

2025-2028 AGREEMENT

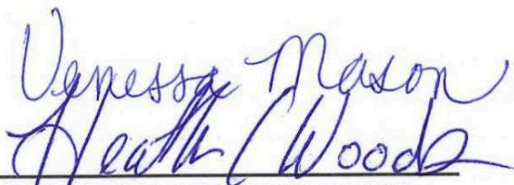
BETWEEN

CENTER UNIFIED TEACHERS ASSOCIATION

AND

CENTER JOINT UNIFIED SCHOOL DISTRICT

JULY 1, 2025 – JUNE 30, 2028



**CUTA CO-PRESIDENTS
VENESSA MASON & HEATHER WOODS**



**BOARD PRESIDENT
HOWARD BALLIN**

Revised March 2026

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ARTICLE I: AGREEMENT

This Agreement is between the Center Unified Certificated Employees Association, hereinafter called the "Association" and the Center Joint Unified School District, hereinafter called the "District."

ARTICLE II: RECOGNITION

- A. The District recognizes the Association as the exclusive representative for all certificated personnel except management, confidential, supervisory employees, and day-to-day substitute certificated employees.
- B. The term certificated employee, when used in this agreement shall refer only to individuals represented by the Association in the bargaining unit as defined above.

ARTICLE III: SCOPE OF REPRESENTATION

- A. The District and the Association have an obligation pursuant to the Education Employment Relations Act to meet and negotiate on matters defined in the law.
- B. All matters not specifically enumerated above are reserved to the District and are not subject to meet and negotiate. The District has the right to consult with any certificated employee or certificated employee organization on any matter outside the scope of representation.

ARTICLE IV: PAYROLL DEDUCTIONS FOR UNION MEMBERSHIP

A. Payroll Deductions

1. The Business Office shall, after receiving appropriate written authorization from a certificated employee, deduct and make appropriate remittance for voluntary payroll deductions.
2. Requests for changes/modifications to deductions must be submitted in writing to the Business Office.
3. Deductions shall be prorated for certificated employees who sign such authorization after the commencement of the school year.
4. Any certificated employee who is a member of the CUTA/CTA/NEA or who has applied for membership may sign and deliver to the District an assignment authorizing the deduction of unified membership dues, initiation fees, and general assessments in the Association. Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues from the regular salary check of the unit member each month for ten (10) months.

Deductions for certificated employees who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of that school year.

ARTICLE V: DISTRICT RIGHTS

- A. The District has the responsibility for the development and operation of educational programs consistent with State, Local, and Federal mandates. All matters not specifically enumerated as within the scope of negotiations in Government Code 3540 (et al.) are reserved for the District. The District retains and reserves all rights, authority, duties, and responsibilities vested in it by law, except as otherwise limited by the specific written provisions of this agreement.
- B. By way of illustration, and not by way of limitation, the following are included:
1. The right to adopt policies, rules, regulations, and practices.
 2. The right to supervise, direct and manage the school system including its staff, properties, facilities, and services.
 3. The right to hire certificated employees, to determine their qualifications and the conditions for their continued employment.
 4. The right to evaluate, promote, transfer, fill vacancies, assign, and/or reassign certificated employees.
 5. The right to determine staffing patterns, the numbers, and the positions required.
 6. The right to discipline, terminate, and/or lay off certificated employees.
 7. The right to determine class schedules, class sizes, and hours of instruction.
 8. The right to determine curriculum, establish grade levels, and develop courses of instruction.
 9. The right to final approval and or selection of textbooks, teaching materials, and various teaching aids.
 10. The right to take action to protect pupils, certificated employees, and all other employees, and/or District property in the event of an emergency.

ARTICLE VI: ASSOCIATION RIGHTS

- A. CUTA shall have the right to use school equipment, buildings, and facilities at reasonable hours when not otherwise in use.
- B. CUTA shall have the right to post-dated notices of activities and matters of Association concern on CUTA bulletin boards, at least one (1) of which shall be provided in each school building in areas frequented by certificated employees.
- C. CUTA may use the District email, inter-mail service, and certificated employee mailboxes for communications to certificated employees.
- D.
 - 1. CUTA representatives shall be permitted to transact official CUTA business on school property at reasonable times. Such business shall not conflict with any instructional responsibility.
 - 2. CUTA representatives from outside the District shall follow District rules regarding visitors.
- E. Upon written request from the CUTA President to the Director of Human Resources, the District will provide or make available lawfully required public information necessary for the CUTA to perform its role as exclusive representative.
- F. Certificated employees shall have the right to consult on educational objectives, courses and curriculum, and the selection of textbooks.
- G.
 - 1.
 - a. CUTA/CJUSD agree that the Association President, if a Secondary certificated employee, shall be entitled to one (1) period each workday (or every other day if on block schedule) for up to 180 days annually to conduct Association matters.
 - b. If the Association President is an Elementary certificated employee, they shall be entitled to up to one (1) day weekly per 180-day work year.
 - c. The Association President shall work with his/her principal to develop a schedule each year. Any release time taken by the Association President for this purpose shall not affect his/her FTE status.
 - d. The Association shall annually reimburse the District the actual cost of the replacement for the President's release time.
 - e. The Association shall pay the District by June 30th of each year.

2.

- a. The CUTA President or designee shall be entitled to five (5) days leave per school year for the purpose of conducting CUTA business, provided CUTA pays for the substitute.
- b. These days shall require at least seventy-two (72) hours advance notice and mutual agreement between the CUTA President or designee and his/her principal or supervisor of the specific days to be used.
- c. By mutual agreement of the CUTA President and The Director of Human Resources, two (2) additional days may be authorized.

H. CUTA shall file annually with the Director of Human Resources and keep current the names, mailing addresses, and telephone numbers of CUTA officers and negotiation team members.

I. Contract team representatives shall receive release time for negotiations.

ARTICLE VII: WORKDAY

A.

1. The regular work day for all full-time certificated staff shall consist of seven (7) hours and thirty (30) minutes.
2. Certificated employees shall have a duty-free lunch period of no fewer than thirty-five (35) minutes.
3. On a regular workday, every full-time classroom teacher shall be entitled to a minimum of fifty (50) minutes of preparation time. It is expected that every employee will be on campus during this time. Off-campus district-approved meetings, training, field trips, and similar responsibilities may be approved by site administration.
4. Within a seven (7) hours and thirty (30) minute work day, each certificated employee shall be assigned supervisory duty.

B. Daily work schedules may vary at each school site and shall be determined by the administration.

C. Daily pupil contact time shall not be less than the number of instructional minutes necessary to comply with Ed. Code 46201.

D. Extracurricular duty shall be determined by the site administrator as needed beyond the regular workday on a rotating or voluntary basis.

1. Duties shall be assigned if necessary, but not to exceed fourteen (14) hours annually for each certificated employee.
2. Certificated employees may request these duties in order of preference and a reasonable effort shall be made to accommodate.

E.

1. Minimum days for students shall not be minimum days for certificated employees.
2. If a shortened student day is required due to unsafe conditions, the principal may also release certificated employees as soon as practical following student dismissal.
3. If minimum days are scheduled at the secondary schools for final exams, the principal may release certificated employees as soon as practical following student dismissal for the purpose of grading exams.
4. If a minimum day is scheduled on the last workday prior to winter recess, the principal may release certificated employees as soon as practical following student dismissal.

F.

1. Certificated employees may be required to spend up to six (6) hours per month in meetings or workshops scheduled by the District, Principal, Vice-Principal, Department Chair.
2. Certificated employees shall not be required to remain beyond one (1) hour and thirty (30) minutes for any meeting or beyond two (2) hours for any workshop beyond regular workday.
3. Certificated employees shall assist the site principal in adjusting the daily schedule to attempt to accommodate hours in #2 above.
4. This section shall not restrict the scheduling of parent/certificated employee conferences, 504 meetings, Student Study meetings or I.E.P. meetings.
5. Certificated employees shall be required to attend one (1) Back-to-School Night and one (1) Open House / Electives Fair as determined by the Principal.
6. Certificated employees may be requested to attend other evening meetings with parent groups and/or conferences, as scheduled by the Principal. Such meetings shall be exclusive of the six (6) hours per month for meetings as defined above.

G. Elementary

1. Each principal shall establish the site schedule and site calendar per the contract and current practice.
2. Elementary certificated classroom employees will have a fifty (50) minute planning/preparation period at the beginning or end of their current workday. Student supervision shall not be scheduled during this period.
3. Planning/preparation times shall be coordinated by all certificated classroom employees and the principal at each site.
4. Elementary certificated employees may also deviate from an individual workday planning/preparation schedule for a specific circumstance if requested at least a day in advance (except for emergencies) and approved by their principal.
5. Rest breaks will be determined at the site.
6. Elementary certificated employees, who volunteer or are required by the site administrator, to add students to their class due to the unavailability of a substitute certificated employee, shall be compensated at the negotiated hourly rate, to be divided proportionately among certificated employees assigned students.

H. Secondary

1. Secondary certificated employees who volunteer or are required by the site administrator to cover another class shall be compensated at the contractual hourly rate. Volunteers shall be chosen first unless a sub has already been assigned.
2. No certificated employee will be required to coach any stipend-based athletic activity as a condition of his/her teaching assignment. Certificated employees will not be reassigned to another department as a result of not coaching.
3. Secondary certificated employees working at the continuation high school, who volunteer or are required by the site administrator to add students to their class due to the unavailability of a substitute, shall be compensated at the contractual hourly rate, to be divided proportionately among certificated employees assigned students.

I. Part-Time Employees

1. In addition to the percentage of attendance days worked, employees who are less than 1 FTE will work the following school days and school activities within the 184 work year:
 - Certificated in-service days
 - First day of school
 - Last day of school
 - Back to School Night
 - Open House / Electives Fair
 - Parent meetings (including but not limited to parent conferences, IEP and 504 meetings)
 - District and school required professional development
2. Part-time service includes professional responsibilities as determined by the site administrator. In addition to those listed above, these responsibilities include, but are not limited to, staff meetings, department meetings, and other committees.
3. Certificated Employees who work less than 1 FTE are required to attend all four (4) pre/post and in-service work days. Certificated Employees will be compensated for the portion of those service days that were not already covered in their salary determination.

J. Supervision

1. A certificated employee may volunteer to substitute early morning campus supervision and/or lunchtime supervision for the extra-curricular supervisory duty and before/after school duty.
2. Such exchange of duties shall be agreed upon between site administrator and certificated employee.
3. Required supervisory duties shall be prorated.

K. Department Chairs

1. Department chairs will be appointed by the middle and high school principals to serve as members of each site's leadership team.
2. Each department chairperson will receive up to four (4) days per year to be used for department business. The release day will be agreed upon by the department chair and the site principal.
3. Duties and responsibilities will be maintained in writing at the site and district levels.

L. Collaboration

1. Collaboration is a partnership among certificated staff, site administration, and district administration.
2. The intent of collaboration time is to improve student learning and increase student achievement.
3. When collaboration time extends beyond the regular contract day, such time will fall within the eight (8) hours of meetings set up in Article VII, Section F.1 of the contract.

M. Certificated employees working less than 1 FTE who choose to work as a substitute teacher during non-contracted time will be paid at the current long-term substitute rate. (*language signed 10-6-2017*)

N. A rostered employee who volunteers, or is required by the site administrator, to act as Administrative Designee within the contractual work day, shall be compensated at the current negotiated hourly rate for up to three (3) hours. Any employee who volunteers, or is required by the site administrator to act as an Administrative Designee outside the contractual work day, shall be compensated at the current negotiated hourly rate for a number of hours pre-approved by the site administrator.

ARTICLE VIII: WORK YEAR

A. The work year shall consist of one hundred eighty (180) instructional days, plus five (5) pre/post workdays, for a total of one hundred eighty-four (185) work days.

