

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING: Jun 29, 2026**



Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe, and stimulating environment. The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

DATE: June 29, 2026
TIME: 5:30 PM Closed Session
5:50 PM Open Session

LOCATION: IN PERSON
Pacific Grove Unified School District Office
435 Hillcrest Ave.
Pacific Grove, CA 93950

Trustees:

Jennifer McNary, President
Beth Shammass, Clerk
Dr. Elliott Hazen
Laura Ottmar
Mike Wachs

Administration:

Superintendent Dr. Linda Adamson
Assistant Superintendent Joshua Jom

Student Representative(s):

Jasmine Booker
Paige Houston
Paige Silveira
Sulachhya Gurung

VIRTUAL ZOOM LINK

<https://pgusd.zoom.us/j/89998298352?pwd=I2SEdVNqY5AmfemqC0PK&vRyLhiYxl.1>

Meeting ID: 899 9829 8352
Passcode: 254046

One tap mobile +16699006833,,81793111121#,,,,*717431# US (San Jose)
+16694449171,,81793111121#,,,,*717431# US

Find your local number: <https://pgusd.zoom.us/j/89998298352?pwd=I2SEdVNqY5AmfemqC0PK&vRyLhiYxl.1>

The Board of Education welcomes you to its meetings, which are regularly scheduled for the first and third Thursdays of the month. Regular Board meetings shall be adjourned by 10:00 PM, unless extended to a specific time determined by a majority of the Board. This meeting may be extended no more than once and may be adjourned to a later date. Individuals who require accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent at least two days before the meeting date.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 435 Hillcrest Avenue, Pacific Grove during normal business hours.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING: Jun 29, 2026**

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order

B. Land Acknowledgement

Good evening; As we begin this meeting, it's important to pay respect to and acknowledge that we are on the traditional land of the Ohlone, Costanoan & Esselen people and additionally pay respect to elders both past and present.

C. Roll Call

D. Adoption of Agenda

- Public Comment:
- Board Discussion:
- Move: Second: Vote:

II. CLOSED SESSION

A. Identify Closed Session Topics:

The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.

- a. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2025-26 [Government Code § 3549.1, subdivision (d)]
Executive session between the public school employer and its designated representatives Superintendent, Dr. Linda Adamson, Assistant Superintendent Josh Jorn, and Chief Human Resources Officer, Buck Roggeman for the purpose of giving direction and updates.
- b. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]
Executive session between the Board and its designated representatives Superintendent, Dr. Linda Adamson, Assistant Superintendent Josh Jorn, and Chief Human Resources Officer, Buck Roggeman for the purpose of giving direction and updates.

B. Public Comment on Closed Session Topics

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING: Jun 29, 2026**

C. Adjourn to Closed Session

III. RECONVENE IN OPEN SESSION

A. Report Action Taken in Closed Session:

- a. Negotiations – Collective Bargaining Session planning and preparation with the CSEA for 2025-26 [Government Code § 3549.1, subdivision (d)]
- b. Public Employee Discipline/Dismissal/Release/Leave/Complaint [Government Code § 54957, subdivision (b)]

B. Pledge of Allegiance

IV. CONSENT

- A. MOU with CSEA Chapter 229 - Correction of Instructional Asst Underpayment 6
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) correcting an underpayment to two instructional assistants.
- B. MOU with CSEA Chapter 229 - Schedule Change for BASRP Employees 9
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) establishing a schedule change for a recreation attendant in the Before and After School Recreation Program.
- C. MOU with CSEA Chapter 229 - Reclassification of Instructional Assistant to Instructional Assistant Title 1 13
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) reclassifying two Instructional Assistants positions to Instructional Assistant - Title 1 positions.

- Public Comment:
- Board Discussion:
- Move: Second: Vote:

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING: Jun 29, 2026**

V. PUBLIC HEARING

- A. Tentative Agreement with CSEA Chapter 229 - 2025-26 19
 Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board hold a public hearing of the Tentative Agreement between the Pacific Grove Unified School District and the California School Employees Association (CSEA) Pacific Grove Chapter 229 for fiscal year 2025-2026.

Open Public Hearing: _____ Close Public Hearing: _____

- Public Comment:
- Board Discussion

- B. CSEA Chapter 229 Initial Proposals for Negotiations - 2026-29 48
 Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board hold a public hearing on the California School Employees Association Initial Proposals for Negotiations for the 2026-29 school year.

Open Public Hearing: _____ Close Public Hearing: _____

- Public Comment:
- Board Discussion

VI. ACTION/DISCUSSION

- A. Tentative Agreement with CSEA Chapter 229 - 2025-26 51
 Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board approve the Tentative Agreement between the Pacific Grove Unified School District and the California School Employees Association (CSEA) Pacific Grove Chapter 229 for fiscal year 2025-2026.

- Public Comment:
- Board Discussion:
- Move: Second: Vote:

- B. CSEA Chapter 229 Initial Proposals for Negotiations - 2026-29 80
 Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board approve the California School Employees Association Initial Proposals for Negotiations for the 2026-29 school year.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
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- Public Comment:
- Board Discussion:
- Move: Second: Vote:

- C. MOU with CSEA Chapter 229 - New Classification: Lead Custodian 83
Recommendation: (Buck Roggeman, Chief Human Resources Officer) The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) establishing a new classification of Lead Custodian.

VII. ADJOURNMENT

Next Regular Board Meeting(s): Aug 13, 2026

Board Cover Sheet

Consent ▾

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Memorandum of Understanding (MOU) – California School Employees Association (CSEA) Chapter 229 & Pacific Grove Unified School District (PGUSD) – Instructional Assistant underpayment correction.

Recommendation

The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) correcting an underpayment to two instructional assistants.

Background

In accordance with its collective bargaining agreement, PGUSD works with CSEA when correcting underpayments to unit members. A memorandum of understanding is required to document the underpayment and the actions that will be taken to remedy the situation.

Information

On August 16, 2021, employee #161737 holding the position of Instructional Assistant - Title I was erroneously placed at range 30. The correct range for this position is range 31.
 On October 18, 2021, employee #161328 holding the position of Instructional Assistant - Special Education was erroneously placed at 30. The correct range for this position is range 31.
 The matter will be resolved by making the employees whole back to their hire dates when they were placed incorrectly on the salary schedule.

Fiscal Impact

Unrestricted General Fund:
 161737-Est \$2,404 inc benefits
 161328-Est \$3,738 inc benefits

2025/26 ▾

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 229**

MEMORANDUM OF UNDERSTANDING
Underpayment Corrections

June 24, 2026

The Pacific Unified School District (“District”) and the California School Employees Association, and its Chapter 229 Pacific Grove (“CSEA”), collectively known as the “Parties,” enter into this Memorandum of Understanding to address underpayments due to improper Step placement at hire.

WHEREAS:

- A. Following an additional audit of the Instructional Assistant classifications, it was discovered that two employees were placed on the incorrect salary Range at the time of hire.
 - a. Employee ID #161737 holds a position in the classification of Instructional Assistant - Title I (PC # 100312) and was placed on Range 30 at Step D, at the time of hire, o August 16, 2021.
 - b. Employee ID #161749 holds the classification of Instructional Assistant - SPED (PC #100852) and was placed on Range 30 at Step C, at the time of hire, on October 18, 2021.
- B. The negotiated salary Range for both the Instructional Assistant – Title 1 and the Instructional Assistant – SPED classifications is Range 31.
- C. The District and CSEA desire to correct the underpayment and resolve this matter.

THEREFORE, the Parties agree to the following:

- 1. Employee ID #161737 and Employee ID #161749 shall be placed on Range 31 retroactive to the respective hire date identified in section B of this agreement.
- 2. The employees shall be made whole including but not limited to wages, CalPERS contributions, professional growth, if any, and applicable stipends, credited retroactively to their hire date.
 - a. On February 1, 2025, the District reallocated Employee ID #161737 to Range 31 and paid wages retroactively to July 1, 2024. Therefore, the employee shall only be paid wages for the period of August 16, 2021 – June 30, 2024.


- b. On May 21, 2026, the District reallocated Employee ID #161749 to Range 31 and paid wages retroactively to July 1, 2025. Therefore, the employee shall only be paid wages for the period of October 18, 2021 – June 30, 2025.
 - c. All compensation due to the employees shall be paid within 90-days of the date of this Agreement through each unit member's regular payroll method. Payment shall be made on a separate check.
 - d. The District will provide each employee with a final payout statement confirming that all financial claims and contributions related to this matter are settled.
3. The seniority list for the classified bargaining unit shall be updated to reflect the affected employees' correct employment information.
 4. Each employee's established daily work schedule, hours per day, FTE, and workdays/year shall not change unless mutually agreed upon, in writing, by the Parties.

This Agreement is subject to the Policy 610 procedure of CSEA, adoption by the Board of Trustees, and is subject to the grievance and arbitration sections of the Parties' collective bargaining agreement.

Date: 06/25/2026

For the District:


[Buck Roggeman \(Jun 24, 2026 07:21:44 PDT\)](#)
 Buck Roggeman, Chief Human Resources Officer


[Joshua R. Jorn \(Jun 25, 2026 08:42:28 PDT\)](#)
 Joshua R. Jorn, Assistant Superintendent/CBO



[Linda Adamson \(Jun 25, 2026 08:44:54 PDT\)](#)
 Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:

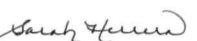

[Jill Houston \(Jun 24, 2026 07:39:14 PDT\)](#)
 Jill Houston, President/Chair, Negotiations


[Nargess Akhavi \(Jun 24, 2026 20:00:17 PDT\)](#)
 Nargess Akhavi, 2nd Vice President/Negotiations


[Christine Gruber \(Jun 24, 2026 20:05:32 PDT\)](#)
 Christine Gruber, Communications Officer/
 Negotiations


[Greg Kelley \(Jun 24, 2026 20:10:42 PDT\)](#)
 Greg Kelley, 1st Vice President/Negotiations


[Leslie Ternullo \(Jun 24, 2026 20:24:53 PDT\)](#)
 Leslie Ternullo, Past-President/Negotiations


 Sarah Herrera, Labor Relations Representative

Board Cover Sheet

Consent ▾

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Memorandum of Understanding (MOU) – California School Employees Association (CSEA) Chapter 229 & Pacific Grove Unified School District (PGUSD) – Schedule Change: Before and After School Recreation Program Attendant.

Recommendation

The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) establishing a schedule change for a recreation attendant in the Before and After School Recreation Program.

Background

In accordance with its collective bargaining agreement, PGUSD works with CSEA when making changes to unit members' work schedules. A memorandum of understanding is required to document these agreements.

Information

Due to program need, Employee #161168 will have their work schedule changed from Monday - Friday 2-6 p.m. to Monday - Friday 7:30-8:30 a.m. and 3-6 p.m. effective Aug. 5, 2026.

Fiscal Impact

No fiscal impact

2025/26 ▾

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 229**

MEMORANDUM OF UNDERSTANDING

Schedule Change: Before and After School Recreation Program (BASRP)

June 10, 2026

The Pacific Unified School District ("District") and the California School Employees Association, and its Chapter 229 Pacific Grove ("CSEA"), collectively known as the "Parties," enter into this Memorandum of Understanding to address the operational and program needs of the Before and After School Recreation Program ("BASRP"). The Parties hereby agree to the following:


1. The established work schedule for the Recreation Attendant (PC#100210) position assigned to the BASRP at Robert H. Down Elementary School is Monday – Friday from 2:00 – 6:00 p.m.
2. To meet the changing operational and program needs of the BASRP, the work schedule of this position shall be changed to Monday – Friday from 7:30 a.m. – 8:30 a.m. and 3:00 – 6:00 p.m., effective August 5, 2026.
3. The new work schedule shall not change unless mutually agreed upon by the Parties and the employee who holds the position.
4. Employee #161168 ("Employee") who currently holds PC #100210, is a permanent classified employee of the District. Employee agrees to the schedule change. Employee shall continue to receive the shift differential for all hours worked.


This Memorandum of Understanding is subject to Policy 610 procedures of CSEA and is subject to the grievance and arbitration sections of the Parties' collective bargaining agreement.

Date: 06/15/2026

For the District:


Buck Roggeman (Jun 15, 2026 13:42:06 PDT)
Buck Roggeman, Chief Human Resources Officer



Joshua R. Jorn (Jun 15, 2026 16:43:50 PDT)
Joshua R. Jorn, Assistant Superintendent/CBO


Dr. Linda Adamson (Jun 13, 2026 13:15:02 PDT)
Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:


Jill Houston (Jun 12, 2026 21:25:52 PDT)
Jill Houston, President/Chair, Negotiations


Sarah Herrera, Labor Relations Representative


Ryan Rodewald (Jun 15, 2026 17:26:20 PDT)
Employee #161168












229 - MOU Schedule Change BASRP - 061026

Final Audit Report

2026-06-16

Created:	2026-06-13
By:	Sarah Herrera (sherrera@csea.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7pIKPSg4kZtrbUoa32x4JctLIZrtOegl

"229 - MOU Schedule Change BASRP - 061026" History

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 Agreement completed.

