



Pasadena Unified School District
Human Resources

MEMORANDUM

FROM: Human Resources

DATE: November 09, 2016

SUBJECT: Pasadena Unified School District and California School Employees Association,
Pasadena Chapter 434

The initial negotiations meeting between Pasadena Unified School District (District) and the California School Employees Association Pasadena Chapter 434 (CSEA) was held on Wednesday, November 2, 2016. The District is represented by Director Ralph Peschek, Ms. Denise McElroy, Personnel Operations Supervisor, Dr. Xilian Stammer, Coordinator and Ms. Kathleen Sanchez, Chief HR Officer.

The sunshined articles were reviewed. The District had re-opened Article X: Hours and Overtime and Article XXXIII: Duration and Signatures. In relation to Article X, the District's interest is to enable employees to opt for a 4 day week/10 hours per day during the Summer Recess. This would be based upon the students' calendar and not impact Summer School. Also, contained within Article X, Section 10.15, the District is requesting flexibility to modify the non-working period during July and August. Currently, the language states that there must be 22 duty free workdays. However, this cannot be accommodated when there are only 20 duty free workdays during this period of time. When the 11 month and 12 month employees' work years were reinstated, this issue came to light.

California School Employee Association Proposals Summary:

CSEA has proposed that six articles be re-opened, an appendix of forms be added and an additional article be included in the Collective Bargaining Agreement.

CSEA proposed new language to Article 27.4 District Security Guards would be offered a summer school position by seniority on a rotational basis

CSEA proposed a change to Article 28.2 Summer School: That individuals interested in working during summer school would be offered a position by seniority on a rotational basis. Rather than by seniority only. This would allow various employees the opportunity to work summer school over the years, rather than the same employees each year.

CSEA proposed a new article Employee Orientation.

CSEA proposed a new Appendix H with forms.

Pasadena Unified School District's response to CSEA proposals:

The District did respond to each of the four proposals and only recommended language for one of the four proposals. The remaining proposals were not accepted. In relation to summer school language for Security Officers, the proposed CSEA language was redundant with the proposed language in Article 28.2. Therefore, changes to Article 27 were not accepted but language in Article 28 was proposed to encompass all employees applying for summer school positions.

There is no interest from the District in adding a new Article to the Collective Bargaining Agreement. Employee Orientation is currently developed with CSEA but under the purview of the District. The District designs and develops the Employee Orientation(s) and our labor partners are invited to participate during the orientation sessions.

Also, the proposed Appendix H was not agreed upon. The documents proposed contain Board Policy and this is under authority of the Board of Education and not the Collective Bargaining Agreement. The forms developed by the District are not negotiable but the impacts are.

Upcoming PUSD-CSEA Negotiation Dates:

PUSD-CSEA Negotiations are schedule for November 30, 2016.

Attachments:

- Agenda November 3, 2016
- PUSD Reopeners
- CSEA Reopeners
- CSEA Proposals of November 3, 2016
- PUSD Counter-proposals of November 3, 2016



Pasadena Unified School District/CSEA Chapter 434

Agenda

November 3, 2016

- Welcome
- Rumor and News
- Notes:

PASADENA UNIFIED SCHOOL DISTRICT

Initial Proposal

To

**California School Employees Association, Pasadena Chapter 434
(2016-2017)**

In accordance with California Government Code Section 3547 for the upcoming 2016-2017 successor negotiations, Pasadena Unified School District (PUSD) hereby submits for public comment its initial bargaining proposal relating to California School Employees Association Pasadena Chapter 434 (CSEA).

ARTICLE X: HOURS AND OVERTIME

- Section 10.1 - Pasadena Unified School District proposes that this section be changed to include that all twelve month PUSD classified employees shall be provided with the option to work a 4 day work week during the months of June and July and based upon student calendar.
- Section 10.15. – Pasadena Unified School District proposes that this section be changed to have the flexibility to modify the non-working period during July and August.

