

Tentative Agreement 2024-2025
California School Employees Association and its Davis Chapter No. 572 (CSEA)
and the Davis Joint Unified School District (District)

CSEA and the District agree in the event the District enters into an agreement with any other bargaining unit or management that provides a salary and/or health benefit increase (ongoing and/or one-time) for the 2024-2025 school year, the equivalent salary or health benefit increase shall also be provided to CSEA unit members. The District and CSEA shall meet to negotiate the compensation increase to execute a written agreement within five (5) working days of the compensation increase being agreed upon.

ARTICLE XIV: WAGES AND EMPLOYEE BENEFITS

14.1 CSEA and the District agree that all CSEA bargaining unit members will receive the following compensation for the 2023-24 school year:

14.1.1 An ongoing salary schedule increase of 3.34% of each bargaining unit member's base salary retroactive to January 1, 2024 for bargaining unit members employed as of the date of this agreement.

14.1.1.1 CSEA and the District agree in the event the District enters into an agreement with any other bargaining unit or Management that provides a compensation increase or any form of on-going or one-time compensation increase for the 2023-2024 year, this increase shall be provided to CSEA unit members. The District and CSEA shall meet to negotiate the compensation increase to execute a written agreement within five (5) working days of the compensation increase being agreed upon.

14.1.2 A one-time lump sum payment of 0.25% based on each bargaining unit member's base salary, retroactive to January 1, 2024, for bargaining unit members employed as of the date of CSEA ratification and Board of Education adoption.

14.1.3 Payments will be made within sixty (60) days of the CSEA ratification date and adoption by the Board of Education.

14.1.4 Retroactive payments will not apply to variable service agreements.

14.1.5 All bargaining unit members employed as of the date of CSEA ratification and Board of Education adoption during the 2022-2023 school year will be moved to salary schedule (APPENDIX A) which provides a 5% increase in wages from the previous salary schedule. In addition, Range 12 will begin at \$18.00 per hour. Appendix A salary schedule is designed to increase starting wages and eliminates the situation where an employee may wait up to 10 years to receive a longevity increase. Appendix A salary

schedule will provide 26 steps and will maintain the existing professional growth structure.

14.1.5.1 Salary schedules in existence prior to the date of CSEA ratification and Board of Education adoption shall be discontinued.

14.1.6 All bargaining unit members employed as of the date of CSEA ratification and Board of Education adoption during the 2022-2023 school year, will receive an on-going salary schedule increase of at least 6.9% of each bargaining unit member's base salary retroactive to July 1, 2022.

14.1.6.1 For those employees whose placement on Appendix A salary schedule places them at a step earning less than a 6.9% increase, they shall be moved over in step(s) to reach a minimum of a 6.9% increase.

14.1.6.2 Errors and issues arising from the changes in the salary schedule shall be addressed as a payroll error pursuant to 14.13.

14.1.7 For the 2022-2023 school year, bargaining unit members will receive a one-time lump sum payment of 4.3% based on each bargaining unit member's base salary after placement on Appendix A salary schedule, retroactive to July 1, 2022, for bargaining unit members employed as of the date of CSEA ratification and Board of Education adoption.

14.1.8 The following salary range changes will be retroactive to July 1, 2021.

- Grounds Team Leader shall be increased from Range 29 to Range 30
- Lead Warehouseman shall be increased from Range 23 to Range 25
- Delivery Specialist shall be increased from Range 23 to Range 25

14.2 Salary Placement

14.2.1 The Board will consult with CSEA on any new classifications established within the bargaining unit and on the salary range placement of that classification. If the District proposes to abolish a position or class of positions, it will meet and consult with CSEA on the effect of that elimination.

14.3 Salary and Health Insurance

14.3.1 The Board agrees to provide the following salary and employee benefits for all bargaining unit employees:

14.3.1.1 Effective 2005-06, the work calendar of all Cafeteria Fund employees, with the exception of the District Department Secretary, will be 182 days.

14.3.1.2 Implementation of increment steps on July 1 of each year of the contract for classified bargaining unit employees, including new employees hired between July 1 and January 31 of the preceding year.

14.3.1.3 The salaries of all classified employees in the bargaining unit shall be in accordance with rates established for each classification as provided for in Appendix A which is attached hereto, and by reference incorporated as a part of this Agreement.

14.3.1.4 Employees shall be offered the opportunity to participate in the Cafeteria Benefit plan as provided by Section 125 of the Internal Revenue Code. Administration of the plan shall be at no cost to the employee.