2026-06-16 - 0:30:00 AM GMT

Board Cover Sheet

Consent ▾

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Memorandum of Understanding (MOU) – California School Employees Association (CSEA) Chapter 229 & Pacific Grove Unified School District (PGUSD) – Reclassification: Instructional Assistant to Instructional Assist Title 1.

Recommendation

The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) reclassifying two Instructional Assistants positions to Instructional Assistant - Title 1 positions..

Background

In accordance with its collective bargaining agreement, PGUSD works with CSEA when reclassifying unit members. A memorandum of understanding is required to document the reclassification and appropriate compensation.

Information

Employees #155465 and #161328 currently hold Instructional Assistant positions in the District. Both employees have been performing the job duties and responsibilities of Instructional Assistant - Title I positions. The Instructional Assistant position is paid at 30, and the Instructional Assistant - Title I position is paid at range 31. Therefore, the District will make the employees whole dating back to February 1, 2022.

Fiscal Impact

Unrestricted General Fund:

155465-Est \$6,911 including benefits

161749-Est \$3,583 including benefits

2025/26 ▾

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 229**

MEMORANDUM OF UNDERSTANDING

Reclassification: Instructional Assistant to Instructional Assistant – Title I

June 24, 2026

The Pacific Unified School District (“District”) and the California School Employees Association, and its Chapter 229 Pacific Grove (“CSEA”), collectively known as the “Parties,” hereby agree to the following:

1. Employee ID #155465 who holds a position in the classification of Instructional Assistant (PC #100515) assigned to Robert H. Down Elementary School shall be reclassified to Instructional Assistant – Title I, retroactive to February 1, 2022. The employee shall be placed on Range 31 at Step F.
2. Employee ID #161328 who holds a position in the classification of Instructional Assistant (PC # 100324) assigned to Robert H. Down Elementary School shall be reclassified to Instructional Assistant – Title I, retroactive to February 1, 2022. The employee shall be placed on Range 31 at Step F.
3. The employees shall be made whole including but not limited to wages, CalPERS contributions, professional growth, if any, and applicable stipends, credited retroactively to February 1, 2022.
 - a. The District reallocated Employee ID #161328 on February 1, 2025, and paid wages retroactively to July 1, 2024. Therefore, the employee shall only be paid wages for the period of February 1, 2022 – June 30, 2024.
 - b. All compensation due to the employees shall be paid within 90-days of the date of this Agreement through each unit member’s regular payroll method. All applicable taxes and withholdings shall be deducted. Payment shall be made on a separate check.
 - c. The District shall provide each employee with a full accounting and final payout statement confirming that all financial claims and contributions related to this matter are settled. The District shall provide the accounting and payout statement no later than 15 workdays prior to issuing payment.
4. All time worked by the reclassified employees in the Instructional Assistant classification shall be carried forward and counted toward the Instructional Assistant – Title I classification for the purposes of seniority and bumping rights. The seniority list for the classified bargaining unit shall be updated to reflect the affected employees’ correct seniority.
5. Each employee's established work schedule, hours per day, FTE, and


workdays/year shall not change unless mutually agreed upon, in writing, by the Parties.


This Agreement is subject to the Policy 610 procedure of CSEA, adoption by the Board of Trustees, and is subject to the grievance and arbitration sections of the Parties' collective bargaining agreement.

Date: 06/25/2026


For the District:



Buck Roggeman (Jun 25, 2026 07:48:39 PDT)
Buck Roggeman, Chief Human Resources Officer


Joshua R. Jorn (Jun 25, 2026 16:50:17 PDT)
Joshua R. Jorn, Assistant Superintendent/CBO



Linda Adamson (Jun 25, 2026 22:28:17 PDT)
Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:


Jill Houston (Jun 25, 2026 07:54:00 PDT)
Jill Houston, President/Chair, Negotiations


Nargess Akhavi (Jun 25, 2026 09:08:49 PDT)
Nargess Akhavi, 2nd Vice President/Negotiations

Christine Gruber
Christine Gruber (Jun 25, 2026 10:26:23 PDT)
Christine Gruber, Communications Officer/ Negotiations


Greg Kelley (Jun 25, 2026 12:39:37 PDT)
Greg Kelley, 1st Vice President/Negotiations

Leslie Ternullo
Leslie Ternullo (Jun 25, 2026 16:09:56 PDT)
Leslie Ternullo, Past-President/Negotiations


Sarah Herrera, Labor Relations Representative











229 - MOU Reclass IA Gen to Title I FINAL - 062426

















Final Audit Report

2026-06-26

Created:	2026-06-25
By:	Sarah Herrera (sherrera@csea.com)
Status:	Signed
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"229 - MOU Reclass IA Gen to Title I FINAL - 062426" History

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2026-06-26 - 6:33:04 AM GMT

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Signature Date: 2026-06-26 - 6:33:21 AM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Agreement completed.

2026-06-26 - 6:33:21 AM GMT

Board Cover Sheet

Public Hearing

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman
Chief Human Resources Officer

Item

Public Hearing - Tentative Agreement with the California School Employees Association (CSEA) Pacific Grove Chapter 229 – Fiscal Year 2025-2026

Recommendation

The District Administration recommends that the Board hold a public hearing of the Tentative Agreement between the Pacific Grove Unified School District and the California School Employees Association (CSEA) Pacific Grove Chapter 229 for fiscal year 2025-2026.

Background

All changes to contracts between the District and employee groups require a public hearing and approval by the Board. In addition, AB 1200 requires the District to submit details of all negotiated salary agreements to the Monterey County Office of Education (MCOE) for their review and approval ten days prior to the Board action.

Information

The Pacific Grove Unified School District (District) and the California School Employees Association Pacific Grove Chapter 229 hereby resolve all issues in negotiations for the 2025-2026 fiscal year on the following terms and conditions:

1. **Article II - Wages**
 - a. The wage increase for 2025-2026 agreed to in the Tentative Agreement dated May 21, 2025, was implemented on July 1, 2025. The parties agreed to a two percent (2%) across the board increase to the Classified Salary schedule.
 - b. The Parties reached agreement on changes in language in Article II which shall be incorporated into the Parties' collective bargaining agreement.
2. **Article III - Health Welfare Benefits**
 - a. The increase to the District's maximum contribution to health and welfare benefits for 2025-2026, agreed to in the Tentative agreement dated May 21, 2025, was implemented on July 1, 2025. In accordance with the negotiated Fairness Clause, the District's maximum contribution is \$13,664.78, an increase of \$1,441.
 - b. The Parties reached agreement on a complete revision of Article III.
3. **Article VII - Holidays**
 - a. The parties reached agreement on changes to language in Article VII.

- b. The Parties also agree to incorporate the MOU dated April 6, 2026, addressing paid holidays for 2026-2027 to Appendix K - Classified Holiday Schedule.

4. Article XII - Discipline

- a. The Parties reached agreement on a complete revision of Article XII Discipline.

3.

Fiscal Impact

For fiscal year 2025-2026, an increase of **\$432,382** (*salary and statutory benefits*)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 229**

TENTATIVE AGREEMENT

June 18, 2026

The Pacific Grove Unified School (“District”) and the California School Employees Association, and its Chapter 229 Pacific Grove (“CSEA”), together referred to as “The Parties,” hereby enter into this Tentative Agreement to resolve all negotiations for the 2025 – 2026 fiscal year.

1. Article II - Wages

- a. The wage increase for 2025-2026 agreed to in the Tentative Agreement dated May 21, 2025, was implemented on July 1, 2025. The Parties agreed to a two percent (2%) across the board increase to the Classified Salary Schedule.
- b. The Parties reached agreement on changes in language in Article II which shall be incorporated into the Parties’ collective bargaining agreement. The article is attached hereto as Exhibit 1.

2. Article III - Health Welfare Benefits

- a. The increase to the District’s maximum contribution to health and welfare benefits for 2025-2026, agreed to in the Tentative agreement dated May 21, 2025, was implemented on July 1, 2025. In accordance with the negotiated Fairness Clause, the District’s maximum contribution is \$13,664.78, an increase of \$1,441.
- b. The Parties reached agreement on a complete revision of Article III. The replacement Article is attached hereto as Exhibit 2.

3. Article VII – Holidays

- a. The Parties reached agreement on changes to language in Article VII. The article is attached hereto as Exhibit 3.
- b. The Parties also agree to incorporate the MOU dated April 6, 2026, addressing paid holidays for 2026-2027 to Appendix K – Classified Holiday Schedule.


4. Article XII – Discipline: The Parties reached agreement on a complete revision of Article XII Discipline. The replacement Article is attached hereto as Exhibit 4.


- 5. The Parties agree to change “employee” to “unit member” and update any formatting errors throughout the collective bargaining agreement.


This Tentative Agreement is subject to ratification by CSEA and adoption by the Board of Trustees.

Date Signed: 06/26/2026

For the District:


Buck Roggeman (Jun 25, 2026 08:35:14 PDT)
 Buck Roggeman, Chief Human Resources Officer


Joshua R. Jorn (Jun 25, 2026 16:51:10 PDT)
 Joshua R. Jorn, Assistant Superintendent/CBO


Dr. Linda Adamson (Jun 26, 2026 07:55:13 PDT)
 Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:


Jill Houston (Jun 25, 2026 11:32:18 PDT)
 Jill Houston, President/Chair, Negotiations


Nargess Akhavi (Jun 25, 2026 13:02:52 PDT)
 Nargess Akhavi, 2nd Vice President/Negotiations


Christine Gruber (Jun 25, 2026 13:04:21 PDT)
 Christine Gruber, Communications Officer/
 Negotiations


Greg Kelley (Jun 25, 2026 14:28:53 PDT)
 Greg Kelley, 1st Vice President/Negotiations


Leslie Ternullo (Jun 25, 2026 16:10:27 PDT)
 Leslie Ternullo, Past-President/Negotiations


Sarah Herrera
 Sarah Herrera, Labor Relations Representative

EXHIBIT 1

II – WAGES

2.2 Regular Rate of Pay

The regular rate of pay for each position in the bargaining unit shall be in accordance with the ~~rates~~ Ranges agreed to by CSEA and the District's Board of Trustees as specified in Appendix B. ~~The regular rate of pay shall include any~~ Stipends and incentives including but not limited to a shift differential, longevity increment, and professional growth award required to be paid under this Agreement shall be in addition to the unit member's regular rate of pay, pursuant to CalPERS regulations. Should the unit member fail to provide the following, disciplinary action may be taken in accordance with Article XI of this agreement.

- 2.2.1 W-4 form signed by unit member;
- 2.2.2 Retirement form signed by unit member;
- 2.2.3 Current notice of immunity from tuberculosis is filed;
- 2.2.4 Fingerprints have been taken;
- 2.2.5 PERS Authorization;
- 2.2.6 Insurance forms.

2.11 Classification and Compensation Comparison Study

2.11.2.1.7 Release time shall be granted to CSEA's Committee members and alternates for Committee meetings. The District shall provide clerical support for the Committee.

2.11.2.2 Decisions of and recommendations by the Committee require two (2) CSEA and two (2) District regular, and/or alternate members, and one (1) co-facilitator to be present. Decisions and recommendations shall be made by consensus. If a consensus is not reached, decisions and recommendations shall be made by a majority vote of the Committee.

2.11.3 Study Cycles:

2.11.3.1.1 Cycle 1 – Clerical, Accounting, and Food Services Families

Clerical ~~Family~~:

- Administrative Assistant II/III/IV
- Administrative Specialist – Curriculum
- Administrative Assistant – MOT
- Administrative Specialist – Special Education and Student Services
- Clerk I/II/III
- Office Manager

Accounting ~~Family~~:

- Account Clerk I
- Account Clerk II

Food Services ~~Family~~:

- Food Service Assistant I/II/III

2.11.3.1.2 Cycle 2 – Instructional Support and Technology Families

Instructional Support ~~Family~~:

- Computer Lab Instructional Technician I/II
- Library Media Technician I/II/III
- Instructional Assistant – Special Ed
- Instructional Assistant – Gen Ed/PE
- Instructional Assistant – Title I
- Paraprofessional
- Technology Instructional Assistant II
- Vocational Assistant – Culinary

Technology ~~Family~~:

- Information Technology Technician

2.11.3.1.3 Cycle 3 – Maintenance, Operations, Transportation and Facilities (MOTF) Families

Maintenance and Operations:

- Grounds
- Maintenance and Operations Foreman
- Maintenance II/III

Transportation: ~~Family~~

- Bus Driver
- Transportation Specialist
- Service ~~M~~aechanic

Facilities:

- Custodian I/II/III
- Utility Worker

2.11.3.1.4 Cycle 4 – Student Services Family

Student Services ~~Family~~:

- Campus Supervisor
- Career Center Technician
- Child Care Attendant
- ~~Computer Lab Tech II~~
- Crossing Guard
- Healthcare Assistant
- Interpreter – Deaf & Hard of Hearing
- Noon Duty Supervisor
- Recreation Attendant
- Recreation Coordinator/Leader
- Recreation Leader
- Speech Language Pathologist Assistant

2.11.3.3 At the end of each four-year cycle, a ~~one~~~~three~~-year break will take place. After the break years, the process shall start over with those classifications included in Cycle 1.

