

# **ECTA CONTRACT LANGUAGE CHANGES**

## **July 1, 2025 – June 30, 2028**

**ARTICLE 3      TERM OF AGREEMENT**

Language Revision

**ARTICLE 12      Leaves of Absence**

Language Revision

**ARTICLE 15      Class Size**

Language Revision

**ARTICLE 18      Salary**

On Schedule Increase of 3.07% effective 7/1/25

On Schedule Increase of 2% effective 7/1/26

Master's Degree Stipend increase from \$1,200 to \$1,500 annually

Addition of Special Services Mentor Stipend

Addition of Assistant Lead SLP Stipend

Language Revision

**EDDCOE**

**EL DORADO COUNTY  
OFFICE OF EDUCATION**

AGREEMENT BETWEEN

THE

COUNTY SUPERINTENDENT OF SCHOOLS

AND THE

EL DORADO COUNTY TEACHERS ASSOCIATION

EFFECTIVE DATES: July 1, 2025 through June 30, 2028

# AGREEMENT BETWEEN

THE

EL DORADO COUNTY SUPERINTENDENT OF SCHOOLS

AND THE

EL DORADO COUNTY TEACHERS ASSOCIATION

This agreement is made and entered into by and between the El Dorado County Superintendent of Schools and the El Dorado County Teachers Association on the 22<sup>nd</sup> day of Augusts 2025.

ACCEPTED AND RATIFIED  
On August 22, 2025

El Dorado County Teachers Association

ACCEPTED AND ADOPTED  
On August 22, 2025

El Dorado County Superintendent of Schools

*Carolyn Wilson*

Carolyn Wilson (Feb 18, 2026 15:19:12 PST)

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Carolyn Wilson  
Negotiations Chair

Feb 18, 2026

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Date

*Ed Manansala*

Edward Manansala (Feb 22, 2026 20:28:23 PST)

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Dr. Ed Manansala  
County Superintendent of Schools

Feb 22, 2026

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Date

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**ARTICLE I**    **INTRODUCTION**

1.1            Recognizing that providing a high quality education for the children of El Dorado County is the paramount aim of the El Dorado County Office of Education and that good morale in the teaching staff is necessary for the best education of the children, we do hereby declare that:

1.1.1        The professional teaching personnel, the EDCOE Staff and the County Board of Education have the ultimate responsibility of providing the best possible education for the children of El Dorado County.

1.1.2        Neither the Employer nor the Association discriminate against any employee on the basis of race, color, creed, age, sex, national origin, political affiliation, domicile, marital status, physical handicap, membership in an employee organization or participation in the activities of an employee organization.

1.1.3        This agreement is a result of good faith negotiations between the parties which occurred under the auspices of Government Code Section 3540, et seq.

1.1.4        We recognize the role and responsibilities of the Head Start Policy Council regarding the employees of the Head Start Program. Appropriate federal regulation shall apply in such instances.

NOW, THEREFORE, the parties agree as follows:

**ARTICLE 2**    **RECOGNITION**

2.1            The Employer recognizes the Association as the exclusive representative of all certificated employees of the Employer as defined in the voluntary Recognition of Certificated Bargaining Unit authorization approved by the Employer May 1976, for the purposes of meeting and negotiating proposals which are authorized under provisions of the law.

2.2            The following are the specific job titles:

- Teacher
- School Nurse
- Speech and Language Pathologist (SLP) (Language, Speech and Hearing Specialist)
- Head Start Teacher
- State Pre-School Teacher
- Early Head Start Teacher
- Orthopedic Impairment Specialist - Itinerant

**ARTICLE 3**    **TERM OF AGREEMENT**

3.1            The provisions of the Agreement constitute the full and complete commitments between both parties and shall be effective beginning July 1, 2025, and shall remain in effect until June 30, 2028.

3.2            For the 2026-2027 school year, either party may reopen negotiations for two (2) articles. Salary and benefits are closed and resolved for the 2026-2027 school year. EDCOE is not obligated to negotiate any proposal with a budgetary impact.

For the 2027-2028 school year, either party may reopen negotiations on salary and fringe benefits plus two (2) other Articles.

3.3            Written proposals for negotiations may be submitted by the Association no later than the regularly scheduled November County Board of Education meeting each year, unless mutually agreed otherwise by the parties. New items required to be negotiated by State Law may be negotiated in addition to the Articles to be reopened.

3.4            Full Understanding, Modification & Waiver

This contract sets forth in writing the full and entire understanding of the parties regarding the matters set forth herein. It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein during the term of this contract. Nothing in this paragraph shall preclude the parties from jointly agreeing in writing to negotiate on an issue(s) within the scope of representation during the term of this Agreement. No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the County Board of Education and the County Superintendent of Schools and the El Dorado County Certificated Staff. The waiver by mutual agreement and in writing of any terms or condition of this contract shall not constitute a precedent in the future enforcement of all its terms and provisions.

**ARTICLE 4**    **SAVINGS PROVISION**

If any provision or applications of this Agreement are held to be contrary to the law by a court of competent jurisdiction, such provisions or applications will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. If such provisions or applications are deemed invalid, the Employer shall reinstate any benefit reduced or eliminated to the extent allowable under law. Moreover, the parties shall meet not later than ten (10) days after such court decision to renegotiate the provision or provisions affected.

**ARTICLE 5    DEFINITIONS**

- 5.1        "Employee" refers to any certificated person who is included in the appropriate unit as defined in Article 2, and, therefore, covered by the terms and provisions of this Agreement.
  
- 5.2        "Employer" refers to the County Superintendent of Schools.
  
- 5.3        "Days" means contracted employee workdays during which employees are required to be in attendance as established by the employer except where defined differently in a specific Article.
  
- 5.4        "Negotiate in good faith" means a serious and honest effort on the part of each party to reach agreement.
  
- 5.5        "Daily rate of pay" means the employee's annual salary divided by the number of contract days required by the appropriate Salary Schedule.
  
- 5.6        "Unit member" and "member" refers to all persons in certificated positions identified in Article 2.2 as being included in the unit, unless otherwise notified by the Association.

**ARTICLE 6**    **AVAILABILITY OF AGREEMENT**

Each unit member shall have available a copy of the Agreement. This copy shall be available via the Intranet at [home.edcoe.org](http://home.edcoe.org). In the event that a printed copy of the Agreement is generated, it shall be the obligation of either the Association or the Employee to provide a binder appropriate for retaining the Agreement. The Employer shall bear the cost of printing this Agreement. Each negotiating team member will receive two (2) copies of the Agreement. Additionally, the Employer shall place a printed copy of the Agreement in places frequented by employees, e.g., employee break rooms, main program administrative offices, etc.

**ARTICLE 7    ASSOCIATION RIGHTS**

- 7.1        The Association and its members can use the school buildings and facilities upon notification of the supervisor to conduct Association business provided it does not interfere with the educational program.
  
- 7.2        The Association shall have the right to post notice of activities and matters of Association concern on the existing bulletin board in the County Office of Education. The Association may use the County Office audio visual delivery service, duplicating equipment and employee mailboxes for communication to employees.
  
- 7.3        The Employer will provide the Association President with a Board agenda and unadopted minutes of the previous meeting at least 48 hours prior to any regularly scheduled meeting and 24 hours prior to any special meeting.
  
- 7.4        In the event the Association desires to appear on the agenda of a regular County Board of Education meeting, the President of the Association shall notify in writing the County Superintendent of Schools in sufficient time to be so scheduled.
  
- 7.5        Authorized representative of the Association shall be permitted to transact Association business on school property before the beginning of the established workday, during any duty-free lunch periods, and anytime immediately following the established workday.
  
- 7.6        The ECTA Chapter President or designee shall be allowed a total of ten (10) days release time to conduct necessary Association business which may include attendance at relevant County Board of Education public meetings. A twenty-four (24) hour advance written notice shall be given to the Superintendent or his/her designee prior to use of any release time pursuant to this section. The Association agrees to pay the cost of half of a substitute for the sixth through tenth release day. This agreement shall not be construed to allow the County Office to charge the Association when a substitute is not employed.
  
- 7.7        EDCOE shall supply to the Association, every 120 days if there are no new hires, or within 30 days of the date of hire or by the first pay period of the month following hire, with the following information in digital format for all bargaining unit members:

- 1. Name;

2. Home Address;
3. Phone Numbers – work, home and cellular;
4. Personal (non-employer) Email Addresses;
5. School Site;
6. Grade Level/Assignment;
7. Date of Hire;
8. Seniority Date;
9. Full time Equivalent (FTE) status;
10. Employment Classification (Probationary, Permanent, Temporary);
11. Type of Credential held (i.e., Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or College Internship, etc.);
12. Indication of Unit Member on Leave; and
13. An indication of whether the Employer is deducting dues for membership.

7.8 The Employer agrees to furnish the Association President, upon request, all available information relating to any matter being negotiated unless expressly prohibited by law. Notwithstanding other information, the Association President shall be sent two (2) copies of the budget and a copy of the placement of personnel on respective salary schedules when completed and available.

7.9

7.9.1 "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

7.9.2 EDCOE shall provide newly hired unit member orientation for all newly hired bargaining unit members to take place prior to the newly hired member's first day of classes. Any bargaining unit member(s) hired after the start of the school year shall be provided an in-person orientation within thirty (30) calendar days from the date of hire.

7.9.3 Scheduling of Orientation

EDCOE shall provide written notice of the date, time, and location of all new employee orientations, by certified or electronic mail, to the Association President and Vice President no later than ten (10) days in advance of other new hire

orientations that may occur throughout the year. In the event the EDCOE is unable to comply with the stated advance notice, EDCOE shall, at the request of the Association, reschedule the orientation meeting and provide the advance notice. If, however, EDCOE provides proof that there was an urgent need critical to the EDCOE's operations that was not reasonably foreseeable, the Association shall be provided as much notice as possible.

#### 7.9.4 Association Orientation Time Provided

The Association shall be provided no less than fifteen (15) minutes of uninterrupted time to communicate with bargaining unit members at all new bargaining unit member orientations meetings. EDCOE administration will excuse themselves during Association time.

The Association is entitled to invite CTA staff to the Association portion of new employee orientations.

EDCOE shall provide the Association President or designee up to one (1) hour of release time per new employee orientation to have access to newly hired employees attending new employee orientation. The Association representative utilizing such release time must notify his/her supervisor in advance and specifically note use of such release time on any applicable time card or other time recording procedure.

#### 7.10 Notice of Third-Party Requests for Unit Members' Information

7.10.1 EDCOE shall notify the Association President and the impacted unit member(s) of any third party request or unit members' contact information. This includes, but is not limited to, California Public Records Act requests.

7.10.2 EDCOE shall not disclose personal contact information or information contained in a unit member's personnel file unless otherwise required by law.

#### 7.11 Waivers of Law, Regulation, and Policy

When seeking a waiver of state or federal law, regulations, or county board policy for EDCOE, at the time of submitting the waiver(s) for the County Board agenda, EDCOE shall provide a copy of the waiver to the Association President. When legally

required, EDCOE shall seek approval of the Association.

7.12 7.12.1 EDCOE will notify the ECTA President of vacancies in writing with a copy of the Schedule A position attached. This notification will occur within five business days when a part-time or full-time Schedule A vacancy notice is submitted.

7.12.2 The Executive Director of Special Services and/or the Executive Director of Personnel Services shall meet with an ECTA representative and the SLP Lead on a quarterly basis to discuss recruitment and retention.

Unfilled SLP assignments shall first be offered in order of seniority to existing ECTA SLP unit members who work less than full time. If the SLP position cannot be filled by an existing ECTA SLP unit member, ECTA retirees on the retiree list will be notified for consideration to fill the vacant position(s). If the SLP position is not filled by an ECTA retiree, EDCOE will provide the ECTA President with written notification of EDCOE's intention to contract with a non-public agency for SLP services to fill the vacancy. In addition, the Executive Director of Special Services and/or the Executive Director of Personnel Services shall meet with the Principal of Special Services, an ECTA representative, and Lead SLP to collaborate and consult regarding the terms of the non-public agency SLP services, supervision and monitoring thereof, and implementation. If an SLP assignment is filled by a non-public agency, EDCOE will continue to post the vacant position. When a qualified SLP is hired by EDCOE as an ECTA bargaining unit member to fill the vacancy filled by a non-public agency SLP, the non-public agency SLP services will be terminated.

7.12.3 All SLP retirees who retired on or after June 30, 2011, shall be given an opportunity to be included on a retiree list for consideration to fill vacancies as described herein, and in accordance with applicable state pension regulations.

7.12.4 At the beginning of any school year, if any Salary Schedule A assignment is filled by any non-public agency within the first month, EDCOE shall consult with the Association by September 10<sup>th</sup>, to develop a plan for attracting and retaining highly qualified EDCOE employees.

## ARTICLE 8    PERFORMANCE MANAGEMENT PROCEDURE

### PURPOSE:

The performance management procedure is intended to provide guidance, improve and sustain job performance. This will enhance job satisfaction, self-esteem, and ensure positive work relationships. Job satisfaction is paramount to the quality of the lives of our employees and directly impacts how well we relate to our clientele. In order to make this procedure a positive experience for all employees, two options are available to the employee: Performance Management with SMART Goals and Performance Management with Formal Observation.

#### 8.1            Goal

- 8.1.1 To accurately and objectively assess certificated staff performance related to pupil progress, proper control, suitable learning environment and adjunct duties.
- 8.1.2 As needed, persons assigned the responsibility for ongoing observation and review of subordinate employees shall be provided training in that function.

#### 8.2            Performance Management Procedure

- 8.2.1 The progress of pupils toward the standards established pursuant to Section 8.1 above. However, the review of the teacher shall not be based upon the attainment of established student goals.
- 8.2.2 The instructional techniques and strategies used by the employee.
- 8.2.3 The employee's adherence to curricular objective.
- 8.2.4 The establishment and maintenance of a suitable learning environment, within the scope of the employee's responsibilities.
- 8.2.5 The Performance Management procedure is a cooperative effort, with valued input from both the employee and manager. The goal is to establish a shared vision and direction for the individual and the department. The manager will meet with the individual employee to discuss the Performance Management procedure, including purpose, assumptions, process, Mission Statement, the four leadership styles, and the two procedural options (SMART Goals and Formal Observation).
  - 8.2.5.1 For the SMART Goals option, Agreement is reached on goals, outcomes/products/activities, and leadership styles to be used with each goal, since it is essential that perspectives coincide regarding these elements. When both the employee and manager are in agreement, the Performance Management form is signed. If agreement on goals is not reached, the Formal Observation option will be used.

8.2.5.2 For the Formal Observation option, the content of the Year's Plan is agreed upon and the Plan is signed.

8.3 Pupil Progress and Assessment Tools

Each employee shall use the assessment/screening tools appropriate to the area of assignment as mutually agreed between the employee and the supervisor or assigned performance management responsibility and consistent with federal and state laws.

8.4 Frequency of Performance Review

The performance review for each certificated employee shall be made on a continuing basis, at least once each school year for probationary personnel and at least once every other year for personnel with permanent status. The review shall include comments on areas of strengths and recommendations, if any, as to the areas of improvement in the performance of the employee.

8.5 Schedule

8.5.1 Within 60 days of initial employment or the start of the work year the employee and the supervisor will meet to review the following Performance Management components.

A. Individual Year Plan

B. SMART Goal (If that option is selected)

8.5.2 Performance Review shall be in writing and a copy shall be reviewed with each certificated employee not later than 30 days before the last school day scheduled on the respective school calendar. The certificated employee shall have the right to initiate a written reaction or response to the Performance Review. The response shall become a permanent attachment to the employee's personnel file.

8.6 Formal Classroom Observation

For the Performance Management Review with Formal Observation option, the supervisor will normally make an appointment in advance to observe the teacher's effectiveness in the classroom, preparation, methods, interaction with others, fulfillment of the IEPs and/or other student progress plans.

8.6.1 Regardless of the Performance Management option selected, nothing herein shall restrict a supervisor or administrator from making unannounced or formal classroom visits/observations for the above and other purposes.

8.7 Less Than Satisfactory Performance

In the event an employee is not performing his or her duties in a satisfactory manner, the supervisor shall notify the employee in writing of such fact and describe such unsatisfactory performance. The supervisor will complete the following:

- A. A conference will be scheduled to review the written observation and to begin development of plans for assisting the certificated employee.
- B. The County Superintendent of Schools will be advised of less than satisfactory performance.

