

TABLE OF CONTENTS

ARTICLE 1	Recognition.....	1
ARTICLE 2	Definitions.....	2-4
ARTICLE 3	Rights of the District.....	5
	Section 1. Rights of the District.....	5-7
	Section 2. Exercise of District Rights.....	7
ARTICLE 4	Rights of ECCE.....	8
	Section 1. Dues Deduction.....	8
	Section 2. Access to Work Areas.....	8
	Section 3. Access to Bulletin Boards.....	9
	Section 4. Use of Facilities for Meetings.....	9
	Section 5. Distribution of Information.....	9-10
	Section 6. Use of District Equipment & Supplies.....	10
	Section 7. Documents.....	10
	Section 8. Office Space and Telephone Service.....	10-11
	Section 9. Use of District Personnel During Workday.....	11-12
	Section 10. Copies of the Agreement.....	12
	Section 11. Board Minutes and Agenda.....	12
	Section 12. Personnel Roster.....	12-13
	Section 13. Calendar Committee.....	13
	Section 14. Other Committees.....	13
	Section 15. Policy Book.....	13
	Section 16. Release Time Procedures.....	13-14
	Section 17. Representative (Service) Fees.....	14-15
ARTICLE 5	Hours of Service.....	16
	Section 1. Work Week.....	16-17
	Section 2. Work Day.....	17-18
	Section 3. Work Schedules.....	18
	Section 4. Meal Periods and Rest Periods.....	19
	Section 5. Adjustment Time.....	19
	Section 6. Voting Time Off.....	20
ARTICLE 6	Compensation.....	21
	Section 1. Salary Schedules: Step Placement & Advancement.....	21-22
	Section 2. Overtime.....	22-24
	Section 3. Call-In Guaranteed Pay.....	24
	Section 4. Hazardous Duty Pay.....	24-25
	Section 5. Work Out of Classification.....	25
	Section 6. Pay Period.....	25
	Section 7. Payroll Deductions.....	25
	Section 8. Shift Pay Differential.....	25-26
	Section 9. Mileage.....	26
	Section 10. Anniversary Increments.....	27

	Section 11.	Classification Schedule & List	27
	Section 12.	Compensation in Lieu of Dependent Insurance Coverage	27
ARTICLE 7		Employment Status	28
	Section 1.	Regular Classified Employee	28
	Section 2.	Probationary Status	28
	Section 3.	Permanent Status	29
	Section 4.	Short-Term Employees	29
	Section 5.	Substitute Employees	29-30
ARTICLE 8		Transfers and Job Vacancies	31
	Section 1.	Transfers	31
	Section 2.	Posting of Notice	32
	Section 3.	Notice Contents	32
	Section 4.	Filing	32
	Section 5.	Consideration of Applicants	32
ARTICLE 9		Classifications	33
	Section 1.	Classification Specifications	33
	Section 2.	Placement in Classification	33
	Section 3.	New Classifications or Changes to Existing Classifications	33
	Section 4.	Classification Review Process	33-34
ARTICLE 10		Performance Evaluation	35
	Section 1.	Performance Evaluation	35-36
	Section 2.	Schedule of Evaluations	36
	Section 3.	Evaluation Categories	36-37
	Section 4.	Acknowledgment of Outstanding Work	37
ARTICLE 11		Paid Leaves	38
	Section 1.	General Conditions	38-40
	Section 2.	Bereavement Leave.	40
	Section 3.	Personal Necessity Leave	41
	Section 4.	Sick Leave	42-43
	Section 5.	Industrial Accident or Illness Leaves.	44-46
	Section 6.	Extended Disability Leave.	46
	Section 7.	Catastrophic Illness/Injury Leave Plan	46
	Section 8.	Disability Release	47
	Section 9.	Quarantine Leave.	47
	Section 10.	Jury Duty Leave	47-48
	Section 11.	Military Duty Leave	48
	Section 12.	Attendance Incentive Program	48-49
	Section 13.	Family Care Leave	49
	Section 14.	Sick Leave to Attend to Illness of Child, Parent Or Spouse	49-50

ARTICLE 12	Unpaid Leaves	51
	Section 1. General Conditions	51-52
	Section 2. Extended Disability Leave.	52-53
	Section 3. Military Leave	54
	Section 4. Personal Leave	54
	Section 5. Family Care Leave	54
ARTICLE 13	Vacations	55
	Section 1. Vacation Allowance	55
	Section 2. Bonus Vacation Allowance	56
	Section 3. Entitlement to Vacation	56-57
	Section 4. Vacation Pay	58
	Section 5. Scheduling	58
	Section 6. Vacation Pay Upon Termination	58
	Section 7. Holidays During Vacation Period.	58
ARTICLE 14	Holidays	59
	Section 1. Holiday Calendar	59-60
	Section 2. College Holiday	60
	Section 3. Holiday Pay Computation	60
	Section 4. Scheduling	60
	Section 5. Pay for Holidays Worked	60-61
ARTICLE 15	Insurance Benefits	62
	Section 1. Medical Insurance	62
	Section 2. Dental and Vision Insurance	62
	Section 3. Optional HMO Plan	62
	Section 4. Dependent Coverage	62
	Section 5. District Supplemental Benefits Plan for Employees	63
	Section 6. Life Insurance AD&D	63
	Section 7. Short-Term Disability Income Insurance	63
	Section 8. Refund of Premiums	63
	Section 9. Voluntary Tax Sheltered Annuities	63-64
	Section 10. Eligibility	64
	Section 11. Consultation on Change of Program	64
	Section 12. Insurance Benefits Committee	64
ARTICLE 16	Resignation and Reemployment	65
	Section 1. Written Notice of Resignation	65
	Section 2. Acceptance of Written Notice of Resignation	65
	Section 3. Reemployment Subsequent to a Voluntary Termination	65
ARTICLE 17	Retirement	66
	Section 1. Retiree Medical Insurance	66