2.11.4 Classification Study Procedure

2.11.4.1 The Committee shall conduct a job audit for each classification in a Cycle by providing a job audit form to each unit member holding a position in that classification and to their immediate supervisor. The job audit forms shall be sent to affected unit members and their supervisors (together known as “staff”), no later than September 15 of each year. Staff will then have 10 workdays to complete the forms and return them to the Committee’s designee. Unit members shall be provided time during their regular workday, if needed, to complete the job audit. A job audit form will be shared with the unit member after the supervisor has completed their section.

2.11.4.2.3 The Committee may recommend forgoing the interview process for a classification if, after review of the job audit(s), it is determined the classification has not evolved.

2.11.4.3 The co-facilitators will analyze and revise existing job descriptions and draft new job descriptions, as needed. Drafts of ~~the~~~~the new and~~ -revised job descriptions shall be presented to, and reviewed by, the full committee who will make their final recommendations prior to distribution to staff. Draft job descriptions shall then be distributed to affected unit members and supervisors who shall have 10 workdays for review and feedback. ~~The Committee shall review all feedback and determine if additional revisions are required. If appropriate, additional revisions will be made.~~

2.11.4.3.1 During this job description analysis and revision process, the co-facilitators may conduct additional interviews, consult with unit members and/or supervisors, and/or consult with other experts for clarification and guidance without convening the full committee.

2.11.4.3.3 The eCommittee shall review feedback from staff and determine if additional revisions to job descriptions are required.

2.11.4.3.4 Job descriptions shall be formatted according to the adopted job description template mutually agreed upon by CSEA and ~~The~~~~the~~ District.

2.11.4.3.5 Any issues identified by the Committee during the Classification Study, such as workload concerns, shall be provided to Human Resources and CSEA for review and evaluation.

2.11.5 Compensation Study Procedures

2.11.5.1 After the eCommittee has reached agreement on the job descriptions, wage comparison data for each classification in the Cycle shall be compiled by the co-facilitators with the assistance of Human Resources. Job descriptions from the comparison districts (section 2.11.5.1.3) that are the same or similar to the

Committee's recommended job descriptions for the current Cycles shall be used to determine which salary schedule ranges will be used for the compensation study.

2.11.5.1.2 The first [regular](#) Step of the most up to date salary schedule information available [at the time the compensation is studied](#) for that Cycle year shall be used.
~~The year's information will be used for each comparison district.~~

2.11.5.1.3 The mutually agreed upon comparison districts are:

Carmel Unified	Carpinteria Unified	Gonzales Unified
Healdsburg Unified	Monterey Peninsula Unified	North Monterey County Unified
Plumas Unified	Soledad Unified	

2.11.5.1.4 If [any classification has](#) ~~there are fewer than~~ four (4) [or fewer](#) matches ~~for any classification~~, then the [Committee co-facilitators](#) shall seek comparison job descriptions from other comparison districts, county offices of education, outside agencies, or other types of employers.

[2.11.5.1.5 The recommendation for salary range placement shall be at no less than the top quarter of the salaries of the comparison districts. Top quarter means that the first or second ranked comparison would be selected, dependent on the number of comparable districts. For example, if there are five \(5\) districts, number one would be in the top quarter.](#)

[2.11.5.1.6 The District's organizational culture shall be considered by the co-facilitators when making recommendations for range placement.](#)

2.11.5.2 Salary Range Recommendations

The [co-facilitators shall present the compensation comparison data and provide a report that includes recommendations for salary range placement to the Committee.](#) ~~The District's organizational culture shall also be considered by the facilitators when making recommendations for range placement.~~ The Committee shall review ~~and analyze the compensation comparison~~ [the data for each classification included in a Cycle and provide their decision on salary range placement.](#) ~~and provide a report that includes a recommendation for salary schedule range placement. The recommendation for salary range placement shall be at no less than the top quarter of the salaries of the comparison districts.~~

2.11.6 Negotiations

Implementation of the ~~Committee recommendations for~~ [revised/new](#) job descriptions and salary schedule range placement is negotiable as are the effects on existing employees in the affected classifications. The ~~co-F~~ [co-facilitator\(s\)](#) of the Committee shall present ~~its recommendations~~ [the findings](#) to the negotiation teams so that negotiations can commence ~~before March 1~~ [no later than the first week of May](#) of each year.

2.11.6.2 [The Committee's](#) recommendations and decisions ~~are~~ [shall](#) not ~~be negotiable~~ [altered](#).

2.11.7 Grievances

Recommendations and decisions byof the Committee and agreements of the Negotiating Teams shall not be grievable. However, violations of the Classification and Compensation Study procedures contained herein are grievable.

ALL OTHER SUBSECTIONS IN ARTICLE 2.11 SHALL REMAIN UNCHANGED.

2.12 Longevity

2.12.1 The District shall compensate unit members hired after April 9, 2025, with a five percent (5%) longevity increment at the completion of ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service, in accordance with the computation schedule as shown:

<u>Years of Service</u>	<u>Annual Percentage</u>
<u>10 years</u>	<u>5%</u>
<u>15 years</u>	<u>10%</u>
<u>20 years</u>	<u>15%</u>
<u>25 years</u>	<u>20%</u>

2.12.2 All unit members hired on or before April 9, 2025, shall continue to receive longevity increments at the current compounded percentages of completion of ten (10) years at 5%, fifteen (15) years at 10.25%, twenty (20) years at 15.76%, and twenty-five (25) years at 21.55%, in accordance with the computation schedule as shown:

<u>Years of Service</u>	<u>Annual Percentage</u>
<u>10 years</u>	<u>5%</u>
<u>15 years</u>	<u>10.25%</u>
<u>20 years</u>	<u>15.76%</u>
<u>25 years</u>	<u>21.55%</u>

Unit members hired after April 9, 2025, shall receive longevity increments as specified in Section 2.12.1 of this Article.

2.12.3 Longevity increments shall be granted on the anniversary of the initial date of employment in the District.

~~2.12.1 The District shall compensate unit members a five percent (5%) longevity increment at the completion of ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service, in accordance with the computation schedule as shown:~~

Years of Service	Annual Percentage
10 years	5%
15 years	10%
20 years	15%
25 years	20%

~~2.12.2 Longevity increments shall be granted on the anniversary of the initial date of~~

employment in the district.

~~2.12.3 All unit members hired on or before April 9, 2025, shall continue to receive longevity increments at the current compounded percentages of: ten (10) years at 5%, fifteen (15) years at 10.25%, twenty (20) years at 15.76%, and twenty-five (25) years at 21.55%
— Unit members hired after April 9, 2025, shall receive longevity increments as specified in Section 2.12.1 of this Article.~~

2.13 Professional Growth

2.13.3 Professional Growth Awards

2.13.3.1 The Professional Growth Award is to be made on July 1 to qualifying ~~unite~~ members.

2.13.3.2 Unit members may earn Professional Growth Awards equal to five ~~percent present~~ (5%) of their wages upon completion of approved course work (as required by Section 2.13.2) which enhances the employees' job performance and/or future growth in the District. This award ~~is to be added to the unit member's regular salary; including~~ shall be calculated as special compensation on top of the unit members base salary. Professional Growth Awards shall be calculated inclusive of any and all longevity ~~increases increments, increments, prior Professional Growth Awards, and any negotiated salary adjustments in effect at the time the award is granted. and/or previous Professional Growth increases, as well as salary increases negotiated at the time the grant is awarded.~~

ALL OTHER SUBSECTIONS IN ARTICLE 2.13 SHALL REMAIN UNCHANGED.

2.18 Bilingual and Biliterate Incentive Program

2.18.3.4 Unit members receiving bilingual or biliterate incentive pay should expect to be called upon to use these skills. A unit member receiving the incentive who refuses to provide bilingual/biliterate services according to this Agreement without reasonable justification, shall cease receiving the stipend may be removed from the program. A supervisor may recommend to the Chief Human Resources Officer (CHRO) that a unit member be removed from the program with documentation that the unit member has refused to provide services without reasonable justification. The CHRO shall notify CSEA of any recommendation for removal. A unit member may have the incentive reinstated upon approval of the Chief Human Resources Officer.

2.18.4 Testing

2.18.4.2 Testing opportunities shall ~~occur~~be available to unit members two times per year, once between ~~August~~July 1 and November 30, ~~and~~ once between January 15 and ~~May 31~~June 30.

ALL OTHER SUBSECTIONS IN ARTICLE 2.18 SHALL REMAIN UNCHANGED.

ALL OTHER SECTIONS OF THIS ARTICLE SHALL REMAIN UNCHANGED.

EXHIBIT 2

III – HEALTH AND WELFARE BENEFITS

3.1 Coverage

- 3.1.1 The District shall provide eligible unit members with health and welfare benefit coverage offered through a health insurance carrier (“carrier”).
- 3.1.2 The health and welfare benefit plans offered shall include, but are not limited to medical, dental, vision, Complete Care, standalone Employee Assistance Program (EAP)/life insurance policy, income protection, and/or other programs.
- 3.1.3 The District shall offer an Internal Revenue Service Section 125 cafeteria plan to allow for the provision of benefits on a pre-tax basis.
- 3.1.4 The District shall provide all eligible unit members and CSEA with plan information and rate sheets required for enrollment in all health and welfare benefit programs within one (1) month’s notice of the plans and rates being published by the insurance carrier.
- 3.1.4.1 The District or CSEA shall provide the other party with no less than one (1) month’s notice, in writing, if there is to be a change in the benefit plan options to be offered to unit members, both active and retirees, in the following plan year. The one (1) month notification requirement may be waived by mutual agreement of the parties. The notification shall identify the specific new plan(s) to be offered, the District and employee contribution, and any increase to the District and employee will be identified.
- 3.1.5 For the purposes of this Article, a full-time unit member is one who works eight (8) hours per day or forty (40) hours per week. A part-time unit member is one who works at least four (4) hours per day or twenty (20) hours per week, but less than eight (8) hours per day or forty (40) hours per week.

3.2 District Contribution

- 3.2.1 The District shall contribute a maximum amount of \$13,664.78 per year toward the cost of District sponsored health and welfare benefit plans.
- 3.2.1.1 The District’s contribution may be applied by the unit member to any of the offered health and welfare benefit plan options except for Complete Care (Section 3.2.3).

- 3.2.1.2 Full-time unit members shall receive the District's full contribution to apply to any health plans except for Complete Care (Section 3.2.3).
 - 3.2.1.3 Part-time unit members shall receive a prorated amount of the District's maximum contribution based on their FTE.
 - 3.2.1.4 The unit member may apply the contribution amount toward any health and welfare benefit plan offered through the carrier, except for Complete Care (Section 3.2.3). If they select a plan and/or additional coverage that costs more than the District's contribution, they shall pay the difference in premium costs.
- 3.2.2 An additional amount of \$276 per year shall be contributed toward dependent coverage. The dependent contribution may only be used for dependent coverage.
- 3.2.3 The District's contribution for premiums for the Complete Care Program for full-time unit members shall not exceed a monthly contribution of two hundred fifty-six (\$256) on a 10-month basis, or two hundred thirteen dollars (\$213) on a 12-month basis.

3.3 Eligibility

- 3.3.1 Medical, dental, and vision coverage for new employees will begin as follows:

If the unit member's start date falls between 1st -15th day of the month, then benefit coverage shall begin on the first day of the following month.

If the unit member's start date falls between the 16th - 31st day of the month, then benefit coverage begins the first day of the month following the subsequent month.

Eligible dependents may be enrolled in the benefit plans either at the unit member's enrollment date or no later than the first of the month following the new unit member's enrollment date.

- 3.3.2 Unit members who are regularly assigned to work six (6) hours per day or more, or thirty (30) hours per week or more, must be enrolled in a medical insurance plan in accordance with the carrier's minimum medical coverage policies or opt out of coverage (Section 3.4).

