Disputed cases shall be submitted to the Public Employees Relations Board and shall not be subject to the grievance procedures contained in the contract.

[No other changes to Article 22: CLASSIFICATION AND RECLASSIFICATION.]