B. The annual workdays for certificated support staff are as follows:

Program Specialist (Special Education)	206
Academic Coordinator	199
Counselor	194
Nurse	194
Psychologist	194
School Social Worker	194
Speech Therapist	194
Coordinator of English Language Development	185
English Language Development Teacher	185
Intervention teacher	185
Librarian	185
Title 1 Teacher	185

ARTICLE IX: SUMMER SCHOOL

- A. Summer school daily work periods for certificated positions shall be established by the summer school time schedule as prepared by the summer school principal and approved by the District Superintendent.
- B. Notification: Certificated positions for summer school will be posted by March 15th, and every effort will be made to have initial assignments available by May 1st.
- C. Interviews and Selection: Certificated CJUSD employees who apply for summer school positions will be granted interviews for the position if there are more qualified applicants than positions. To fill all available positions, applicants who have received satisfactory or above evaluations will be placed in positions prior to non-CJUSD applicants. All other applicants within the district will be considered without any priority factors. The selection of summer school teachers will be based on program needs. Notification of initial assignment to summer school shall be in writing and shall include the location of the assignment and the tentative subject to be taught.
- D. Summer school employment is at-will and may be terminated at any time by the District. Once a teacher agrees to serve in a particular assignment, every attempt will be made to maintain that assignment or to provide an appropriate alternate assignment, if possible. If a summer school class is canceled after the teacher reports to work on the first day of the assignment, but before the beginning of the third day of actual instruction of students, the teacher shall receive compensation equivalent to three (3) days' pay.
- E. Summer School teachers will receive one day of sick leave credit for summer school service; if summer school sick leave is not used, one half-day may be carried over by the teacher to the regular school year.
- F. Hourly Rate: The summer school hourly rate is the contractual hourly rate. Summer school teachers will be paid to arrive 15 minutes before student arrival and to stay for 15 minutes after student dismissal, based on the contractual hourly rate.

ARTICLE X: CLASS SIZE / CASELOAD

A. Schools will be staffed according to the provisions of this Article.

1. Elementary

- a. If Class Size Reduction funds are secured, the District will staff at the state-mandated level for the grades for which the funds were secured.
- b. The class size for grades K-1 will be capped at 26.
- c. The class size for grades 2-3 will be capped at 28.
- d. The class size for grades 4-6 will be capped at 34.
- e. Appropriate seating, required materials, safety, and legal limitations will determine the maximum number of students assigned to a class.
- f. After a 15 day grace period at the beginning of a new school year, teachers will be compensated \$10 per day per student over the cap listed per grade level.

2. Secondary

- a. The class size for grades 7-12 will be capped at 36, with the goal not to exceed 33.
- b. Science classes at Center High School will be capped at 34 students per class.
- c. Seventh and eighth-grade science classes at Wilson C. Riles Middle School will be capped at 32 students per class.
- d. PE, Music, and Leadership classes will be capped at 47, with the goal not to exceed 43.
- e. Appropriate seating, required materials, safety, and legal limitations will determine the maximum number of students assigned to a class.
- f. In equipment-based classes, there will be enough equipment to enable all students to complete the course of study requirements.
- g. For continuation and opportunity classes, the District shall make every effort to maintain a maximum class size of 25.0 students.
- h. After a 15 day grace period at the beginning of a new term, teachers will be compensated \$10 per day per student over the cap listed per grade level.

3. Special Education Services

- a. The class size for secondary Level II/III classes will be capped at 21.
- b. The class size for secondary Level I/II classes will be capped at 28.
- c. The class size for elementary Level II/III classes will be capped at 17.
- d. After a 15 day grace period at the beginning of the school year, teachers will be compensated \$10 per day per student over the cap listed per grade level.

B. The District will work with site administrators to balance class sizes within the first 15 school days of each semester.

C. Special Education Teacher Caseload

Preschool	Elementary	Middle School	High School
Level II/III = 15	Level II/III = 15	Level II/III = 15	Level II/III = 15
	Level I = 28	Level I = 28	Level I = 28

* Only currently enrolled students are counted on the caseload. Students who left the district or have moved to a new program within the school or district are not counted towards current caseload numbers.

* Caseloads will not be mixed between Levels II/III and Level I; however, Level II/III Case Managers may assist with academic testing of students on other staff's caseloads when there are testing backlogs.

* A waiver may be needed to exceed caseload numbers in some situations.

ARTICLE XI: [EVALUATION](#)

- A. Certificated employee evaluation will be the responsibility of the District Administration.
- B. Standards for Evaluation:
 - 1. The District will establish standards of expected student achievement at each grade level in each area of study.
 - 2. Department Chairs and department members will participate with the administration in the development and implementation of these standards.
 - 3. Elementary certificated employees at appropriate grade levels or subject areas will participate with the administration in the development and implementation of the standards.
- C. The District will evaluate certificated employee competency as it reasonably relates to:
 - 1. Progress of pupils toward the standards established pursuant to B:1 above, and, if applicable, the state-adopted academic content standards as measured by state-adopted criterion-referenced assessments.
 - 2. Instructional techniques and strategies used by the certificated employee.
 - 3. Certificated employee adherence to curricular objectives.
 - 4. Establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.
 - 5. Required duties and professional responsibilities as delineated on the evaluation forms.
- D. The District will establish and define job responsibilities for certificated support staff whose responsibilities cannot be evaluated appropriately under the provisions of Section C above. The District will evaluate certificated support staff competency as it reasonably relates to those responsibilities.
- E. The evaluation of certificated employee competence will not include the use of publishers' norms established by standardized tests.
- F. Certificated employees may observe other certificated employees and offer constructive comments. These comments shall be for collegial purposes only.

G. Observations, both informal and formal, will occur at the discretion of the site administrator. Observations not attached to the formal evaluation will remain at the site level. Timeline for evaluation:

H.

EVENT	PERSON RESPONSIBLE	DATE
Inform staff of employment status, review evaluation procedures, and provide evaluation handbook	Administrator	Within the first month of school
Develop and share Professional Learning Goals with administrator	Certificated Employee	Within the first month of school
Check progress of Professional Learning Goals	Administrator/Certificated Employee	Annually
Pre-observation conference and review of Formal Observation Lesson Plan	Administrator/Certificated Employee	Prior to formal observation date
Formal Observation	Administrator/Certificated Employee	Before winter break
Reflection Form and evidence	Certificated Employee	Prior to post observation conference
Formal Observation Form (administrator observation/feedback)	Administrator/Certificated Employee	Prior to post observation conference
Post observation conference	Administrator/Certificated Employee	Within five (5) working days of formal observation
Final evaluation conference	Administrator/Certificated Employee	On or before thirty (30) calendar days prior to the last day of school
Written response (optional)	Certificated Employee	Within ten (10) working days of receipt of documents
Informal observations	Administrator/Certificated Employee	Throughout the school year
Additional formal observations	Administrator/Certificated Employee	As needed

I. Frequency of Evaluation:

1. Formal evaluations will be made on a continuing basis: at least once each school year for probationary personnel; at least every other school year for personnel with permanent status; and at least every three (3) years for permanent certificated employees who have been with the District for at least ten (10) years, are highly qualified according to California Education Code, and whose previous evaluation was satisfactory. Additional annual evaluations may occur at the discretion of the Site Administrator. Formal evaluations are a part of the employee's personnel file.
2. For permanent certificated employees on a three (3) year evaluation cycle, formal evaluations may be extended up to five (5) years if mutually agreed upon by the Site Administrator and the certificated employee being evaluated, per Education Code 44664a.

J. Unsatisfactory Evaluation:

1. When any permanent certificated employee has received an unsatisfactory overall evaluation, per current practice, the District shall evaluate the certificated employee annually using the evaluation form until the certificated employee achieves a positive evaluation or is separated from the District.
2. In the event a certificated employee is not performing his or her duties in a satisfactory manner, according to standards prescribed by the District, the Principal/Site Administrator will notify the certificated employee in writing and describe the unsatisfactory performance. The Administrator will then confer with the certificated employee, make specific recommendations as to areas of improvement, and attempt to assist the certificated employee.
3. Any evaluation which contains an unsatisfactory rating of a certificated employee's performance in the area of teaching methods or instruction may include the requirement that the certificated employee will participate in the district's intensive professional learning goals designed to improve appropriate areas of the certificated employee's performance and to further pupil achievement and the instructional objectives of the District.
4. The District will pay the fees for any class required by the District under this provision unless the class provides units, which will lead to advancement on the Salary Schedule.

ARTICLE XII: SAFETY

- A. Certificated employees will not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health and safety.
- B. Certificated employees will immediately report potential situations of unsafe or hazardous conditions to their principal or supervisor. The principal or supervisor will then immediately report the matter to the Superintendent and/or proper District department for appropriate action.
- C. Certificated employees may use reasonable force as necessary to protect themselves from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon or within the control of a person or pupil.
- D. Certificated employees will immediately report cases of assault suffered by them in connection with their employment to their principal or supervisor. The principal or supervisor will then immediately report the incident to the Superintendent and appropriate authorities.
- E. Certificated Employee attendance will not be required whenever student attendance is not required due to inclement weather. However, make-up days will be scheduled as needed to fulfill contractual obligations.
- F. The District will provide liability insurance per Ed Code Section 35208.
- G. The District will provide Worker Compensation Insurance as mandated by state law.
- H. Each school site has written procedures for emergency communication and response to/for certificated employees among its classrooms, buildings, and site office.
- I. Air conditioning and heating will be provided in each classroom. If at any time the temperature of the classroom exceeds 90°F, certificated employees may immediately relocate with their students to predetermined areas, minimum days will be declared, or the school day will be adjusted. Specific procedures will be developed at each site.

ARTICLE XIII: PERSONNEL FILES

- A. Materials in the certificated employee personnel file, except as noted in B below, will be made available for inspection by the certificated employee involved.
- B. Materials that will be excluded from the inspection will be limited to ratings, reports, or records that were obtained prior to the certificated employee's hire date, were prepared by identifiable examination committee members, or were obtained in connection with a promotional examination.
- C. Every certificated employee will have the right to inspect these materials in section A above, upon request, provided that the request is made at a time when the certificated employee is not actually required to render District services.
- D.
 - 1. Information of a derogatory nature, except material mentioned in Section B, will not be entered or filed unless and until the certificated employee is given ten (10) days notice and an opportunity to review and comment.
 - 2. A certificated employee will have the right to enter, and have attached to any derogatory statement, his/her own comments. The review will take place during normal business hours, and the certificated employee will be released from duty for this purpose without salary reduction.

ARTICLE XIV: TRANSFERS AND REASSIGNMENTS

A. Definitions

1. Transfer: The movement of a certificated employee from one school site to another.
2. Reassignment: The movement of a certificated employee from one subject area to another subject area, or from one grade level to another grade level at the same school site by the school site administration.
3. New Position: Any certificated position that is added to a site or District.
4. Open Position: A currently-filled position that becomes available due to being vacated.
5. District-wide Seniority: The certificated employee's initial date of service (first workday) in the District.
6. Change of Position: A currently-filled position that changes in hours or nature of assignment due to a change in funding or adjustment in programs.

B. Voluntary Transfers

1. Newly-created or vacated positions will be posted for at least five (5) days prior to the closing date of the position. The postings will be located in the Human Resource Department and on the district website. Certificated employees will also be notified of these positions via email.
2. All district applicants who meet the position's eligibility requirements will be considered for an interview. A request to transfer must include a letter of interest and a current resume.
3. It is understood that the best interests of the students, the site and the district, as determined by the administration, shall be the primary factors in all voluntary transfers.
4. A transfer request shall not be denied arbitrarily, capriciously, or without basis in fact.
5. If a certificated employee's request for a voluntary transfer is denied, the employee, upon request, will be granted a meeting with the Director of Human Resources to discuss the reasons for the denial.