- 3.3.3 Part-time unit members who are regularly assigned to work four (4) hours or more per day, or twenty (20) hours per week, but less than six (6) hours per day or thirty (30) hours per week are eligible for health and welfare benefit programs. In accordance with the carrier's policies, eligible unit members must be enrolled in a medical insurance plan or opt out of coverage (Section 3.4).
- 3.3.4 All unit members in the bargaining unit who work less than four (4) hours per day, or less than twenty (20) hours per week, are ineligible for individual benefit programs described in this Article.
- 3.3.5 Any unit member who has their own medical plan or is deemed ineligible for health and welfare benefits in accordance with this Article can be a dependent on another District employee's benefit plans, in accordance with the carrier's policies.
- 3.3.6 Unit members who decline (opt out) health coverage through the District must provide proof of other health insurance on an annual basis (see section 3.4).
- 3.3.7 Any unit member who terminates employment prior to the end of the school year shall be provided benefits coverage through the last day of the month of the payroll in which the termination occurred. Upon termination of employment, employees may continue, at their own expense, health and welfare coverage as provided by Consolidation Ombudsman Budget Reconciliation Act (COBRA). COBRA coverage is provided through MCSIG, not PGUSD, and all information will be mailed from MCSIG. Premiums must be paid in accordance with COBRA regulations and deadlines.

3.4 Opt-outs (Declining Coverage)

- 3.4.1 A unit member may opt out of required medical insurance coverage if they provide proof of other medical coverage in accordance with the rules and regulations of the carrier.
- 3.4.2 A unit member may enroll or reenroll in District offered health and welfare benefits, during regular open enrollment or based on a "qualifying event" as defined by the carrier.
- 3.4.3 Unit members shall not receive cash in lieu of benefits except as described in Section 3.4.4.1.
 - 3.4.4.1 The District shall pay to each active unit member hired before July 1, 2002, the portion of the "employee only," health

insurance contribution that the unit member was eligible for but did not use in the preceding fiscal year. The payment shall be made by July 31st.

3.5 Retiree Insurance Coverage

3.5.1 Health Insurance Coverage upon Early Retirement

Unit members at least age fifty-five (55) in the current fiscal year who retire prior to age sixty-five (65) and who retire with at least ten (10) years of classified service with the District are eligible for “employee only” health and welfare benefit coverage. Employees must have been enrolled in all three plans (medical, dental, vision) prior to retirement in order to receive the District contribution.

Unit members requesting early retirement benefits under this section shall submit the prescribed document to Human Resources at least one (1) month before the early retirement date. The District shall have the authority to make exceptions to the deadlines.

3.5.2 Retirees shall receive the health and welfare benefit coverage under the same carrier as active employees.

3.5.3 Eligible retired unit members will receive a \$300 semi-annual (\$600 annual cap) Medicare supplement premium through age eighty-five (85).

3.5.4 All retired unit members may cover dependents at their own expense. In order for dependents to be eligible for retiree benefits, they must have been participants in the medical, dental, and/or vision plan(s) at least one month prior to the retiree’s last date of active service. Dependent participation is subject to eligibility requirements in this Article.

3.5.5 An exit Orientation Letter will be provided to each unit member upon retirement, informing them of the retiree health and welfare benefits that they are entitled to on the date of retirement.

3.6 Notification of Changes to Health Insurance Carrier

The District or CSEA shall provide the other Party, in writing, no less than 12 months' notice if there is an interest in changing the health and welfare benefit carrier for the classified bargaining unit, both active and retirees, in the following plan year.

The district must notify the carrier no later than June 30 of the prior year of their intent to go out to bid for other insurance quotes.

Either party has the right to go out to bid and request quotes from other carriers. The District agrees to provide the necessary data and information required by a carrier to provide a quote for benefits.

No reduction in benefits or change in carriers shall be made during the life of the Agreement without approval of the majority of bargaining unit members.

END OF ARTICLE

EXHIBIT 3

VII - HOLIDAYS

7.1.1 Twelve ~~and 11.5-month employees unit members~~ shall be entitled to 15 paid holidays. ~~Less than 11.5-month employees~~ All other unit members shall be entitled to-13 paid holidays each year.

7.4 Minimum Day

7.4.1 A minimum day is defined as a day in which students are released early for parent conferences at the elementary and middle school worksites. Classified ~~employees unit members~~ will work their regularly scheduled hours on a minimum day. If a unit member wishes to take time off on a minimum day they must use an approved leave.

7.5 Shortened Day

7.5.1 A shortened day is defined as a day in which students are released early District-wide prior to a break period (e.g. winter or summer break). Unit members shall be released from their regular work schedule early on the shortened day in accordance with the schedule in Section 7.5.2 of this Article. ~~on their last workday before Thanksgiving, Christmas, New Year’s Day, and Spring Break.~~

7.5.2 Unit members shall be released according to the following schedule:

Unit Member’s Hours per Day	Day before Thanksgiving, New Year’s Day, and Spring Break	Day before Christmas Early Release Time
6.5-8 hours	2 hours	2 hours 30 mins <u>4 hours</u>
4.5-6.49 hours	1-1/2 hours	2 hours <u>3 hours</u>
2.01-4.49 hours	1 hours	1 hour 15 mins <u>2 hours</u>
2 hours and less	1/2 hour	45 mins <u>1 hour</u>

~~7.5.3 In the event that one of the identified shortened days above falls on a day designated as a local holiday for the District, the shortened day shall be moved to another day on the calendar. The date shall be determined and mutually agreed upon by the District and GSEA.~~

~~7.5.4—Unit members who work 180-190 days per year shall also be granted a shortened day on the last day of the school year (according to column 1 of the chart above.)~~

7.5.5³ Any unit member who cannot be released from duty on these days shall be provided an equivalent amount of time on another day agreed upon by the unit member and their immediate supervisor.

7.5.4 Early release time on shortened days for unit members that work in multiple positions shall be based on their total number of work hours. The unit member and their supervisor(s) shall mutually agree on the release time schedule for each position as appropriate. In the event that the unit member and their supervisor(s) cannot come to a mutual agreement, a meeting with CSEA and Human Resources shall be held to determine the unit member's schedule.

7.5.5 Unit members who plan to take leave on the identified shortened day are eligible to combine their leave with the early release time. For example: A unit member who works eight (8) hours and is scheduled to take a vacation day on an identified shortened day will take five (5) hours and 30 minutes of vacation and two (2) hours and 30 mins of early release time.

ALL OTHER SECTIONS OF THIS ARTICLE SHALL REMAIN UNCHANGED.

EXHIBIT 4

ARTICLE XII DISCIPLINARY ACTIONS

- 12.1 Disciplinary actions shall be based on facts, circumstances involved, and the severity of the unit member's conduct or performance. Discipline shall be commensurate with the offense. It is intended that progressive steps be utilized unless the District believes the incident is in such a nature that immediate or more severe action is appropriate, or where progressive steps are not likely to correct the conduct.
- 12.2 Progressive Discipline
- 12.2.1 Progressive discipline steps may be utilized to the extent permitted by individual circumstances. Progressive discipline may include, but is not limited to:
- Verbal warnings
 - Written warnings (not placed in the unit member's personnel file);
 - Letters of reprimand;
 - Performance Improvement Plan.
- 12.2.2 Unit members should generally be given a reasonable period of time to correct any identified area of concern. The Chief Human Resource Officer or designee shall ensure proper training is provided to managers so that disciplinary actions are taken in a consistent manner and are appropriately documented.
- 12.2.3 When a unit member receives a written warning or letter of reprimand, they may submit a written response/rebuttal. The employee shall be given at least ten (10) working days to submit a response before the warning or letter is placed in their personnel file. The response shall be attached to the warning or reprimand materials in the unit member's personnel file.
- 12.2.4 The District reserves the right to bypass the progressive step(s) based on the seriousness of the conduct. When progressive steps are bypassed, any dispute regarding whether it should have been bypassed may be submitted to the Superintendent.
- 12.3 Causes for Disciplinary Action
- Unit members may be disciplined for any of the following causes:
- 12.3.1 Discourteous treatment of the public or of fellow employees;
- 12.3.2 Unprofessional conduct;
- 12.3.3 Insubordination, including, but limited to, refusal to perform assigned work without reasonable cause. No unit member shall be considered insubordinate for refusing to do an illegal or unsafe act;
- 12.3.4 Dishonesty or theft;
- 12.3.5 Possession or use of alcoholic beverages or narcotics on the job or reporting to work while intoxicated or under the influence of narcotics;
- 12.3.6 Conviction of any crimes of moral turpitude or sex offenses, and/or narcotics offenses as defined in Education Code 44010 and 44011;

- 12.3.7 Verbal or physical assault, threat to cause bodily harm;
- 12.3.8 Abandonment of position;
- 12.3.9 Unauthorized release of information concerning pupils;
- 12.3.10 Failure to submit required employment forms; Falsifying or providing misleading information on application forms, examinations and employment records concerning material matters;
- 12.3.11 Failure to disclose material facts regarding the unit member's criminal records.

12.4 Disciplinary Procedure

- 12.4.1 If the District determines that progressive discipline has failed to correct behavior or if serious and willful violations warrant, the District may pursue formal disciplinary action against a permanent unit member for cause in accordance with Section 12.3 of this Article.

The following actions may be taken as a result of due process:

- Dismissal;
- Suspension without pay;
- Involuntary transfer;
- Involuntary demotion.

- 12.4.1.1 Disciplinary actions may be initiated by the immediate supervisor and/or by the Superintendent or designee.

- 12.4.1.2 No unit member shall be suspended, demoted, dismissed, or in any way discriminated against because of his/her race, color, sex, national origin, ancestry, age, marital status, political beliefs or affiliations, religious acts, opinions or affiliations.

- 12.4.1.3 No disciplinary action shall be taken for any cause that occurred prior to the unit member becoming permanent, nor for any cause that occurred more than two (2) years before the date of the filing of the written notification of proposed disciplinary action unless.

12.4.2 Written Notification

- 12.4.2.1 A unit member who is to have formal disciplinary action taken against them shall be informed in writing. The statement of charges shall:
- Be written in ordinary and concise language and list the specific acts and omissions upon which the recommended disciplinary action is based;
 - Include the cause(s) for the action taken and any rule(s) or regulation(s) violated;
 - Identify the disciplinary action proposed to the Board;
 - Include a statement that the unit member has the right to representation and a right to an informal conference to respond to the charges within twenty (20) workdays after service of the written notice to the unit member.

- 12.4.2.2 The initial written notice provided to a unit member shall be an unsigned copy of the proposed disciplinary action and the statement of charges.
- 12.4.2.3 A final written notice of disciplinary action and statement of charges provided to a unit member shall be signed and include a document for the unit member to demand a formal hearing and deny all charges. Failure to demand a formal hearing shall be deemed a waiver of the right to a hearing and proposed discipline shall be imposed.

12.4.3 Informal Conference (Skelly meeting)

- 12.4.3.1 The informal conference consists of a meeting between the District's designee ("presiding official") and the unit member and/or their representative.
- 12.4.3.2 The District's presiding official shall be impartial and not a party to the statement of charges.
- 12.4.3.3 The presiding official is responsible for reviewing the statement of charges, informing the unit member in the meeting of the reasons for disciplinary action (charges), hearing from the unit member and giving them an opportunity to respond, and determining whether proposed discipline is appropriate.
- 12.4.3.4 Following the informal conference, the presiding official shall make a decision on the proposed disciplinary action. They may uphold the proposed discipline, reduce the proposed discipline, or dismiss the disciplinary action.
- 12.4.3.5 The presiding official shall provide the unit member, CSEA, and Human Resources with their decision, in writing.
- 12.4.3.6 A unit member shall continue on or be placed on paid leave following the informal conference pending a decision from the formal hearing unless the presiding official determines that the employee engaged in criminal misconduct that presents a risk of harm to pupils, staff, or property, or committed habitual violations of the district's policies or regulations.

12.4.4 Formal Hearing

- 12.4.4.1 When presented with the signed statement of charges and proposed discipline, a unit member may request a formal hearing, in writing on a prescribed document, within five (5) working days after the service of the charges. The formal hearing request must be signed by the unit member and submitted to Human Resources which shall constitute a demand for a hearing and denial of all charges.
- 12.4.4.2 If the unit member does not request a hearing by the set date, disciplinary action may be taken without formal hearing.