#### 8.7.1 Plans of Assistance

Within thirty (30) days of the Conference, the reviewer and the employee shall discuss/modify and complete a plan for assistance. The reviewer's role in assisting the employee shall include, but not be limited to the following:

1. Making specific recommendations for improvement.
2. Providing direct assistance toward the implementation of such recommendations.
3. Establishing criteria for measuring improvement.
4. Establishing a time schedule to monitor progress.

Such role shall also include the following where deemed appropriate:

1. Providing additional resources to be utilized to assist with improvement.
2. Providing a classroom demonstration by the reviewer or assignee.

In preparing the final performance form for placement in the unit member's personnel file, the reviewer shall rely primarily upon data collected through relevant observations and review conferences. Any deficiencies which may have been brought to the attention of the unit member, and subsequently corrected, shall not be included on the final performance form.

#### 8.7.2 Time for Implementation of Plan of Assistance

Within ninety (90) days, the immediate supervisor will assist the employee with the implementation of the plan. At least one (1) written observation shall be made during the implementation period. If requested by either the supervisor or employee, a second-level supervisor/administrator may be involved in this and subsequent reviews.

#### 8.7.3 Further Performance Reviews

When any permanent certificated employee has received an unsatisfactory review, the EDCOE shall annually review the employee until the employee achieves a positive review or is separated from employment.

8.8 General Procedure

- 8.8.1 The County Superintendent of Schools may review an evaluation of any employee at any time in the review sequence.
- 8.8.2 The County Superintendent of Schools will review all less than satisfactory performance reviews.
- 8.8.3 Any employee may request a review of his/her evaluation by the person at the next higher level of supervision.
- 8.8.4 Each employee may be included in the review procedure each year.
- 8.8.5 The following performance management forms will be used with this review procedure:
  - A. Individual Year's Plan (Part I)
  - B. SMART Goals or Formal Observation Form
  - C. Performance Management Part II and Summary Page

8.9 Permanent Status

All employees will be granted permanent status as provided by law.

8.10 Maintenance of Data Related to Performance Management Procedures

Materials in personnel files of employees shall be maintained in accordance with the provisions of Education Code Section 44031.

8.11 Confidentiality

Employee reviews are confidential and shall not be discussed with personnel who are not directly involved in the performance management process of a particular employee. Items 8.7 through 8.7.3 apply only when performance is less than satisfactory.

## **ARTICLE 9      GRIEVANCE PROCEDURE**

### 9.1            Definitions

- 9.1.1 Grievance - A grievance is a claim by one (or more) unit member(s) that he/she has been adversely affected by an alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement through an act or omission of the EDCOE (Employer).
- 9.1.2 Grievant - A member of the unit asserting a grievance as defined above is referred to as a grievant. Alleged violations, misapplications, or misinterpretations which affect more than one employee in a substantially similar manner may be consolidated into one grievance and thereafter represented by a single grievant. The Association may be a grievant in cases which involve stated Association rights guaranteed by a specific provision(s) of this Agreement in Articles 2, 3, 6, and 7. When the Association is the grievant the process shall begin at Level II within ten (10) days of the occurrence giving rise to the grievance.
- 9.1.3 Day - As used within this Article, the term "day" shall mean any day in which the grievant is in a paid status.
- 9.1.4 Representative - A "Representative" is another unit member, an administrator, an Employer representative, or legal counsel, representing any party to the grievance at the party's election.
- 9.1.5 Association - "Association" means the El Dorado County Teachers Association (ECTA).
- 9.1.6 Individual Grievances - Any members of the unit may present a grievance to the Employer and have such grievance(s) adjusted or resolved without the intervention of the exclusive representative as long as the adjustment or resolution is reached prior to Level II and the adjustment is not inconsistent with the terms of this Agreement. The Employer shall not agree to a resolution of the grievance until the exclusive representative has received a copy of the grievance, and the proposed resolution, and has been given the opportunity to file a grievance.

### 9.2            Informal Level

Before filing a formal grievance, the grievant should attempt to resolve the problem through an informal conference with his/her immediate supervisor.

If the Grievant is not satisfied with the disposition of the grievance, or if no disposition has been reached within five (5) days of the meeting, the Grievant may advance to Level I (Immediate Supervisor).

### 9.3

#### Formal Levels

##### 9.3.1 Level I - Immediate Supervisor

Within ten (10) days after the occurrence of the act or omission giving rise to the grievance, the grievant shall submit such grievance in writing to his/her immediate supervisor on a form attached hereto as Appendix D. The form shall contain a clear, concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought. The immediate supervisor shall communicate his/her decision to the employee in writing within ten (10) days after receiving the grievance. Within the above time limits, either party may request a personal conference.

##### 9.3.2 Level II – Executive Director of Personnel

If the grievant is not satisfied with the decision at Level I, he/she may appeal the decision within ten (10) days by submitting the grievance to the Executive Director of Personnel. The submission shall include a copy of the original grievance, the decisions rendered, a clear, concise statement of the reasons for the appeal and any remedy sought. The Executive Director of Personnel shall communicate his/her decision in writing to the grievant within ten (10) days of receipt of the appeal.

##### 9.3.3 Level III – Superintendent

If the grievant is not satisfied with the decision at Level II, he/she may appeal the decision within ten (10) days by submitting the grievance to the Superintendent or his/her designee. The submission shall include a copy of the original grievance, the decisions rendered, a clear, concise statement of the reasons for the appeal and any remedy sought. The Superintendent or his/her designee shall communicate his/her decision in writing to the grievant within ten (10) days of receipt of the appeal.

##### 9.3.4 Level IV – Mediation

If the grievant is not satisfied with the decision of the Superintendent, or no disposition has been reached within the timeframe described above, the grievance shall be referred to mediation. The Association shall request a list of ten (10) mediators from the State Mediation and Conciliation Service to be mutually agreed upon by the parties.

If the parties cannot mutually agree on a mediator, selection shall

proceed by alternately striking names until only one name remains, who shall be the selected mediator.

#### 9.3.5 Level V – Arbitration

If no resolution is reached at Level IV a request may be made by the Association to the Superintendent or designee, in writing, within ten (10) days of the mediation, to appeal the grievance to arbitration. The Employer shall request a list of ten (10) arbitrators from the California State Mediation and Conciliation Service to be mutually agreed upon by the parties.

If the parties cannot mutually agree on an arbitrator, selection shall proceed by alternately striking names until only one name remains, who shall be the selected arbitrator.

The arbitrator's decision will be in writing and set forth the findings of fact, reasoning, and conclusions of the issues submitted. The arbitrator will have no power or authority to add to, subtract from, or modify the terms of this Agreement or make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The Decision will be submitted to the Association and the Superintendent and will be final and binding upon the parties. The decision shall be rendered thirty (30) days after closing of the hearing. If any question arises as to the arbitrability of the grievance, such question will be ruled upon by the arbitrator prior to the arbitration's commencement.

All costs for the services of the arbitrator including, but not limited to, per diem expenses, any court reporter, his/her travel and subsistence expenses and the cost of any hearing room, will be borne equally by the County Office and the Association. All other costs, except for release time for the grievant(s), Association representative(s) and witnesses, will be borne by the party incurring them.

### 9.4 General Provisions

- 9.4.1 No reprisals of any kind shall be taken by the Superintendent or the administration against any employee because of participation in this grievance procedure.
- 9.4.2 If a problem arises near the end of the grievant's work year, all parties shall make every effort to resolve the problem before the end of the grievant's work year.
- 9.4.3 Employees shall have their choice of right to representation as described herein at all stages of this procedure.

- 9.4.4 When the Employer requires any employee, including representatives, to be absent from the employee's duties to process a grievance, release time shall be granted at no cost. Every reasonable effort will be made to handle grievances during duty hours other than classroom hours.
- 9.4.5 If the employee fails to proceed to the next level within the allotted time period, the grievance will be considered settled based upon the last answer given.
- 9.4.6 If the administration's representative fails to give an answer within the allotted time period, the employee may proceed to the next higher level within ten (10) days of the final date on which the administration's answer could have been given.
- 9.4.7 Documents, communications, and records dealing with a grievance which are not normally in the personnel file will not be included with the personnel files of any participant.
- 9.4.8 Upon mutual written agreement, time limits may be extended or waived.
- 9.4.9 Proof of Service shall be accomplished by certified mail or personal service.
- 9.4.10 The counting of days for the purposes of determining time limits shall start the day after the receipt of action by either side.

## **ARTICLE 10   TRANSFER PROCEDURE**

### 10.1      Definition

A transfer is defined as a change in the school site or facility or from one position in the bargaining unit to another position within the bargaining unit.

### 10.2      Criteria for Transfer

The following criteria shall be used as the basis for consideration of transfer requests:

10.2.1 The qualifications of the employee, including experience, recent training, program needs, staff seniority and staff input, shall be considered before filling the position. In addition, satisfactory length of service time performed as an employee of the El Dorado County Office of Education will be considered.

10.3      Notice of job vacancies will be posted at individual work sites and emailed to all employees. Employees will be given an annual opportunity to request notification by US mail in lieu of email notification. Such notice will include the name of the position, credential requirement, location of the position and the deadline date for applying.

10.4      All known vacancies received by the El Dorado County Office of Education will be available in the lobby of Building A.

10.5      Every reasonable effort will be made to notify any employee who may be reassigned due to a transfer by April 15. For itinerant staff whose job assignments may change yearly based upon staff numbers, program needs and student distribution, every effort will be made by the Employer to provide job assignment notification by July 15 for traditional calendar personnel, or June 1 for year-round calendar personnel.

### 10.6      Voluntary Transfers

An employee may request a voluntary transfer to take effect during the school year or at the beginning of the next school year.

10.6.1 All requests for voluntary transfers must be submitted in writing to the program administrator and the Executive Director of Personnel Services indicating the reason(s) for the request.

10.6.2 If a voluntary transfer request is denied, the employee, upon request, shall be provided with the specific reasons for the denial

in writing.

10.6.3 The employee may withdraw the request in writing at any time prior to the Employer's final recommendation to fill the vacancy, and may request to be considered for other positions which may become available.

## 10.7 Involuntary Transfers

Transfers shall be based exclusively on the legitimate educational and operational needs of the El Dorado County Office of Education.

10.7.1 The employer will consider length of service time performed, program needs, geographic distance, employee hardship, and available alternatives when considering involuntary transfers.

10.7.2 An Employee who is to be involuntarily transferred shall be given the reasons for the impending transfer in writing. The employee to be affected by the involuntary transfer will be given notice by April 15 or as soon thereafter as is known and prior to any general announcement.

10.7.3 An involuntary transfer shall not result in a demotion or loss of pay, seniority or benefits, and will not adversely impact the employee's rights as provided in this Agreement.

10.7.4 Except in unforeseen or unanticipated circumstances, involuntary transfers shall be made no later than June 30th and the transferred employee shall be notified immediately in writing.

10.7.5 If an employee is transferred involuntarily and is dissatisfied with the new position, the employee may request a voluntary transfer and be given serious consideration for the next available EDCOE staff position for which the employee is qualified. Such request will be considered at the earliest vacancy.

10.7.6 "Serious consideration" shall be defined as best efforts in light of the factors addressed in 10.7.1.

10.7.7 An employee, who is involuntarily transferred to a new assigned worksite (not a layoff) which forces the employee to cross the Sierra Summit, shall be compensated by the El Dorado County Office at the current mileage reimbursement rate for a period of one year from the date of the involuntary transfer. Mileage reimbursement for a west to east involuntary transfer will be calculated from the El Dorado County Office to the new

assigned worksite. Mileage reimbursement for an east to west involuntary transfer will be calculated from the Meyers chain control station to the new assigned worksite.

## **ARTICLE 11   BENEFITS**

11.1        The Association and the Employer will review the current benefit plans and structures. It is agreed that The Association and the Employer jointly investigate the costs and services of various insurance carriers to determine if the same levels of benefit coverage can be made available at less cost or better levels of coverage can be made available with the same level of present costs.

### 11.2        Health, Dental, Vision, Life Insurance & Employees Assistance Program

11.2.1 The Employer shall provide all employees and their eligible dependents with the current levels of coverage.

11.2.2 It is understood that the Employer will provide an Employee Assistance program for all certificated employees and that those employees working less than 35 hours per week will have this benefit prorated as specified in sections 11.4.2 and 11.4.3.

11.2.3 Effective July 1, 2014, unit members employed prior to July 1, 1986, assigned to a paid status of four (4) or more hours per day shall continue to be entitled to \$717 as the Employer's share of the monthly premium of the medical health insurance benefit plan selected. Unit members shall be entitled to 100% employer share of dental and life and vision.

11.2.4 Effective July 1, 2001, unit members employed as of July 1, 1986, shall have the Employer's share of the monthly health premium prorated as specified in Articles 11.4.1 through 11.5 below. Unit members shall be entitled to 100% employer share of dental and life and vision.

11.2.5 Effective July 1, 2001, unit members employed after January 31, 1992, shall have the Employer's share of the monthly premiums prorated as specified in Articles 11.4.1 through 11.4.3 below.

### 11.3        Employer's Share Defined

11.3.1 For unit members assigned to paid status of 35 hours or more per week, the employer shall pay:

- Effective July 1, 2014, \$717 toward the cost for medical health insurance. The monthly cost of medical insurance for unit member and dependents over \$717 will be paid by the unit member and deducted from pay accordingly;

- 100% of the cost for unit member and dependents for dental coverage;
- 100% of the cost of the vision plan (excluding contact lens coverage) for unit member and dependents; unit member shall pay the cost of the contact lens coverage;
- 100% of the life insurance cost for unit member only;
- 100% of EAP coverage for unit member and dependents.

11.3.2 For unit members on schedules H, K and M assigned to paid status of 30 hours or more per week, the employer shall pay:

- Effective July 1, 2014, \$645 toward the cost for medical health insurance. The monthly cost of medical insurance for unit member and dependents over \$645 will be paid by the unit member and deducted from pay accordingly;
- 90% of the cost for unit member and dependents for dental coverage;
- 90% of the cost of the vision plan (excluding contact lens coverage) for unit member and dependents; unit members shall pay the cost of the contact lens coverage;
- 90% of the life insurance cost for unit members only;
- 90% of EAP coverage for unit member and dependents.

11.3.3 Unit members assigned to paid status equivalent to at least 25 hours per week but less than 35 hours per week, the employer shall pay:

- Effective July 1, 2014, \$538 toward the cost of medical health insurance. The monthly cost of medical insurance for unit member and dependents over \$538 will be paid by the unit member and deducted from pay accordingly;
- 75% of the cost for unit member and dependents for dental coverage;
- 75% of the cost of the vision plan (excluding contact lens coverage) for unit member and dependents; unit member shall pay the cost of the contact lens coverage;

- 75% of the life insurance cost for unit member only;
- 75% of EAP coverage for unit member and dependents.

11.3.4 Unit members assigned to a paid status equivalent to at least twenty (20) hours per week, but less than 25 hours per week, the employer shall pay:

- Effective July 1, 2014, \$359 toward the monthly cost of medical health insurance. The monthly cost of medical insurance for unit member and dependents over \$359 will be paid by the unit member and deducted from pay accordingly;
- 50% of the cost for unit member and dependents for dental coverage;
- 50% of the cost of the vision plan (excluding contact lens coverage) for unit member and dependents; unit member shall pay the cost of contact lens coverage;
- 50% of the life insurance cost for employee only;
- 50% of EAP coverage for unit member and dependents.

11.4 Section 125 IRS Code provisions are provided to all employees. This code section allows employees to have certain medical costs and dependent care costs paid with pre-tax dollars which represents a potential savings for employees.

11.5 Employees regularly assigned to less than four (4) hours per day may participate in all employer-sponsored group benefit programs, as allowed by the vendor contracts, by paying the full premium costs.

11.6 Salary Protection Insurance

ECTA requires that an employee be a dues-paying member of ECTA in order to participate in this plan. Income protection plans are also available, without being a dues-paying member, through our Plan Administrator when an employee enrolls in Section 125.

11.6.1 Head Start, Early Head Start, and State Preschool

Effective October 1, 1996, the EDCOE will provide an employer-paid long-term disability income protection plan for all employees working four (4) or more hours/day.

11.7 Tax Sheltered Annuity

Employees may participate in the tax sheltered annuity of their choice with the Employer providing payroll deduction for this purpose.