C. Involuntary Transfers

1. Involuntary transfers will be made only after efforts to make the transfers voluntary.
2. Involuntary transfers will be made for the following reasons:
 - a. A decrease in the number of pupils that requires a decrease in the number of certificated employees at a specific site.
 - b. Elimination or reduction of a program.

- c. Elimination or reduction of funding.
 - d. Worksite closing.
3. The District will notify the Association, in writing, as to the reasons for the transfer. The District will consider written input from the Association before the transfer takes place.
 4. If an involuntary transfer becomes necessary, the certificated employee with the least seniority with the appropriate credential will be transferred.
 5. A list of vacancies will be made available to all certificated employees being involuntarily transferred. Those certificated employees may request a transfer to those positions. Certificated employees with the most seniority and the proper credential will get the first choice of current openings.
 6. If a particular site is to be closed, certificated employees at that site will be accorded first priority for filling new or vacant positions at the site or sites to which the pupils at the closing site are being placed. Certificated employees from the closed site will also be accorded first priority in filling all vacancies that arise for which they have an appropriate credential. When two (2) or more certificated employees apply for the same vacancy, the position will be given to the certificated employee with the greatest seniority.
 7. Notice of involuntary transfer will be given in writing to a certificated employee as soon as practical.
 8. A certificated employee to be involuntarily transferred may request a meeting with his/her principal and/or the Director of Human Resources. At that meeting, the necessity for the move will be explained.
 9. Certificated employees required to transfer during the school year will receive one (1) day release time as well as transportation of materials to the new assignment.
 10. If the certificated employee's classroom assignment changes, the District is responsible for moving district materials.

ARTICLE XV: LEAVES

A. All certificated employees will be granted ten (10) days of leave during each school year. These days will be added to previously accrued leave.

1. Sick Leave

- a. Sick leave is defined as days of absence for illness or injury or quarantine, or disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom ([EDC § 44965](#)).
- b. Certificated employees who begin service after the beginning of the school year, or who serve less than a full school year, will earn sick leave on a pro-rated basis.
- c. Part-time certificated employees will be allowed sick leave in the same proportion that their service time is to full-time.
- d. Sick leave days may be accumulated by probationary and permanent certificated employees, only if not used in the year for which they are granted. Total sick leave, which can be accumulated by any certificated employee under this Agreement for sick leave, will be unlimited.
- e. Verification of illness or injury may be required from a licensed physician; a medical release to return to work may also be required.
- f. Any certificated employee who has sick leave accumulated from another California school district at the time hired will be credited with the accumulated days in accordance with the law. It is the certificated employee's responsibility to notify the District Human Resources Office in writing, so that the necessary details may be completed.
- g. The District will notify an employee, in writing, whenever salary is being deducted for absence.
- h. Exhaustion of Sick Leave
 - i. After a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent for an additional period of up to five months, the employee shall receive 50 percent of the employee's regular salary during the additional period of absence. (Education Code 44983). This will be in effect as of January 1, 2025.
 - ii. The period for differential pay begins after the exhaustion of the certificated employee's current annual sick leave and runs concurrently with accumulated sick leave.

2. Personal Necessity Leave

- a. The following are reasons in which personal necessity leave may be used. With prior approval, current and accumulated sick leave may be used by the employee, at his/her election, in cases of personal necessity.
 - i. Death of a member of the certificated employee's or spouse's immediate family as defined in Bereavement Leave.
 - ii. Attendance at a funeral

- iii. Accident involving the certificated employee, a member of his/her family, or his/her personal property or the personal property of a member of his/her family.
 - iv. Serious or critical illness of a member of the immediate family.
 - v. Required appearance in court as a litigant or witness under an official order.
 - vi. Paternity Leave at the birth of a child.
 - vii. Illness of daycare or continuing care provider for family members.
 - viii. Religious observances.
 - ix. Such other reasons may be approved by the Director of Human Resources.
- b. Any absence under personal necessity shall be verified in writing by a professional medical advisor, a law enforcement officer, a court official, or by a certificated employee affidavit.

3. Confidential Leave

- a. Certificated employees may use up to five (5) of the granted ten (10) leave days each school year as Confidential Days which do not require an explanation. Confidential Leave Days do not accrue from year to year. The certificated employee shall submit a leave request into the district-approved procedure for approval at least two (2) workdays in advance of the requested leave date.
- b. Confidential Days will not be used to extend a vacation period or provide additional days off immediately preceding or following a holiday.
 - i. The Site Administrator and Director of Human Resources may authorize Confidential Days for unique individual certificated employee circumstances.
 - ii. Each request will be individually considered and will not serve as a precedent for any other or future request.

B. Bereavement

- 1. These days are provided for a certificated employee to attend the funeral, memorial service, or to grieve following the death of a member of his/her immediate family.
 - a. Such leave is not to exceed three (3) days or five (5) days if travel of at least three hundred seventy-five (375) miles one (1) way is necessary in order to attend the funeral or memorial service.
 - b. This leave is to be taken within thirty (30) calendar days of the immediate family member's death. If bereavement leave for the above purposes is required outside of the first 30 days, an exception may be made by a certificated employee's site administrator.
 - c. The District may require verification of the immediate family death and/or travel greater than three hundred seventy-five (375) miles.
 - d. If additional bereavement leave days are necessary, certificated employees may use available personal necessity leave.
- 2. The immediate family is defined as the spouse of the certificated employee or the following relations of the certificated employee or spouse:

- mother/father
- grandmother/grandfather
- son/daughter
- brother/sister
- aunt/uncle
- niece/nephew
- relative living in the certificated employee's home
- grandson/granddaughter

3. Additional bereavement leave days shall be deducted from personal necessity leave.
4. Requests for bereavement leave shall be made to the certificated employee's principal or supervisor.

C. Jury Duty

1. Certificated employees may be absent from work to serve as jurors, without loss of pay. Fees paid to certificated employees for such service shall be payable to the District.
2. Any certificated employee called for jury duty shall inform their principal or supervisor, who may attempt to have the certificated employee excused.

D. Leave of Absence

1. Upon a certificated employee's written request, the Board may grant up to a one (1) year unpaid leave of absence.
2. Reasons for leave may include but not be limited to the following examples:
 - child adoption
 - child rearing
 - dependent care
 - educational improvement
 - educational travel
 - exchange teaching
 - health
 - maternity/paternity
 - political activity
 - religious observance
3. A mutually agreed upon leave schedule will be established between the employee and the district. Except in unusual circumstances, all leaves will be scheduled at the beginning and end of a certificated employee's trimester or semester.
4. A certificated employee on leave shall be entitled to a position that is appropriate to his/her credential(s) upon return to the District, if the certificated employee provides written notification to the District, of his/her intention to remain or not remain in District Service, not less than sixty (60) days prior to his/her return date.

- a. A certificated employee may be considered to have declined employment and may be terminated if they fail to notify the District of his/her intention to remain or not remain in District service.
- b. A certificated employee who was on leave and fails to report for duty after having notified the District of his/her intention to remain in District service may be considered to have declined employment and MAY be terminated.
- c. Certificated employees and the District shall follow all required Ed Code procedures for a., b., and c. above.

E. Military Service

Refer to Education Code 44800/Government Code.

F. Family Care Leave: Summary of Code and Policy

California Family Rights Act of 1993 (CFRA) and Family Medical Leave Act (FMLA)

1. Eligibility

- a. Prior employment in the District for twelve (12) months (at least 1,250 hours during this period).
- b. Certification of the certificated employee's health condition or eligible family member may be required by the District.

2. Leave Allowances

- a. Leave may be authorized for up to twelve (12) work weeks in a twelve (12) month period for the birth, adoption or foster care placement of a certificated employee's child or for a certificated employee's serious health condition or that of certificated employee's child, parent, or spouse.
- b. An additional leave period for up to four (4) months if a certificated employee is disabled by pregnancy, childbirth, or related medical conditions, may be available. (This pregnancy related provision is available separate from the twelve (12) weeks even though a certificated employee may not meet the Eligibility Requirements.) The basic minimum duration is two (2) weeks, which must conclude within one (1) year of birth or placement for adoption or foster care.

3. Notice Requirement

- a. A certificated employee shall request family care and medical leave in writing, at least thirty (30) days before commencement date of the leave.
- b. If the leave becomes necessary less than thirty (30) days before its commencement, the certificated employee shall provide such notice as soon as practicable.

- 4. The use of this leave may impact certain certificated employee benefits and seniority date. If considering this form of leave, please contact the Human Resources Department for more details. (Board Administrative Regulation 4161.8 and Government Code.)

G. Industrial Accident and Illness Leave of Absence

Refer to Education Code 44984.

ARTICLE XVI: COMPLAINT PROCEDURE

- A.
1. Complaints must be made in accordance with Board Policy/Administrative Regulation 1312.1.
 2. Complaints by a parent/guardian or member of the community should be made directly to the certificated employee against whom the complaint is being filed.
 3. If any complaint is not made directly to the certificated employee, the complaint will be referred to the certificated employee by the supervisor/designee within five (5) days unless prohibited by board policy or current law.
- B. If the complaint is not resolved informally, the parent/guardian or member of the community may, within ten (10) working days of "A" above, appeal in writing and direct it to the certificated employee's supervisor/designee.
- C. Prior to the supervisor/designee reaching a decision on the complaint, they will provide an opportunity for all parties to meet to present factual information, and to allow for explanation, clarification, and resolution of the issue.
- D. If the complaint, after review by the supervisor/designee remains unresolved, they will refer the complaint, together with his/her report of the situation to the Director of Human Resources.
- E. Prior to the Director of Human Resources reaching a decision on the complaint, they will attempt to provide an opportunity for all parties to meet to present factual information, and to allow for explanation, clarification, and resolution of the issue.
- F. The District will consider the complaint dropped if the parent/guardian or member of the community fails to appeal in writing or attend the meetings described above.
- G. After the meeting, if any, has been held, the Director of Human Resources shall render a decision, which will be final unless the parent/guardian or member of the community, the certificated employee, or the Superintendent requests a closed hearing before the Board. If the certificated employee requests, an open hearing will be held.
- H. Every effort should be made to resolve the complaint as early as possible.
- I. Complaints, which are withdrawn, are proven false, or are not sustained by any hearing procedure, will not be placed in the certificated employee's personnel file.

ARTICLE XVII: GRIEVANCE PROCEDURE

A.

1. A grievance is a claim by one or more unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
2. An alleged violation under another jurisdiction set up by State or Federal law will not be subject to this procedure.
3. If a certificated employee has a matter they desire to discuss with their Principal/Supervisor, they may do so without recourse.

B.

1. The purpose of this procedure is to reach equitable solutions to contract problems that may arise.
2. The Contract Team agrees the grievance procedure will be kept as informal and confidential as may be appropriate at any level.

C. The term “days” will mean days when the District Central Office is open for business.

D.

1. CUTA has the right to initiate a grievance involving a certificated employee or group of certificated employees, but only with his/her or their signed approval.
2. By mutual agreement, two (2) or more identical grievances may be combined into a single group grievance for the purpose of processing.
3. If a grievance arises as a result of any action or inaction by an administrator other than the Grievant's Principal/Supervisor, the certificated employee may present such grievance at level two of the district form ([Appendix D](#)).

E.

1. Failure by a certificated employee to abide by the time limits shall cause the grievance to be considered withdrawn.
2. Failure by the District to abide by the time limits will cause the grievance to automatically progress to the next level.
3. The above time limits may be extended by mutual consent.

F. Informal

1. The certificated employee alleging a grievance will first discuss the matter with their Principal/Supervisor with the objective of resolving it informally. This meeting will take

place within ten (10) business days of the alleged violation occurring or when the grievant reasonably should have been aware of it occurring.