- 12.4.4.3 The formal hearing shall be held within a reasonable period of time but not unless mutually agreed upon by both parties.
- 12.4.4.4 The employee may be represented at the hearing by a representative of their choice. If the representative or any witnesses required are employees of the District, they shall be released from duty to testify or represent with no loss of pay or benefits.
- 12.4.4.5 The hearing may be conducted before the Board of Education, which shall include findings of fact and determinations of issues. The Board may choose to use a hearing officer from the Office of Administrative Hearings who shall submit a written decision to the Board of Education, which shall include findings of fact, and determination of issues. A copy of the hearing officer's decision shall be sent to the Board, unit member, their representative, and to CSEA.
- 12.4.4.7 Results of the Formal Hearing
 - 12.4.4.7.1 A confirmation of the written decision shall be sent to the unit member and CSEA, including the findings of fact and determination of issues.
 - 12.4.4.7.2 The decision of the Board or the third-party hearing officer shall be final and binding upon all parties, except that it shall not deny the unit member further legal recourse.
- 12.4.4.8 A unit member who is dismissed from employment from the District shall have their name removed from all employment lists.
- 12.5 Grievance. The decision of the Board or a third-party officer shall not be grievable. However, an alleged violation of the discipline process shall be subject to grievance.

END OF THE ARTICLE












229 - TA REO 2 with Exhibits - 061826
















Final Audit Report

2026-06-26

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By:	Sarah Herrera (sherrera@csea.com)
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 Agreement completed.

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Board Cover Sheet

Public Hearing ▾

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Public Hearing: California School Employees Association (CSEA) – Chapter 229 Negotiations Initial Proposal for 2026-2029 Successor negotiations with the Pacific Grove Unified School District.

Recommendation

The District Administration recommends that the Board hold a public hearing on the California School Employees Association (CSEA) – Chapter 229 Negotiations Initial Proposal for 2026-2029 Successor negotiations with the Pacific Grove Unified School District.

Background

California Government Code § 3547 governs public notice and the "sunshining" process for public school employer-employee negotiations. The code requires that all initial bargaining proposals from both parties be presented at a public meeting, followed by a public hearing to allow public comment before negotiations begin.

Information

The California School Employees Association has submitted the attached initial proposal for 2026-2029 successor negotiations.

Fiscal Impact

To be determined pending negotiated settlement.

2026/27 ▾



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER 229**

June 25, 2026

Linda Adamson, Ed.D., Superintendent
Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950

Re: CSEA's Initial Proposal for 2026 - 2029 Successor Negotiations

Dear Dr. Adamson:

The California School Employees Association and its Chapter 229 Pacific Grove ("CSEA") submits its initial proposal for 2026-2029 Successor negotiations in accordance with Section 3547 of the Government Code. This letter is intended to satisfy the public notice requirement.

CSEA respectfully submits the following bargaining proposals:

Article II WAGES

CSEA has an interest in securing a fair and equitable salary increase for its bargaining unit members. CSEA also seeks to enhance other provisions and ensure language is following CalPERS regulations.

Article III HEALTH AND WELFARE BENEFITS

CSEA has an interest in negotiating fair, equitable, and competitive health and welfare benefits packages for its bargaining unit members.

Article IV HOURS AND OVERTIME

CSEA has an interest in enhancing the provisions of this article including negotiating shift differentials to ensure compliance with CalPERS regulations.

Article VI VACATION POLICIES

CSEA has an interest in negotiating the provisions of the article inclusive of negotiating payouts of excessive and unused vacation to comply with CalPERS regulations.

Article VII PROMOTIONS AND TRANSFERS

CSEA is interested in negotiating a transparent transfer process with expanded protections for unit members.

Article X GRIEVANCE

CSEA has an interest in updating and improving the grievance procedure.

Article XV ORGANIZATIONAL SECURITY, AGENCY SHOP

CSEA has an interest in updating this article to reflect current practices



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER 229**

Article XVII OTHER EMPLOYEE RIGHTS

CSEA has an interest in updating this article to reflect changes in the law.

Article XIX DURATION

CSEA has an interest in negotiating a new three-year term, July 1, 2026 - June 30, 2029.

New Article: TECHNOLOGY

CSEA has an interest in adding a Technology article to the Parties' collective bargaining agreement and negotiating technology-related language including but not limited to the implementation of new technology and artificial intelligence.

Miscellaneous CSEA has an interest in revising any appendices to the Parties' collective bargaining agreement necessitated by any negotiated changes during these successor negotiations or due to changes in District procedures, and to clean-up of any obsolete language or typographical errors in the contract.

Respectfully submitted,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Jill Houston
Chapter President

Board Cover Sheet

Action/Discussion

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman
Chief Human Resources Officer

Item

Tentative Agreement with the California School Employees Association (CSEA) Pacific Grove Chapter 229 – Fiscal Year 2025-2026

Recommendation

The District Administration recommends that the Board approve the Tentative Agreement between the Pacific Grove Unified School District and the California School Employees Association (CSEA) Pacific Grove Chapter 229 for fiscal year 2025-2026.

Background

All changes to contracts between the District and employee groups require approval by the Board. In addition, AB 1200 requires the District to submit details of all negotiated salary agreements to the Monterey County Office of Education (MCOE) for their review and approval ten days prior to the Board action.

Information

The Pacific Grove Unified School District (District) and the California School Employees Association Pacific Grove Chapter 229 hereby resolve all issues in negotiations for the 2025-2026 fiscal year on the following terms and conditions:

1. **Article II - Wages**
 - a. The wage increase for 2025-2026 agreed to in the Tentative Agreement dated May 21, 2025, was implemented on July 1, 2025. The parties agreed to a two percent (2%) across the board increase to the Classified Salary schedule.
 - b. The Parties reached agreement on changes in language in Article II which shall be incorporated into the Parties' collective bargaining agreement.
2. **Article III - Health Welfare Benefits**
 - a. The increase to the District's maximum contribution to health and welfare benefits for 2025-2026, agreed to in the Tentative agreement dated May 21, 2025, was implemented on July 1, 2025. In accordance with the negotiated Fairness Clause, the District's maximum contribution is \$13,664.78, an increase of \$1,441.
 - b. The Parties reached agreement on a complete revision of Article III.
3. **Article VII - Holidays**
 - a. The parties reached agreement on changes to language in Article VII.

- b. The Parties also agree to incorporate the MOU dated April 6, 2026, addressing paid holidays for 2026-2027 to Appendix K - Classified Holiday Schedule.

4. Article XII - Discipline

- a. The Parties reached agreement on a complete revision of Article XII Discipline.

3.

Fiscal Impact

For fiscal year 2025-2026, an increase of **\$432,382** (*salary and statutory benefits*)

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 229**

TENTATIVE AGREEMENT

June 18, 2026

The Pacific Grove Unified School (“District”) and the California School Employees Association, and its Chapter 229 Pacific Grove (“CSEA”), together referred to as “The Parties,” hereby enter into this Tentative Agreement to resolve all negotiations for the 2025 – 2026 fiscal year.

1. Article II - Wages

- a. The wage increase for 2025-2026 agreed to in the Tentative Agreement dated May 21, 2025, was implemented on July 1, 2025. The Parties agreed to a two percent (2%) across the board increase to the Classified Salary Schedule.
- b. The Parties reached agreement on changes in language in Article II which shall be incorporated into the Parties’ collective bargaining agreement. The article is attached hereto as Exhibit 1.

2. Article III - Health Welfare Benefits

- a. The increase to the District’s maximum contribution to health and welfare benefits for 2025-2026, agreed to in the Tentative agreement dated May 21, 2025, was implemented on July 1, 2025. In accordance with the negotiated Fairness Clause, the District’s maximum contribution is \$13,664.78, an increase of \$1,441.
- b. The Parties reached agreement on a complete revision of Article III. The replacement Article is attached hereto as Exhibit 2.

3. Article VII – Holidays

- a. The Parties reached agreement on changes to language in Article VII. The article is attached hereto as Exhibit 3.
- b. The Parties also agree to incorporate the MOU dated April 6, 2026, addressing paid holidays for 2026-2027 to Appendix K – Classified Holiday Schedule.

4. Article XII – Discipline: The Parties reached agreement on a complete revision of Article XII Discipline. The replacement Article is attached hereto as Exhibit 4.


- 5. The Parties agree to change “employee” to “unit member” and update any formatting errors throughout the collective bargaining agreement.


This Tentative Agreement is subject to ratification by CSEA and adoption by the Board of Trustees.

Date Signed: 06/26/2026

For the District:


Buck Roggeman (Jun 25, 2026 08:35:14 PDT)
 Buck Roggeman, Chief Human Resources Officer


Joshua R. Jorn (Jun 25, 2026 16:51:10 PDT)
 Joshua R. Jorn, Assistant Superintendent/CBO


Dr. Linda Adamson (Jun 26, 2026 07:55:13 PDT)
 Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:


Jill Houston (Jun 25, 2026 11:32:18 PDT)
 Jill Houston, President/Chair, Negotiations


Nargess Akhavi (Jun 25, 2026 13:02:52 PDT)
 Nargess Akhavi, 2nd Vice President/Negotiations


Christine Gruber (Jun 25, 2026 13:04:21 PDT)
 Christine Gruber, Communications Officer/
 Negotiations


Greg Kelley (Jun 25, 2026 14:28:53 PDT)
 Greg Kelley, 1st Vice President/Negotiations


Leslie Ternullo (Jun 25, 2026 16:10:27 PDT)
 Leslie Ternullo, Past-President/Negotiations


Sarah Herrera
 Sarah Herrera, Labor Relations Representative

EXHIBIT 1

II – WAGES

2.2 Regular Rate of Pay

The regular rate of pay for each position in the bargaining unit shall be in accordance with the ~~rates~~ Ranges agreed to by CSEA and the District's Board of Trustees as specified in Appendix B. ~~The regular rate of pay shall include any~~ Stipends and incentives including but not limited to a shift differential, longevity increment, and professional growth award required to be paid under this Agreement shall be in addition to the unit member's regular rate of pay, pursuant to CalPERS regulations. Should the unit member fail to provide the following, disciplinary action may be taken in accordance with Article XI of this agreement.

- 2.2.1 W-4 form signed by unit member;
- 2.2.2 Retirement form signed by unit member;
- 2.2.3 Current notice of immunity from tuberculosis is filed;
- 2.2.4 Fingerprints have been taken;
- 2.2.5 PERS Authorization;
- 2.2.6 Insurance forms.

2.11 Classification and Compensation Comparison Study

2.11.2.1.7 Release time shall be granted to CSEA's Committee members and alternates for Committee meetings. The District shall provide clerical support for the Committee.

2.11.2.2 Decisions of and recommendations by the Committee require two (2) CSEA and two (2) District regular, and/or alternate members, and one (1) co-facilitator to be present. Decisions and recommendations shall be made by consensus. If a consensus is not reached, decisions and recommendations shall be made by a majority vote of the Committee.

2.11.3 Study Cycles:

2.11.3.1.1 Cycle 1 – Clerical, Accounting, and Food Services Families

Clerical ~~Family~~:

- Administrative Assistant II/III/IV
- Administrative Specialist – Curriculum
- Administrative Assistant – MOT
- Administrative Specialist – Special Education and Student Services
- Clerk I/II/III
- Office Manager

Accounting ~~Family~~:

- Account Clerk I
- Account Clerk II

Food Services ~~Family~~:

- Food Service Assistant I/II/III

2.11.3.1.2 Cycle 2 – Instructional Support and Technology Families

Instructional Support ~~Family~~:

- Computer Lab Instructional Technician I/II
- Library Media Technician I/II/III
- Instructional Assistant – Special Ed
- Instructional Assistant – Gen Ed/PE
- Instructional Assistant – Title I
- Paraprofessional
- Technology Instructional Assistant II
- Vocational Assistant – Culinary

Technology ~~Family~~:

- Information Technology Technician

2.11.3.1.3 Cycle 3 – Maintenance, Operations, Transportation and Facilities (MOTF) Families

Maintenance and Operations:

- Grounds
- Maintenance and Operations Foreman
- Maintenance II/III

Transportation: ~~Family~~

- Bus Driver
- Transportation Specialist
- Service ~~M~~aechanic

Facilities:

- Custodian I/II/III
- Utility Worker

2.11.3.1.4 Cycle 4 – Student Services Family

Student Services ~~Family~~:

- Campus Supervisor
- Career Center Technician
- Child Care Attendant
- ~~Computer Lab Tech II~~
- Crossing Guard
- Healthcare Assistant
- Interpreter – Deaf & Hard of Hearing
- Noon Duty Supervisor
- Recreation Attendant
- Recreation Coordinator/Leader
- Recreation Leader
- Speech Language Pathologist Assistant

2.11.3.3 At the end of each four-year cycle, a ~~one~~~~three~~-year break will take place. After the break years, the process shall start over with those classifications included in Cycle 1.