11.8 Fringe Benefits While on Leave

Except by operation of Section 12.10.6 of this agreement, employees who are on leave of absence without pay for more than thirty (30) days shall not receive fringe benefits paid by the Employer, but shall have the option of receiving the benefits should they choose to pay the premiums. Employer's payments shall end with the calendar month which includes the thirtieth (30th) day of leave.

11.9 Reimbursement for Personal Property

When personal property of the employee is damaged in the line of duty without fault of the employee, or is stolen from the employee while the employee is in the line of duty, the El Dorado County Office of Education may provide for payment of the cost of replacing or repairing such property. If the property is covered by insurance, but not fully, the Office may provide for payment of the difference between the insurance settlement and actual value or cost of repairing. A limit of \$500 is established for payment of such damaged or stolen property. Claims must be filed with the business office within sixty (60) days after the property is damaged or stolen.

11.10 Payroll Deduction Services

The Employer will provide payroll deduction services to all employees without added cost for anything that is in the agreement.

11.11 Inclusion of Retirees in Group Health Plans

11.11.1 The following shall only apply to those eligible employees who were employed as of December 31, 1980, and remain in continuous employment with the EDCOE until retirement:

The Employer shall provide fully paid health insurance as described in 11.11.3 and 11.11.4 for employees qualified to retire as per the State Teachers Retirement System after reaching their fifty-fifth (55th) birthday. An Employer-approved leave shall constitute a year of service for the purpose of eligibility for this benefit.

11.11.2 The following shall apply to employees who were employed

after December 31, 1980:

The following benefits (11.11.3 through 11.11.4) shall be available only to retirees who elect to assume the entire cost of such benefits.

11.11.3 Eligibility

Employees who retire between the ages of 55 and 65 who are participating in the Employer's health insurance program shall be eligible to participate in the following program:

11.11.4 Benefit

Each eligible retired employee shall be entitled to the employee-only health insurance plan of choice as provided in the negotiated Agreement, if requested. The retiree may, if so desired, continue dependent coverage at his/her own expense.

11.11.5 Termination of Coverage

Coverage shall terminate (1) at the written request of the retiree; (2) Employer- paid coverage when the retiree reaches the age of 65; (3) if and when the insurance carrier refuses optional coverage for retirees. Nothing in this section shall deprive an employee of rights to continue coverage under COBRA or other applicable statutes, rules, and regulations.

11.11.6 Retiree Coverage Beyond Age Sixty-Five (65).

The retiree shall be eligible to participate in the Employer's group health plan beyond age 65 provided that the retiree assumes the entire cost of such benefit. Payment by the retiree shall be remitted on a monthly basis or as required by the carrier.

- 11.12 The EDCOE has established a Joint Benefits Committee which includes member(s) from the Certificated Unit to review current and potential future benefits. The focus is on cost containment and evaluation of alternative methods of providing such benefits. Recommendations from the Joint Benefits Committee will be referred to the County Superintendent, the County Board of Education, and the bargaining representatives for appropriate action.

## **ARTICLE 12 LEAVES OF ABSENCE**

### 12.1 Sick Leave

- 12.1.1 For illness or injury, every employee shall be entitled to one (1) day of paid sick leave, or a prorated share thereof depending on work schedule, for each month of contract employment.
- 12.1.2 Unused sick leave shall accrue from school year to school year.
- 12.1.3 At the beginning of each school year, all employees shall be credited with sick leave equal to their sick leave entitlement for the school year. Employees may use their credited sick leave at any time during the school year for purposes authorized by this agreement or law.
- 12.1.4 If an employee resigns, retires or is terminated, and has used more sick leave than was earned, the amount used but not earned, shall be deducted from the final warrant of the employee, subject to any differential pay which may be appropriate.
- 12.1.5 EDCOE may require a physician's or practitioner's verification of illness only if any employee has been on sick leave for five (5) or more consecutive days. Personnel Services shall mail an FMLA information packet to the employee's home notifying them of their leave rights for serious medical conditions. EDCOE retains the right to check for suspected abuses of the sick leave provisions.
- 12.1.6 EDCOE will provide each employee with a written statement of accrued sick leave totals and sick leave entitlement for the year on their monthly time sheet.
- 12.1.7 Employees absent due to illness or injury shall notify their immediate supervisor as early as possible. Upon return, the employee must complete the appropriate form indicating the date(s) of the sick leave taken.
- 12.1.8 Earned, unused sick leave may be counted in a proportionate amount to service credit for computing retirement in accordance with the Education Code.
- 12.1.9 After the employee has exhausted all annual and accumulated sick leave because of illness or accident, the employee shall

begin a period of differential pay; e.g. the difference of the employee's salary and the salary of a substitute (whether or not one is employed) for the period not to exceed five (5) months.

## 12.2 Family and Medical Leave Act (FMLA) and the California Rights Act (CFRA) Leaves

### 12.2.1 Entitlement to Leave:

An employee shall be entitled to family care and medical leave as set forth in Government Code §12945.2 (CFRA) and the federal Family and Medical Leave Act of 1993 (FMLA). An employee may use CFRA for leave for self, child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, designated person (any individual related by blood or whose association with the employee is equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employee may designate one designated person per 12-month period), someone who stood in loco parentis or for whom the employee stood in loco parentis.

An employee may use FMLA leave for self, child, spouse, parent, someone who stood in loco parentis or for whom the employee stood in loco parentis.

12.2.1.1 Employees with more than 12 months of service with EDCOE are eligible for FMLA if they have worked for at least 1250 hours in the last 12 months. EDCOE may consider hours worked outside the employee's contracted work hours.

12.2.1.2 Employees may use FMLA/CFRA to care for a serious medical condition for themselves or an eligible individual. Employees may also use FMLA/CFRA for the birth, adoption, placement for adoption, or foster care of a child.

12.2.1.3 Employees will be reinstated to the position held when the leave began or to a comparable position without decrease in rate of compensation or loss of promotional opportunities.

12.2.1.4 Eligible employees may use up to 12 continuous weeks of leave under FMLA/CFRA. If medically

necessary, based upon the employee's health care provider's certification, an eligible employee may take one of the following:

1. Continuous leave;
2. Intermittent leave (which may be used in increments as small as one hour under certain circumstances);
3. Reduce work load.

#### 12.2.2 Use of Sick Leave:

12.2.2.1 For an employee illness, leave may be utilized pursuant to the California Education Code and Section 12.1.9 once the employee has exhausted all annual and accumulated sick leave.

12.2.2.2 For an illness of an eligible family member or eligible individual, an employee shall substitute other accrued leave and any other paid or unpaid time off. The employee may use their annual sick leave for giving care to an eligible individual.

#### 12.2.3 Payment of Health Premiums:

While an employee is on FMLA/CFRA, EDCOE shall continue to pay EDCOE's portion of the group health plan coverage as provided in Article 11. The Superintendent may recover the premium paid for maintaining group health plan coverage for the employee for the duration of any leave granted under Article 12.2, if both the following conditions occur:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition, that entitles the employee to leave under this Article or other circumstances beyond the control of the employee.

#### 12.2.4 Advance Notice of Leave:

If the employee's need for a leave pursuant to this Article is

foreseeable, the employee shall provide EDCOE with thirty (30) days advance notice of the need for the leave.

#### 12.2.5 Healthcare Provider/Certification of Leave:

- A. Eligible Individual Care: An employee's request for leave to care for an eligible individual who has a serious health condition shall be supported by a Certification issued by the healthcare provider of the individual requiring care.

The Certification shall provide the following:

1. The date on which the serious health condition commenced;
2. Probable duration of the condition;
3. Estimate of the amount of time that the healthcare provider believes the employee needs to care for the individual requiring the care; and,
4. A statement that the serious health condition warrants the participation of the family member to provide the care during the period of treatment or supervision of the individual requiring care. Upon expiration of the time estimated by the healthcare provider for the employee to care for the individual requiring care, the employee shall obtain recertification in accordance with the procedures specified above, if additional leave is required.

- B. Employee Illness: An employee's request for a leave because of the employee's own serious health condition shall be supported by a Certification issued by the employee's healthcare provider.

The Certification shall specify:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition; and,
3. A statement that due to the serious health condition, the employee is unable to perform the functions of their position.

The employee shall obtain subsequent recertification regarding the employee's serious health condition, in

accordance with the procedures specified immediately above, if additional leave is required.

#### 12.2.6 Amendment of Statutory Law:

This Article shall be deemed to be automatically modified to conform to any amendment or modification of Government Code §12945.2(CFRA), the FMLA, or any other applicable law. If any such amendment gives the Superintendent discretion to require any act by the employee, the act shall be deemed to be required.

#### 12.3 Pregnancy Disability Leave (PDL)

When an employee is required to be absent from duty because of pregnancy, childbirth, or a related medical condition, such as, but not limited to, pregnancy, miscarriage, abortion, child birth and recovery (six (6) weeks after a vaginal birth and eight (8) weeks after a C-Section birth or more as directed by a medical provider if PDL is not yet exhausted), the employee is allowed up to four (4) months of PDL as directed by the employee's medical provider. The employee must submit a notice to their supervisor which includes a statement from the employee's physician confirming the pregnancy and/or related medical condition and the projected date of delivery.

The employee must return to work following the physician's verification that the employee is released to return to duty, unless the employee uses other applicable leave, including but not limited to, parental bonding leave pursuant to Article 12.4.

Pregnancy disability absence shall be charged to sick leave and/or extended disability in the same manner as other illness absences. If all annual and accumulated sick leave is exhausted, the employee is eligible for differential pay; e.g. the difference of the employee's salary and the salary of a substitute (whether or not one is employed) under Education Code 44977.

#### 12.4 Parental Bonding Leave

During the first twelve (12) months of an employee's child's birth, adoption, or placement for adoption or foster care, the employee may use their sick leave for purposes of parental bonding leave for a period of up to 12 workweeks. An employee shall not be provided more than one 12-workweek period for parental leave during any 12-month period.

When an employee has exhausted all annual and accumulated sick leave and continues to be absent from the employee's duties on account of parental bonding leave, the amount deducted from the salary due to the employee for any of the remaining portion of the 12-workweek period in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill the employee's position during the employee's absence or, if no substitute employee was employed, the amount that would have been paid to a substitute had a substitute been employed. The compensation shall be no less than fifty percent (50%) of the employee's regular salary for the remaining portion of the 12-workweek period of parental bonding leave after available and accrued sick leave is exhausted. EDCOE shall comply with all components of California Education Code Section 44977.5.

- 12.4.1 Upon request, after parental bonding leave is exhausted, EDCOE shall provide an employee an unpaid leave of absence for the purpose of child rearing. Such leave shall remain in effect at least until the end of the semester following the birth or adoption of the child and no longer than the end of the second semester following the birth or adoption of the child. The employee shall notify EDCOE that the employee intends to take leave at least four (4) weeks prior to the anticipated date on which the leave is to commence.
- 12.4.2 An employee may be entitled to use six (6) days personal necessity leave for caring for the child. In the event that the family has a hardship situation, the employee has the opportunity to request additional leave time from the Superintendent.
- 12.4.3 An employee, upon return from leave of absence, shall be reinstated to the position held when the leave began or to a comparable position without decrease in rate of compensation or loss of promotional opportunities.
  - 12.4.3.1 Upon request, the Superintendent will extend an employee's parental bonding leave for six (6) months or the remainder of the current school year, whichever is longer.
  - 12.4.3.2 Any employee who seeks an extension of parental bonding leave shall apply no later than four (4) weeks preceding the expiration of the original leave.

- 12.4.4 Employees employed as replacements or substitutes for employees on parental bonding leave shall be notified at the time they are hired that their employment is on a temporary basis.
- 12.4.5 Employees granted parental bonding leave shall not make advancements on the salary schedule unless they meet the requirements of Element D on the Salary Schedule. An employee granted parental bonding leave beyond the 12 weeks covered under the Education Code 44977.5 and Government Code 12945.2 may continue to receive all health and welfare benefits at the employee's own expense.

12.5 Lactation Accommodation

Pursuant to California Labor Code section 1030 et. seq., EDCOE shall provide employees a reasonable amount of break time to accommodate the employee desiring to express breast milk for the employee's infant child. EDCOE will provide private lactation space, free from intrusion, in close proximity to the employee's work area which may be the employee's normal work area if the space meets the lactation requirements but shall not be a bathroom stall. EDCOE shall make reasonable efforts to provide the employee with the use of a room or other location, other than a bathroom, in close proximity to the employee's work area, for the employee to express milk in private.

12.6 School Visitation Leave (Family School Partnership Act)

Employees may take up to 40 hours of leave per year, but not more than 8 hours per month, for school related activities, as defined by California Labor Code section 230.8. Children in K-12 and/or a licensed day care are covered. Employees may take this leave unpaid if all other applicable leave is exhausted. This leave may be used for child care or school emergencies, such as an illness, a behavior problem, or school closure.

12.7 Personal Necessity Leave

A unit member may elect to use their annual accrual of accumulated sick leave for personal necessity during any school year. Personal necessity leave may not be used for outside employment or other means of earning additional income. Advance notice shall be given to the employee's immediate supervisor whenever the use of personal necessity is foreseeable.

12.8 Bereavement Leave

- 12.8.1 The employee will be allowed eight (8) working days with full pay for absence because of the death - or critical illness where death appears imminent - of a child, adopted child, current stepchild, foster child, ("child" includes a child in utero), spouse/domestic partner, biological/adoptive parent, or a current stepparent.
- 12.8.2 The employee will be allowed five (5) working days with full pay for absence because of the death or critical illness where death appears imminent of other members of the employee's immediate family.
- 12.8.3 Other members of immediate family means grandmother, grandfather, grandchild of the employee or of the employee's spouse, current son-in-law, current daughter-in-law, brother, current brother-in-law, sister, current sister-in-law, current mother-in-law, current father-in-law, aunt or uncle of the employee, or any relative living in the immediate household of the employee.
- 12.8.4 In cases of a hardship situation, EDCOE has the prerogative of extending the leave, as may be requested.
- 12.8.5 When applicable, Pregnancy Loss Leave (SB 848) shall run concurrently with Bereavement Leave.

12.9 Civic Duty Leave

- 12.9.1 Employees who are summoned for jury duty, subpoenaed to be present in court to give testimony, or required to appear in court or at hearings in connection with the performance of their duties as employees of EDCOE will be granted civic duty leave, with pay, for such time as is required by the summons or subpoena.
- 12.9.2 Civic duty leave will not be granted to employees required to appear in court as defendants for personal traffic or other violations of the law or in connection with other employment.

12.10 Military Leave

- 12.10.1 An employee who is a member of the reserve component of the United States or of the California National Guard is entitled, when ordered, to a temporary military leave not to exceed 180 calendar days.
- 12.10.2 The employee will receive during the first thirty (30) days of such leave full daily rate of pay compensation in addition to whatever pay is received from the federal or state government  
  
for training if one (1) year of service has been rendered to the El Dorado County Office of Education.
- 12.10.3 The employee on such leave shall maintain the right to be restored to their former position or a similar position at the same salary the employee would have received had the employee not been on military leave. In addition, the employee shall be entitled, if so desired, to continue all benefit provisions at the employee's own expense.
- 12.10.4 All provisions of law pertaining to military leave will be complied with.

12.11 Industrial Accident and Illness Leave

- 12.11.1 Each eligible employee who qualified for such leave shall be entitled to full pay for a period of time not less than sixty (60) days in any school year. In the event an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to the amount of unused leave due for the same illness or injury.
- 12.11.2 The total of the employee's temporary disability indemnity and the portion of salary due the employee during the absence shall equal the employee's full salary.
- 12.11.3 During any paid leave of absence, the employee shall endorse to EDCOE the temporary disability indemnity checks received on account of such industrial accident or illness. EDCOE, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized contributions.

- 12.11.4 An employee shall be deemed to have recovered from an industrial accident or illness and thereby able to return to work, at such time as the employee's physician verifies that the employee is fully capable of performing job requirements. At EDCOE's cost, EDCOE has the option to select a physician of its choice to certify that the employee is fully capable of performing job responsibilities.
- 12.11.5 An industrial accident or illness is defined as an injury or illness whose cause can be traced to the performance of duties on the job and as adjudged under the provisions of the State Worker's Compensation Insurance Law.
- 12.11.6 EDCOE's report of an industrial accident or illness shall be kept on file at EDCOE.
- 12.11.7 The benefits provided in this paragraph are in addition to sick leave benefits. Accordingly, EDCOE shall not deduct accumulated sick leave from the sick leave allotment of an employee who is absent as the result of an industrial accident or illness during the 60-day period.
- 12.11.8 An employee on such leave will be entitled to paid fringe benefits for a period of time not to exceed one (1) calendar year from the date of accident or illness. Thereafter, the employee may elect to continue in all group benefit plans at the employee's cost.
- 12.11.9 No physical or mental examination shall be required of any employee unless paid for by EDCOE.