2. The grievant may be accompanied by a CUTA representative.

G. Formal

1. Before submitting a written grievance, the certificated employee will first discuss the matter with CUTA Grievance Chair to determine if a valid grievance exists.
2. If determined that such does exist, the Grievance Chair will assist the certificated employee in preparing the correct written format.
3. A written grievance shall be clear and concise and include the following:
 - a. Certificated employee(s) name, position, and work site.
 - b. Specific article(s) and section(s) of the agreement alleged to have been violated.
 - c. Circumstances including the facts, dates, names, and places as appropriate.
 - d. Specific remedy sought.
 - e. Date and result of the informal discussion.
 - f. Date delivered to the Principal/Supervisor.

H. Level One

1. If the issue is not resolved by the informal discussion, the certificated employee may submit a written grievance to the Principal/Supervisor within ten (10) days of the informal meeting.
2. The Principal/Supervisor shall review the grievance and communicate a decision to the grievant in writing within ten (10) workdays of receipt of the written grievance. The certificated employee shall send a copy of the Principal/Supervisor decision to the Director of Human Resources and Grievance Chair.
3. The certificated employee has five (5) days to notify the Grievance Chair, in writing, of their intent to proceed to Level Two.

I. Level Two

1. The Director of Human Resources and Grievance Chair shall meet within five (5) days, to establish a Grievance Hearing Committee.
2. The committee shall be made up of an equal number of District and CUTA members.
3. At the beginning of the committee meeting, the Grievant and the District may present their case prior to the committee's deliberation.
4. The committee shall meet within ten (10) days of being informed to review all facts, make a decision, and submit it in writing to the Grievant within five (5) days of their meeting.

5. A mutually acceptable resolution of the issue by the committee shall be binding on all parties.

J. Level Three

1. If the committee is unable to resolve the matter at the hearing, the Director of Human Resources and Grievance Chair shall meet, within five (5) days, to contact the State Conciliation Service and request the services of a Mediator to assist in the resolution of the grievance.
 2. The Grievance Hearing Committee shall meet with the Mediator at times that are mutually convenient.
 3. The parties may develop “ground rules” for this process themselves, or develop “ground rules” with the Mediator, or permit the Mediator to establish “ground rules”.
 4. A mutually acceptable mediated settlement shall be binding on all parties.
- K. All preparation, filing, or presentation of grievances shall be at times other than when a certificated employee or the Grievance Chair is to be at their assigned duties.
- L. Association representatives on the committee shall receive reasonable periods of release time for meeting with the District committee representatives.
- M. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from certificated employee personnel files.

ARTICLE XVIII: CERTIFICATED LEAVE OF ABSENCE SUPPORT SYSTEM

A.

1. CUTA and the District will maintain a Certificated Leave of Absence Support System (CLASS), also known as the Catastrophic Leave Bank, pursuant to Education Code 44043.5 for use by certificated employees who have exhausted all paid leave entitlement due to catastrophic illness or injury.
2. Days in the Catastrophic Leave Bank shall accumulate from year to year.
3. The Catastrophic Leave Bank shall be administered by a joint committee of two (2) members appointed by the Association and two (2) members appointed by the District. The terms of the committee shall be staggered two-year terms.

B. Eligibility and Contributions

1. All certificated employees on active duty with the District are eligible to contribute to the Catastrophic Leave Bank.
2. Participation is voluntary, but requires annual contribution to the Bank. Only contributors will be permitted to withdraw from the Bank.
3. The annual rate of contribution by each participating certificated employee for each school year shall be one day of sick leave, the legal minimum required.
4. Contributions shall be made between July 1 and October 1 of each school year. Certificated employees returning from extended leave which included the enrollment period and new hires will be permitted to contribute within thirty calendar days of beginning work. The District shall supply enrollment forms for the Catastrophic Leave Bank to all new certificated employees and those certificated employees returning from leave.
5. New certificated employees hired after October 1 who would otherwise be eligible to participate may contribute to the Catastrophic Leave Bank within 30 days of their hire date.

C. Withdrawal from the Bank

1. Catastrophic Leave Bank participants whose sick leave is exhausted may withdraw from the Bank for catastrophic illness or injury. Catastrophic illness or injury shall be defined as any illness or injury that incapacitates a certificated employee or a member of the certificated employee's family for over ten consecutive duty days which requires the certificated employee to take time off work to care for that immediate family member as defined by Article XV Section D.2 in the CUTA District Agreement.
2. The first ten (10) days of illness or disability must be covered by the certificated employee's own sick leave, differential leave, or leave without pay. Withdrawals shall

become effective immediately upon the exhaustion of sick leave or the waiting period, whatever is greater. For example, if a certificated employee contributed when first eligible to contribute and had ten (10) days of accumulated sick leave when the illness began, she/he shall begin withdrawing upon the eleventh duty day, if otherwise eligible. If the certificated employee had fifteen days of sick leave at the beginning of the illness, the employee shall begin withdrawing days on the sixteenth duty day. If the certificated employee had five days of sick leave at the beginning of the illness, they shall begin withdrawing days on the eleventh duty day.

3. Withdrawals from the Catastrophic Leave Bank shall be granted on a daily basis. At no time shall the total withdrawal days granted to any individual exceed thirty (30) days within one school year. All days granted through the Catastrophic Leave Bank shall be used only for the qualifying event. Employees may be required to verify all absences with a medical note. Certificated employees applying to withdraw from the Catastrophic Leave Bank will be required to submit a medical doctor's statement indicating the nature of the illness or injury and the probable length of absence from work. Members of the Committee shall keep information regarding the nature of the illness confidential.
4. A certificated employee's withdrawal from the bank may not exceed beyond the current school year. All unused days will go back into the bank at the end of the individual's contract year.
5. Leave from the Bank may not be used for illness or disability which qualifies the certificated employee for worker compensation benefits unless the certificated employee has exhausted all worker compensation leave and their own sick leave.
6. If the Catastrophic Leave Bank does not have sufficient days to fund a withdrawal request, the Committee is under no obligation to provide days and the District is under no obligation to pay the participant any funds whatsoever. If the Committee denies a request for withdrawal, or an extension of withdrawal, because of insufficient days to fund the request, they shall notify the certificated employee, in writing, of the reason for the denial.

D. Administration of the Bank

1. The committee's authority shall be limited to administration of the Bank. The committee shall approve all properly submitted requests complying with the terms of this Article. Withdrawals may not be denied on the basis of the type of illness or disability.
2. Applications shall be reviewed and decisions of the committee reported to the applicant, in writing, within five duty days of receipt of the application.
3. The committee shall keep all records confidential and shall not disclose the nature of the illness except as is necessary to process the request for withdrawal.

4. By October 5th of each school year, the District shall notify the committee of the total number of days available in the Bank.
 5. If the Catastrophic Leave Bank is terminated for any reason, the days remaining in the Catastrophic Leave Bank shall be returned to the then current members of the Bank proportionately.
- E. Certificated Management, Classified Management, and Confidential employees may participate in the Catastrophic Leave Bank.

ARTICLE XIX: HEALTH AND WELFARE BENEFITS

Center Joint Unified School District Health Plan Premiums Effective January 1, 2026

PLAN	12-Month Employees			11-Month Employees			10-Month Employees		
	District Cost	Employee Cost*	Total	District Cost	Employee Cost*	Total	District Cost	Employee Cost*	Total
Kaiser HMO High Option									
Employee only	675.00	382.34	1,057.34	736.36	417.10	1,153.46	810.00	458.81	1,268.81
Employee + 1	970.00	1,250.41	2,220.41	1,058.18	1,364.08	2,422.27	1,164.00	1,500.49	2,664.49
Employee + family	1,350.00	1,822.02	3,172.02	1,472.73	1,987.66	3,460.39	1,620.00	2,186.42	3,806.42
Kaiser HDHP (\$2,000/\$4,000 Deductible)									
Employee only	675.00	30.61	705.61	736.36	33.39	769.76	810.00	36.73	846.73
Employee + 1	970.00	511.78	1,481.78	1,058.18	558.31	1,616.49	1,164.00	614.14	1,778.14
Employee + family	1,350.00	766.83	2,116.83	1,472.73	836.54	2,309.27	1,620.00	920.20	2,540.20
SHP - HMO High Option									
Employee only	675.00	493.90	1,168.90	736.36	538.80	1,275.16	810.00	592.68	1,402.68
Employee + 1	970.00	1,484.60	2,454.60	1,058.18	1,619.56	2,677.75	1,164.00	1,781.52	2,945.52
Employee + family	1,350.00	2,156.70	3,506.70	1,472.73	2,352.76	3,825.49	1,620.00	2,588.04	4,208.04
SHP - HDHP (\$1,750/\$3,500 Deductible)									
Employee only	675.00	276.10	951.10	736.36	301.20	1,037.56	810.00	331.32	1,141.32
Employee + 1	970.00	1,027.40	1,997.40	1,058.18	1,120.80	2,178.98	1,164.00	1,232.88	2,396.88
Employee + family	1,350.00	1,503.30	2,853.30	1,472.73	1,639.96	3,112.69	1,620.00	1,803.96	3,423.96
WHA - HMO High Option									
Employee only	675.00	249.89	924.89	736.36	272.61	1,008.97	810.00	299.87	1,109.87
Employee + 1	970.00	967.70	1,937.70	1,058.18	1,055.67	2,113.85	1,164.00	1,161.24	2,325.24
Employee + family	1,350.00	1,416.33	2,766.33	1,472.73	1,545.09	3,017.81	1,620.00	1,699.60	3,319.60
WHA - HDHP (\$1,800/\$3,600 Deductible)									
Employee only	669.63	0.00	669.63	730.51	0.00	730.51	803.56	0.00	803.56
Employee + 1	970.00	432.91	1,402.91	1,058.18	472.27	1,530.45	1,164.00	519.49	1,683.49
Employee + family	1,350.00	652.85	2,002.85	1,472.73	712.20	2,184.93	1,620.00	783.42	2,403.42
Delta Dental - Composite (family) rate									
Incentive Plan	116.45	26.52	142.97	127.04	28.93	155.97	139.74	31.82	171.56
PPO - Classified	95.13	7.24	102.37	103.78	7.90	111.68	114.16	8.69	122.84
PPO - Certificated	104.05	15.50	119.55	113.51	16.91	130.42	124.86	18.60	143.46
Vision Service Plan - Composite (family) rate									
VSP Signature	19.99	10.43	30.42	21.81	11.38	33.19	23.99	12.52	36.51
Health Savings Account (HSA) *District contribution for employee-only HDHP coverage. The combined HDHP & HSA District contribution not to exceed \$675.00/mo. *					Cash-in-Lieu of Medical Coverage by Group				
Plan	12 contributions	11 contributions	10 contributions	<ol style="list-style-type: none"> Certificated (CUTA) CIL eliminated 1/1/2006. Certificated/Cert Exec Mgmt CIL \$150.00 frozen 1/1/2004. Classified (CSEA) CIL \$258.51 frozen 1/1/2005. Classified/Class Exec Mgmt/Confidential CIL \$258.51 frozen 1/1/2004. 					
KAISER - HDHP	-	-	-						
SHP - HDHP	-	-	-						
WHA - HDHP	5.37	5.86	6.44						
District Paid Life Insurance Coverage by Group					2026 Plan Year Changes				
<ol style="list-style-type: none"> Classified (CSEA) \$50,000.00 basic coverage. Certificated (CUTA) \$50,000.00 basic coverage. Classified Executive Mgmt \$150,000.00 basic coverage. Classified Mgmt/Confidential \$50,000.00 basic coverage. Certificated/Cert Exec Mgmt \$150,000.00 basic coverage. 					<ol style="list-style-type: none"> Kaiser High Option & HDHP premium increase 5.02%. SHP High Option premium increase 9.73%; HDHP increase 10.34%. WHP High Option premium increase 7.04%; HDHP increase 7.12%. Delta Dental & VSP - rate pass, no increase. Due to rate increases, District HSA contributions have been reduced or eliminated. 				
*Employee cost is based on full-time equivalency									