ARTICLE XXXIII: DURATION AND SIGNATURES

- Section 33.1 – Pasadena Unified School District proposes that the agreement remain in full force and effect up to and including June 30, 2019 and that the parties agree to limited openers in 2017-2018 and 2018-2019.

The Pasadena Unified School District believes that these proposals acknowledge the hard work and dedication of CSEA members, and are in the best interests of our students. We look forward to discussing them with CSEA.

September 14, 2016

Kathleen Sanchez
Chief Human Resources Office
351 South Hudson Avenue
Pasadena, CA 91109

Re: **Sunshine Proposals per Government Code 3547
16/17**

Dear Ms. Sanchez:

California School Employees Association (CSEA) and its Pasadena Chapter 434 seek modifications, changes and improvements in the following articles for its re-opener articles to the Collective Bargaining Agreement:

Health and Welfare – Status Quo

Article 17 – Pay and Allowances

- CSEA has an interest in salary increase
- CSEA has an interest in an alignment of the seventh salary step from 2% to equal the other six salary steps at 5%.

Article 18.3.1.4 - Employee Expense and Materials

- CSEA has an interest at looking at the reimbursement for each accident language

Article 23 – Professional Growth

- CSEA has an interest at enhancing Orientation Language

Article 27 – Security Officers

- CSEA has an interest in adding new Summer Employment Language

Article 28 – Summer School

- CSEA has an interest in enhancing summer school rotation language.

CSEA has an interest in adding new appendix for District Forms


Carol Gerber, Acting CSEA President

2016 SEP 14 10 09 AM

**California School Employees Association
Pasadena Chapter 434
Initial Proposal to P.U.S.D. for 2016- 2017
November 3, 2016**

SUMMER SCHOOL

- 28.2 Summer School assignments shall be defined as those temporary assignments established by the Board of Education for the recess period outside of the regular school year.

Compensation and benefits shall be the same as the regular work year pay scale, but will be specific to the assignment and may be pro-rated according to hours worked. Appointments to these positions shall be made on ~~the rotational basis with the~~ **greatest seniority first to the newest application last** based of seniority of bargaining unit members who are: permanent employees, qualified to perform the duties of the position, and not otherwise employed during these periods. **All applicants will have the opportunity for summer school assignment based on a continuous rotational list maintained by Human Resources.**

Received - 11/3/16 @ 11:20 am

**California School Employees Association
Pasadena Chapter 434
Initial Proposal to P.U.S.D. for 2016- 2017
November 3, 2016**

Article XXVII: Summer Officers

New Language

27.4 DISTRICT SECURITY SUMMER SCHOOL

All request for district summer school security officer assignments, will be offered in rotational order to permanent officers with the greatest seniority first, to the newest applicant last, and will return to the top of the list once all applicants have been offered an opportunity for summer school assignment.

This continuous summer school (*ongoing*) rotational list will be maintained by the CWAS office.

Received - 11/3/16

**California School Employees Association
Pasadena Chapter 434
Initial Proposal to P.U.S.D. for 2016-2017
November 3, 2016**

New Article:

EMPLOYEE ORIENTATION

1. Employee Orientation

Each new unit member shall be required to attend an orientation meeting within the first three (3) months of employment. The District shall provide release time for such attendance.

2. Orientation Topics

A. Human Resources Division (provide information packet):

- 1) Provide background information
 - a. Demographics of Pasadena Unified Schools, number of schools, etc.
 - b. Names, titles, brief description of function of Board of Education, key personnel
- 2) Answer questions regarding union contracts
- 3) Identify immediate supervisor
- 4) Evaluations – explain process, forms used, who does evaluations

B. Benefits:

Benefits representative will discuss:

- 1) Health benefits and options – eligibility date
- 2) Dental benefits and options – eligibility date
- 3) Mandatory retirement plan (PERS)
- 4) Life insurance (District)

- 5) Open-enrollment for voluntary changes
- 6) Workers' compensation
- 7) Safety concerns

C. Payroll:

Payroll representative will discuss:

- 1) Pay periods, pay days
- 2) Interpretation of deductions and employer contributions on pay check
- 3) Union dues (where applicable)
- 4) Benefit eligibility, accrual rates, accrual limits:
 - a. Vacation
 - b. Holidays
 - c. Sick Leave
 - d. Personal Necessity
 - e. Bereavement
 - f. Jury Duty
- 5) Payroll errors – how to solve, who to contact
- 6) Voluntary deduction

D. CSEA

CSEA Representative will discuss:

- 1) History of CSEA
- 2) Function of Local chapter #434 Officers and Union Stewards
- 3) Know Your Rights
- 4) Hand out copies of Constitution and By-Laws for Local #434
- 5) Explanation of Benefits/Dues
- 6) Questions and Answers

E. Merit System

Merit Representative will discuss:

- 1) What is the Merit System?
- 2) Roles and Responsibilities of Director and Commissioners

3. Orientation Materials

A. Orientation folders:

- 1) Union contract
- 2) Health and dental benefits explanation sheets
- 3) Pasadena Unified School District map (showing location of schools, District boundaries)
- 4) List of Board of Education, Cabinet, Management Team (names, titles, departments)
- 5) Sexual Harassment Laws and Child Abuse Information

B. Slides (if available):

- 1) Organizational chart–key personnel
- 2) District Sites.

California School Employees Association
Pasadena Chapter 434
Initial Proposal to P.U.S.D. for 2016- 2017
November 3, 2016

Appendix H
Forms

<u>Form</u>	<u>Article # and Name</u>
Overtime/Compensatory (New)	X - Hours & Overtime
Leave of Absence (LOA) Request	XI – Leaves
Notice of Designation of Personal Physician	XI – Leaves
Vacation Carryover	XII – Vacation
Professional Growth Credit Approval Growth (New)	XXII – Professional
Address Change	XXIII – Personnel File
Personnel File Change	XXIII – Personnel File
Request Change of Status	XXIII- Personnel File
Notice of Designation of Personal Physician	XI – Leaves <i>Remove Per Rosemarie Rutay</i>
Complaint of Uncivil Treatment	Miscellaneous
Disruptive Conduct Report	Miscellaneous

Received - 11/3/16 @ 11:47am

**Pasadena Unified School District
OVERTIME/COMPENSATORY TIME**

NAME:

DATE (s) WORKER:

NUMBER OF HOURS WORKED:

I wish to be compensated for this time worked in the following manner:

_____ Monetary Compensation (at time and one-half) on my next pay warrant.

_____ Compensatory time off (at time and on-half)

Employee's Signature

Administrator's Approval

DATE "COMP TIME" WAS TAKEN:

ADMINISTRATOR'S SIGNATURE:



PASADENA UNIFIED SCHOOL DISTRICT
Human Resources

Vacation Carryover for CSEA Classified Employees

Vacation benefits for CSEA classified employees are deemed to be earned on a fiscal year basis (July 1 through June 30) and must be taken, at the latest, within the fiscal year after which the vacation is earned. Requests to carryover an additional days must be approved by the employee's Supervisor and Department/Division Head, using this form. These requests will be granted only when, **due to work restrictions caused by District action, the employee is unable to use his/her vacation.**

(Employee's Name) (Job Title)

_____ request approval to carryover _____ excess days of
(Work Location) (# of days)

vacation leave to the 2016-2017 school year. I also understand that this request will only be approved if I was **unable** to use my vacation days due to work restrictions caused by District action.