12.12 Sabbatical Leave

- 12.12.1 Upon request, the Superintendent may grant an employee a leave of absence up to one (1) year for study which will benefit the schools and students of EDCOE.
- 12.12.2 To be eligible for a sabbatical leave, the employee must have served seven (7) consecutive years of full-time paid service and must agree to render at least one (1) full year of service upon return from the sabbatical leave.
- 12.12.3 Before the sabbatical leave is approved, the employee must

submit a study plan including a detailed description of the program, the name of the educational agency, and a detailed description of how such leave will benefit students. This study plan must be submitted to the Superintendent not later than two (2) months prior to the proposed beginning date of the leave.

- 12.12.4 The number of sabbatical leaves granted in one (1) school year shall not exceed one (1) employee at any given time during the year.
- 12.12.5 Sabbatical leaves shall not be granted to permit an employee to accept other employment.
- 12.12.6 An employee shall be paid during the period of sabbatical leave one-half of the previous year's regular contract salary, less adjunct duties and other types of extra duty compensation and/or expense allowances. The salary shall be paid in monthly installments.
- 12.12.7 An employee who is granted a partial-year sabbatical leave shall be paid in proportionate salary as determined in Article 12.12.6 above.
- 12.12.8 An employee who has received a sabbatical leave shall not be considered to be eligible for further sabbatical leave under this section until seven (7) years have passed.
- 12.12.9 The employee's contract salary for the year following the sabbatical leave shall include the benefit of base salary changes granted to other employees. Step changes on the salary schedule shall not be granted to persons on sabbatical leave unless they meet the requirements of Element D on the Salary Schedule. As a result of the sabbatical leave, the employee will be placed on the appropriate class on the salary schedule as determined by transcripts.
- 12.12.10 Prior to the commencement of sabbatical leave, the employee will sign appropriate documents to ensure repayment to EDCOE of the salary paid during the sabbatical leave in the event the employee fails to complete one (1) year of employment following such leave.

12.12.11 Length of service time will be the controlling factor when more than one (1) employee requests a sabbatical leave for the year.

12.13 Legislative Leave

An employee who is elected to the state legislature, congress, or a school board in another district shall be entitled upon request to any unpaid leave of absence for the length of the term or terms in office and shall be entitled to return to the employee's regular employment at the end of the leave.

12.14 Personal Leave

12.14.1 Upon written request by the employee, EDCOE may grant an employee an unpaid leave of absence for personal reasons for a period of time not to exceed one (1) year.

12.14.2 An employee must request such leave no later than April 1 or November 1 preceding the term it is desired that the leave become effective.

12.14.3 The employee may continue all fringe benefit programs at the employee's own expense.

12.14.4 Employees employed as replacements for employees on personal leave shall be notified at the time they are hired that their employment is on a temporary basis due to such leave of absence.

12.14.5 The number of employees on leave during any one (1) semester or year shall not exceed two (2) employees at any one (1) time.

12.14.6 With approval of the Superintendent, an employee shall be granted a leave of absence without interruption of health and dental benefit payments by EDCOE. Criteria which can influence the decision include, but may not be limited to:

1. The program needs can be adequately met during the period of absence;
2. EDCOE realizes a financial benefit from the transaction; and/or
3. The reason for the requested leave is acceptable to

the Superintendent.

12.15 Emergency Conditions

- 12.15.1 Emergency conditions are those conditions totally outside of an employee's control such as extreme snowfall, flood, or other weather-related phenomena, workplace power outage, fire or other natural catastrophe, which prevent an employee from reporting to or remaining at the employee's assigned work place.
- 12.15.2 Should official notification not be available by 7:00 a.m., and an employee shows up for and ready to work at the employee's regular assignment but is then sent home by management, the employee shall be credited for a minimum of two (2) hours pay or the time actually worked, whichever is greater.
- 12.15.3 Any employee who is not able to attend or remain at work for reasons of emergency closure as defined above, shall be relieved of the employee's duties for the term of the closure. If applicable, and with the supervisor's pre-approval, employees may use a non-duty day or work at an off-site location. If an emergency release of pupils is called while students are in route or at school, employees are to remain on duty until released by their site administrator.
- 12.15.4 If the program is not making up the instructional day(s), the employee may request that the employee's supervisor consider a means of allowing them to make up the time and the lost wage with an affidavit requiring prior administrative approval.
- 12.15.5 Should the EDCOE require that the day(s) be made up, the employee and the supervisor shall attempt to agree on the date(s) and method for the make up.

## **ARTICLE 13   WORK HOURS**

- 13.1      The normal full-time workday shall be: Special Education - eight (8) hours per day, Head Start/State Preschool Layered – eight (8) hours per day, Early Head Start – seven hours and fifteen minutes (7.25) per day, and State Preschool - five (5) hours per day including lunch period, except as provided below.

The normal full-time workday shall be:

- Special Education – eight (8) hours per day;
- Head Start/State Preschool Layered – eight (8) hours per day;
- Early Head Start – seven and one quarter (7.25) hours per day;
- State Preschool – 185-day work year – 177 days at five (5) hours per day and eight (8) days at eight (8) hours per day; including lunch period, except as provided below.

Unless otherwise approved by the Unit Supervisor, teachers are required to be present at their respective teaching sites at least thirty (30) minutes before the student instructional day begins. Normally, teachers are expected to remain thirty (30) minutes after the student instructional day ends. Exceptions to the later thirty-minute period can be made to accomplish student-related activities provided notification is made to site administration or the Unit Supervisor. The 1987/88 state minimums for instructional minutes will determine the minimum student contact time for Special Education certificated employees.

The parties agree that there is no intent to generally increase student contact time, it is recognized that the need to meet state minimum instructional minutes or changes in individual assignments or the I.E.P. of assigned students may alter an individual unit member's student contact time.

- 13.2      Teachers are responsible for other instructional-related duties which include, but are not limited to, program development, professional growth activities, parent conferences, committee assignments, faculty and County Office of Education meetings, special help to student(s), back-to-school nights, student supervision, assigned adjunct duties which will be identified on the "Year's Plan", and other assignments essential to the normal functions of the County Office of Education instructional program.

- 13.3      The two non-student contact days and one staff development day applicable to unit members on Salary Schedule A shall be cooperatively planned and organizationally directed.

- 13.4 Unit members whose class assignment is located at one site will follow the local district's calendar for student contact days and emergency closure days.
- 13.5 Unit members whose assignment requires service to more than one site or district shall meet with their immediate supervisor and/or designee by the last day of the prior school year and establish a work calendar including minimum days, conference days, and emergency closure days. For unit members hired after the end of the prior school year, a meeting between the unit member and the unit member's immediate supervisor to establish work calendars will occur by the end of the second week of the current school year.

## **ARTICLE 14 SAFETY**

- 14.1 EDCOE shall provide safe working conditions for all employees free from abusive conduct, as defined by California Government Code section 12950.1, within EDCOE's fiscal capabilities and positive learning conditions. EDCOE shall correct any unsafe or hazardous condition.
- 14.2 Both EDCOE and the Association agree that there is a joint responsibility for the maintenance of safe procedures and practices.
- 14.2.1 When custodial services are unavailable and when a teacher reasonably suspects that bodily fluids constitute a biohazard because such fluids may not be cleaned up safely without posing a significant risk of exposure to infectious agents known to be communicable to humans, EDCOE will provide assistance within a reasonable period of time after the employee has notified the employee's immediate supervisor or the Director of Child Development programs, or Special Education, as appropriate. This provision shall not apply to routine clean-ups.
- 14.3 Any assault upon an employee by either a student or an adult shall be reported promptly to the employee's immediate supervisor. The report shall contain the employee's name, the date and location of the assault, a description of the assault, and the name of the person making the assault, if known. It shall be the responsibility of the Employer to investigate the assault and recommend the appropriate corrective action.
- 14.4 The Employer shall maintain, as required by law, a comprehensive liability insurance coverage for each employee.
- 14.5 The Employer agrees to support the concept of a joint employee-employer safety committee to review all potential safety hazards and to provide information to the County Board of Education on all such findings.
- 14.6 Classroom Safety Review Committee
- A unit member may request an informal meeting with his/her program administrator when the unit member has a classroom safety concern. In the event he/she is not satisfied with the outcome of the informal meeting, the unit member may request, in writing, a meeting with the Classroom Safety Review Committee. This committee shall be

comprised of the reporting unit member, the Program Director or Executive Director, an ECTA representative, and any other individuals identified by the committee. The committee will review classroom safety concerns as identified by the reporting unit member. After receiving the written request, the committee will convene no later than ten (10) working days for review and assessment of the reported safety concerns.

- 14.7 EDCOE's sexual harassment policy shall be posted in a prominent location, be made available on the EDCOE website, and shall include information on where to obtain the specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies.
- 14.8 EDCOE shall provide adequate time, based on the estimated time for completion as provided by the specific training module, during the contract day at the beginning of the school year, or as otherwise determined by EDCOE, to allow employees to complete EDCOE required training for sexual harassment, blood borne pathogens, healthy schools, and mandatory reporting.

## **ARTICLE 15 CLASS SIZE AND WORKLOAD**

15.1 The Employer will make every reasonable effort to establish and maintain pupil-teacher ratios which will permit maximum learning opportunities for each student. The Employer also agrees to adhere to the provisions of the current Education Code and other related laws as specified for each authorized program.

### **15.1.1 Speech-Language Therapist Caseloads**

EDCOE shall determine Speech-Language Therapist caseloads in consideration of the following criteria, which are not necessarily all inclusive, and which specifically are not set forth in accordance with priority order or weighting of any kind:

1. Needs of the Students
2. Location of Students by School Site
3. Frequency of Services Provided
4. Nature of Services Provided
5. Desires of Speech-Language Therapist
6. Fairness and Equity
7. Needs of the Program
8. Travel Time Required
9. Student Difficulty Factors
10. State Regulatory Requirements
11. IEP Requirements
12. Support Staff Available

EDCOE shall consider such criteria in making assignments for the ensuing school year in an assignment committee meeting held during the last month of the current school year. All Speech-Language Therapists shall be invited to attend the assignment committee meeting in order to allow Speech-Language Therapists a full opportunity to express their views and interests regarding their caseload assignments for the ensuing school year.

Subsequent to the assignment committee and no later than three (3) work days thereafter, assignments shall be posted in the Special Services Office apprising Speech-Language Therapists of their final caseload assignments for the ensuing school year.

As determined by EDCOE, caseload assignment may be adjusted during the course of the school year based on student and program needs, with input from the SLP.

15.2 Speech Therapists required to evaluate and/or provide therapy for hospital or home-bound students will be provided time in their daily

schedule in order to provide services to the student.

- 15.3 Should class size or caseload be impacted by a substantial increase/decrease in enrollment or disabilities as determined by management, the following steps shall be taken:
- A. Management will meet with affected teachers to review situation within thirty (30) working days.
  - B. Management will review support and other staff time which may be altered within existing resources to accommodate impact.
  - C. Management will meet again with affected staff to communicate course of action to be taken within ten (10) working days.
- 15.4 Unit members on Salary Schedule K and L shall maintain an average caseload of 10 to 12 families, with a maximum of 12 students per home visitor.

## **ARTICLE 16   EMPLOYER RIGHTS AND OBLIGATIONS**

- 16.1      Except as expressly limited by the specific terms and conditions of this Agreement, it is understood and agreed that the Employer retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish and insure its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of its operations; determine curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; contract work out; and take action on any matter in the event of an emergency. In addition, the Employer retains the right to hire, classify, assign, evaluate, promote, terminate, and discipline employees through a letter of reprimand.
- 16.2      The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption of policies, rules, regulations, and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with law.
- 16.3      Nothing in this Article shall serve to alter or limit the Employer's right to amend, modify, or rescind policies and practices referred to in this Agreement in cases of emergency. The determination of whether or not an emergency exists is solely within the discretion of the Employer but the effects of such a decision are subject to the provision of the grievance/arbitration procedure.
- 16.4      The Employer recognizes its obligation to consult with the Association on those matters specified in the Education Employment Relations Act, to wit: definition of educational objective, the determination of the content of courses and curriculum, and the selection of textbooks to the extent such matters are within the discretion of the Employer under the law.

**ARTICLE 17 CONCERTED ACTIVITIES**

During the life of this Agreement, the Association agrees that the employees will not strike, slow down or participate in a work stoppage or sick out. Likewise, the County Office of Education agrees not to lock out the unit employees. Notwithstanding the foregoing, this clause is automatically suspended during any period of time following the end of a contract year until settlement has been reached on interim re-openers, if any.

**ARTICLE 18 SALARY**

- 18.1 Any employee employed part-time as defined by the unit in a permanent position shall be classified on the salary schedule in accordance with the placement policy for full-time employees and shall be paid an amount which bears the same ratio to the annual salary fixed in the schedule for full-time service as the time required of a person employed part-time.
- 18.2 Employees shall be paid on a yearly basis. Each employee shall have the option of being paid in ten (10) or twelve (12) equal payments.
- 18.3 Effective July 1, 2025, Salary Schedules A, C, H, I, K, L and M shall be increased by 3.07%.

Effective July 1, 2026, Salary Schedules A, C, H, I, K, L and M shall be increased by 2%.

Fully Credentialed SLPs hired on or after July 1, 2015, shall receive a signing bonus of \$5,000 upon completion of the SLP's first year of employment with EDCOE and shall receive an additional \$5,000 bonus upon completion of the SLP's 2<sup>nd</sup> year of employment with EDCOE. The bonus as described in this section shall be pro-rated based on the SLP's FTE. No SLP shall be eligible for this stipend more than once.

**18.3.1 Newly Hired SLPs Practicing Under a Variable Term Waiver**

Newly hired SLPs who are not fully credentialed or licensed to perform work as an SLP and possess a Variable Term Waiver shall receive a tuition cost reimbursement for the SLP to obtain their speech and language therapy license or credential, in an amount not to exceed \$10,000, provided the SLP satisfies the conditions of this Article. The Reimbursement shall be prorated for applicable SLPs based on FTE amount. To be eligible for the tuition reimbursement described herein, the SLP must:

- a) Provide proof of enrollment in a qualifying program, as determined by EDCOE;
- b) Cooperate with EDCOE in the attainment of waiver;
- c) As courses are completed at the conclusion of each semester or quarter, whichever is applicable, provide proof of satisfactory course completion (grade "C" equivalent or better) and good standing with the qualifying program.

Reimbursement will be provided to the SLP in equal installments at the end of each semester or quarter upon submission of the information contained in items a-c above.

The reimbursement as described in this section shall be pro-rated based on the SLP's FTE. No SLP shall be eligible for this reimbursement more than once.

To receive the tuition reimbursement, the SLP must commit to serve EDCOE in the position for two (2) years from completion of the qualifying program.

The incentive listed in 18.3.1 for SLPs hired under a variable term waiver is one-time and for the 2023-2024 school year and not ongoing for future recruitments unless EDCOE and ECTA mutually agree to an extension. It is further agreed to be non-precedential in terms of future negotiations.

#### 18.4 Probationary Status

Pursuant to Education Code Section 44908, "A probationary employee who, in any one school year, has served for a least 75 percent of the number of days the regular schools of the district in which he is employed shall be deemed to have served a complete school year."

#### 18.5 Special Stipends

All ECTA bargaining unit members who, by September 1, have presented to the Personnel Services Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.

Lead SLP Stipend: The Lead SLP shall be granted \$1,500 annually in addition to salary based on class and step designation.

Assistant Lead SLP Stipend: The Assistant Lead SLP shall be compensated \$1,000 annually in addition to salary based on class and step designation.

Special Services Mentor Stipend: The Mentor Stipend shall be \$2,500 annually in addition to salary based on class and step designation, as selected and assigned by EDCOE. Requirements for the Mentor Stipend are attached in Appendix E.

#### 18.6 Unit members who are bilingual and biliterate and who are required to use such skills, as a condition of their employment will receive 5% differential upon proof of proficiency satisfactory to the County Office. This shall not apply in the case of requirements for a specified credential, e.g. DHOH and VI.

