

Our Children. Learning Today. Leading Tomorrow.



**PASADENA UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

MEMORANDUM

**MEMORANDUM**

**DATE:** October 19, 2020

**TO:** Brian McDonald, Ed.D., Superintendent  
Board of Education

**FROM:** Steven R. Miller, Ed.D., Chief Human Resources Officer

**RE:** Confidential: CSEA Bargaining Updates

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Pasadena Unified School District (District) and Pasadena Chapter 434 of the California School Employees Association (CSEA) met on Wednesday, October 14, 2020 and the following items were discussed and/or presented.

**Norms:**

The District and CSEA bargaining teams reviewed the approved set of norms and agreed to add the follow language: *“At the end of each negotiations meeting, we will go over the topics, what was discussed, for approval to update the Board within 5 days.”*

**Budget Presentation:**

Dr. Leslie Barnes presented the PUSD Budget and discussed budget fluctuations, Senate Bill 117 (CARES Act), Emergency Relief (ESSER) funds and funding used for COVID response and prepping students for distance learning.

**District Proposal:**

The District presented and discussed a proposal to revise Article 11, Section 11.14 (Leaves). The District is proposing to revise the language in section 11.14 to include the following language: *“Unpaid leave should be approved by the Superintendent or his designee.”*

**CSEA Proposals:**

1. CSEA presented and discussed a proposal to revise the language in Article XI, section 11.11 (Bereavement Leaves). CSEA is proposing to include "*aunt and uncle*" to the bereavement leave section of the contract.
2. CSEA discussed revising the language in Article XV, section 15. 2 (Promotion and Posting of Vacancies). CSEA did not have the proposal available. CSEA advised the District they will present the proposal at the next scheduled negotiations
3. The District has agreed that CSEA may submit the proposal at the next scheduled negotiations.
4. CSEA presented and discussed a proposal to Article XXIV, (Benefits).
5. CSEA discussed a monetary compensation option for employees that are requested to return to campus that would be an incentive for employees returning to campus.

**California School Employees Association and its**

**Pasadena Chapter 434 (CSEA)**

**Negotiations 2020/21**

**Proposal #1**

**10/14/20**

**Time:** \_\_\_\_\_

**ARTICLE XV: PROMOTION AND POSTING OF VACANCIES**

**3 15.1 Definition**

4 15.1.1 Promotion shall be defined as a higher classification within the same job family and  
5 within the bargaining unit.

**7 15.2 Posting of Notice**

8 15.2.1 Notice of all job vacancies shall be emailed to all employees and posted outside  
Human Resources for the general public, and ~~may~~ **shall** be posted on school site bulletin  
boards.

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**Time: \_\_\_\_\_**

**Article XXIV –Employment Benefits**

The District shall pay increases to Health and Welfare Benefits for the 2021-2022 (10/1/2021-9/30/2022)

**California School Employees Association and its  
Pasadena Chapter 434 (CSEA)  
Proposal #1**

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**10/14/20**

**Time:** \_\_\_\_\_

**Article XI-- Leaves**

**11.1 Bereavement Leave**

11.1.1 Employees shall be granted leave with full pay in the event the death of any member of the employee's immediate family. The leave shall be for a period of three (3) days or five (5) if the employee has to travel out of state, or has to travel more than 400 miles one way. The immediate family is defined as the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, stepchild, stepmother, stepfather, foster-child, sister-in-law, brother-in-law, **uncle, aunt**, or domestic partner of the employee, or any relative living in the immediate household of the employee. To qualify as a domestic partner, the bargaining unit member must present an executed Declaration of Domestic Partnership and provide verification of common residence.

District Proposal

TIME \_\_\_\_\_

NEGOTIATIONS BETWEEN  
Classified School Employees Association  
Pasadena Chapter 434  
AND  
PASADENA UNIFIED SCHOOL DISTRICT

11.14 Unpaid Leave Bargaining unit employees may be granted an unpaid personal business leave upon the approval of the ~~immediate supervisor~~ **the Superintendent or designee** when the employee demonstrates to ~~his/her immediate supervisor~~ **and the Superintendent or designee** that the nature of the leave request represents an urgent condition of necessity to be absent from normal work duties. **Use of unpaid leave for personal business shall only be granted after all other leaves have been exhausted and for urgent conditions only.** The maximum period of said unpaid personal business leave is ten (10) workdays. Leave requests of longer duration must be submitted to the Board of Education, at its sole discretion, for advance approval.