14.3.1.5 Those employees hired after July 1, 1986, who work a minimum of four hours but less than eight shall have the benefit contribution prorated on the basis that the hours worked are to full time. For example, five (5) hours worked would entitle an employee to 5/8 of the dollar amount contribution made for benefits. Any bargaining unit member having reemployment rights as a result of a layoff or reduction of hours and was entitled to all health benefits prior to being laid off or reduced in hours shall retain these benefits upon reemployment, or reinstatement, of hours, to a minimum of half time or more during the employee's reemployment period.

14.3.1.6 Effective July 1, 2024, the District agrees to provide a maximum of \$9,422 for use by the bargaining unit member for medical benefits. When both spouses or domestic partners are employed by the District, benefit funds are available to both members to cover all medical benefit premiums in the same manner as provided to all other employees.

14.3.1.6.1 Effective July 1, 2022, there will be no IRC cash option available for those not electing medical coverage.

14.3.1.6.2 Full-time bargaining unit members employed at the time of CSEA and DJUSD agreement ratification and adoption by the Board of Education, who received an IRC cash option during the 2021-2022 school year, shall receive a one-time lump sum payment of \$750. Unit members employed less than full time but halftime or more, shall receive a proration of the one-time lump sum payment of \$750.

14.3.1.6.3 Bargaining unit members who receive District medical benefits and are employed as of the date of CSEA ratification and Board of Education adoption during the 2022-2023 school year, shall receive a one-time lump sum payment of the increase in benefit cap of \$1136 per 1.0 FTE. Employees who receive District medical benefits and are less than 1.0 FTE shall receive a prorated amount per FTE. In addition, employees hired after June 30, 2022, shall have their one-time lump sum payment prorated by the number of months of district employment.

14.3.1.7 The District shall make the payment of any bonus and any retroactive salary increase resulting from this Agreement or any amendments thereto within sixty (60) days of ratification in the manner most beneficial to the employees.

14.3.1.8 Upon promotion to a higher class, a unit member shall be assured that the employee will not receive a lower total monthly wage with a promotion, provided that the monthly wage cannot exceed the last step on the salary range to which the employee has been promoted.

14.3.2 Effective July 1, 2022, for those members working .5 FTE or more, the District agrees to pay in full a bargaining unit member's District benefits which include vision, dental, and employee assistance program. For those bargaining unit members working less than .5 FTE, District benefits which include vision, dental and employee assistance program shall be optional, and paid by the employee. Coverage beyond the bargaining unit member shall be optional and paid by the employee.

14.4 Open Enrollment Paycheck System

Employees may elect to change the number of months their annual salary will be distributed to them by completing and turning-in the Paycheck Distribution Selection Form (Appendix E) to the Personnel Services office on or before March 31st, effective the next contract year (July 1st). **The parties have agreed to replace the current Appendix E - Paycheck Distribution Selection Form with the current version being used on Informed k12 titled Paycheck Distribution Selection Form.**

14.5 Shift Differential Any bargaining unit employee whose normal eight (8) hour shift begins at 2:30 p.m. or later and has at least one-half (1/2) of the shift after 6:30 p.m. shall receive a salary differential of 5%.

14.6 Payroll Deductions

During the term of this Agreement the Board shall, on notification from the bargaining unit employee, deduct and make appropriate remittance for all payroll deduction programs which are

currently available to the Classified employees of the District at the time this Agreement is approved and ratified. The Board shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) days or more after such submission.

14.7 Initial Salary Schedule Placement

14.7.1 Upon CSEA ratification and Board of Education adoption, initial placement of new bargaining unit members on Appendix A salary schedule shall not be beyond Step 6.

14.7.1.1 One year of credit shall be given for every year of successful prior full-time experience in a related position.

14.7.1.2 One year of credit shall be given for every year of education beyond the required minimums.

14.7.2 A year for the purposes of this section shall be defined as at least seventy-five percent (75%) of the calendar year for twelve (12) month employees, or at least seventy-five percent (75%) of the school year of the Davis Joint Unified School District for ten (10), ten and one half (10 ½) or eleven (11) month employees.

14.7.3 Annual Step Advancements

14.7.3.1 In the first year of employment only, bargaining unit members hired on or before January 31 shall advance on the salary schedule the following July 1st. Bargaining unit members hired on February 1 through June 30 shall not advance on the salary schedule until the second July 1st after initial employment. After the initial year of employment, all continuing bargaining unit members shall advance on the salary schedule, if eligible, every July 1st.

14.8 Uniforms/Safety Apparel and Equipment

14.8.1 The District shall pay full cost for the purchase, lease, or rental of uniforms and/or any other equipment or apparel required by the District to be worn or used by bargaining unit employees. Any purchased property remains the property of the District excluding work boots/shoes. Upon separation of employment from the District, the items will be returned to the District.

14.8.1.1 Work Boots/Shoes: The District shall provide and maintain safety boots/shoes for all classifications for which the District requires safety boots/shoes.