18.7 Longevity

This article shall apply to unit members assigned to salary schedules C, H, I, K, and L.

After completion of nine (9) complete years of services with EDCOE, full-time unit members shall receive a \$100 monthly stipend in addition to the unit member's regular pay.

After completion of twelve (12) complete years of services with EDCOE, full-time unit members shall receive a \$150 monthly stipend in addition to the unit member's regular pay.

After completion of fifteen (15) complete years of services with EDCOE, full-time unit members shall receive a \$200 monthly stipend in addition to the unit member's regular pay.

After completion of eighteen (18) complete years of services with EDCOE, full-time unit members shall receive a \$250 monthly stipend in addition to the unit member's regular pay.

After completion of twenty (20) complete years of services with EDCOE, full-time unit members shall receive a \$300 monthly stipend in addition to the unit member's regular pay.

Part-time unit members eligible for a longevity increase as described herein shall receive a prorated amount based on the unit members FTE.

18.8 Prepping for Students with an IEP

Unit members assigned to Special Services/SELPA may request release time with a substitute to review student IEPs and/or prepare for IEP team meetings.

18.9 Overpayments

In the event overpayment in compensation occurs, EDCOE shall notify the employee in writing of the overpayment which will include relevant details regarding the overpayment, the amount of wages and/or benefits to be repaid, any applicable rights under Education Code Section 44042.5 and provide the employee an opportunity to respond.

18.9.1 EDCOE shall meet with the employee within thirty (30) calendar days following the written notification of an overpayment for the purposes of discussing repayment.

Every effort will be made to reach a mutually beneficial agreement for repayment.

- 18.9.2 EDCOE may not seek to collect an overpayment that occurred three years or more from the date of the overpayment.
- 18.9.3 Nothing in this section shall prevent an Employee from agreeing to pay back the total amount of any overpayment in one payment.
- 18.9.4 If the employee disputed the existence or amount of a school employer's claimed overpayment, EDCOE shall initiate a legal action before recovering the overpayment amount.

**ARTICLE 19 EARLY RETIREMENT/ADDITIONAL SERVICE CREDIT**

Upon application by the employee, the County Superintendent and the County Board of Education may approve such application for additional service credit consistent with the terms of the law as contained in AB 22223. Such approval shall be limited to those instances in which the employee's early retirement results in no additional cost to the Employer.

## **ARTICLE 20 COMPLAINT PROCEDURE**

### 20.1 Definitions

20.1.1 Complaint - A complaint is a dispute, disagreement or controversy over any item not covered by a specific provision of this Agreement including, but not limited to, the administration of any law or policy, practice or regulation.

20.1.2 Complainant - The Association or a member of the unit asserting a complaint as defined above is referred to as a complainant.

Alleged complaints which affect more than one employee in a substantially similar manner may be consolidated as a group complaint and thereafter represented by a single complainant. If the Association is the complainant, the process shall begin at Level II within ten (10) days of the occurrence giving rise to the complaint.

20.1.3 Day - As used within this Article, the term "day" shall mean any day in which the complainant is in a paid status.

20.1.4 Representative - A "representative" is another member of the unit, an administrator, an Association representative, an Employer representative, or legal counsel who shall represent any party to the complainant at his/her election.

20.1.5 Association - "Association" means the El Dorado County Teachers Association (ECTA).

20.1.6 Individual Complaint - Any member of the unit may present a complaint to the Employer and have such complaints adjusted without the intervention of the exclusive representative as long as the adjustment is reached prior to Level II and the adjustment is not inconsistent with the terms of this Agreement; provided that the Employer shall not agree to a resolution of the complaint until the exclusive representative has received a copy of the complaint, and the proposed resolution, and has been given the opportunity to file a response.

### 20.2 Informal Level

Before filing a formal complaint the complainant should attempt to resolve the problem through an informal conference with his/her

immediate supervisor.

## 20.3 Formal Levels

### 20.3.1 Level I - Immediate Supervisor

Within ten (10) days after the occurrence of the act of omission giving rise to complaint, the complainant shall submit such complaint in writing to his/her immediate supervisor on a form provided by the Employer. This statement shall be a clear, concise statement of the complaint, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought. The immediate supervisor shall communicate his/her decision to the employee in writing within ten (10) days after receiving the complaint. Within the above time limits, either party may request a personal conference.

### 20.3.2 Level II – Superintendent

If the complainant is not satisfied with the decision at Level I, he/she may within ten (10) days appeal the decision on the appropriate form to the Superintendent of his/her designee. This statement shall include a copy of the original complaint and appeal, the decisions rendered, and a clear concise statement of the reasons for the appeal. The Superintendent or his/her designee shall communicate his/her decision in writing to the complainant within ten (10) days. Within the above time limits, either party may request a personal conference.

## 20.4 General Provisions

20.4.1 No reprisals of any kind shall be taken by the Board or the administration against any employee because of participation in this complaint procedure.

20.4.2 If a problem arises near the end of the complainant's work year all parties shall make every effort to resolve the problem before the end of the complainant's work year.

20.4.3 Employees shall have the right to representation of their choice at all formal stages of this procedure.

- 20.4.4 When the Employer requires any employee, including representatives, to be absent from the employee's duties to process a complaint, release time shall be granted at no cost. Every reasonable effort will be made to handle complaints during duty hours other than classroom hours.
- 20.4.5 If the employee fails to proceed to the next level within the allotted time period, the complaint will be considered settled based upon the last answer given.
- 20.4.6 If the administration's representative fails to give an answer within the allotted time period, the employee may proceed to the next higher level within ten (10) days of the final date on which the administration's answer could have been given.
- 20.4.7 Documents, communications, and records dealing with a complaint which are not normally in the personnel file will not be included with the personnel files of any participant.
- 20.4.8 Upon mutual written agreement, time limits may be extended or waived.
- 20.4.9 Proof of Service shall be accomplished by certified mail or personal service.
- 20.4.10 The counting of days for the purposes of determining time limits shall start the day after the receipt of action by either side.

**ARTICLE 21 PARENTAL/PUBLIC COMPLAINTS/COMPLIMENTS**

21.1 Parent/Public Complaints

Complaints by parents or guardians of El Dorado County Office of Education pupils, members of the public or non-unit members against an employee shall be handled in accordance with the following:

21.1.1 Notification

An employee against whom a complaint is made shall be so notified within seven (7) calendar days.

21.1.2 Meeting with Complainant

After notification, the employee may request a meeting with the complainant. The supervisor and/or the employee representative may attend if requested by either party. The employee shall notify his/her supervisor of any such meeting scheduled.

21.1.3 Complaint Reduced to Writing

Any complaint not resolved by Section 2 above must be put in writing and signed by the originator and forwarded to the immediate supervisor. A copy of the written complaint shall be given to the employee. If further attempts at resolution prove unsuccessful, the administrator shall forward the complaint to the County Superintendent.

21.1.4 Employee Response

The charged employee will be given an opportunity to respond to the charges against him/her at any and all levels.

21.1.5 Investigation

EDCOE Administration shall conduct an investigation of any unresolved charges and report to the Board those which are further indicating in writing as still of interest to the complainant.

21.1.6 Review by the Board

Complaints against an employee which are not resolved through

a conference with the employee or investigation by County Office of Education Administration may be presented to the Board. Any complaint brought to the Board shall be heard in closed session and with the knowledge and presence of the employee unless the employee requests otherwise.

#### 21.1.7 Record of Complaints and Action

Any documents placed in the employee's personnel file regarding a parent complaint shall contain only references to those issues found to be true; un-corroborated hearsay, known false statements, or unsubstantiated charges are not to be placed in the personnel file. Any action taken shall be noted.

#### 21.1.8 Grievability

Procedural deficiencies which deny a unit member his/her right under this article may be subject to the grievance procedure.

#### 21.2 Exemptions

It is understood that complaints which could reasonably result in criminal charges may be treated in a manner inconsistent with this article.

#### 21.3 Positive Statements

Positive statements received by the EDCOE or the evaluator shall be reported to the unit member.

## **ARTICLE 22   PROFESSIONAL GROWTH**

### 22.1      Purpose

22.1.1 It is recognized that all employees need to continue to improve their job skills and abilities in order to meet the challenge of new job responsibilities and job improvements. This professional growth plan is to provide an incentive to each employee on Salary Schedules C, H, I, K, and L, for all columns to improve job performance by increasing knowledge of current developmentally appropriate practices of Early Childhood Education programs.

### 22.2      Plan Guidelines

22.2.1 All classes must be related to job responsibilities within the El Dorado County Office of Education and/or required classes toward filling requirements within the Child Development Permit Matrix and taken on the employee's own time.

22.2.2 Each class must have prior approval of the employee's unit manager on an approved form provided by the Employer. A description of the activity must be attached to the request.

22.2.3 A maximum of one (1) salary stipend is allowed per year (July 1 - June 30).

22.2.4 Each class must be verified by transcripts of grade reports indicating the total number of units completed.

22.2.5 Only those employees who have received a satisfactory passing grade in a particular class shall receive credit for the purpose of this plan. A passing grade is defined as "C" or better or "pass" in a "pass/fail" type of course.

### 22.3      Required Class Time

22.3.1 Semester units and professional growth units are synonymous terms for the purpose of this plan. Six (6) such units of credit are required for any salary stipend.

Each fifteen (15) hours of attendance in a pre-approved training or workshop equals one (1) semester unit of credit for the purpose of this plan.

Credits earned toward a degree shall constitute creditable professional growth units provided the degree and/or units taken are reasonably related to the unit member's employment as determined by the County Superintendent, or designee, at the Superintendent's sole discretion.

22.3.2 One salary stipend of six hundred dollars (\$600) will be paid to a qualified unit member upon verification of the completed units.

22.3.3 Units which meet the above criteria may be acquired over two school years. After each stipend is earned and approved, six (6) units will be deducted from the employee's eligible balance of remaining units.

22.3.4 Units may only be used for salary schedule column advancement if the units were acquired while the unit member was not in paid status.

**ARTICLE 23 PEER ASSISTANCE AND REVIEW**

23.1 The El Dorado County Teachers Association and the El Dorado County Office of Education, continuously striving for the highest possible quality of education, agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and peer assistance. The emphasis of the Peer Assistance and Review (PAR) program shall be part of a continuum of career development for teachers with emphasis on the veteran teachers. Teachers referred to or who volunteer for the PAR program are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to achieve the greatest possible student learning.

23.2 PAR Joint Committee Composition and Selection

23.2.1 PAR Joint Committee:

23.2.1.1 The PAR Joint Committee shall consist of five members, the majority of whom shall be full-time certificated classroom teachers/Speech Language Specialists who are chosen to serve by the Association. The County Superintendent shall choose the administrators of the PAR Joint Committee.

23.2.1.2 Teacher members shall serve four-year staggered terms except that in the initial Committee, the three teachers shall draw lots; the first term of one teacher shall be two years, the second teacher's first term shall be three years, and the third teacher's first term shall be four years. The successor of each teacher shall serve a four-year term. The administrator Committee members shall serve the length of time determined by the Superintendent but may be removed and replaced by the Superintendent at any time.

23.3 Procedures

23.3.1 A panel year shall be July 1 through June 30. The PAR Joint Committee shall establish its own meeting schedule. To meet, four (4) of the members of the PAR Joint Committee must be present. Such meetings may take place during the regular teacher workday. Teachers who are members of the PAR Joint Committee shall be released from their regular duties to attend meetings, without loss of pay or benefits. If meetings are scheduled outside of work hours, they shall be compensated at

the unit member's hourly rate of pay. After school meetings are suggested. In no event shall the Committee meet less than three times in a given school year.

23.3.2 All actions of the Committee shall be taken by a vote of at least three members voting in favor of the action.

## 23.4 Responsibilities

23.4.1 The PAR Joint Committee shall be responsible for the following:

1. Selecting a chairperson at the first meeting of each school year.
2. Developing a preliminary budget by May 15<sup>th</sup> and a final budget by September 15<sup>th</sup> of each year.
3. Providing training for Committee members.
4. Establishing a procedure for application as a Consulting Teacher.
5. Determining the number of, selecting a panel of, and providing for the training of Consulting Teachers.
6. Sending written notification of participation in the PAR program to the Referred Participating Teacher, the Consulting Teacher and the program administrator.
7. Administering the funding priorities for the PAR program.
8. Accept or reject voluntary participants.
9. Other such incidental duties as may be needed to carry out the functions enumerated above, including the establishment of rules which include timelines for the PAR process to guide its deliberations.
10. Reviewing reports/documents from Consulting Teachers and making reports to the Superintendent regarding Referred Participating Teacher's progress in the PAR program.
11. Preparing an annual review of the impact of the Peer Assistance Program, including recommendations for

improvement.

12. Provide a referred teacher and his/her association representative the opportunity to appear before the PAR Joint Committee.

### 23.5 Confidentiality of Materials

All matters regarding PAR will be confidential, except where otherwise stated in the law, unless release from confidentiality is mutually agreed upon and signed off by the parties involved.

### 23.6 El Dorado County Office of Education's Duty to Indemnify

The El Dorado County Office of Education shall defend and hold harmless individual Panel members and consulting teachers from any lawsuit or claim arising out of the performance of their duties under this program.

### 23.7 Participating Teachers

Participation: Teachers may be referred, or by voluntary self-referral, to the Peer Assistance Program in one of two ways: By receiving an unsatisfactory performance evaluation; or by voluntary self-referral by the teacher. All teachers referred to this Program involuntarily shall not be eligible for voluntary transfer while they remain in the Program.

#### 23.7.1 Referred Participation:

A Referred Participating Teacher is a teacher who receives assistance to improve his or her instructional skills, classroom management, knowledge of subject, and/or related aspects of his or her teaching performance as a result of an unsatisfactory FINAL evaluation.

23.7.1.1 A Referred Participating Teacher may select his or her Consulting Teacher from the panel of Consulting Teachers. A different Consulting Teacher may be selected to work with the Participating Teacher at any time during the process when requested to do so by the Participating Teacher or the Consulting Teacher.

23.7.1.2 The results of the Referred Participating Teacher's participation in the PAR program shall be made available for placement in his or her personnel file, and may be used in the evaluation of the Referred

Participating Teacher.

23.7.1.3 It is anticipated that the Participating Teacher will stay in the PAR program no more than twelve (12) months. However, participating teachers may, under special circumstances, remain in the program for a total of eighteen (18) months, upon a majority vote of the Committee.

#### 23.7.2 Voluntary Participation

A Volunteer Participating Teacher is a teacher with permanent status who volunteers to participate in the PAR program. The purpose of the participation is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Volunteer Participating Teacher. A Volunteer Participating Teacher may terminate his or her participation in the PAR program at any time. A Volunteer Participating Teacher may choose a Consulting Teacher from the panel of Consulting Teachers.

#### 23.7.3 Communication:

All communication between the Consulting Teacher and a Volunteer Participating Teacher shall be confidential and without the written consent of the Volunteer, shall not be shared with others, including the site principal, the evaluator, or the PAR Joint Committee.

#### 23.7.4 Representation:

The Participating Teacher has the right to be represented throughout these procedures by the Association representative of his or her choice.

### 23.8 Consulting Teachers Experience

#### 23.8.1 Selection:

Consulting Teachers shall have the following minimum qualifications:

23.8.1.1 A permanent full-time teacher with at least five (5) consecutive years of experience;

23.8.1.2 Demonstrated exemplary teaching ability, as indicated

by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.

## 23.9 References

23.9.1 El Dorado County Office of Education teachers may apply for a consulting teaching position by way of application, on a form prepared by the Committee. The Committee shall then solicit the confidential assessment of the applicant from the director or principal administering the program to which the candidate is currently assigned. Candidates must submit three letters of recommendation, with at least one from a classroom teacher at a site where the candidate has worked, and at least one from a site administrator where the candidate has worked. Based on a review of the application and the assessment of the director or principal, the Committee will select candidates for an interview. Part of the interview process shall include the observation of each candidate by Committee members.

23.9.2 Consulting Teachers shall be selected by a vote of the PAR Joint Committee.

## 23.10 Terms and Compensation

23.10.1 The term of the Consulting Teacher shall be for one year with renewal for a second and third year possible with the approval of the PAR Joint Committee. A Consulting Teacher may not serve more than three consecutive years.