2.11.4 Classification Study Procedure

2.11.4.1 The Committee shall conduct a job audit for each classification in a Cycle by providing a job audit form to each unit member holding a position in that classification and to their immediate supervisor. The job audit forms shall be sent to affected unit members and their supervisors (together known as “staff”), no later than September 15 of each year. Staff will then have 10 workdays to complete the forms and return them to the Committee’s designee. Unit members shall be provided time during their regular workday, if needed, to complete the job audit. A job audit form will be shared with the unit member after the supervisor has completed their section.

2.11.4.2.3 The Committee may recommend forgoing the interview process for a classification if, after review of the job audit(s), it is determined the classification has not evolved.

2.11.4.3 The co-facilitators will analyze and revise existing job descriptions and draft new job descriptions, as needed. Drafts of ~~the~~~~the new and~~-revised job descriptions shall be presented to, and reviewed by, the full committee who will make their final recommendations prior to distribution to staff. Draft job descriptions shall then be distributed to affected unit members and supervisors who shall have 10 workdays for review and feedback. ~~The Committee shall review all feedback and determine if additional revisions are required. If appropriate, additional revisions will be made.~~

2.11.4.3.1 During this job description analysis and revision process, the co-facilitators may conduct additional interviews, consult with unit members and/or supervisors, and/or consult with other experts for clarification and guidance without convening the full committee.

2.11.4.3.3 The eCommittee shall review feedback from staff and determine if additional revisions to job descriptions are required.

2.11.4.3.4 Job descriptions shall be formatted according to the adopted job description template mutually agreed upon by CSEA and ~~The~~~~the~~ District.

2.11.4.3.5 Any issues identified by the Committee during the Classification Study, such as workload concerns, shall be provided to Human Resources and CSEA for review and evaluation.

2.11.5 Compensation Study Procedures

2.11.5.1 After the eCommittee has reached agreement on the job descriptions, wage comparison data for each classification in the Cycle shall be compiled by the co-facilitators with the assistance of Human Resources. Job descriptions from the comparison districts (section 2.11.5.1.3) that are the same or similar to the

Committee's recommended job descriptions for the current Cycles shall be used to determine which salary schedule ranges will be used for the compensation study.

2.11.5.1.2 The first [regular](#) Step of the most up to date salary schedule information available [at the time the compensation is studied](#) for that Cycle year shall be used.
~~The year's information will be used for each comparison district.~~

2.11.5.1.3 The mutually agreed upon comparison districts are:

Carmel Unified	Carpinteria Unified	Gonzales Unified
Healdsburg Unified	Monterey Peninsula Unified	North Monterey County Unified
Plumas Unified	Soledad Unified	

2.11.5.1.4 If [any classification has](#) ~~there are fewer than~~ four (4) ~~or fewer~~ matches ~~for any classification~~, then the [Committee co-facilitators](#) shall seek comparison job descriptions from other comparison districts, county offices of education, outside agencies, or other types of employers.

[2.11.5.1.5 The recommendation for salary range placement shall be at no less than the top quarter of the salaries of the comparison districts. Top quarter means that the first or second ranked comparison would be selected, dependent on the number of comparable districts. For example, if there are five \(5\) districts, number one would be in the top quarter.](#)

[2.11.5.1.6 The District's organizational culture shall be considered by the co-facilitators when making recommendations for range placement.](#)

2.11.5.2 Salary Range Recommendations

The [co-facilitators shall present the compensation comparison data and provide a report that includes recommendations for salary range placement to the Committee.](#) ~~The District's organizational culture shall also be considered by the facilitators when making recommendations for range placement.~~ The Committee shall review ~~and analyze the compensation comparison~~ [the data for each classification included in a Cycle and provide their decision on salary range placement.](#) ~~and provide a report that includes a recommendation for salary schedule range placement. The recommendation for salary range placement shall be at no less than the top quarter of the salaries of the comparison districts.~~

2.11.6 Negotiations

Implementation of the ~~Committee recommendations for~~ [revised/new](#) job descriptions and salary schedule range placement is negotiable as are the effects on existing employees in the affected classifications. The ~~co-F~~ [co-F](#) facilitator(s) of the Committee shall present ~~its recommendations~~ [the findings](#) to the negotiation teams so that negotiations can commence ~~before March 1~~ [no later than the first week of May](#) of each year.

2.11.6.2 [The Committee's](#) recommendations and decisions ~~are~~ [shall](#) not ~~be negotiable~~ [altered](#).

2.11.7 Grievances

Recommendations and decisions byof the Committee and agreements of the Negotiating Teams shall not be grievable. However, violations of the Classification and Compensation Study procedures contained herein are grievable.

ALL OTHER SUBSECTIONS IN ARTICLE 2.11 SHALL REMAIN UNCHANGED.

2.12 Longevity

2.12.1 The District shall compensate unit members hired after April 9, 2025, with a five percent (5%) longevity increment at the completion of ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service, in accordance with the computation schedule as shown:

<u>Years of Service</u>	<u>Annual Percentage</u>
<u>10 years</u>	<u>5%</u>
<u>15 years</u>	<u>10%</u>
<u>20 years</u>	<u>15%</u>
<u>25 years</u>	<u>20%</u>

2.12.2 All unit members hired on or before April 9, 2025, shall continue to receive longevity increments at the current compounded percentages of completion of ten (10) years at 5%, fifteen (15) years at 10.25%, twenty (20) years at 15.76%, and twenty-five (25) years at 21.55%, in accordance with the computation schedule as shown:

<u>Years of Service</u>	<u>Annual Percentage</u>
<u>10 years</u>	<u>5%</u>
<u>15 years</u>	<u>10.25%</u>
<u>20 years</u>	<u>15.76%</u>
<u>25 years</u>	<u>21.55%</u>

Unit members hired after April 9, 2025, shall receive longevity increments as specified in Section 2.12.1 of this Article.

2.12.3 Longevity increments shall be granted on the anniversary of the initial date of employment in the District.

~~2.12.1 The District shall compensate unit members a five percent (5%) longevity increment at the completion of ten (10), fifteen (15), twenty (20), and twenty-five (25) years of service, in accordance with the computation schedule as shown:~~

Years of Service	Annual Percentage
10 years	5%
15 years	10%
20 years	15%
25 years	20%

~~2.12.2 Longevity increments shall be granted on the anniversary of the initial date of~~

employment in the district.

~~2.12.3 All unit members hired on or before April 9, 2025, shall continue to receive longevity increments at the current compounded percentages of: ten (10) years at 5%, fifteen (15) years at 10.25%, twenty (20) years at 15.76%, and twenty-five (25) years at 21.55%
— Unit members hired after April 9, 2025, shall receive longevity increments as specified in Section 2.12.1 of this Article.~~

2.13 Professional Growth

2.13.3 Professional Growth Awards

2.13.3.1 The Professional Growth Award is to be made on July 1 to qualifying ~~unite~~ members.

2.13.3.2 Unit members may earn Professional Growth Awards equal to five ~~percent present~~ (5%) of their wages upon completion of approved course work (as required by Section 2.13.2) which enhances the employees' job performance and/or future growth in the District. This award ~~is to be added to the unit member's regular salary; including~~ shall be calculated as special compensation on top of the unit members base salary. Professional Growth Awards shall be calculated inclusive of any and all longevity ~~increases increments, increments, prior Professional Growth Awards, and any negotiated salary adjustments in effect at the time the award is granted. and/or previous Professional Growth increases, as well as salary increases negotiated at the time the grant is awarded.~~

ALL OTHER SUBSECTIONS IN ARTICLE 2.13 SHALL REMAIN UNCHANGED.

2.18 Bilingual and Biliterate Incentive Program

2.18.3.4 Unit members receiving bilingual or biliterate incentive pay should expect to be called upon to use these skills. A unit member receiving the incentive who refuses to provide bilingual/biliterate services according to this Agreement without reasonable justification, ~~shall cease receiving the stipend~~ may be removed from the program. A supervisor may recommend to the Chief Human Resources Officer (CHRO) that a unit member be removed from the program with documentation that the unit member has refused to provide services without reasonable justification. The CHRO shall notify CSEA of any recommendation for removal. A unit member may have the incentive reinstated upon approval of the Chief Human Resources Officer.

2.18.4 Testing

2.18.4.2 Testing opportunities shall ~~occur~~be available to unit members two times per year, once between ~~August~~July 1 and November 30, ~~and~~ once between January 15 and ~~May 31~~June 30.

ALL OTHER SUBSECTIONS IN ARTICLE 2.18 SHALL REMAIN UNCHANGED.

ALL OTHER SECTIONS OF THIS ARTICLE SHALL REMAIN UNCHANGED.

EXHIBIT 2

III – HEALTH AND WELFARE BENEFITS

3.1 Coverage

- 3.1.1 The District shall provide eligible unit members with health and welfare benefit coverage offered through a health insurance carrier (“carrier”).
- 3.1.2 The health and welfare benefit plans offered shall include, but are not limited to medical, dental, vision, Complete Care, standalone Employee Assistance Program (EAP)/life insurance policy, income protection, and/or other programs.
- 3.1.3 The District shall offer an Internal Revenue Service Section 125 cafeteria plan to allow for the provision of benefits on a pre-tax basis.
- 3.1.4 The District shall provide all eligible unit members and CSEA with plan information and rate sheets required for enrollment in all health and welfare benefit programs within one (1) month’s notice of the plans and rates being published by the insurance carrier.
- 3.1.4.1 The District or CSEA shall provide the other party with no less than one (1) month’s notice, in writing, if there is to be a change in the benefit plan options to be offered to unit members, both active and retirees, in the following plan year. The one (1) month notification requirement may be waived by mutual agreement of the parties. The notification shall identify the specific new plan(s) to be offered, the District and employee contribution, and any increase to the District and employee will be identified.
- 3.1.5 For the purposes of this Article, a full-time unit member is one who works eight (8) hours per day or forty (40) hours per week. A part-time unit member is one who works at least four (4) hours per day or twenty (20) hours per week, but less than eight (8) hours per day or forty (40) hours per week.

3.2 District Contribution

- 3.2.1 The District shall contribute a maximum amount of \$13,664.78 per year toward the cost of District sponsored health and welfare benefit plans.
- 3.2.1.1 The District’s contribution may be applied by the unit member to any of the offered health and welfare benefit plan options except for Complete Care (Section 3.2.3).

- 3.2.1.2 Full-time unit members shall receive the District's full contribution to apply to any health plans except for Complete Care (Section 3.2.3).
 - 3.2.1.3 Part-time unit members shall receive a prorated amount of the District's maximum contribution based on their FTE.
 - 3.2.1.4 The unit member may apply the contribution amount toward any health and welfare benefit plan offered through the carrier, except for Complete Care (Section 3.2.3). If they select a plan and/or additional coverage that costs more than the District's contribution, they shall pay the difference in premium costs.
- 3.2.2 An additional amount of \$276 per year shall be contributed toward dependent coverage. The dependent contribution may only be used for dependent coverage.
- 3.2.3 The District's contribution for premiums for the Complete Care Program for full-time unit members shall not exceed a monthly contribution of two hundred fifty-six (\$256) on a 10-month basis, or two hundred thirteen dollars (\$213) on a 12-month basis.

3.3 Eligibility

- 3.3.1 Medical, dental, and vision coverage for new employees will begin as follows:

If the unit member's start date falls between 1st -15th day of the month, then benefit coverage shall begin on the first day of the following month.

If the unit member's start date falls between the 16th - 31st day of the month, then benefit coverage begins the first day of the month following the subsequent month.

Eligible dependents may be enrolled in the benefit plans either at the unit member's enrollment date or no later than the first of the month following the new unit member's enrollment date.

- 3.3.2 Unit members who are regularly assigned to work six (6) hours per day or more, or thirty (30) hours per week or more, must be enrolled in a medical insurance plan in accordance with the carrier's minimum medical coverage policies or opt out of coverage (Section 3.4).

- 3.3.3 Part-time unit members who are regularly assigned to work four (4) hours or more per day, or twenty (20) hours per week, but less than six (6) hours per day or thirty (30) hours per week are eligible for health and welfare benefit programs. In accordance with the carrier's policies, eligible unit members must be enrolled in a medical insurance plan or opt out of coverage (Section 3.4).
- 3.3.4 All unit members in the bargaining unit who work less than four (4) hours per day, or less than twenty (20) hours per week, are ineligible for individual benefit programs described in this Article.
- 3.3.5 Any unit member who has their own medical plan or is deemed ineligible for health and welfare benefits in accordance with this Article can be a dependent on another District employee's benefit plans, in accordance with the carrier's policies.
- 3.3.6 Unit members who decline (opt out) health coverage through the District must provide proof of other health insurance on an annual basis (see section 3.4).
- 3.3.7 Any unit member who terminates employment prior to the end of the school year shall be provided benefits coverage through the last day of the month of the payroll in which the termination occurred. Upon termination of employment, employees may continue, at their own expense, health and welfare coverage as provided by Consolidation Ombudsman Budget Reconciliation Act (COBRA). COBRA coverage is provided through MCSIG, not PGUSD, and all information will be mailed from MCSIG. Premiums must be paid in accordance with COBRA regulations and deadlines.