ARTICLE 18	Layoff	67
	Section 1. Notice of Layoff	67-68
	Section 2. Order of Layoff	68
	Section 3. Demotion or Retirement in Lieu of Layoff	68-70
	Section 4. Voluntary Reductions in Assigned Time.	70
	Section 5. Reemployment Procedures	70-71
	Section 6. Insurance Provision	71
	Section 7. Seniority List	71
	Section 8. Alternative Actions.	71
ARTICLE 19	Employee Rights	72
	Section 1. Non-Discrimination	72
	Section 2. Harassment	72-73
	Section 3. Representation Rights	73
	Section 4. Personnel Files	73-75
	Section 5. Medical Considerations	75-76
ARTICLE 20	General Provisions	77
	Section 1. Medical Examination	77-78
	Section 2. Home Address/Telephone Number	78
	Section 3. Tuberculosis Examination	78
	Section 4. Political Activities	78-79
	Section 5. Notification of Accrued Vacation and Sick Leave . .	79
	Section 6. Contracting Out Work	79-80
	Section 7. Tools, Equipment & Supplies	80
	Section 8. Classified Employee Appreciation Week	80
ARTICLE 21	Staff Development	81
	Section 1. Development Programs	81
	Section 2. Professional Growth	81-82
	Section 3. Training Programs for Designated Classifications. .	82-84
	Section 4. Educational Reimbursement Program	84-86
ARTICLE 22	Safety	87
	Section 1. Compliance	87
	Section 2. Safety & Health Committee	87
	Section 3. Reporting Safety Hazards and/or Unsafe Work Conditions	87-88
	Section 4. Safety/Security Apparel & Equipment	88-89
	Section 5. Safety Training	89-90
	Section 6. Personal Security	90
	Section 7. Video Display Terminals (VDT) & Laptop Computer Users	90
	Section 8. Emergency Closure	90-91
	Section 9. Drug and Alcohol Testing.	91-92
	Section 10. Counseling and Treatment.	92

ARTICLE 23	Disciplinary Action	93
	Section 1. General	93-95
	Section 2. Progressive Discipline	95
	Section 3. Progressive Discipline Procedures	95-96
	Section 4. Non-Progressive Disciplinary Action	97-98
	Section 5. Disciplinary Action	98-99
	Section 6. Disciplinary Grievance	99-100
	Section 7. Emergency Disciplinary Action.	100
	Section 8. Probationary Employees	100
	Section 9. Disciplinary Settlements	100
ARTICLE 24	Mediation	101
	Section 1. Description.	101
	Section 2. Terms and Conditions for Mediation	101-102
	Section 3. Procedures	102-103
	Section 4. Documentation	103
ARTICLE 25	Grievance Procedure	104
	Section 1. Purpose	104
	Section 2. Definition	104
	Section 3. Informal Meeting	105
	Section 4. Grievance Mediation & Non-Grievance Mediation	105
	Section 5. Procedures Involving Non-Disciplinary Matters...	105-107
	Section 6. Procedures for Grievance Involving Disciplinary Actions	107-108
	Section 7. Time Limits	109
	Section 8. Representation	109-110
	Section 9. District Representatives	110
	Section 10. Adjournment	111
	Section 11. Grievance on ECCE Rights	111
	Section 12. Witnesses	111
	Section 13. Grievance File	111
ARTICLE 26	Arbitration	112
	Section 1. Procedure	112
	Section 2. Selection of Arbitrators	112
	Section 3. Interpretation of Agreement	113
	Section 4. Limitations	113
	Section 5. Review of Arbitrator's Decision	114
	Section 6. Expenses	114
ARTICLE 27	Work Stoppage – Lock Out	115
	Section 1. ECCE Obligation	115
	Section 2. Employee Obligations	115
	Section 3. Lock-Out	115

ARTICLE 28	Agreement Conditions and Duration	116
	Section 1. Sole Agreement	116
	Section 2. District and ECCE Obligations	116
	Section 3. Negotiating Obligation	116
	Section 4. Savings Clause	116
	Section 5. Continuing Dialog	117
	Section 6. Effective Date and Duration	117
	Agreement Ratification	118

APPENDICES

APPENDIX A	Classification by Series and Salary Range (Revised November 20, 2006)
APPENDIX B	Classified Salary Schedule (Effective January 1, 2007)
APPENDIX C	Classified Salary Schedule (Effective January 1, 2008)
APPENDIX D	Classified Salary Schedule (Effective January 1, 2009)
APPENDIX E	Classifications Exempt from Daily Overtime (Effective Jan. 1, 2004)
APPENDIX F	Catastrophic Illness/Injury Leave Donation Plan
APPENDIX G	Family Care and Medical Leave Procedures (FMLA)
APPENDIX H	ECCE Release Time Authorization Form
APPENDIX I	Classified Employee Performance Evaluation
APPENDIX J	Acknowledgment of Outstanding Work Performance