23.10.2 A Consulting Teacher shall receive an hourly rate of pay as determined by the Committee for all work beyond the regular work day and/or work year. Total hours allotted, including release time, shall be within the time frame set down by the PAR Joint Committee. If this ever becomes a full time position, upon completion of his or her service as a full time released Consulting Teacher, a teacher shall be returned to his/her regular assignment with credit on the salary schedule for time spent in the position of Consulting Teacher.

## 23.11 Duties of Consulting Teacher

23.11.1 The Consulting Teacher shall meet with the Referred Participating Teacher to discuss the PAR program, to establish

mutually agreed upon performance goals, develop an assistance plan, and develop a process for determining successful completion of the PAR program.

23.11.2 The Consulting Teacher shall conduct multiple observations of the Participating Teacher during classroom instruction, and shall have both pre-observation and post-observation conferences.

23.11.3 The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall provide periodic written reports to the Referred Participating Teacher for discussion and review.

23.11.4 The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until he or she concludes that the teaching performance of the Participating Teacher is satisfactory, or that further assistance will not be productive. A copy of the Consulting Teacher's final report shall be submitted to and discussed with the Referred Participating Teacher to receive his or her input and signature before it is submitted to the PAR Joint Committee. The Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report.

23.11.5 The Consulting Teacher shall submit a final report to the PAR Joint Committee. The Referred Participating Teacher shall have the right to submit a written response, within twenty (20) days, and have it attached to the final report. The Referred Participating Teacher shall also have the right to request a meeting with the PAR Joint Committee, and to be represented at this meeting by the Association representative of his or her choice.

## 23.12 Funding Priorities for PAR Program

The first priority is to fund the participation of Referred Teachers. Additional funds will be prioritized as follows:

1. First and second year probationary educators new to the profession
2. Voluntary participation
3. Experienced probationary educators
4. Staff development

23.13 Miscellaneous

23.13.1 Not more than 5% of the funds received by the El Dorado County of Education for the Peer Assistance and Review Program for Teachers may be expended for administrative expenses.

23.13.2 Functions performed pursuant to this article by bargaining unit members shall not constitute either management or supervisory functions and shall not be part of preparation for management or supervisory positions.

23.13.3 This Article shall remain in effect, and may be reopened in any year, in addition to two other openers, for as long as state funding for Peer Assistance and Review is received by the County. If state funding is eliminated, this article shall expire without further action. The El Dorado County Office of Education shall notify the Association if this occurs.

## SIDE LETTER

### Burglar Alarm

The employer shall notify all unit members (except those listed below in Child Development programs) that upon written request by a unit member, that member shall have his/her name deleted from any and all lists requiring that unit member to return to a site after regular business hours in response to an alarm being triggered.

## RETIREMENT

Appendix B

Any unit member with 35 years or more of service with El Dorado County Office of Education as of June 30, 2004, shall be eligible for an early retirement stipend of \$15,000 payable to the unit member upon retirement no later than June 30, 2005. Eligible employees must submit a letter of retirement as of October 1, 2004 with an effective retirement date no later than June 30, 2005.

### ECTA Retirement Benefit Clarification

Employees who retired prior to December 31, 1980, have a lifetime benefit provision (there are only three employees currently receiving this benefit).

Employees who retired after 1980 and prior to July 1, 2001, and who met eligible criteria, have paid by EDCOE the cost of the employee medical coverage up to the level of 90/10 health care cost.


Employees who retired after July 1, 2001, and met eligibility criteria, have paid by EDCOE the cost of the employee medical coverage, up to the level of the employee benefit cap that existed in contract during the year in which they retire.

2001-02	Benefit Cap, paid up to \$478
2002-03	Benefit Cap, paid up to \$478
2003-04	Benefit Cap, paid up to \$484
2004-05	Benefit Cap, paid up to \$567


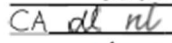


**EL DORADO COUNTY OFFICE OF EDUCATION  
SALARY SCHEDULE A - 183 (02A)**

Teachers and Nurses  
Certificated Employees  
Fiscal Year 2025-26

Effective 07/1/25 - 06/30/26

APPROVED:	Date: Nov 11, 2025
	
Edward Manansala (Nov 11, 2025 16:36:03 PST)	
Dr. Ed Manansala, County Supt. of Schools	

	Revision	Effective	
	<u>Date</u>	<u>Date</u>	
2025-26 Changes:	6/26/25	7/1/25	Rolled from Prior Year
	9/4/25	7/1/25	3.07% on schedule increase

Human Resources	
Accounting	
Educ. Services	
Admin. Services	

<b>COLA</b>	<b>3.07%</b>
Contract Days / Year	183
Hours Per Day	8
Total Hours / Year	1,464

Step	Class: I B.A. Plus 30 Units or M.A.			Class: II B.A. Plus 45 Units or M.A. Plus 15 Units			Class: III B.A. Plus 60 Units or M.A. Plus 30 Units			Class: IV (1) (2) B.A. Plus 75 Units or M.A. Plus 45 Units			Step
	Daily Rate	Step Amount	Annual Contract	Daily Rate	Step Amount	Annual Contract	Daily Rate	Step Amount	Annual Contract	Daily Rate	Step Amount	Annual Contract	
1	348.38		63,753	358.61		65,625	368.86		67,502	368.86		67,502	1
2	366.82	3,375	67,128	376.26	3,231	68,856	386.71	3,266	70,768	386.71	3,266	70,768	2
3	377.05	1,872	69,000	386.71	1,912	70,768	397.16	1,912	72,680	397.16	1,912	72,680	3
4	387.21	1,860	70,860	397.16	1,912	72,680	407.60	1,911	74,591	407.60	1,911	74,591	4
5	399.93	2,328	73,188	410.20	2,386	75,066	423.28	2,870	77,461	423.28	2,870	77,461	5
6	415.24	2,801	75,989	425.87	2,869	77,935	438.94	2,865	80,326	438.94	2,865	80,326	6
7	430.54	2,799	78,788	441.55	2,869	80,804	454.63	2,871	83,197	454.63	2,871	83,197	7
8	445.81	2,795	81,583	457.24	2,871	83,675	470.31	2,869	86,066	470.31	2,869	86,066	8
9	461.08	2,795	84,378	472.92	2,869	86,544	485.97	2,867	88,933	485.97	2,867	88,933	9
10	476.37	2,797	87,175	488.61	2,871	89,415	501.66	2,870	91,803	501.66	2,870	91,803	10
11	491.67	2,800	89,975	504.25	2,863	92,278	517.33	2,869	94,672	530.40	5,261	97,064	11
12				519.93	2,870	95,148	532.99	2,865	97,537	546.05	2,864	99,928	12
13				530.40	1,916	97,064	546.05	2,391	99,928	561.74	2,871	102,799	13
14				540.84	1,909	98,973	556.51	1,914	101,842	577.43	2,870	105,669	14
15				551.30	1,914	100,887	566.99	1,917	103,759	593.10	2,868	108,537	15
16				561.74	1,912	102,799	577.43	1,910	105,669	608.78	2,870	111,407	16
17										625.38	3,038	114,445	17
18										641.07	2,871	117,316	18
19										656.76	2,871	120,187	19
20										672.45	2,872	123,059	20
21										685.06	2,307	125,366	21
22										697.63	2,300	127,666	22
23										710.18	2,297	129,963	23

(1) If an employee desires to move to step 12-23 Col IV, that employee shall be required to have a BA +75 units or MA +45 units

(2) Movement on Column IV shall be based on years of service and unit requirements.

(see reverse side for contract elements, notes)

2025-26 Elements		Certificated - Teachers	Salary Schedule A
Section	Item	Description	
Work Year	Contract year	<ul style="list-style-type: none"> <li>183 days with at least two orientation and one staff development or curriculum development days which shall be cooperatively planned and organizationally directed. No fewer than 180 days shall be utilized as student contact days.</li> </ul>	
Salary	Masters Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>	
Salary	Step Placement	<ul style="list-style-type: none"> <li>The Superintendent has discretionary authority for placement on the schedule for any step beyond step 5. Consideration is limited to prior years of credentialed service. Partial work years shall be added together to constitute a full year for purposes of initial placement on salary schedule A and advancement on the salary schedule.</li> <li>The Superintendent has discretion to grant step credit for initial salary schedule placement for non-credentialed work experience under the following circumstances: <ul style="list-style-type: none"> <li>a. The work required licensure; and</li> <li>b. The work took place exclusively within a P-12 setting; and</li> <li>c. The work can be demonstrated to be of benefit within the current assignment; and</li> <li>d. The work was performed on a full-time basis;</li> </ul> </li> </ul>	
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments are effective the first working (contract) day of each new school year provided that the employee has completed one of the following: <ul style="list-style-type: none"> <li>a. In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 183 days. Or,</li> <li>b. Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ul> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>	
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the Employer. Only one reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15, or February 15, of the year of the reclassification.</li> </ul>	
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15 shall apply to the annual salary. Reclassification pay for transcripts submitted and approved by February 15 shall apply to ½ of the annual salary. If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>	
Salary	Differential Pay	<ul style="list-style-type: none"> <li>Effective July 1, 2025, Special Services Mentor Stipend: The Mentor Stipend shall be \$2,500 annually in addition to salary, based on class and step designation, as selected and assigned by EDCOE. Requirements for the Mentor Stipend are attached in Appendix E of the ECTA Bargaining Agreement.</li> </ul>	
Salary	In-service days	<ul style="list-style-type: none"> <li>Qualifying in-service days shall be optional and, if attended by staff, shall be paid at the employee's per diem rate in addition to their regular salary. In-service days shall be pre-approved by the Program Manager and are subject to attendance verification.</li> <li>Qualified in-service day is defined as outside of a contracted workday for both full-time employees and part-time employees. Content of in-service days shall be in compliance with SB 1193 and related staff development provisions. The employee must be an employee eligible for staff development reimbursement under state guidelines. Six hours of approved staff development translates into one day of in-service.</li> </ul>	
Salary	Units	<ul style="list-style-type: none"> <li>All units are semester hours. A unit is defined as a minimum of 15 hours of class time attendance in order to be eligible for salary classification purposes.</li> </ul>	
Salary	Units Earned	<ul style="list-style-type: none"> <li>All units earned for salary advancement purposes must be in graduate or upper division units earned after the granting of a Bachelor's Degree. Such units must be earned from an accredited college or university and be related to the area of teaching assignment.</li> </ul>	
Salary	Approved Courses	<ul style="list-style-type: none"> <li>Effective January 1, 2010, with prior approval, courses designated as Continuing Education courses (CEC) and the assigned unit value (CEU), as defined by an accredited university or professional organization, shall be eligible for salary classification purposes.</li> </ul>	

**EL DORADO COUNTY OFFICE OF EDUCATION**  
**SALARY SCHEDULE A2 - 183 (02A)**  
 Speech and Language Pathologists  
 Certificated Employees  
 Fiscal Year 2025-26  
 Effective 07/1/25 - 06/30/26

APPROVED: Ed Manansala Date: Nov 4, 2025  
 Edward Manansala (Nov 4, 2025 13:10:27 PST)  
 Dr. Ed Manansala, County Supt. of Schools

	Revision	Effective	
	Date	Date	
2025-26 Changes:	9/4/25	7/1/25	New schedule
	9/4/25	7/1/25	3.07% on schedule increase

Human Resources	<u>MM</u>
Accounting	<u>CA dln</u>
Educ. Services	<u>MA</u>
Admin. Services	<u>WR</u>

COLA	<b>3.07%</b>
Contract Days / Year	183
Hours Per Day	8
Total Hours / Year	1,464


Newly hired SLPs shall be placed no lower than Step 7.  
 Master's stipend \$1,500.  
 Signing bonus.  
 See reverse side for details of contract elements.

Step	Class: II B.A. Plus 45 Units or M.A. Plus 15 Units			Class: III B.A. Plus 60 Units or M.A. Plus 30 Units			Class: IV (1) (2) B.A. Plus 75 Units or M.A. Plus 45 Units			Step
	Daily Rate	Step Amount	Annual Contract	Daily Rate	Step Amount	Annual Contract	Daily Rate	Step Amount	Annual Contract	
1	358.61		65,625	368.86		67,502	368.86		67,502	1
2	376.26	3,231	68,856	386.71	3,266	70,768	386.71	3,266	70,768	2
3	386.71	1,912	70,768	397.16	1,912	72,680	397.16	1,912	72,680	3
4	397.16	1,912	72,680	407.60	1,911	74,591	407.60	1,911	74,591	4
5	410.20	2,386	75,066	423.28	2,870	77,461	423.28	2,870	77,461	5
6	425.87	2,869	77,935	438.94	2,865	80,326	438.94	2,865	80,326	6
7	441.55	2,869	80,804	454.63	2,871	83,197	454.63	2,871	83,197	7
8	457.24	2,871	83,675	470.31	2,869	86,066	470.31	2,869	86,066	8
9	472.92	2,869	86,544	485.97	2,867	88,933	485.97	2,867	88,933	9
10	488.61	2,871	89,415	501.66	2,870	91,803	501.66	2,870	91,803	10
11	504.25	2,863	92,278	517.33	2,869	94,672	530.40	5,261	97,064	11
12	519.93	2,870	95,148	532.99	2,865	97,537	546.05	2,864	99,928	12
13	530.40	1,916	97,064	546.05	2,391	99,928	561.74	2,871	102,799	13
14	540.84	1,909	98,973	556.51	1,914	101,842	577.43	2,870	105,669	14
15	551.30	1,914	100,887	566.99	1,917	103,759	593.10	2,868	108,537	15
16	561.74	1,912	102,799	577.43	1,910	105,669	608.78	2,870	111,407	16
17							625.38	3,038	114,445	17
18							641.07	2,871	117,316	18
19							656.76	2,871	120,187	19
20							672.45	2,872	123,059	20
21							685.06	2,307	125,366	21
22							697.63	2,300	127,666	22
23							710.18	2,297	129,963	23

(1) If an employee desires to move to step 12-23 Col IV, that employee shall be required to have a BA +75 units or MA +45 units  
 (2) Movement on Column IV shall be based on years of service and unit requirements.