_____ Signature of Employee	_____ Date
_____ Signature of Immediate Supervisor	_____ Date
_____ Signature of Department/Division Head	_____ Date
_____ Signature of Director, Human Resources Officer	_____ Date

*****This form is due back to Human Resources by *Monday, May 16, 2016.******

PASADENA UNIFIED SCHOOL DISTRICT

Classified
Certificated

LEAVE OF ABSENCE REQUEST

Board Report # _____
Date: _____

SUBMIT COMPLETED FORM TO ADMINISTRATIVE AND PERSONNEL SERVICES

NAME: _____ SOC. SEC. NO. : _____

MAILING ADDRESS: _____
NUMBER & STREET CITY STATE ZIP Code

TELEPHONE NUMBER: _____ MESSAGE: _____

ADDRESS WHILE ON LEAVE (IF OTHER THAN ABOVE)

ADDRESS: _____
NUMBER & STREET CITY STATE ZIP Code

TELEPHONE NUMBER: _____ MESSAGE: _____

SCHOOL/DEPARTMENT _____ POSITION _____

TYPE OF LEAVE: _____

IF CHILD REARING, DATE OF CHILD'S BIRTH _____

DATES OF LEAVE: _____ TO: _____
(MONTH DAY YEAR) (MONTH DAY YEAR)

PREVIOUS LEAVE FROM _____ TO _____ REASON: _____

I UNDERSTAND THAT THIS REQUEST FOR LEAVE CAN BEGIN ONLY AFTER OFFICIAL APPROVAL BY THE BOARD OF EDUCATION.

IF THIS REQUEST FOR LEAVE IS APPROVED, THE FOLLOWING CONDITIONS SHALL BE APPLICABLE:

- A. Upon return from leave, I may be assigned to a different location or type of service.
- B. Change of a leave and subsequent reassignment is at the discretion of the District.
- C. If I wish to continue my medical, dental and employee-paid insurance plans, I will contact Benefits for information concerning payment.
- D. I acknowledge that I am to return to duty upon the expiration of my approved leave of absence.
- E. It is my responsibility to notify Administrative Services of any change of address and telephone number while I am on leave.

REASON FOR REQUEST: _____

SIGNATURE OF EMPLOYEE: _____ DATE: _____

APPROVED DISAPPROVED (COMMENTS) _____

IMMEDIATE ADMINISTRATOR: _____ DATE: _____

APPROVED DISAPPROVED (COMMENTS) _____

PERSONNEL SERVICES: _____ DATE: _____

For Administrative Services use only: Copy and distribute to: Site Administrator Payroll
 Compensated Employee Benefit Sub Desk
 Non-Compensated Personnel HR Tech

Pasadena Unified School District Professional Growth Credit Approval

Date: _____

I have enrolled in the following class(es) or workshop, (if not a college course with semester or quarter units, please list the number of hours spent in the workshop in the last column) Declaring enrollment for AA Degree () or BA Degree ()

Date	Location	Course	Semester Units	# of Hours

How does this activity relate to your job classification, another district position you aspire to, or benefit the district? _____

Work Site

Position

Employee Signature

Approval by Personnel Office: _____ Date: _____

Information: CSEA Contract

1. Article XXII 22.7.1 requires courses to be submitted for approval in advance.
2. To receive proper credit, evidence of attendance and successful completion with a minimum of a "C" grade to receive credit for course (s)
3. Course work must relate to the employees' assignment or to a promotional opportunity assignment to be considered for professional growth.

ADDRESS or NAME CHANGE - Classified Employee

Address Change: PLEASE PRINT

SSN# or EID# _____ Job Title _____

Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____

Emergency Contact-Name & Relationship to you and Phone Number _____

OR

Name Change: PLEASE PRINT

Previous Name _____

New Name _____

The new information provided is current and correct, please make necessary changes that have been indicated above. It is the responsibility of the employee to provide a current, correct address or name change to Human Resources Dept.

Employee Signature

Today's Date



PASADENA UNIFIED SCHOOL DISTRICT
Human Resources

EID# _____

I, _____, am requesting a copy of my personnel file with Pasadena Unified School District. My current job title is _____ and my work location is _____. I understand the total cost of this request is \$0.10 and will need to pay with cash or money order in the exact amount. I also understand that it will take up to 5 business days and I will need to pick up the copies from Human Resources, unless I pay in advance and provide a mailing address below.