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- A. The District will reimburse \$50 of the Emergency Room Services charge. Applicable claims incurred by this charge shall be submitted on District reimbursement forms available in the Business Office. The District will reimburse employees for verifiable claims within thirty (30) calendar days of receipt in the Business Office; reimbursement checks shall be sent to the employee's home address.
- B. Certificated employees electing plans or coverage which exceed the District allowance will have the additional monthly premium amount deducted from their monthly wages on a pre-tax basis per IRS rules.
- C. Full-time certificated employees shall be provided \$50,000 level term life insurance coverage for themselves.
- D.
 - 1. Certificated employees working between half (1/2) time and full time shall be eligible for health and welfare benefits on a prorated basis.
 - 2. Newly hired certificated employees shall be eligible for health and welfare benefits coverage beginning the first day of the month following their start date.
 - 3. Certificated employees whose workweek has increased (See #1 above) shall be eligible for a corresponding increase in the pro-rated level of their health and welfare benefits coverage beginning the first day of the month following the change in their workweek.
 - 4. Failure to provide all required accurate and completed forms in a timely manner may cause a delay in the implementation of health and welfare benefits coverage.
- E.
 - 1. Any certificated employee who completes a full school year of service is entitled to twelve (12) months of health and welfare benefits for that full year of service.
 - 2. Certificated employees who teach less than a full ten (10) month school year and leave the District shall maintain their benefits for the remainder of the service month and the following month.
- F. The parties shall follow the rules and regulations of the Carriers/Administrators.
- G. Federal law allows employees to contribute pre-tax dollars to a Section 125 Plan, which may be used to pay for child care costs, dependent care costs, or unreimbursed medical costs.
- H. For employees with a terminal diagnosis who resign from the district prior to the retirement age of 55, the district will continue to contribute to health benefits for a maximum of 5 years from the date of resignation if;

1. The employee provides proof that their life insurance provider has paid out all or a portion of their life insurance policy.
or
 2. The employee provides a note from a physician stating the employee has a terminal diagnosis with a date of life expectancy no further out than 12 months from the date of the note.
- I. If an eligible employee does not enroll in coverage or submit a signed waiver, the District will record the employee as having declined coverage.

ARTICLE XX: SALARY

- A. The Salary Schedules are under [Appendix A](#).
- B. Certificated employees required to work additional full workdays will be paid their daily rate. This excludes payment for summer school and special assignments.
- C.
1. Daily rate is calculated by dividing the certificated employee's annual salary by their number of days within their work year.
 2. The standard work year is one hundred eighty-four (185) workdays for traditional year certificated employees. The work year for some certificated positions will vary from the standard based on the number of work days listed on the position's salary schedule.
- D.
1. Certificated employees must be in a paid status at least seventy-five percent (75%) of the previous work year to be eligible for any step advancement.
 2. Each certificated employee shall move down one (1) step on the salary schedule at the beginning of each contract year until reaching the maximum salary for that column.
 3. Certificated employees who advance on the salary schedule from one (1) column to another shall also advance to the appropriate step based on their years of District experience.
- E.
1. Certificated employees required to use their own automobiles in the performance of their duties and/or who are assigned to more than one (1) school per day shall be reimbursed for mileage.
 2. The rate shall be the current IRS mileage allowance for all driving following arrival at the first location at the beginning of their workday to departure from the last location at the end of their workday.
- F.
1. Certificated employees new to the District or returning after a break in service shall be allowed year-for-year service up to Step 8 on the salary schedule.
**See [CJUSD website](#) for the current MOU authorizing year for year service on the salary schedule.
 2. For initial placement on the salary schedule only teaching experience in K-12 schools after acquiring a valid and appropriate credential will be accepted. Post secondary

experience, with or without a teaching credential, will also be considered. For certificated employees holding a valid CTE credential and employed by the District to teach CTE courses, non-teaching experience related to the employee's assignment will be considered in addition to teaching experience for initial placement on the salary schedule.

G.

1. Certificated employees working a traditional school year may elect to be paid on a ten (10) month (August-May) or twelve (12) month (August-July) schedule.
2. Certificated employees who wish to change pay options may do so before June 30 to take effect the following fiscal year.
3. If a certificated employee has received salary in advance of service and leaves the District for any reason, they will be responsible for paying back to the District any prepaid salary received.

H.

1. Certificated employees shall earn compensation based on prorated daily certificated employee periods/teaching minutes (student contact time).
 - a. At the elementary level, part-time certificated employees will be paid using the following formula: actual teaching minutes divided by a total of one (1) FTE teaching minutes times one (1) FTE salary
 1. Example: $155 \text{ minutes} / 310 \text{ minutes} \times \$60,000 = \$30,000$
 2. Example: $.50 \text{ FTE} \times \$60,000 = \$30,000$
 - b. At the secondary level, part-time certificated employees will be paid using the following formula: actual teaching periods divided by a total of one (1) FTE teaching periods times one (1) FTE salary
 1. Example: $4 \text{ teaching periods} / 6 \text{ teaching periods} \times \$60,000 = \$40,200$
 2. Example: $.67 \text{ FTE} \times \$60,000 = \$40,200$
 - c. At the secondary level, certificated employees teaching a class during their preparation period for less than one school year will be paid using the following formula: one (1) FTE plus preparation divided by number of teaching periods multiplied by daily rate.
 1. Example: $(7 \text{ teaching periods} / 6 \text{ teaching periods}) \times (\$60,000 / 184) = 1.1666 \times \$326.08 = \$380.40/\text{day}$
2. Certificated employees will be provided with documentation regarding duration and compensation by the Human Resources Department.

**ARTICLE XXI: PROCEDURE FOR COURSE APPROVAL AND
DISTRICT SALARY PLACEMENT/ CREDIT**

- A. The certificated employee will submit the Request for Course Approval form to the principal or supervisor.
- B. After the principal or supervisor has made a determination, the form will be sent to the Certificated Personnel Technician at the District Office.
- C.
 - 1. Certificated employees requesting prior approval for coursework must submit completed forms to their principal or supervisor a minimum of ten (10) working days before the class begins.
 - 2. Certificated employees taking classes for District credit without prior approval have no assurance that approval will be granted.
- D. Approval will be granted for units received from accredited institutions under the following criteria:
 - 1. Units related to subject areas stated on the teaching credential.
 - 2. Units necessary for the completion of a new teaching major or minor, if the subject is taught within the district.
 - 3. Units necessary for credential additions or modification if the subject is taught within the district.
 - 4. Units recommended by the certificated employee's principal/supervisor.
 - 5. Units toward a Master's or Doctoral degree, which are directly related to the certificated employee's assignment or other educational credits used within the district.
 - 6. Units related to current assignments, including extra-curricular activities.
- E.
 - 1. Attendees at district workshops approved for credit by the Superintendent or designee will be awarded credit at the rate of one (1) semester unit for each fifteen (15) hours of attendance.
 - 2. Continuing Education Unit (CEU) will be awarded two-thirds (2/3) of a semester unit credit.
 - 3. Quarter units are converted to semester units by multiplying the quarter units by two-thirds (2/3).

F.

1. To receive credit for approved completed courses from the prior year, certificated employees shall submit official transcripts to the Human Resources Office by October 15.
2. If an official transcript is not available by the above date, other verification of completion including grade reports must be submitted for review by October 15. Credit will not be posted until the official transcript is received by the Human Resources Office, but no later than December 1, to be credited for that year.
3. For certificated employees holding a valid CTE credential and employed by the District to teach CTE courses, non-teaching experience related to the employee's assignment shall be considered in addition to teaching experience for initial placement on the salary schedule.

G.

1. Units shall accumulate from year to year until sufficient for salary schedule class advancement.
2. Certificated employees shall be eligible for Salary Class advancement if they submit official transcripts or other acceptable evidence necessary to verify the course credits needed to the Human Resources Office prior to October 15 of each year.

H. Credit will not be granted for courses/workshops for which the District has paid registration, fees, stipends, expenses, and/or daily rates.

Exceptions:

1. Credit will be granted if the certificated employee uses personal necessity leave (business) to attend courses/workshops.
2. Credit will be granted for courses/workshops for which the District has paid registration fees if taken outside the regular work day.

I.

1. If a certificated employee questions a decision disapproving a course, they may appeal to the Course Evaluation Committee whose decision will be final.
2. This committee will be composed of two (2) certificated employees chosen by the Association and two (2) administrators chosen by the district.

J.

1. Only units acquired after earning a BA shall be considered for Class placement or advancement.

2.
 - a. Graduate units earned in the final semester prior to the posting of the BA will be considered for class placement if the units were earned as part of a master's program to which the certificated employee has been officially admitted.
 - b. Certificated employees must provide verification of official admission.

- K. Community college credits earned prior to the date of hire will be evaluated by the Human Resource Department, on an individual basis and by course, to determine if they can be applied to the Salary Schedule.

- L.
 1. Failure by the District to adhere to the procedures of this Article may be subject to a grievance.
 2. The course approval form (justification, determinations, and approval/disapproval) is not subject to a grievance.

ARTICLE XXII: STRS EMPLOYER PICK UP

- A. "STRS Employer Pick Up" is a program covered by provisions of Internal Revenue Code Section 414 (h) (2), whereby the current certificated employee contribution rate is non-taxable when reported as paid by the employer. This contribution is still considered part of the certificated employee's compensation for everything except tax treatment.
- B. There shall be no cost to the District for the maintenance of this program except for normal payroll costs. If any additional or unexpected costs occur, this Article shall be reopened upon the request of either party.
- C. The District and CUTA acknowledge that it is the individual's responsibility to seek professional advice concerning individual tax situations, and neither is liable for any individual investment consequences of this Agreement.
- D. If litigation, legislation, STRS, IRS/FTB administrative rule, or regulation modifies this program, it shall be void on the date of the modification and the provision shall be renegotiated.

ARTICLE XXIII: RETIREMENT BENEFITS

A. Certificated employee eligibility for retirement benefits is subject to the following:

1. Twenty (20) years of District service.
2. At least age fifty-five (55).
3. Certificated employees with a hire date prior to July 1, 2017, shall be eligible to receive the same District-paid, Employee Only, health, dental, and vision benefit options as covered by the current CJUSD/CUTA Agreement.
4. Certificated employees who enter District employment and the STRS retirement system on or after July 1, 2017, the maximum monthly District contribution to such health, dental, and vision shall not exceed \$750 per month.
5. For certificated employees with a hire date prior to July 1, 2017, District paid health coverage shall be effective for a maximum of five (5) years or to age sixty-five (65), whichever comes first.
6. For certificated employees who enter District employment and the STRS retirement system on or after July 1, 2017, District paid health coverage shall be effective for a maximum of three (3) years or to age sixty-five (65), whichever comes first.
7. The employee shall be allowed to enroll in retiree coverage within 30 days of losing active employee coverage. If the retiree does not enroll in a district health plan during this enrollment period, the retiree may be denied further opportunity to do so.
8. Retired certificated employees electing the above are required to join Medicare if eligible. The District will provide information regarding medical supplementary coverage.
9. The District will permit its retired certificated employees to remain in the District-offered health and welfare benefit of their choice, and for which they are eligible, at their own expense. Arrangements for advance payment shall be made with the Business Office.

B. Outside the Coverage Area – Stipend Option

1. A retiree who otherwise qualifies for the benefits outlined in Section A of this Article, but who lives outside the coverage area of all medical plans offered by the District, shall be provided, for the sole purpose of assisting with health care premiums, a monthly monetary stipend. The monthly stipend amount shall not exceed the actual premium cost of the retiree-only medical insurance, or the District's least-expensive monthly premium contribution toward an employee only HMO (not high deductible) provided to

current certificated employees, whichever is less.