3.4 Opt-outs (Declining Coverage)

- 3.4.1 A unit member may opt out of required medical insurance coverage if they provide proof of other medical coverage in accordance with the rules and regulations of the carrier.
- 3.4.2 A unit member may enroll or reenroll in District offered health and welfare benefits, during regular open enrollment or based on a "qualifying event" as defined by the carrier.
- 3.4.3 Unit members shall not receive cash in lieu of benefits except as described in Section 3.4.4.1.
- 3.4.4.1 The District shall pay to each active unit member hired before July 1, 2002, the portion of the "employee only," health

insurance contribution that the unit member was eligible for but did not use in the preceding fiscal year. The payment shall be made by July 31st.

3.5 Retiree Insurance Coverage

3.5.1 Health Insurance Coverage upon Early Retirement

Unit members at least age fifty-five (55) in the current fiscal year who retire prior to age sixty-five (65) and who retire with at least ten (10) years of classified service with the District are eligible for “employee only” health and welfare benefit coverage. Employees must have been enrolled in all three plans (medical, dental, vision) prior to retirement in order to receive the District contribution.

Unit members requesting early retirement benefits under this section shall submit the prescribed document to Human Resources at least one (1) month before the early retirement date. The District shall have the authority to make exceptions to the deadlines.

3.5.2 Retirees shall receive the health and welfare benefit coverage under the same carrier as active employees.

3.5.3 Eligible retired unit members will receive a \$300 semi-annual (\$600 annual cap) Medicare supplement premium through age eighty-five (85).

3.5.4 All retired unit members may cover dependents at their own expense. In order for dependents to be eligible for retiree benefits, they must have been participants in the medical, dental, and/or vision plan(s) at least one month prior to the retiree’s last date of active service. Dependent participation is subject to eligibility requirements in this Article.

3.5.5 An exit Orientation Letter will be provided to each unit member upon retirement, informing them of the retiree health and welfare benefits that they are entitled to on the date of retirement.

3.6 Notification of Changes to Health Insurance Carrier

The District or CSEA shall provide the other Party, in writing, no less than 12 months' notice if there is an interest in changing the health and welfare benefit carrier for the classified bargaining unit, both active and retirees, in the following plan year.

The district must notify the carrier no later than June 30 of the prior year of their intent to go out to bid for other insurance quotes.

Either party has the right to go out to bid and request quotes from other carriers. The District agrees to provide the necessary data and information required by a carrier to provide a quote for benefits.

No reduction in benefits or change in carriers shall be made during the life of the Agreement without approval of the majority of bargaining unit members.

END OF ARTICLE

EXHIBIT 3

VII - HOLIDAYS

7.1.1 Twelve ~~and 11.5-month employees unit members~~ shall be entitled to 15 paid holidays. ~~Less than 11.5-month employees~~ All other unit members shall be entitled to 13 paid holidays each year.

7.4 Minimum Day

7.4.1 A minimum day is defined as a day in which students are released early for parent conferences at the elementary and middle school worksites. Classified ~~employees unit members~~ will work their regularly scheduled hours on a minimum day. If a unit member wishes to take time off on a minimum day they must use an approved leave.

7.5 Shortened Day

7.5.1 A shortened day is defined as a day in which students are released early District-wide prior to a break period (e.g. winter or summer break). Unit members shall be released from their regular work schedule early on the shortened day in accordance with the schedule in Section 7.5.2 of this Article. ~~on their last workday before Thanksgiving, Christmas, New Year's Day, and Spring Break.~~

7.5.2 Unit members shall be released according to the following schedule:

Unit Member's Hours per Day	Day before Thanksgiving, New Year's Day, and Spring Break	Day before Christmas <u>Early Release Time</u>
6.5-8 hours	2 hours	<u>2 hours 30 mins</u> 4 hours
4.5-6.49 hours	1-1/2 hours	<u>2 hours</u> 3 hours
2.01-4.49 hours	1 hours	<u>1 hour 15 mins</u> 2 hours
2 hours and less	1/2 hour	<u>45 mins</u> 1 hour

~~7.5.3 In the event that one of the identified shortened days above falls on a day designated as a local holiday for the District, the shortened day shall be moved to another day on the calendar. The date shall be determined and mutually agreed upon by the District and GSEA.~~

~~7.5.4—Unit members who work 180-190 days per year shall also be granted a shortened day on the last day of the school year (according to column 1 of the chart above.)~~

7.5.5³ Any unit member who cannot be released from duty on these days shall be provided an equivalent amount of time on another day agreed upon by the unit member and their immediate supervisor.

7.5.4 Early release time on shortened days for unit members that work in multiple positions shall be based on their total number of work hours. The unit member and their supervisor(s) shall mutually agree on the release time schedule for each position as appropriate. In the event that the unit member and their supervisor(s) cannot come to a mutual agreement, a meeting with CSEA and Human Resources shall be held to determine the unit member's schedule.

7.5.5 Unit members who plan to take leave on the identified shortened day are eligible to combine their leave with the early release time. For example: A unit member who works eight (8) hours and is scheduled to take a vacation day on an identified shortened day will take five (5) hours and 30 minutes of vacation and two (2) hours and 30 mins of early release time.

ALL OTHER SECTIONS OF THIS ARTICLE SHALL REMAIN UNCHANGED.

EXHIBIT 4

ARTICLE XII DISCIPLINARY ACTIONS

- 12.1 Disciplinary actions shall be based on facts, circumstances involved, and the severity of the unit member's conduct or performance. Discipline shall be commensurate with the offense. It is intended that progressive steps be utilized unless the District believes the incident is in such a nature that immediate or more severe action is appropriate, or where progressive steps are not likely to correct the conduct.
- 12.2 Progressive Discipline
- 12.2.1 Progressive discipline steps may be utilized to the extent permitted by individual circumstances. Progressive discipline may include, but is not limited to:
- Verbal warnings
 - Written warnings (not placed in the unit member's personnel file);
 - Letters of reprimand;
 - Performance Improvement Plan.
- 12.2.2 Unit members should generally be given a reasonable period of time to correct any identified area of concern. The Chief Human Resource Officer or designee shall ensure proper training is provided to managers so that disciplinary actions are taken in a consistent manner and are appropriately documented.
- 12.2.3 When a unit member receives a written warning or letter of reprimand, they may submit a written response/rebuttal. The employee shall be given at least ten (10) working days to submit a response before the warning or letter is placed in their personnel file. The response shall be attached to the warning or reprimand materials in the unit member's personnel file.
- 12.2.4 The District reserves the right to bypass the progressive step(s) based on the seriousness of the conduct. When progressive steps are bypassed, any dispute regarding whether it should have been bypassed may be submitted to the Superintendent.
- 12.3 Causes for Disciplinary Action
- Unit members may be disciplined for any of the following causes:
- 12.3.1 Discourteous treatment of the public or of fellow employees;
- 12.3.2 Unprofessional conduct;
- 12.3.3 Insubordination, including, but limited to, refusal to perform assigned work without reasonable cause. No unit member shall be considered insubordinate for refusing to do an illegal or unsafe act;
- 12.3.4 Dishonesty or theft;
- 12.3.5 Possession or use of alcoholic beverages or narcotics on the job or reporting to work while intoxicated or under the influence of narcotics;
- 12.3.6 Conviction of any crimes of moral turpitude or sex offenses, and/or narcotics offenses as defined in Education Code 44010 and 44011;

- 12.3.7 Verbal or physical assault, threat to cause bodily harm;
- 12.3.8 Abandonment of position;
- 12.3.9 Unauthorized release of information concerning pupils;
- 12.3.10 Failure to submit required employment forms; Falsifying or providing misleading information on application forms, examinations and employment records concerning material matters;
- 12.3.11 Failure to disclose material facts regarding the unit member's criminal records.

12.4 Disciplinary Procedure

- 12.4.1 If the District determines that progressive discipline has failed to correct behavior or if serious and willful violations warrant, the District may pursue formal disciplinary action against a permanent unit member for cause in accordance with Section 12.3 of this Article.

The following actions may be taken as a result of due process:

- Dismissal;
- Suspension without pay;
- Involuntary transfer;
- Involuntary demotion.

- 12.4.1.1 Disciplinary actions may be initiated by the immediate supervisor and/or by the Superintendent or designee.

- 12.4.1.2 No unit member shall be suspended, demoted, dismissed, or in any way discriminated against because of his/her race, color, sex, national origin, ancestry, age, marital status, political beliefs or affiliations, religious acts, opinions or affiliations.

- 12.4.1.3 No disciplinary action shall be taken for any cause that occurred prior to the unit member becoming permanent, nor for any cause that occurred more than two (2) years before the date of the filing of the written notification of proposed disciplinary action unless.

12.4.2 Written Notification

- 12.4.2.1 A unit member who is to have formal disciplinary action taken against them shall be informed in writing. The statement of charges shall:
- Be written in ordinary and concise language and list the specific acts and omissions upon which the recommended disciplinary action is based;
 - Include the cause(s) for the action taken and any rule(s) or regulation(s) violated;
 - Identify the disciplinary action proposed to the Board;
 - Include a statement that the unit member has the right to representation and a right to an informal conference to respond to the charges within twenty (20) workdays after service of the written notice to the unit member.

- 12.4.2.2 The initial written notice provided to a unit member shall be an unsigned copy of the proposed disciplinary action and the statement of charges.
- 12.4.2.3 A final written notice of disciplinary action and statement of charges provided to a unit member shall be signed and include a document for the unit member to demand a formal hearing and deny all charges. Failure to demand a formal hearing shall be deemed a waiver of the right to a hearing and proposed discipline shall be imposed.

12.4.3 Informal Conference (Skelly meeting)

- 12.4.3.1 The informal conference consists of a meeting between the District's designee ("presiding official") and the unit member and/or their representative.
- 12.4.3.2 The District's presiding official shall be impartial and not a party to the statement of charges.
- 12.4.3.3 The presiding official is responsible for reviewing the statement of charges, informing the unit member in the meeting of the reasons for disciplinary action (charges), hearing from the unit member and giving them an opportunity to respond, and determining whether proposed discipline is appropriate.
- 12.4.3.4 Following the informal conference, the presiding official shall make a decision on the proposed disciplinary action. They may uphold the proposed discipline, reduce the proposed discipline, or dismiss the disciplinary action.
- 12.4.3.5 The presiding official shall provide the unit member, CSEA, and Human Resources with their decision, in writing.
- 12.4.3.6 A unit member shall continue on or be placed on paid leave following the informal conference pending a decision from the formal hearing unless the presiding official determines that the employee engaged in criminal misconduct that presents a risk of harm to pupils, staff, or property, or committed habitual violations of the district's policies or regulations.

12.4.4 Formal Hearing

- 12.4.4.1 When presented with the signed statement of charges and proposed discipline, a unit member may request a formal hearing, in writing on a prescribed document, within five (5) working days after the service of the charges. The formal hearing request must be signed by the unit member and submitted to Human Resources which shall constitute a demand for a hearing and denial of all charges.
- 12.4.4.2 If the unit member does not request a hearing by the set date, disciplinary action may be taken without formal hearing.

- 12.4.4.3 The formal hearing shall be held within a reasonable period of time but not unless mutually agreed upon by both parties.
- 12.4.4.4 The employee may be represented at the hearing by a representative of their choice. If the representative or any witnesses required are employees of the District, they shall be released from duty to testify or represent with no loss of pay or benefits.
- 12.4.4.5 The hearing may be conducted before the Board of Education, which shall include findings of fact and determinations of issues. The Board may choose to use a hearing officer from the Office of Administrative Hearings who shall submit a written decision to the Board of Education, which shall include findings of fact, and determination of issues. A copy of the hearing officer's decision shall be sent to the Board, unit member, their representative, and to CSEA.
- 12.4.4.7 Results of the Formal Hearing
 - 12.4.4.7.1 A confirmation of the written decision shall be sent to the unit member and CSEA, including the findings of fact and determination of issues.
 - 12.4.4.7.2 The decision of the Board or the third-party hearing officer shall be final and binding upon all parties, except that it shall not deny the unit member further legal recourse.
- 12.4.4.8 A unit member who is dismissed from employment from the District shall have their name removed from all employment lists.
- 12.5 Grievance. The decision of the Board or a third-party officer shall not be grievable. However, an alleged violation of the discipline process shall be subject to grievance.