2025-26 Elements		Certificated - SLPs	Salary Schedule A2
Section	Item	Description	
Work Year	Contract year	<ul style="list-style-type: none"> <li>183 days with at least two orientation and one staff development or curriculum development days which shall be cooperatively planned and organizationally directed. No fewer than 180 days shall be utilized as student contact days.</li> </ul>	
Salary	Masters Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>	
Salary	Step Placement	<ul style="list-style-type: none"> <li>The Superintendent has discretionary authority for placement on the schedule for any step beyond step 5. Consideration is limited to prior years of credentialed service. Partial work years shall be added together to constitute a full year for purposes of initial placement on salary schedule A and advancement on the salary schedule.</li> <li>The Superintendent has discretion to grant step credit for initial salary schedule placement for non-credentialed work experience under the following circumstances: <ul style="list-style-type: none"> <li>a. The work required licensure; and</li> <li>b. The work took place exclusively within a P-12 setting; and</li> <li>c. The work can be demonstrated to be of benefit within the current assignment; and</li> <li>d. The work was performed on a full-time basis; <ol style="list-style-type: none"> <li>Partial work years as an SLP shall be added together to constitute a full year for purposes of initial placement on salary schedule A and advancement on the salary schedule; or</li> <li>The work performed as an SLP's Clinical Fellowship Year.</li> </ol> </li> </ul> </li> <li>Effective July 1, 2019, all newly hired SLPs shall be awarded year-for-year credit.</li> <li>Effective July 1, 2025, all newly hired SLPs shall be placed no lower than Step 7.</li> </ul>	
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments are effective the first working (contract) day of each new school year provided that the employee has completed one of the following: <ol style="list-style-type: none"> <li>In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 183 days. Or,</li> <li>Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ol> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>	
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the Employer. Only one reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15, or February 15, of the year of the reclassification.</li> </ul>	
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15 shall apply to the annual salary. Reclassification pay for transcripts submitted and approved by February 15 shall apply to ½ of the annual salary. If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>	
Salary	Differential Pay	<ul style="list-style-type: none"> <li>Effective July 1, 2016, the Lead Language, Speech and Hearing Specialist shall be granted \$1,500 annually in addition to salary based on Class and Step designation.</li> <li>Effective July 1, 2025, Assistant Lead SLP Stipend: The Assistant Lead SLP shall be compensated \$1,000 annually in addition to salary based on class and step designation.</li> </ul>	
Salary	In-service days	<ul style="list-style-type: none"> <li>Qualifying in-service days shall be optional and, if attended by staff, shall be paid at the employee's per diem rate in addition to their regular salary. In-service days shall be pre-approved by the Program Manager and are subject to attendance verification.</li> <li>Qualified in-service day is defined as outside of a contracted workday for both full-time employees and part-time employees. Content of in-service days shall be in compliance with SB 1193 and related staff development provisions. The employee must be an employee eligible for staff development reimbursement under state guidelines. Six hours of approved staff development translates into one day of in-service.</li> </ul>	
Salary	Units	<ul style="list-style-type: none"> <li>All units are semester hours. A unit is defined as a minimum of 15 hours of class time attendance in order to be eligible for salary classification purposes.</li> </ul>	
Salary	Units Earned	<ul style="list-style-type: none"> <li>All units earned for salary advancement purposes must be in graduate or upper division units earned after the granting of a Bachelor's Degree. Such units must be earned from an accredited college or university and be related to the area of teaching assignment.</li> </ul>	
Salary	Approved Courses	<ul style="list-style-type: none"> <li>Effective January 1, 2010, with prior approval, courses designated as Continuing Education courses (CEC) and the assigned unit value (CEU), as defined by an accredited university or professional organization, shall be eligible for salary classification purposes.</li> </ul>	

**EL DORADO COUNTY OFFICE OF EDUCATION**  
**SALARY SCHEDULE C-190 day (06A)**  
 Child Development Program Teachers  
 Fiscal Year 2025-26  
 Effective 07/1/25 - 06/30/26

APPROVED: \_\_\_\_\_ Date: Sep 29, 2025  
  
 Edward Manansala (Sep 29, 2025 09:35:42 PDT)  
 Dr. Ed Manansala, County Supt. of Schools

Revision Effective  
 Date Date  
 2025-26 Changes: 6/26/25 7/1/25 Rolled from Prior Year  
 9/4/25 7/1/25 3.07% on schedule increase

Human Resources *MM*  
 Accounting *CA nl dl*  
 Educ. Services *AA*  
 Admin. Services *Wf*

<b>COLA</b>	<b>3.07%</b>
Contract Days:	190
Hours Per Day:	8
Total Hours	1,520

Step	Class I Teacher Class I		Class II Teacher Class II		Class III Teacher Class III		Class IV Teacher		Step
	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	
	AA + CD Permit		BA + CD Permit		BA + CD Permit AND 10 UD ECE Units <sup>1</sup>		BA + CD Permit AND 20 UD ECE Units <sup>1</sup>		
1	27.25	41,420	29.20	44,384	29.72	45,174	31.17	47,378	1
2	28.63	43,518	30.65	46,588	31.17	47,378	32.75	49,780	2
3	30.03	45,646	32.17	48,898	32.75	49,780	34.36	52,227	3
4	31.54	47,941	33.78	51,346	34.36	52,227	36.12	54,902	4
5	33.12	50,342	35.48	53,930	36.12	54,902	37.89	57,593	5
6			37.25	56,620	37.89	57,593	39.79	60,481	6
7					39.79	60,481	41.80	63,536	7
8							43.87	66,682	8

Note 1 - Pre or Post BA

Schedules C, H, I, K, L and M all use the same hourly rates.  
 Class I, II, III, IV correspond to Schedule K Class III, IV, V and VI.

(see reverse side for contract elements, notes)

<b>2025-26 Elements</b>	<b>Child Development Program Teachers</b>	<b>Salary Schedule C</b>
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Section	Item	Description
Work Year	Contract year	<ul style="list-style-type: none"> <li>Contract year: 190 Days. Less than full contract year assignments shall be paid for actual days worked based on the applicable daily rate.</li> </ul>
Work Year	Hours in day	<ul style="list-style-type: none"> <li>Salary based on an 8 hour day.</li> </ul>
Benefits	Holidays	<ul style="list-style-type: none"> <li>No holidays.</li> </ul>
Benefits	Vacation	<ul style="list-style-type: none"> <li>No vacation.</li> </ul>
Salary	Longevity Stipend	<ul style="list-style-type: none"> <li>Annual longevity stipend: \$600 after 12 years and \$900 after 15 years of employment with El Dorado County Office of Education, prorated based on an 8 hour FTE.</li> <li>Effective July 1, 2018: a \$100 monthly stipend after completion of nine (9) complete years of service; a \$150 monthly stipend after completion of twelve (12) complete years of service; a \$200 monthly stipend after completion of fifteen (15) complete years of service; a \$250 monthly stipend after completion of eighteen (18) complete years of service; and a \$300 monthly stipend after completion of twenty (20) complete years of service. Eligible part-time unit members shall receive a prorated amount based on the unit member's FTE.</li> </ul>
Salary	Master's Stipend	<ul style="list-style-type: none"> <li>Beginning with the 2018-19 school year, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,200 annually.</li> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>
Salary	Step Placement	<ul style="list-style-type: none"> <li>The Superintendent has discretionary authority for placement on the schedule.</li> </ul>
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments will become effective the first working (contract) day of each new year provided that the employee has completed one of the following:               <ol style="list-style-type: none"> <li>In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 190 days. Or,</li> <li>Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ol> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the employer.</li> <li>Only one (1) reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15 or February 15 of the year of the classification.</li> <li>The granting of column placement will be based upon upper division Child Development courses as determined as such by the issuing University.</li> </ul>
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15 shall apply to the annual salary.</li> <li>Reclassification pay for transcripts submitted and approved by February 15 shall apply to ½ of the annual salary.</li> <li>If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>


**EL DORADO COUNTY OFFICE OF EDUCATION**

**SALARY SCHEDULE H-190 day (17A)**

Head Start Center Based Teachers

Fiscal Year 2025-26

Effective 07/1/25 - 06/30/26

APPROVED: Date Sep 29, 2025

Edward Manansala (Sep 29, 2025 09:36:27 PDT)
Dr. Ed Manansala, County Supt. of Schools

	Revision	Effective	
	Date	Date	
2025-26 Changes:	06/26/25	07/01/25	Rolled from Prior Year
	09/04/25	07/01/25	3.07% on schedule increase

Human Resources	<i>MM</i>
Accounting	<i>CA nl dl</i>
Educ. Services	<i>M</i>
Admin. Services	<i>WR</i>

<b>COLA</b>	<b>3.07%</b>		
Contract Days:	190	40	190
Hours Per Day:	5.75	2.25	
Total Hours	1,092.50	90.00	1,182.50

Step	Class IV Teacher		Class V Teacher		Class VI Teacher		Step
	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	
1	29.20	34,529	29.72	35,144	31.17	36,859	1
2	30.65	36,244	31.17	36,859	32.75	38,727	2
3	32.17	38,041	32.75	38,727	34.36	40,631	3
4	33.78	39,945	34.36	40,631	36.12	42,712	4
5	35.48	41,955	36.12	42,712	37.89	44,805	5
6	37.25	44,048	37.89	44,805	39.79	47,052	6
7			39.79	47,052	41.80	49,429	7
8					43.87	51,876	8

Note 1 - Pre or Post BA


Schedules C, H, I, K, L and M all use the same hourly rates.

(see reverse side for contract elements, notes)


<b>2025-26 Elements</b>	<b>Head Start Center Based Teachers</b>	<b>Salary Schedule H</b>
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Section	Item	Description
Work Year	Contract year	<ul style="list-style-type: none"> <li>Contract year: 190 Days. Less than full contract year assignments shall be paid for actual days worked based on the applicable daily rate.</li> <li>Beginning July 1, 2016, the Head Start center-based teachers' work year (Schedule H) will be 190, 5.75 hour, days plus an additional 2.25 hours a day to a total of 8 hours per day, for 40 days, that will be incorporated throughout the year to support the mandates of the program.</li> </ul>
Work Year	Hours in day	<ul style="list-style-type: none"> <li>Salary based on a 5.75 hour day, with an additional 2.25 hours per day for forty (40) days.</li> </ul>
Benefits	Holidays	<ul style="list-style-type: none"> <li>No holidays.</li> </ul>
Benefits	Vacation	<ul style="list-style-type: none"> <li>No vacation.</li> </ul>
Salary	Longevity Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2018: a \$100 monthly stipend after completion of nine (9) complete years of service; a \$150 monthly stipend after completion of twelve (12) complete years of service; a \$200 monthly stipend after completion of fifteen (15) complete years of service; a \$250 monthly stipend after completion of eighteen (18) complete years of service; and a \$300 monthly stipend after completion of twenty (20) complete years of service. Eligible part-time unit members shall receive a prorated amount based on the unit member's FTE.</li> </ul>
Salary	Master's Stipend	<ul style="list-style-type: none"> <li>Beginning with the 2018-19 school year, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,200 annually.</li> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>
Salary	Step Placement	<ul style="list-style-type: none"> <li>The Superintendent has discretionary authority for placement on the schedule.</li> </ul>
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments will become effective the first working (contract) day of each new year provided that the employee has completed one of the following:               <ol style="list-style-type: none"> <li>In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 190 days. Or,</li> <li>Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ol> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the employer.</li> <li>Only one (1) reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15 or February 15 of the year of the classification.</li> <li>The granting of column placement will be based upon upper division Child Development courses as determined as such by the issuing University.</li> </ul>
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15 shall apply to the annual salary.</li> <li>Reclassification pay for transcripts submitted and approved by February 15, shall apply to ½ of the annual salary.</li> <li>If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>

**EL DORADO COUNTY OFFICE OF EDUCATION**  
**SALARY SCHEDULE I (20A)**  
 State Preschool Teachers/Montessori Teachers (Wrap classrooms)  
 Fiscal Year 2025-26  
 Effective 07/1/25 - 06/30/26

APPROVED: \_\_\_\_\_ Date: Sep 29, 2025  
  
Edward Manansala (Sep 29, 2025 09:36:52 PDT)  
 Dr. Ed Manansala, County Supt. of Schools

Revision Effective  
 Date Date  
 2025-26 Changes: 6/26/25 7/1/25 Rolled from Prior Year  
 9/4/25 7/1/25 3.07% on schedule increase

Human Resources \_\_\_\_\_  
 Accounting \_\_\_\_\_  
 Educ. Services \_\_\_\_\_   
 Admin. Services \_\_\_\_\_

**COLA 3.07%**  
 Contract Days: 180  
 Hours Per Day: 5  
 Total Hours 900

Step	Class I Associate Teacher		Class II Teacher		Class III Teacher		Class IV Teacher		Class V Teacher		Class VI Teacher		Step
	Rate	Contract	Rate	Contract	Rate	Contract	Rate	Contract	Rate	Contract	Rate	Contract	
					AA + CD Permit OR Montessori Certificate		BA + CD Permit OR BA + Elementary Credential OR BA + Montessori Certificate		BA + CD Permit AND 10 UD ECE Units <sup>1</sup> OR Elementary Cred. AND 10 UD ECE Units <sup>1</sup> OR BA + Montessori Certificate AND 10 UD ECE Units <sup>1</sup>		BA + CD Permit AND 20 UD ECE Units <sup>1</sup> OR Elementary Cred. AND 20 UD ECE Units <sup>1</sup> OR BA + Montessori Certificate AND 20 UD ECE Units <sup>1</sup>		
1	24.09	21,681	25.31	22,779	27.25	24,525	29.20	26,280	29.72	26,748	31.17	28,053	1
2	25.31	22,779	26.57	23,913	28.63	25,767	30.65	27,585	31.17	28,053	32.75	29,475	2
3	26.57	23,913	27.90	25,110	30.03	27,027	32.17	28,953	32.75	29,475	34.36	30,924	3
4	27.90	25,110	29.27	26,343	31.54	28,386	33.78	30,402	34.36	30,924	36.12	32,508	4
5	29.27	26,343	30.73	27,657	33.12	29,808	35.48	31,932	36.12	32,508	37.89	34,101	5
6							37.25	33,525	37.89	34,101	39.79	35,811	6
7									39.79	35,811	41.80	37,620	7
8											43.87	39,483	8

Note 1 - Pre or Post BA  
 Schedules C, H, I, K, L and M all use the same hourly rates.

(see reverse side for contract elements, notes)

<b>2025-26 Elements</b>	<b>State Preschool / Montessori Certificated (Wrap Classrooms)</b>	<b>Salary Schedule I</b>
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Section	Item	Description
Work Year	Contract year	<ul style="list-style-type: none"> <li>Contract Year: 180 Days. Less than full contract year assignments shall be paid for actual days worked based on the applicable daily rate.</li> </ul>
Work Year	Hours in day	<ul style="list-style-type: none"> <li>Salary is based on a 5-hour day.</li> </ul>
Benefits	Holidays	<ul style="list-style-type: none"> <li>No holidays.</li> </ul>
Benefits	Vacation	<ul style="list-style-type: none"> <li>No vacation.</li> </ul>
Salary	Longevity Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2018: a \$100 monthly stipend after completion of nine (9) complete years of service; a \$150 monthly stipend after completion of twelve (12) complete years of service; a \$200 monthly stipend after completion of fifteen (15) complete years of service; a \$250 monthly stipend after completion of eighteen (18) complete years of service; and a \$300 monthly stipend after completion of twenty (20) complete years of service. Eligible part-time unit members shall receive a prorated amount based on the unit member's FTE.</li> </ul>
Salary	Master's Stipend	<ul style="list-style-type: none"> <li>Beginning with the 2018-19 school year, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,200 annually.</li> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>
Salary	Step Placement	<ul style="list-style-type: none"> <li>Effective July 1, 1991, the Superintendent has discretionary authority for placement on the schedule.</li> </ul>
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments will become effective the first working (contract) day of each new year provided that the employee has completed one of the following:               <ol style="list-style-type: none"> <li>In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 180 days. Or;</li> <li>Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ol> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the employer.</li> <li>Only one (1) reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15 or February 15 of the year of the classification.</li> <li>The granting of column placement will be based upon upper division Child Development courses as determined as such by the issuing University.</li> </ul>
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15, shall apply to the annual salary.</li> <li>Reclassification pay for transcripts submitted and approved by February 15, shall apply to ½ of the annual salary.</li> <li>If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>


**EL DORADO COUNTY OFFICE OF EDUCATION**

**SALARY SCHEDULE K (16A)**


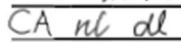


Early Head Start Home Based Teachers

Fiscal Year 2025-26

Effective 07/1/25 - 06/30/26

APPROVED: 	Date: Sep 29, 2025
Edward Manansala (Sep 29, 2025 09:36:06 PDT)	
Dr. Ed Manansala, County Supt. of Schools	

Revision	Effective Date	Effective Date	Change
2025-26 Changes:	06/26/25	07/01/25	Rolled from Prior Year
	07/07/25	07/01/25	Removed 7.25 hour section
	09/04/25	07/01/25	3.07% on schedule increase

Human Resources	
Accounting	
Educ. Services	
Admin. Services	

<b>COLA</b>	<b>3.07%</b>
Contract Days:	222
Hours Per Day:	8.00
Total Hours	1,776.0

Step	Class I Associate Teacher		Class II Teacher		Class III Teacher		Class IV Teacher		Class V Teacher		Class VI Teacher		Step
	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	
1	24.09	42,784	25.31	44,951	27.25	48,396	29.20	51,859	29.72	52,783	31.17	55,358	1
2	25.31	44,951	26.57	47,188	28.63	50,847	30.65	54,434	31.17	55,358	32.75	58,164	2
3	26.57	47,188	27.90	49,550	30.03	53,333	32.17	57,134	32.75	58,164	34.36	61,023	3
4	27.90	49,550	29.27	51,984	31.54	56,015	33.78	59,993	34.36	61,023	36.12	64,149	4
5	29.27	51,984	30.73	54,576	33.12	58,821	35.48	63,012	36.12	64,149	37.89	67,293	5
6							37.25	66,156	37.89	67,293	39.79	70,667	6
7									39.79	70,667	41.80	74,237	7
8											43.87	77,913	8

Note 1 - Pre or Post BA

Schedules C, H, I, K, L and M all use the same hourly rates.