2. The “outside the coverage area” stipend option will be offered only to those retirees who live outside the coverage area of ALL HMO options (not high deductible) offered by the District to current certificated employees.
3. In addition to the basic qualifications listed in Section A of this Article, eligibility for the “outside the coverage area” stipend will require the retiree to provide the following to the District on an annual basis:
 - a. Written verification of current address showing residency outside the coverage area.
 - b. Written verification of current medical coverage including monthly premium cost.
 - c. Written verification that the retired employee is married as the primary policyholder of the coverage.
4. The employee shall be allowed to take the “Outside the Coverage Area – Stipend Option” within 30 days of losing active employee coverage or losing retiree coverage elected through Section A of this Article. If the employee does not elect the “Outside the Coverage Area – Stipend Option” during this election period, the retiree may be denied further opportunity to do so.

C. Timeline for Implementation of Section B

1. The benefits provided for retirees under Section B of this Article shall be granted only to those who retired from the District on or after January 1, 2013.
2. Implementation of Section B of this Article will commence beginning January 15, 2014. No retroactive premium payments or stipends for months prior to this date will be provided by the District.

- D. When a retired employee who receives benefits under this Article dies, the retired employee’s spouse may remain on the district’s group insurance plans, at their own cost, for up to three years from the date of the retiree’s death.

ARTICLE XXIV: SEVERABILITY

- A. If any provisions of the Agreement or any application of the Agreement to any certificated employee shall be found contrary to law by a state or federal court or agency other than the District, then such provision or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect.
- B. The provisions of such law shall supersede, to the extent of the conflict, the provisions of this Agreement and govern the relation of the parties.

ARTICLE XXV: CONTINUITY OF OPERATIONS

- A. The parties agree and understand that there will be no illegal failure to fully and faithfully perform job functions and responsibilities, and that there will be no illegal interference with the ongoing operation of the District.
- B. The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement, and to make every effort toward inducing all certificated employees to do so.

ARTICLE XXVI: WAIVER

- A. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining. The understandings and agreements arrived at by the parties after the exercise of that right and opportunity are in this Agreement.

- B. The District and the Association voluntarily and unqualifiedly waive the right and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter specifically referred to or covered in this Agreement even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE XXVII: ENTIRE AGREEMENT

- A. This Agreement supersedes and cancels all previous Agreements, verbal or written, or based on alleged past practices between the District and the Association, and constitutes the entire agreement between the parties.
- B. Any supplemental amendment or agreement shall not be binding upon either party unless executed in writing by the parties.
- C. Matters of common concern may be subject to negotiation during the period of this Agreement upon request of mutual agreement of both parties.

ARTICLE XXVIII: DURATION

- A. Should one (1) or both parties elect to terminate the current Contract Team process (Appendix C), Sections B., C., D., below shall then be in effect.
- B. This Agreement shall become effective upon ratification by both parties and shall continue in effect through June 30, 2028.
- C. Reopeners for each school year shall be limited to:
 - 1. Salary
 - 2. Health and Welfare Benefits
 - 3. One (1) Article selected by each party
- D. CUTA shall commence the negotiations process to amend this Agreement no earlier than April 1 of each school year.

ARTICLE XXIX: JUST CAUSE AND DUE PROCESS

A. Purpose

1. This article is to establish just cause and due process for disciplinary actions affecting bargaining unit members up to short-term suspensions without pay.
2. No bargaining unit member will be disciplined, reduced in rank or compensation, nor otherwise subjected to adverse action as a result of alleged misconduct, without “just cause.”
3. The parties endorse the utilization of this Agreement and the contractual grievance proceedings. Any alleged misconduct which can be remedied by progressive discipline must be remedied in accordance with this Agreement.
4. District action to terminate employment remunerated under “Extra Pay for Extra Services” contracts as specified in this Agreement shall not be reviewable under this article unless such termination is for a disciplinable offense.

B. General Provisions

1. Upon request, bargaining unit members have the right to secure and utilize Association representation for any disciplinary considerations.
2. Bargaining unit members shall have the right to rebut any written warning or reprimand by submitting a written statement of their position. Such written rebuttal shall be attached to the warning or reprimand.
3. The bargaining unit member shall acknowledge receipt of all documents intended for placement in his/her personnel file in the manner set forth in the “Personnel File” article of this Agreement. The unit member’s acknowledgement shall not be deemed to indicate their agreement with the contents of the document.

C. Levels of Progressive Discipline

1. Informal Level: The parties agree that disciplinary questions and/or issues are best resolved by means of objective discussion between supervisors and bargaining unit members. This is the first step prior to formal discipline.
2. Written Warnings: Written warnings issued to the bargaining unit member constitute the first level of formal discipline.
3. Written Reprimand: Written reprimands for placement into the bargaining unit member’s personnel file constitute the second level of formal discipline. The District must append to the reprimand any prior written warnings and/or reprimands which are to be relied upon for any purpose.

4. Suspensions without Pay: A second written reprimand for placement into the bargaining unit member's personnel file, or suspensions without pay (not to exceed fifteen [15] working days), shall constitute the third level of formal discipline. The District must append to the reprimand any prior written warnings and/or reprimands which are to be relied upon for any purpose.
5. Implementation: While progressive discipline levels may not be bypassed arbitrarily or capriciously, it is mutually recognized that certain conditions warrant full or partial bypass of such levels.
 - a. The District retains its right to suspend with pay in accordance with the California Education Code. In the event the District subsequently seeks to invoke formal discipline under grounds covered by this article, such action will be governed under the provisions of this Agreement.
 - b. Egregious misconduct warrants immediate implementation of dismissal proceedings in accordance with the California Education Code.
 - c. Serious misconduct justifies bypassing earlier levels of progressive discipline.

D. Notice and Appeal of Suspension without Pay

1. The District may suspend a unit member without pay for fifteen (15) workdays or fewer per school year for just cause. Before discipline is imposed, the District shall notify the unit member, in writing, at least five (5) workdays prior to implementation of such proposed disciplinary action.
2. The notice shall contain a specific statement of the act(s), omission(s), or infraction(s) upon which the disciplinary action is based, the proposed disciplinary action to be taken by the District, and a statement of reasonable professional expectations, rules, regulations, or statutes which the unit member is alleged to have violated.
3. The unit member will be provided a notice of the right to appeal the proposed suspension by filing a written request, within five (5) workdays of service of the notice, to meet with and respond to the Superintendent as to why the unit member should not be suspended without pay.
4. Within ten (10) workdays following the meeting with an opportunity to respond to the Superintendent, the Superintendent shall notify the unit member of their determination. The decision of the Superintendent shall be final.

E. Derogatory Information

1. Personnel records are mandatory permanent records which the district is required by law to retain indefinitely (5 Cal Code Regs Section 16023).
2. Notwithstanding the foregoing, formal discipline documents will be sealed in a bargaining unit member's personnel file upon request of the member if at least four years have passed without further misconduct.

3. Sealed documents shall be placed in a sealed envelope in the personnel file and not used for any purpose or released to anyone without the member's written consent, except as follows: (1) by order of a court of competent jurisdiction that member's interest in confidentiality yield to the disclosure of some or all of any such documents; (2) in response to a lawful subpoena; (3) in the event of litigation between the parties; (4) as otherwise required by law.

F. Mutual Disciplines

The District and the Association agree to conform to the following disciplines in order to provide for fair, thorough and objective joint consideration in any proceeding:

1. Reasonable good faith disclosure of known facts, circumstances and evidence relied upon by the District in its determination of disciplinary action.
2. Diligent joint effort to effect appropriate confidentiality, proper interpersonal behavior and objective communication during initial consideration and subsequent review of any disciplinary issue.

ARTICLE XXX: JOB SHARING CONTRACTS

- A. Job share assignments are offered by the District to balance short-term interests of certificated employees and educational needs of the District.
1. Job share is one (1) full-time teaching assignment (FTE) filled by two (2) permanent certificated employees.
 2. Job sharing shall be considered for only full time teaching assignments.
 3. A job share is defined as each partner working 50/50 of the number of student attendance days, or working a 60/40 percent division of the number of student attendance days. At no time shall the combined shared portions of a job share equal more or less than one (1) FTE.
 4. In addition to the percentage of attendance days worked, both partners will work the following school days and school activities:
 - Teacher Work Days (Student non-attendance days)
 - First Day of School
 - Last Day of School
 - Back to School Night
 - Open House / Electives Fair
 - Parent Conferences
 - District and school required professional development
- B.
1. Job share assignments shall be filled only by qualified certificated employees who have jointly requested to work together. Qualified means that each partner meets all of the following criteria: (a) currently employed by the District in permanent status, (b) properly credentialed and highly qualified for the assignment, and (c) most recent evaluation was satisfactory.
 2. Certificated employees interested in a job share shall file a written leave request and a job share plan with the Director of Human Resources. Requests shall be filed no later than February 1 for the coming school year.
 3. The District shall advise each job share applicant, not later than March 1, of the decision to grant or deny the leave request. An employee may request, and shall receive, written reasons for denial of the request.
 4. If a job share application is denied by the District, the petitioning employees shall have 10 days, from the time of notice of denial, to rectify and resubmit any portions of the application deemed unacceptable by the District. The District's decision after such reapplication shall be final.

C.

1. A job share assignment shall be granted for a period of one (1) school year.
2. If the job share is deemed successful by the site administrator, the participants may request renewal of the job sharing leave, not later than February 1 for the upcoming school year.
3. If one (1) partner fails to complete a job share assignment, for any reason, the agreement is nullified and the unfinished time of service in that school year will be assigned by the District to the other partner.

D.

1. The two partners will jointly develop a written plan for the job share using the District-provided Job Share Application (available in the Human Resources Office). The completed plan must have the signed approval of the site principal before it is submitted to the Director of Human Resources for final approval.
2. The job share plan must include written details outlining how each of the partners will be jointly responsible to fulfill duties relating to each of the following areas:
 - Lesson planning
 - Classroom instruction
 - Maintenance of student records
 - Development of report cards
 - Classroom management
 - Student discipline
 - Parent communication
 - Parent meetings other than Parent Conferences
 - SST, IEP, and Section 504 meetings
 - Correction of student work and providing timely student feedback
 - Maintaining a record of student assignments and grades
 - Communication and coordination between partner teachers
 - Early out days
 - Faculty meetings
 - Adjunct duties

E.

1. The portion of the school year not worked, as prescribed in the approved job share agreement, shall be considered a non-paid leave of absence for that school year.
2. Sick leave and personal necessity leave (including confidential days) shall be earned pro rata in alignment with the percentage of one (1) FTE the participant works. Leaves for bereavement or jury duty shall not be affected by any of the provisions of this article.

3. A job share teacher must work the equivalent of 75% of one (1) FTE to be granted one (1) year's service credit on the certificated salary schedule for the purpose of advancing a step.
4. Each partner teacher shall receive prorated credit toward step advancement on the certificated salary schedule based on the percentage of the school year the teacher worked. Credit shall be cumulative from year to year. A teacher must accumulate at least 75% of the days of one (1) FTE in order to advance a step on the certificated salary schedule for the following school year. Step advancement will occur effective the following school year.
5. A job share teacher's column movement on the certificated salary schedule shall not be affected by any of the provisions of this Article.
6. Job share participants' seniority date shall be maintained as the first day of service within the district.
7. Certificated employees are advised to consult with STRS before entering into a job share agreement. Entering into a job share agreement shall constitute the certificated employee's understanding of and acceptance that STRS service credit may be affected by the job share.

F.

1. When a job share teacher has a need to be absent, that teacher shall follow the priority order for obtaining a substitute:
 - a. The partner teachers may agree to use an "exchange day" which means that the other partner will substitute, and that the absent teacher shall reciprocate within the same school year on a day-for-day basis. Exchange days shall be limited to five (5) per partner (for a maximum total of ten (10) days) during a school year. The site principal must approve any additional days.
 - b. A partner shall have the first choice to serve as the absent partner's substitute, and shall receive the current daily long-term substitute rate of pay for each day substituted in that class. The absent teacher shall have deducted the appropriate category for the absence.
 - c. When the partner cannot reasonably substitute, the absent teacher shall request a substitute through the normal district procedure.