Signature

Date

By signing below I acknowledge that I have picked up my copies and paid the total amount of \$ _____, or have agreed to have the copies mailed to:

Check here to have copies mailed to:

Signature

Date

To be completed by Human Resources:

Request received by _____ Date _____

Total Pages _____ \$ Total Cost _____ Copied Date _____ Distribution Method & Date _____

CLASSIFIED EMPLOYEE REQUEST FOR CHANGE OF STATUS FORM

DATE: _____

FOR SCHOOL YEAR: _____

This request expires on June 30th of the current school year. For consideration of most requests, a current satisfactory evaluation must be on file. Probationary employees are not normally eligible for location changes.

CURRENT CLASSIFICATION: _____

NAME: _____ **SOC. SEC. #:** _____

MAILING ADDRESS: _____

_____ **ZIP:** _____

HOME PHONE: _____ **WORK PHONE:** _____

CURRENT WORK SITE (if applicable): _____

SIGNATURE: _____ **DATE:** _____

COMMENTS:

I request consideration for approval of the following change of status:

ADDITIONAL HOURS IN CURRENT CLASSIFICATION: _____

LATERAL TRANSFER TO CLASSIFICATION OF: _____

WORK SITE CHANGE TO (specify site or sites): _____

REINSTATEMENT AFTER TERMINATION TO CLASSIFICATION OF: _____

OTHER (specify): _____

APPROVED: _____

DISAPPROVED: _____

SIGNED: _____ **DATE:** _____

COMMENTS:

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California
(For use by parents and members of the Public)

Complaint of Uncivil Treatment

Use this form to report uncivil treatment only. Complaints about school concerns, district programs, or district policies should be submitted in accordance with the District Uniform Complaint Procedures (available in the Office of the Deputy Superintendent)

Today's date _____

Name of person submitting this form _____

Signature of person submitting this form _____

Please identify yourself:

parent member of the public employee other _____

Name of the person against whom this complaint is made _____

Location/site of person _____ Position of person (if known) _____

Did you complaint to the supervisor or school principal: yes no

Below, please describe what happened. If you need additional space, please use the back of this sheet.

Submit this form to the supervisor and/or principal or to the Chief of Human Resources at 351 South Hudson Avenue, Pasadena, CA 91109

Community Relations

CIVILITY POLICY

E-2 1313

**PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California
(For use by school employees)**

Disruptive Conduct Report

Use this form to report uncivil treatment only. Complaints about school or district programs, policies or regulations should be submitted in accordance with the District Complaint Procedures

Name of person making this report _____

Today's date _____ Date and time (approximate) of Incident _____

Location of Incident (office, classroom, hallways, etc.) _____

Name of the person who are reporting (if known) _____

Is this person a parent/guardian or relative to a student at PUSD?

yes no

Do you feel your well-being/safety was threatened: yes no

Were there any witnesses to this incident? yes no

Names of Witness(es) _____

Did you notify your supervisor or principal? yes no

Were the police contacted? yes no

Below, please describe what happened. If you need additional space, please use the back of this sheet.

A copy of this Incident Report should be sent to the Chief of Human Resources

Signature of person submitting this form _____

PASADENA UNIFIED SCHOOL DISTRICT

COUNTER PROPOSAL #1

November 3, 2016

Article XXVII: Summer Officers

No change to current Article XXVII. See Article XXVIII Summer School.

PASADENA UNIFIED SCHOOL DISTRICT

COUNTER PROPOSAL #2

November 3, 2016

Article XXVIII: Summer School

28.2 All request for district summer school assignments, will be offered in rotational order to permanent employees with the greatest seniority first, to the newest applicant last, and will return to the top of the list once all applicants have been offered an opportunity for summer school assignment. The list is to be established annually via the summer school employee application process.

PASADENA UNIFIED SCHOOL DISTRICT

COUNTER PROPOSAL #3

November 3, 2016

New Article:

The District has no interest in adding the new article to the Collective Bargaining Agreement.

PASADENA UNIFIED SCHOOL DISTRICT

COUNTER PROPOSAL #4

November 3, 2016

Appendix H: Forms

The District has no interest in adding the new Appendix H to the Collective Bargaining Agreement.