(see reverse side for contract elements, notes)

<b>2025-26 Elements</b>	<b>Head Start/ Early Head Start Home Based Teachers</b>	<b>Salary Schedule K</b>
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<b>Section</b>	<b>Item</b>	<b>Description</b>
Work Year	Contract year	<ul style="list-style-type: none"> <li>Contract year: 222 Days. Less than full contract year assignments shall be paid for actual days worked based on the applicable daily rate.</li> </ul>
Work Year	Hours in day	<ul style="list-style-type: none"> <li>Effective September 1, 2017, salary based on 7.25-hour day.</li> </ul>
Benefits	Holidays	<ul style="list-style-type: none"> <li>No holidays.</li> </ul>
Benefits	Vacation	<ul style="list-style-type: none"> <li>No vacation.</li> </ul>
Salary	Longevity Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2018: a \$100 monthly stipend after completion of nine (9) complete years of service; a \$150 monthly stipend after completion of twelve (12) complete years of service; a \$200 monthly stipend after completion of fifteen (15) complete years of service; a \$250 monthly stipend after completion of eighteen (18) complete years of service; and a \$300 monthly stipend after completion of twenty (20) complete years of service. Eligible part-time unit members shall receive a prorated amount based on the unit member's FTE.</li> </ul>
Salary	Master's Stipend	<ul style="list-style-type: none"> <li>Beginning with the 2018-19 school year, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,200 annually.</li> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>
Salary	Step Placement	<ul style="list-style-type: none"> <li>The Superintendent has discretionary authority for placement on the schedule.</li> </ul>
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments will become effective the first working (contract) day of each new year provided that the employee has completed one of the following:               <ol style="list-style-type: none"> <li>In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 222 days. Or,</li> <li>Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.                   <ol style="list-style-type: none"> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ol> </li> </ol> </li> </ul>
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the employer.</li> <li>Only one (1) reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15 or February 15 of the year of the classification.</li> <li>The granting of column placement will be based upon upper division Child Development courses as determined as such by the issuing University.</li> </ul>
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15 shall apply to the annual salary.</li> <li>Reclassification pay for transcripts submitted and approved by February 15, shall apply to ½ of the annual salary.</li> <li>If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>


**EL DORADO COUNTY OFFICE OF EDUCATION**

**SALARY SCHEDULE L (18A)**


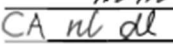


Head Start Home Based Teachers

Fiscal Year 2025-26

Effective 07/1/25 - 06/30/26

APPROVED: 	Date: Sep 29, 2025
Edward Manansala (Sep 29, 2025 09:37:12 PDT)	
Dr. Ed Manansala, County Supt. of Schools	

Revision	Effective	
Date	Date	
2025-26 Changes: 6/26/25	7/1/25	Rolled from Prior Year
9/4/25	7/1/25	3.07% on schedule increase

Human Resources	
Accounting	
Educ. Services	
Admin. Services	

COLA	<b>3.07%</b>
Contract Days:	180
Hours Per Day:	7.25
Total Hours	1,305

Step	Class I Associate Teacher		Class II Teacher		Class III Teacher		Class IV Teacher		Class V Teacher		Class VI Teacher		Step
	Rate	Contract	Rate	Contract	Rate	Contract	Rate	Contract	Rate	Contract	Rate	Contract	
							BA + CD Permit		BA + CD Permit		BA + CD Permit		
							OR		AND		AND		
							BA + Elementary Credential		10 UD ECE Units <sup>1</sup>		20 UD ECE Units <sup>1</sup>		
									OR		OR		
									Elementary Cred. AND		Elementary Cred. AND		
									10 UD ECE Units <sup>1</sup>		20 UD ECE Units <sup>1</sup>		
1	24.09	31,437	25.31	33,030	27.25	35,561	29.20	38,106	29.72	38,785	31.17	40,677	1
2	25.31	33,030	26.57	34,674	28.63	37,362	30.65	39,998	31.17	40,677	32.75	42,739	2
3	26.57	34,674	27.90	36,410	30.03	39,189	32.17	41,982	32.75	42,739	34.36	44,840	3
4	27.90	36,410	29.27	38,197	31.54	41,160	33.78	44,083	34.36	44,840	36.12	47,137	4
5	29.27	38,197	30.73	40,103	33.12	43,222	35.48	46,301	36.12	47,137	37.89	49,446	5
6							37.25	48,611	37.89	49,446	39.79	51,926	6
7									39.79	51,926	41.80	54,549	7
8											43.87	57,250	8

Note 1 - Pre or Post BA

Schedules C, H, I, K, L and M all use the same hourly rates.

(see reverse side for contract elements, notes)

<b>2025-26 Elements</b>	<b>Head Start Home Based Teachers Certificated</b>	<b>Salary Schedule L</b>
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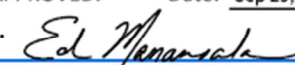
<b>Section</b>	<b>Item</b>	<b>Description</b>
Work Year	Contract year	<ul style="list-style-type: none"> <li>Contract year: 180 Days. Less than full contract year assignments shall be paid for actual days worked based on the applicable daily rate.</li> </ul>
Work Year	Hours in day	<ul style="list-style-type: none"> <li>Effective September 1, 2017, salary based on 7.25 hour day.</li> </ul>
Benefits	Holidays	<ul style="list-style-type: none"> <li>No holidays.</li> </ul>
Benefits	Vacation	<ul style="list-style-type: none"> <li>No vacation.</li> </ul>
Salary	Longevity Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2018: a \$100 monthly stipend after completion of nine (9) complete years of service; a \$150 monthly stipend after completion of twelve (12) complete years of service; a \$200 monthly stipend after completion of fifteen (15) complete years of service; a \$250 monthly stipend after completion of eighteen (18) complete years of service; and a \$300 monthly stipend after completion of twenty (20) complete years of service. Eligible part-time unit members shall receive a prorated amount based on the unit member's FTE.</li> </ul>
	Master's Stipend	<ul style="list-style-type: none"> <li>Beginning with the 2018-19 school year, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,200 annually.</li> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>
Salary	Step Placement	<ul style="list-style-type: none"> <li>The Superintendent has discretionary authority for placement on the schedule.</li> </ul>
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments will become effective the first working (contract) day of each new year provided that the employee has completed one of the following:               <ol style="list-style-type: none"> <li>In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 180 days. Or,</li> <li>Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ol> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the employer.</li> <li>Only one (1) reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15 or February 15 of the year of the classification.</li> <li>The granting of column placement will be based upon upper division Child Development courses as determined as such by the issuing University.</li> </ul>
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15, shall apply to the annual salary.</li> <li>Reclassification pay for transcripts submitted and approved by February 15, shall apply to ½ of the annual salary.</li> <li>If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>

**EL DORADO COUNTY OFFICE OF EDUCATION  
SALARY SCHEDULE M (07A)**


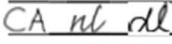


State Preschool Teachers/Montessori Teachers (State Preschool only classrooms)

Fiscal Year 2025-26

Effective 07/1/25 - 06/30/26

APPROVED: 	Date: Sep 29, 2025
Edward Manansala (Sep 29, 2025 09:37:32 PDT)	
Dr. Ed Manansala, County Supt. of Schools	

2025-26 Changes:	Revision Date	Effective Date	
	6/26/25	7/1/25	Rolled from Prior Year
	9/4/25	7/1/25	3.07% on schedule increase

Human Resources	
Accounting	
Educ. Services	
Admin. Services	

<b>COLA</b>	<b>3.07%</b>		
Contract Days:	185	8	185
Hours Per Day:	5.00	3.00	
Total Hours	925.00	24.00	949.00

Step	Class I Associate Teacher		Class II Teacher		Class III Teacher		Class IV Teacher		Class V Teacher		Class VI Teacher		Step
	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	Hourly Rate	Annual Contract	
					AA + CD Permit OR Montessori Certificate		BA + CD Permit OR BA + Elementary Credential OR BA + Montessori Certificate		BA + CD Permit AND 10 UD ECE Units <sup>1</sup> OR Elementary Cred. AND 10 UD ECE Units <sup>1</sup> OR BA + Montessori Certificate AND 10 UD ECE Units <sup>1</sup>		BA + CD Permit AND 20 UD ECE Units <sup>1</sup> OR Elementary Cred. AND 20 UD ECE Units <sup>1</sup> OR BA + Montessori Certificate AND 20 UD ECE Units <sup>1</sup>		
1	24.09	22,861	25.31	24,019	27.25	25,860	29.20	27,711	29.72	28,204	31.17	29,580	1
2	25.31	24,019	26.57	25,215	28.63	27,170	30.65	29,087	31.17	29,580	32.75	31,080	2
3	26.57	25,215	27.90	26,477	30.03	28,498	32.17	30,529	32.75	31,080	34.36	32,608	3
4	27.90	26,477	29.27	27,777	31.54	29,931	33.78	32,057	34.36	32,608	36.12	34,278	4
5	29.27	27,777	30.73	29,163	33.12	31,431	35.48	33,671	36.12	34,278	37.89	35,958	5
6							37.25	35,350	37.89	35,958	39.79	37,761	6
7									39.79	37,761	41.80	39,668	7
8											43.87	41,633	8

Note 1 - Pre or Post BA  
Schedules C, H, I, K, L and M all use the same hourly rates.

(see reverse side for contract elements, notes)

<b>2025-26 Elements</b>	<b>State Preschool / Montessori Certificated (State Preschool Only Classrooms)</b>	<b>Salary Schedule M</b>
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<b>Section</b>	<b>Item</b>	<b>Description</b>
Work Year	Contract year	<ul style="list-style-type: none"> <li>Contract Year: 185 Days. Less than full contract year assignments shall be paid for actual days worked based on the applicable daily rate.</li> <li>Beginning July 1, 2019, the State Preschool (Classrooms Only) teachers' work year (Schedule M) will be 185, 5.0 hour, days plus an additional 3.0 hours a day for 8 of the 185 days, that will be incorporated throughout the year to support the mandates of the program.</li> </ul>
Work Year	Hours in day	<ul style="list-style-type: none"> <li>Salary is based on a 5-hour day.</li> </ul>
Benefits	Holidays	<ul style="list-style-type: none"> <li>No holidays.</li> </ul>
Benefits	Vacation	<ul style="list-style-type: none"> <li>No vacation.</li> </ul>
Salary	Longevity Stipend	<ul style="list-style-type: none"> <li>Effective July 1, 2018: a \$100 monthly stipend after completion of nine (9) complete years of service; a \$150 monthly stipend after completion of twelve (12) complete years of service; a \$200 monthly stipend after completion of fifteen (15) complete years of service; a \$250 monthly stipend after completion of eighteen (18) complete years of service; and a \$300 monthly stipend after completion of twenty (20) complete years of service. Eligible part-time unit members shall receive a prorated amount based on the unit member's FTE.</li> </ul>
Salary	Master's Stipend	<ul style="list-style-type: none"> <li>Beginning with the 2018-19 school year, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,200 annually.</li> <li>Effective July 1, 2023, all ECTA bargaining unit members who, by September 1, have presented to the Human Resources Department evidence of receipt of an earned Master's degree from an accredited college or university, will earn a monthly stipend totaling \$1,500 annually.</li> </ul>
Salary	Step Placement	<ul style="list-style-type: none"> <li>Effective July 1, 1991, the Superintendent has discretionary authority for placement on the schedule.</li> </ul>
Salary	Annual Increments	<ul style="list-style-type: none"> <li>Annual increments will become effective the first working (contract) day of each new year provided that the employee has completed one of the following: <ul style="list-style-type: none"> <li>a) In the prior work year, an employee has completed a minimum of 75% of salary schedule work year. Work year is defined as 180 days. Or;</li> <li>b) Over a multiple consecutive number of work years, an employee has completed a cumulative total of 100% or more of the salary schedule work year.</li> </ul> </li> <li>Effective 7/1/03, for those employees working less than 75% and allowed to accumulate 100% over multiple years, once an annual increment is granted all calculations shall begin with that work year and residual time, beyond the 100%, may be accrued for the next calculation of 100%.</li> </ul>
Salary	Reclassification	<ul style="list-style-type: none"> <li>Employees shall be assigned to a classification column when transcripts have been examined and approved by the employer.</li> <li>Only one (1) reclassification assignment may be achieved for an employee per year, and the employee requesting a reclassification assignment must submit all relevant degrees and transcripts no later than September 15 or February 15 of the year of the classification.</li> <li>The granting of column placement will be based upon upper division Child Development courses as determined as such by the issuing University.</li> </ul>
Salary	Reclassification Pay	<ul style="list-style-type: none"> <li>Reclassification pay for transcripts submitted and approved by September 15, shall apply to the annual salary.</li> <li>Reclassification pay for transcripts submitted and approved by February 15, shall apply to ½ of the annual salary.</li> <li>If transcripts or lack of degrees indicate that the requesting employee has failed to achieve the units or degrees, the employee shall immediately revert to the former classification and shall restore to the employer any overpayment made.</li> </ul>

**EL DORADO COUNTY TEACHERS ASSOCIATION (ECTA)  
EL DORADO COUNTY OFFICE OF EDUCATION  
FORMAL GRIEVANCE FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program/Department: \_\_\_\_\_ Site: \_\_\_\_\_

Date Grievable Incident Occurred: \_\_\_\_\_

Date of Informal Conference: \_\_\_\_\_

Disposition of Informal Conference: \_\_\_\_\_

Date Formal Grievance Was Delivered to Immediate Supervisor: \_\_\_\_\_

Specific Section(s) of Contract Alleged To Have Been Violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstances of Grievance (Include Statement of Facts, Names, Dates, Places – attach separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Possible Solution of Problem(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Signature of Association Representative



EXCELLENCE IN EDUCATION FOR THE 21<sup>st</sup> CENTURY  
Dr. Ed Manansala, County Superintendent of Schools

### SPECIAL SERVICES MENTOR REQUIREMENTS

#### Qualifications:

Program administrators select and assign experienced teachers as Mentors based on the following requirements including:

- Clear Teaching Credential
- Minimum of three years of effective teaching experience
- Knowledge of the context and the content area of the Participating Teacher's assignment
- Demonstrated commitment to professional learning and collaboration
- Ability and willingness to meet the teacher's need for support

#### Mentor Hours/Requirements:

##### Non-Release Time

- Provide and/or coordinate an average of not less than one hour per week of individualized support/mentoring (35 hour minimum)

##### Release Time

- Mentors to complete four, ½ day observations of the Participating Teacher

##### Documentation

- Weekly logs of contact time
- Trimester checklist (see attached)
- Program administrator participates in initial planning and trimester meeting to review progress and identify additional training needs.

#### Review and Follow-Up:

- Please schedule an administrator check-in appointment at the end of each trimester
- Mentor log and checklist forms are to be updated at the end of each trimester and the completed forms are to be submitted to administrator by year end

#### Agreement:

As a mentor for the EDCOE I agree to the following:

- Develop a sustained and thoughtful mentoring relationship with the participating teacher, characterized by openness, listening, sharing and reflection
- Maintain confidentiality and a professional relationship with the participating teacher
- Model effective instructional skills and a commitment to ongoing professional growth
- Provide a minimum of one hour per week of individualized support/mentoring
- Connect participating teachers with available resources to support their professional development

Mentors are paid a stipend of \$2500/year. \$250/month from August – May.










# ECTA 2025-28 Contract - Rev. 2.11.2026 - FINAL 7

Final Audit Report

2026-02-23

Created:	2026-02-11
By:	Megan Bledsoe (mbledsoe@edcoe.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAaviU8tGdt72VUs89SyW_MB2rHg3aM3LvT

## "ECTA 2025-28 Contract - Rev. 2.11.2026 - FINAL 7" History

-  Document created by Megan Bledsoe (mbledsoe@edcoe.org)  
2026-02-11 - 11:10:16 PM GMT
-  Document emailed to Carolyn Wilson (cwilson@edcoe.org) for signature  
2026-02-11 - 11:11:29 PM GMT
-  Email viewed by Carolyn Wilson (cwilson@edcoe.org)  
2026-02-18 - 11:14:45 PM GMT
-  New document URL requested by Carolyn Wilson (cwilson@edcoe.org)  
2026-02-18 - 11:14:53 PM GMT
-  Document e-signed by Carolyn Wilson (cwilson@edcoe.org)  
Signature Date: 2026-02-18 - 11:19:12 PM GMT - Time Source: server
-  Document emailed to Edward Manansala (emanansala@edcoe.org) for signature  
2026-02-18 - 11:19:17 PM GMT
-  Email viewed by Edward Manansala (emanansala@edcoe.org)  
2026-02-23 - 4:28:02 AM GMT
-  Document e-signed by Edward Manansala (emanansala@edcoe.org)  
Signature Date: 2026-02-23 - 4:28:23 AM GMT - Time Source: server
-  Agreement completed.  
2026-02-23 - 4:28:23 AM GMT