For letters (a) and (b) above, the absent teacher shall notify the site administrator of the absence as soon as practical. In all but emergency situations, notification shall be given prior to the start of the school day on which the absence occurs.

2. Failure of a job share teacher to complete exchange day obligations within the same school year shall result in a loss of pay for the day(s) not reciprocated. That pay will go to the partner teacher who worked the additional days(s).
3. Exchange days may not be used to avoid service obligations.

G.

1. Certificated employees working under an approved job share agreement for a regular full-time position shall be entitled to a choice in the District's contribution for health and welfare benefits as follows:
 - a. On a prorated basis for each participant;
 - b. By mutual agreement between both participants in writing, District coverage on one of the two participants as outlined in Article XIX (Health and Welfare Benefits);
 - c. Both may decline the benefit.

Options (b) and (c) above shall be provided only when the job share teacher(s) not taking the benefit coverage provide(s) proof of adequate medical insurance coverage from another source.

2. At no time shall the combined dollar amount paid by the District for health and welfare benefits to job share partners exceed the dollar amount paid by the District for benefits provided for one (1) FTE.
3. Choice of coverage shall be effective for the duration of the current job sharing agreement and may not be switched back and forth between the two participants within the same school year.

H.

1. When a job share agreement is terminated or otherwise not renewed, reasonable efforts shall be made by the District to accommodate teachers returning to full time status at their current school site.
 2. If both teachers are returning to full time status and can be accommodated at the same school site, the site administrator shall have the authority to determine each teacher's assignment.
 3. If both teachers are returning to full time status and the school site has just one full time assignment available for which both teachers are credentialed, seniority shall prevail between the two teachers.
- I. The number of job share agreements will not exceed three (3) at any school site and will not exceed one (1) at any grade level within a school site.

APPENDIX A: SALARY SCHEDULES



**Center Joint Unified School District
Certificated Salary Schedule
 2025-2026 (185 Days, 7.5 Hours)**

Steps	CLASS I BA/Credential	CLASS II BA + 45 OR Masters	CLASS III BA + 60 or Masters +10	CLASS IV BA + 75 OR Masters + 25 OR Doctorate
1	61,000	63,135	65,345	67,632
2	62,525	64,713	66,978	69,323
3	64,088	66,331	68,653	71,056
4	65,690	67,989	70,369	72,832
5	67,333	69,689	72,128	74,653
6	69,016	71,431	73,932	76,519
7	70,741	73,217	75,780	78,432
8	72,510	75,048	77,674	80,393
9	74,323	76,924	79,616	82,403
10	76,181	78,847	81,607	84,463
11	78,085	80,818	83,647	86,574
12	80,037	82,839	85,738	88,739
13	80,437	84,910	87,881	90,957
14	80,840	87,032	90,078	93,231
15	81,244	89,208	92,330	95,562
16	81,650	89,654	94,639	97,951
17	82,058	90,102	97,005	100,400
18	82,469	90,553	99,430	102,910
19	82,881	91,006	101,915	105,483
20	83,295	91,461	104,463	108,120
21	83,712	91,918	104,986	110,823
22	84,130	92,378	105,511	113,593

Approved 9/20/2023

Negotiated salary increases:

2024-2025 3%	New salary schedule 2023-2024 - 8.1%	2022-2023 5.2% on the salary schedule, 5% off	2020-2022 ~5.26%	2017-18: ~5%	2016-17: 1.5% on the salary schedule, 1% off	2015-16: 4%	2014-15: 2%	2013-14: 1%
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Center Joint Unified School District
Psychologist, Speech, & Nurse Salary Schedule
2025-2026 (194 Days, 7.5 Hours)

Steps	Salary
1	77,305
2	79,238
3	81,219
4	83,249
5	85,330
6	87,464
7	89,650
8	91,892
9	94,189
10	96,544
11	98,957
12	101,431
13	103,967
14	106,566
15	109,230
16	111,961
17	114,760
18	117,629
19	120,570
20	123,584
21	126,674
22	129,840

Approved 9/20/2023



Center Joint Unified School District
Program Specialist Salary Schedule
2025-2026 (206 Days, 8 Hours)

Steps	CLASS I BA/Credential	CLASS II BA + 45 OR Masters	CLASS III BA + 60 or Masters +10	CLASS IV BA + 75 OR Masters + 25 OR Doctorate
1	74,585	77,196	79,898	82,694
2	76,450	79,126	81,895	84,761
3	78,361	81,104	83,942	86,880
4	80,320	83,131	86,041	89,052
5	82,328	85,210	88,192	91,279
6	84,386	87,340	90,397	93,561
7	86,496	89,523	92,657	95,900
8	88,658	91,762	94,973	98,297
9	90,875	94,056	97,348	100,755
10	93,147	96,407	99,781	103,274
11	95,475	98,817	102,276	105,855
12	97,862	101,288	104,833	108,502
13	98,352	103,820	107,453	111,214
14	98,843	106,415	110,140	113,995
15	99,338	109,076	112,893	116,845
16	99,834	109,621	115,716	119,766
17	100,334	110,169	118,608	122,760
18	100,835	110,720	121,574	125,829
19	101,339	111,274	124,613	128,974
20	101,846	111,830	127,728	132,199
21	102,355	112,389	128,367	135,504
22	102,867	112,951	129,009	138,891

Approved 9/20/2023



Center Joint Unified School District
Academic Coordinator Salary Schedule
2025-2026 (199 Days, 7.5 Hours)

Steps	CLASS I BA/Credential	CLASS II BA + 45 OR Masters	CLASS III BA + 60 or Masters +10	CLASS IV BA + 75 OR Masters + 25 OR Doctorate
1	65,591	67,887	70,263	72,722
2	67,231	69,584	72,020	74,540
3	68,912	71,324	73,820	76,404
4	70,635	73,107	75,666	78,314
5	72,401	74,935	77,557	80,272
6	74,211	76,808	79,496	82,279
7	76,066	78,728	81,484	84,336
8	77,968	80,696	83,521	86,444
9	79,917	82,714	85,609	88,605
10	81,915	84,782	87,749	90,820
11	83,963	86,901	89,943	93,091
12	86,062	89,074	92,191	95,418
13	86,492	91,301	94,496	97,803
14	86,924	93,583	96,859	100,249
15	87,359	95,923	99,280	102,755
16	87,796	96,402	101,762	105,324
17	88,235	96,884	104,306	107,957
18	88,676	97,369	106,914	110,656
19	89,119	97,856	109,587	113,422
20	89,565	98,345	112,326	116,258
21	90,013	98,837	112,888	119,164
22	90,463	99,331	113,452	122,143

Approved 9/20/2023



Center Joint Unified School District
Counselor Salary Schedule
2025-2026 (194 Days, 7.5 Hours)

Steps	CLASS I BA/Credential	CLASS II BA + 45 OR Masters	CLASS III BA + 60 or Masters +10	CLASS IV BA + 75 OR Masters + 25 OR Doctorate
1	63,952	66,190	68,507	70,562
2	65,550	67,845	70,219	72,326
3	67,189	69,541	71,975	74,134
4	68,869	71,279	73,774	75,987
5	70,591	73,061	75,618	77,887
6	72,355	74,888	77,509	79,834
7	74,164	76,760	79,447	81,830
8	76,018	78,679	81,433	83,876
9	77,919	80,646	83,469	85,973
10	79,867	82,662	85,555	88,122
11	81,863	84,729	87,694	90,325
12	83,910	86,847	89,887	92,583
13	84,330	89,018	92,134	94,898
14	84,751	91,244	94,437	97,270
15	85,175	93,525	96,798	99,702
16	85,601	93,992	99,218	102,194
17	86,029	94,462	101,698	104,749
18	86,459	94,935	104,241	107,368
19	86,891	95,409	106,847	110,052
20	87,326	95,886	109,518	112,804
21	87,762	96,366	110,066	115,624
22	88,201	96,847	110,616	118,514

Approved 9/20/2023



Center Joint Unified School District
Academic Coordinator Salary Schedule
2025-2026 (199 Days, 7.5 Hours)

Steps	CLASS I BA/Credential	CLASS II BA + 45 OR Masters	CLASS III BA + 60 or Masters +10	CLASS IV BA + 75 OR Masters + 25 OR Doctorate
1	65,591	67,887	70,263	72,722
2	67,231	69,584	72,020	74,540
3	68,912	71,324	73,820	76,404
4	70,635	73,107	75,666	78,314
5	72,401	74,935	77,557	80,272
6	74,211	76,808	79,496	82,279
7	76,066	78,728	81,484	84,336
8	77,968	80,696	83,521	86,444
9	79,917	82,714	85,609	88,605
10	81,915	84,782	87,749	90,820
11	83,963	86,901	89,943	93,091
12	86,062	89,074	92,191	95,418
13	86,492	91,301	94,496	97,803
14	86,924	93,583	96,859	100,249
15	87,359	95,923	99,280	102,755
16	87,796	96,402	101,762	105,324
17	88,235	96,884	104,306	107,957
18	88,676	97,369	106,914	110,656
19	89,119	97,856	109,587	113,422
20	89,565	98,345	112,326	116,258
21	90,013	98,837	112,888	119,164
22	90,463	99,331	113,452	122,143

Approved 9/20/2023



Center Joint Unified School District
Special Education Salary Schedule
2025-2026 (185 Days, 7.5 Hours)

Steps	CLASS I BA/Credential	CLASS II BA + 45 OR Masters	CLASS III BA + 60 or Masters +10	CLASS IV BA + 75 OR Masters + 25 OR Doctorate
1	62,830	65,029	67,305	69,661
2	64,401	66,655	68,988	71,402
3	66,011	68,321	70,712	73,187
4	67,661	70,029	72,480	75,017
5	69,353	71,780	74,292	76,892
6	71,086	73,574	76,150	78,815
7	72,864	75,414	78,053	80,785
8	74,685	77,299	80,005	82,805
9	76,552	79,232	82,005	84,875
10	78,466	81,212	84,055	86,997
11	80,428	83,243	86,156	89,172
12	82,438	85,324	88,310	91,401
13	82,851	87,457	90,518	93,686
14	83,265	89,643	92,781	96,028
15	83,681	91,884	95,100	98,429
16	84,100	92,344	97,478	100,890
17	84,520	92,805	99,915	103,412
18	84,943	93,270	102,413	105,997
19	85,367	93,736	104,973	108,647
20	85,794	94,205	107,597	111,363
21	86,223	94,676	108,135	114,147
22	86,654	95,149	108,676	117,001

Approved 9/20/2023

APPENDIX B: EXTRA CURRICULAR / ATHLETICS STIPENDS

2025-2026

All Extra-Curricular positions must be authorized and approved in advance by the administration on a yearly basis. Appointments will be made for a one-school-year term and amounts listed in this appendix are paid yearly. The need for additional assistant coaches will be determined by the number of athletes involved in the sport and at the discretion of the principal in consultation with the athletic director.