END OF THE ARTICLE












229 - TA REO 2 with Exhibits - 061826
















Final Audit Report

2026-06-26

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 Agreement completed.

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Board Cover Sheet

Action/Discussion

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

California School Employees Association (CSEA) – Chapter 229 Negotiations Initial Proposal for 2026-2029 Successor negotiations with the Pacific Grove Unified School District.

Recommendation

The District Administration recommends that the Board acknowledge receipt and authorize administration and negotiate with the California School Employees Association (CSEA) – Chapter 229 based on the Initial Proposal for 2026-2029 Successor negotiations with the Pacific Grove Unified School District.

Background

California Government Code § 3547 governs public notice and the "sunshining" process for public school employer-employee negotiations. The code requires that all initial bargaining proposals from both parties be presented at a public meeting, followed by a public hearing to allow public comment before negotiations begin.

Information

The California School Employees Association has submitted the attached initial proposal for 2026-2029 successor negotiations.

Fiscal Impact

To be determined pending negotiated settlement.

2026/27 ▾



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER 229**

June 25, 2026

Linda Adamson, Ed.D., Superintendent
Pacific Grove Unified School District
435 Hillcrest Avenue
Pacific Grove, CA 93950

Re: CSEA's Initial Proposal for 2026 - 2029 Successor Negotiations

Dear Dr. Adamson:

The California School Employees Association and its Chapter 229 Pacific Grove ("CSEA") submits its initial proposal for 2026-2029 Successor negotiations in accordance with Section 3547 of the Government Code. This letter is intended to satisfy the public notice requirement.

CSEA respectfully submits the following bargaining proposals:

Article II WAGES

CSEA has an interest in securing a fair and equitable salary increase for its bargaining unit members. CSEA also seeks to enhance other provisions and ensure language is following CalPERS regulations.

Article III HEALTH AND WELFARE BENEFITS

CSEA has an interest in negotiating fair, equitable, and competitive health and welfare benefits packages for its bargaining unit members.

Article IV HOURS AND OVERTIME

CSEA has an interest in enhancing the provisions of this article including negotiating shift differentials to ensure compliance with CalPERS regulations.

Article VI VACATION POLICIES

CSEA has an interest in negotiating the provisions of the article inclusive of negotiating payouts of excessive and unused vacation to comply with CalPERS regulations.

Article VII PROMOTIONS AND TRANSFERS

CSEA is interested in negotiating a transparent transfer process with expanded protections for unit members.

Article X GRIEVANCE

CSEA has an interest in updating and improving the grievance procedure.

Article XV ORGANIZATIONAL SECURITY, AGENCY SHOP

CSEA has an interest in updating this article to reflect current practices



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER 229**

Article XVII OTHER EMPLOYEE RIGHTS

CSEA has an interest in updating this article to reflect changes in the law.

Article XIX DURATION

CSEA has an interest in negotiating a new three-year term, July 1, 2026 - June 30, 2029.

New Article: TECHNOLOGY

CSEA has an interest in adding a Technology article to the Parties' collective bargaining agreement and negotiating technology-related language including but not limited to the implementation of new technology and artificial intelligence.

Miscellaneous CSEA has an interest in revising any appendices to the Parties' collective bargaining agreement necessitated by any negotiated changes during these successor negotiations or due to changes in District procedures, and to clean-up of any obsolete language or typographical errors in the contract.

Respectfully submitted,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Jill Houston
Chapter President

Board Cover Sheet

Action/Discussion

- Credibility & Communication
- Student Learning & Achievement
- Health & Safety of Students & Schools
- Fiscal Solvency, Accountability & Integrity

Meeting Date

Jun 29, 2026

Presenter(s)

Buck Roggeman

Chief Human Resources Officer

Item

Memorandum of Understanding (MOU) – California School Employees Association (CSEA) Chapter 229 & Pacific Grove Unified School District (PGUSD) – New Classification: Lead Custodian

Recommendation

The District Administration recommends that the Board review and approve the memorandum of understanding between the California School Employees Association (CSEA) and Pacific Grove Unified School District (PGUSD) establishing a new classification of Lead Custodian.

Background

In accordance with its collective bargaining agreement, PGUSD works with CSEA when establishing a new classification. A memorandum of understanding is required to document the new classification and appropriate compensation.

Information

The District and CSEA have identified a need to have a Lead Custodian position to lead, provide work guidance, and train custodians at all sites. The Lead Custodian will work a night shift from 2:30-11 p.m. and provide guidance for night custodians throughout the District. The other duties of the Lead Custodian are documented in the attached job description. This position will draw from current staffing, so no new position will be added to the District.

Fiscal Impact

Unrestricted General Fund:

\$5,537.64 base salary increase including statutory benefits
(based on the 25/26 CL salary schedule)

2025/26 ▾

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 229**

MEMORANDUM OF UNDERSTANDING

New Classification: Lead Custodian

June 15, 2026

The Pacific Unified School District (“District”) and the California School Employees Association, and its Chapter 229 Pacific Grove (“CSEA”), collectively known as the "Parties," hereby agree to the following:

1. A new classification entitled “Lead Custodian” shall be established and placed at Range 41 of the CSEA Salary Schedule. The new job description is attached hereto.
2. Positions in this classification shall be 12 months per year, eight (8) hours per day (1.0 FTE). The daily work schedule shall be established as 2:30 p.m. – 11:00 p.m. with a 30-minute duty free meal break and two 15-minute rest periods.
3. The newly established “Lead Custodian” classification shall be added to Appendix A of the Parties’ collective bargaining agreement.


This Agreement is subject to the Policy 610 procedure of CSEA, adoption by the Board of Trustees, and is subject to the grievance and arbitration sections of the Parties’ collective bargaining agreement.

Date Signed: 06/18/2026

For the District:

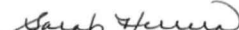

Buck Roggeman (Jun 18, 2026 08:26:36 PDT)
Buck Roggeman, Chief Human Resources Officer


Joshua R. Jorn (Jun 18, 2026 08:27:10 PDT)
Joshua R. Jorn, Assistant Superintendent/CBO


Linda Adamson (Jun 18, 2026 12:19:57 PDT)
Linda Adamson, EdD., Superintendent

For CSEA Chapter 229:


Jill Houston (Jun 18, 2026 12:35:01 PDT)
Jill Houston, President/Chair, Negotiations


Sarah Herrera (Jun 18, 2026 12:35:01 PDT)
Sarah Herrera, Labor Relations Representative

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: LEAD CUSTODIAN

CLASSIFIED SALARY SCHEDULE: Range 41

DIRECT SUPERVISOR: Director of Maintenance and Operations

DEFINITION: Under the limited supervision of the Director of Maintenance and Operations and in consultation with site administrators, leads, provides work guidance, and trains custodial staff at all sites; travels to all sites to perform duties; performs custodial duties at the high school and other sites under specific circumstances.

DISTINGUISHING CHARACTERISTICS: The **Lead Custodian** is distinguished from Custodian by being assigned district-wide, serving as the lead, directing the work of others, and providing training with a high level of independence. Custodians are assigned to a work site and take direction from the Lead.

REPRESENTATIVE DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Assists in ensuring the operational cleanliness and safety of facilities, adjacent grounds, and equipment by training and providing work guidance to custodial staff assigned to evening shifts at all District school sites and facilities; provides work guidance for all custodial staff during student break periods (i.e., summer) or during safety meetings.
- Confers with site administrators regarding custodial activities, priorities, and special event schedules and setups.
- Coordinates, and assigns work priorities to custodial staff and substitutes; prepares cleaning, maintenance, and work schedules when required.
- Provides training for new, substitute, and veteran custodial staff including but not limited to best practices and District expectations, OSHA safety standards, cleaning standards, and floor care.
- Directs the setup/take-down and arrangement of facilities for special events (i.e.; assemblies, athletic events, meetings) and community events, as necessary.
- Performs the duties of a Custodian in their absence when no substitute is available, when a site crew needs assistance, and setup/take-down for special events; custodial duties include but are not limited to cleaning and sanitizing classrooms, restrooms, cafeterias, gymnasiums, and cleaning adjacent grounds, performing minor repairs, and securing buildings.
- Inspects completed work of custodial crews for quality and safety compliance; reports safety hazards, and initiates maintenance work orders.
- Enforces OSHA safety standards, properly handles hazardous materials, and completes Safety Data Sheets (SDS).

- Operates a computer and assigned software to perform various job duties (i.e., work requests, supply orders, reviewing custodial budget); prepares reports as required.
- Tracks, orders, receives, stores, delivers, and issues necessary custodial supplies and equipment.
- Assists in emergency evacuations and fire safety inspections; checks fire extinguishers monthly for proper charge level and reports to appropriate personnel if charging is required.
- Operates standard office machines, including computer and program specific software.

OTHER DUTIES:

- Collaborates and serves as liaison with the Director regarding operational priorities, training program, and site needs.
- Participates in required District training and meetings.
- Performs other duties directly related to this job description as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

Education and Experience: *Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be one of the following options:*

- Associate's degree from an accredited college or university and one (1) year of increasingly responsible experience working in a custodial or general maintenance position where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities; **OR**
- High school diploma or equivalent and three (3) years of increasingly responsible experience working in a custodial or general maintenance position where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities; **OR**
- Five (5) years of successful experience working in a custodial classification in the Pacific Grove USD where the employee acquired an understanding of position responsibilities and the listed knowledge, skills, and abilities.

Licenses and Other Requirements:

- Valid California Driver's License.
- A driving record that meets the District's insurance requirements.
- Valid CPR/First Aid Certification within probationary period.

Knowledge:

- Requirements of maintaining school facilities in a safe, clean, and orderly condition.
- Methods, materials, and equipment appropriate for use in school facilities, including those for cleaning floors, carpets, furniture, walls, and fixtures.
- Proper methods of using, caring for, and storing custodial equipment, materials, and supplies.
- Appropriate safety precautions and procedures.
- Principles of training and directing the work of others.

- Basic computer operations.
- Basic math and record-keeping techniques.

Skills and Abilities:

- Train, lead, and provide work direction to assigned custodial staff.
- Prepare work schedules.
- Use cleaning materials and operate custodial equipment safely and efficiently.
- Maintain tools and equipment in a safe and efficient manner.
- Observe and follow health and sanitation requirements.
- Understand and follow oral and written directions in English.
- Learn and implement applicable laws, codes, regulations, policies and procedures..
- Determine and meet schedules and timelines.
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties.
- Learn and use technology and computer software applications as appropriate to the work assignment.
- Establish and maintain cooperative and effective working relations with those contacted in the course of performing required duties.
- Use good judgment in recognizing scope of this position's authority.
- Remain flexible and focused during interruptions and distractions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and collaboratively within a team setting while demonstrating leadership qualities.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Operate a vehicle, observing legal and defensive driving practices.
- Observe work quality and methodology of custodial staff and collaborate with the Director to identify necessary and appropriate training to ensure positive outcomes.

DESIRABLE QUALIFICATIONS:

- Experience providing or training in customer service
- Experience working in a public school.

PHYSICAL and MENTAL CHARACTERISTICS: *Incorporated within one or more of the essential functions of this position are the following.*

- Physical, mental, and emotional stamina to perform the essential duties and responsibilities of the position.
- Sustain moderate to heavy physical effort for up to eight (8) hours.
- Stand and walk for extended periods of time.
- See for the purpose of the safe operation of equipment, reading instructions, labels, discern the accuracy of reports and documents, and reading a computer screen.
- Hearing sufficient to understand information and ideas presented through spoken words and sentences.

- Communicate information and ideas by speaking so others will understand, in person or on the telephone or radio.
- Bend at the waist, kneel, and crouch.
- Reach in all directions.
- Dexterity of the hands and fingers to operate custodial tools, equipment, and computer.
- Lift, push and pull custodial cart, equipment, materials, and supplies.
- Physical strength to lift and carry 30 lbs. and occasionally lift and carry equipment and supplies weighing up to 50 lbs. with assistance.
- Think clearly and rationally to solve problems, make good judgments and decisions.

WORKING CONDITIONS AND HAZARDS:

Primarily an indoor environment with some work outdoors and occasional inclement weather. Subject to travel between all District work sites. Health and safety considerations exist from physical labor, power tools and equipment, exposure to chemicals, solvents, detergents, fumes, dust, and odors. Day shift assignment during student break periods (i.e., winter and summer breaks) to assist with special projects may be required.

***NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures*

Ratified by CSEA:

Adopted by the Board of Education:











229 - MOU New Class Lead Custodian JD Signature Setup - 061525


Final Audit Report

2026-06-18

Created:	2026-06-16
By:	Sarah Herrera (sherrera@csea.com)
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