Comprehensive High School	
Athletic Director	\$5,468.02
BASEBALL	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
BOYS BASKETBALL	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
FR Head	\$3,037.77
Varsity Assistant	\$2,734.00
GIRLS BASKETBALL	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
FR Head	\$3,037.77
Varsity Assistant	\$2,734.00
CROSS COUNTRY	
Varsity Head (Girls & Boys)	\$4,252.88
Assistant	\$2,734.00
FOOTBALL	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
FR Head	\$3,037.77
Varsity Assistant	\$2,734.00
BOYS GOLF	
Varsity Head	\$4,252.88
GIRLS GOLF	
Varsity Head Girls	\$4,252.88

CHEER	
Spirit Leader - Fall	\$4,252.88
Spirit Assistant - Fall	\$2,734.00
Spirit Leader - Winter	\$4,252.88
Spirit Assistant - Winter	\$2,734.00
DANCE	
Dance Team Advisor - Fall	\$2,734.00
Dance Team Advisor - Winter	\$2,734.00
Dance Team Advisor - Spring	\$2,734.00
BOYS SOCCER	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
GIRLS SOCCER	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
SOFTBALL	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
SWIMMING	
Varsity Head (Girls & Boys)	\$4,252.88
Assistant	\$2,734.00
TENNIS	
Varsity Head (Girls & Boys)	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
TRACK	
Varsity Head (Girls & Boys)	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
BOYS VOLLEYBALL	
Varsity Head	\$4,252.88

JV Head	\$3,037.77
FR Head	\$3,037.77
Varsity Assistant	\$2,734.00
GIRLS VOLLEYBALL	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
FR Head	\$3,037.77
Varsity Assistant	\$2,734.00
WRESTLING	
Varsity Head	\$4,252.88
JV Head	\$3,037.77
Varsity Assistant	\$2,734.00
ESPORTS	
Varsity Head-Fall	\$4,252.88
Varsity Head-Spring	\$4,252.88
FLAG FOOTBALL	
Varsity Head	\$4,252.88
Varsity Assistant	\$2,734.00
Continuation High School	
Athletic Coach	\$2,126.43
Middle School	
Athletic Director	\$2,734.00
7th Grade Boys Basketball	\$2,126.43
8th Grade Boys Basketball	\$2,126.43
7th Grade Girls Basketball	\$2,126.43
8th Grade Girls Basketball	\$2,126.43
7th Grade Flag Football	\$2,126.43
8th Grade Flag Football	\$2,126.43
7th Grade Track	\$2,126.43
8th Grade Track	\$2,126.43
7th Grade Volleyball	\$2,126.43
8th Grade Volleyball	\$2,126.43

Coaches of athletic teams advancing into the playoffs or section competitions will receive an additional 7% of his/her current extra-curricular stipend for each additional week required.

A 3% longevity bonus will be rewarded at 6 years of coaching a sport in the district. A 6% longevity bonus will be rewarded at 8 years of coaching a sport in the district. A 9% longevity bonus will be rewarded at 10 years of coaching a sport in the district. Longevity bonus will begin in the 2014-2015 school year and will be based on cumulative years of coaching within the district.

Any percentage increase to the salary schedule will be applied to stipends effective July 1st of the following school year.

EXTRACURRICULAR NON-ATHLETICS

2025-2026

All Extra-Curricular positions must be authorized and approved in advance by the administration on a yearly basis. Appointments will be made for one school year term.

	STIPENDS
A.	COMPREHENSIVE HIGH SCHOOL
	Leadership/Academics
	Academic Decathlon Advisor \$1,518.88
	Activity Director \$5,468.01
	AP Coordinator \$1,822.66
	Asst. Academic Decathlon Advisor \$911.34
	AVID Coordinator \$1,822.66
	CTE Coordinator \$1,822.66
	Testing Coordinator \$4,252.88
	Class Advisors \$3,037.77
	Club Advisors Hourly
	Dance Production Coordinator \$1,215.11
	Department Chair \$2,430.21
	Drama Director \$3,402.30
	Link Crew Coordinator \$1,215.11
	Music Director \$3,280.79
	Newspaper Advisor \$1,822.66
	Performing Arts Center Coordinator \$3,645.32
	Renaissance Coordinator \$1,215.11

	SST Coordinator	\$1,822.66
	WASC Coordinator	\$2,430.21
	Yearbook Advisor	\$3,037.77
B.	CONTINUATION HIGH SCHOOL	
	Leadership/Academics	
	Club Advisors	Hourly
	Testing Coordinator	\$1,215.11
C.	MIDDLE SCHOOL	
	Leadership/Academics	
	Activities Director	\$1,822.66
	AVID Coordinator	\$1,822.66
	Club Advisor	Hourly
	Department Chair	\$2,430.21
	Drama Director	\$1,822.66
	Intramural Coordinator	\$1,215.11
	Music Director	\$1,822.66
	SST Coordinator	\$1,822.66
	WEB Advisor	\$1,822.66
	Yearbook Advisor	\$1,822.66
D.	ELEMENTARY ACTIVITIES	
	Leadership/Academics	
	Club Advisor	Hourly
	Head Teacher	\$2,430.21
	Music Director	\$1,822.66
	SST Coordinator	\$1,822.66
E.	DISTRICT	
	District AVID Director	\$2,430.21
	District GATE Coordinator	\$2,430.21
	District Geography Bee Coordinator (Grades 4-6)	\$607.55
	Site GATE Coordinator	\$1,215.11
	District Teacher of the Year	\$1,215.11

F. HOURLY RATES (All Levels)

Hourly/Summer Programs

\$47.10

Site administrator approved club advisors will be paid at the negotiated hourly rate.

When the district requires professional development beyond the contract, unit members will be paid the above rate with written pre-approval (see appendix) from administration.

Any percentage increase to the salary schedule will be applied to stipends and the hourly rate effective July 1st of the following school year.

Any percentage increase to the salary schedule will be applied to the hourly rate effective July 1st of the following school year.

APPENDIX C: CUTA/CJUSD CONTRACT TEAM

The Contract Team Agrees that negotiations shall be accomplished through a collaborative effort. The team agrees to:

1. Create a climate of trust and honesty in dealing with each other;
2. Open communication with each other so it becomes undesirable and unnecessary to present extreme positions;
3. Treat one another with dignity and openness even when there is disagreement or difficulty;
4. Prepare joint news releases to ensure dissemination of accurate and non-inflammatory information about the proceedings;
5. Avoid raising and sunshining extreme proposals and prevent extreme positional bargaining;
6. Develop mechanisms to diagnose problems and expedite efficient problem resolution;
7. Deal with problems brought up by either party and develop methods and processes to efficiently and effectively resolve them;
8. Avoid ideological posturing and focus on issues needing attention;
9. Attempt to understand the real issues underlying proposals and move sincerely and forthrightly to resolve these problems;
10. Arrive at consensus solutions and settlements.

APPENDIX D: [CUTA/CJUSD GRIEVANCE FORM](#)

(Review Article XX [Grievance Procedures](#) prior to filling out this form)

A. Information

Certificated Employee(s)	Date
Work Site	Position

B. Informal (*Certificated Employee and Principal/Supervisor*)

Article/Section Being Grieved:	
Meeting Date:	
Result of Meeting:	

C. Formal (*Certificated Employee Grievance Chair*)

Meeting Date:	
---------------	--

Certificated Employee(s)

Grievance Chair

1. Basis of grievance:

--

2. Clear statement of facts:

--

3. Specific remedy sought:

--

D. Level One

Date submitted to Principal/Supervisor:	
Principal/Supervisor Response:	

Principal/Supervisor

Date

Certificated Employee(s)

Date

Response Acceptable:		Response Unacceptable:	
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E. Level Two (Grievance Committee)

Meeting Date:	
Committee Decision:	
Committee Members:	

Certificated Employee(s)

Date

Response Acceptable:		Response Unacceptable:	
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F. Level Three (State Mediation)

Meeting Date:	
Mediated Settlement:	

APPENDIX E: [REQUEST FOR COURSE APPROVAL](#)
 (Follow the link to Informed K12 form)

REQUEST FOR COURSE APPROVAL
CENTER JOINT UNIFIED SCHOOL DISTRICT

TO BE FILLED OUT BY CERTIFICATED EMPLOYEE:

Name		School Site	
Phone		Date	
Teaching Assignment		Course Title	
Course Number		Class Dates	
Instruction		Semester Unit	
Quarter Unit		Name of Institution	

CHECK APPROPRIATE BOX(ES):

<input type="checkbox"/>	University Class	<input type="checkbox"/>	CEU (Continuing Ed. Unit)	<input type="checkbox"/>	Professional Development
--------------------------	------------------	--------------------------	---------------------------	--------------------------	--------------------------

ATTACH A COPY OF THE CLASS/COURSE/PROFESSIONAL DEVELOPMENT DESCRIPTION

TO BE FILLED OUT BY SITE ADMINISTRATOR/SUPERVISOR

Approved		Disapproved	
Justification			

Principal/Supervisor Signature

Date

TO BE FILLED OUT BY COURSE EVALUATION COMMITTEE

Decision/Justification	
Date	

Certificated Employee

Certificated Employee

Administrator

Administrator

APPENDIX F: [EXCHANGE DAY - AGREEMENT FORM](#)

	AND	
Certificated Employee A		Certificated Employee B

have agreed to an exchange of instructional days.

Certificated employee A is scheduled for Exchange Service on the Following Dates:

--

Certificated employee B is scheduled for Exchange Service on the Following Dates:

--

Special Conditions or Requirements:

--

SIGNATURES/DATES

Certificated Employee A

Certificated Employee B

Date

Date

Principal

Principal

Date

Date

Each certificated employee has read and understands Article XXX, Section F, in the CUTA/CJUSD Agreement.

APPENDIX G: [CLUB STIPEND AGREEMENT](#)

FOR _____ SCHOOL YEAR

Name of Club	
Advisor(s)	
Who and how many are eligible to join this club? How will participants be selected?	
What are the club goals? What are the planned projects and activities for this club?	
How many hours will the club be held?	

I understand and acknowledge the following (all must be checked):

- In order to receive a stipend, this form must be approved and signed by a site administrator prior to the commencement of the club.
- A stipend of the negotiated hourly rate will be paid.
- Club activities within a school year, outside the normal work day, are required in order to qualify for a club stipend.
- This agreement is for the current school year only. Approval for one school year does not constitute approval, either for the club or the advisor, in successive school years.
- A tentative club calendar or schedule of events is attached.

Signed in agreement with the above:

Club Advisor: _____ Date: _____

Club Advisor: _____ Date: _____

Site Administrator Approval:

Site Administrator: _____ Date: _____

APPENDIX H: [CATASTROPHIC LEAVE BANK DONATION FORM](#)

CENTER JOINT UNIFIED SCHOOL DISTRICT

CERTIFICATED CATASTROPHIC LEAVE BANK DONATION FORM

Name of Employee Making Donation:	
Year of Donation	

I hereby authorize the Center Joint Unified School District to deduct one (1) day of my accrued sick leave to be deposited in the Certificated Catastrophic Leave Bank. (Article XVII)

I understand that I have irrevocably donated such hours and that they will no longer be available for my use.

Signature of Employee Making Donation

Date

Print Name

Site/Department

PLEASE RETURN TO HUMAN RESOURCES DEPARTMENT BY OCTOBER 1.

Follow the link in the title to complete the form.

APPENDIX I: [CATASTROPHIC SICK LEAVE WITHDRAWAL FORM](#)

CENTER JOINT UNIFIED SCHOOL DISTRICT

REQUEST FOR CATASTROPHIC SICK LEAVE WITHDRAWAL

Name Member		Date	
Site/Department		Position	
Home Phone		Site Phone	

I understand that before leave may be withdrawn from the Sick Leave Bank that all accrued sick, vacation, confidential, personal necessity (including compensatory time) must be used in accordance with Article XVII, Section C-2.

Amount of sick leave needed (days):	
Start date:	

Reason for request:

(ORIGINAL PHYSICIAN VERIFICATION STATEMENT MUST BE ATTACHED TO THIS REQUEST FORM INDICATING DIAGNOSIS AND PROGNOSIS)

I have read and understand the provisions for use of the catastrophic sick leave donation bank as detailed in Article XVII of the Certificated Bargaining Agreement for Center Joint Unified School District Teachers Association.

Member Signature

Date

DISTRICT USE ONLY:

Date received:		Date of action:	
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Committee Decision	Approved		Not Approved	
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Committee Members Signature:

Printed Name

Printed Name

Printed Name

Signature

Signature

Signature