14.8.1.1.1 Bargaining unit members for all classifications for which the District requires safety toe boots shall be able to purchase one or more pairs of safety toe boots, up to \$250 per year and any remaining balance is payable by the employee.

14.8.1.1.2 Bargaining unit members who are eligible to participate in the Shoes for Crews program offered by North Bay Schools Insurance Authority (NBSIA) can select up to two pairs of non-slip shoes annually up to the price authorized by NBSIA. Should the Shoes for Crews program end, the district and association will meet and confer.

14.8.1.2 The District shall provide six (6) uniforms per employee the first year that uniforms are required in a program and the equivalent of two (2) uniforms each succeeding year of the contract. Earlier replacement of the uniform may be made if deemed necessary by the supervisor. Maintenance and cleaning costs of the uniforms shall be arranged and paid for by the employee.

14.8.3 The District will provide the uniforms required by the District. As of the 2023-24 school year Student Nutritional Services, Custodian, Maintenance and Operations, and Grounds employees are required by the District to wear a uniform.

14.8.4 Bargaining unit members will receive the required clothing/uniform upon sixty (60) days of initial employment and annual replacement.

14.9 Mileage

Any employee in the bargaining unit authorized to use the employee's vehicle on District business shall be reimbursed at the IRS-approved rate for each mile driven on behalf of the District. The mileage computation shall include mileage necessary to return to the employee's job site after the completion of District business. An employee assigned to two or more job sites or holding two or more positions with less than 90 minutes between the ending time of one position shift and the start time of a different position shift and required to use the employee's own vehicle for transportation between sites shall be reimbursed at the IRS-approved rate.

14.10 Extra Duty Pay for Maintenance and Capital Operations Staff

Maintenance and Capital Operations Staff members serve as the "call out" person for District emergencies. Employees will serve in this capacity for a period of one (1) week on a rotating basis and will be compensated at \$3.00 per hour for all assigned hours. Maintenance and Capital Operations staff members, who volunteer for this extra duty, will have the District-owned cell phone in their possession and will respond to emergencies reported to them. If a reported emergency requires the employee to travel to a District site, the employee will be compensated as per Article 5.3-Callback Time.

14.11 Staff Development Pay Rate

State funded “buy back” staff development days for all eligible classified staff shall be paid at their regular hourly rate. Payment for participation shall be based upon participation in an approved staff development activity for a full day. A day, for this purpose, shall be considered six (6) hours. One day’s activity may be increments of at least two (2) hours.

14.12 Compensation for an Employee Working Out-Of-Classification

14.12.1 An employee shall not be required to perform duties not a part of the employee’s classification.

14.12.2 Employees shall only be compensated for out-of-classification work which is in a higher classification.

14.12.2.1 An employee assigned duties not a part of the employee’s classification shall have their salary adjusted upward for the entire period they are required to work out of classification.

14.12.2.2 In no event shall an employee working out of classification receive less than five percent (5%) above their regular rate of pay.

14.13 Payroll Errors:

14.13.1 Any payroll error resulting in insufficient payment for an employee in the bargaining unit regarding the employee’s current assignment shall be confirmed, corrected, and supplemental check issued, no later than five (5) business days after the employee provides notice to the payroll department.

14.13.2 Any payroll error resulting in insufficient payment for an employee in the bargaining unit regarding working out of class, recomputation of hours, or any other payroll error, except for that outlined in 14.13.1, shall be confirmed, corrected, and supplemental check issued, no later than ten (10) business days after the employee provides notice to the payroll department.

14.13.3 Any payroll error resulting in overpayment for an employee in the bargaining unit shall be confirmed and corrected in accordance with Education Code section 44042.5, with the District first providing notice of the overpayment to the employee and CSEA by USPS and email and afford the employee an opportunity of not less than ten (10) business days to respond before commencing recoupment actions.



Appendix E - Paycheck Distribution Selection Form

Employees working less than 12 months a year can elect to be paid 12 months, or receive their full salary over the months they actually work. Employees that wish to be paid over 12 months will see a SUM DED deduction listed on the paystub. At the end of the school year, the money that was withheld from staff in the SUM DED is returned to them in the month(s) they are not working. For the employees that wish to be paid for the months they work (10 or 11 months), please see the schedule to know which months you will not receive a check.

Please see work year and pay distribution schedule below:

Work Year	Months Work	Months Paid	Month(s) without Paychecks
11	Aug-June	Same-Annual Earnings divided by 11	July
10.5	Aug-June	Same-Annual Earnings divided by 11	July
10	Aug-June	Same-Annual Earnings divided by 10	July & August
School Year+2	Aug-June	Same-Annual Earnings divided by 10	July & August
School Year	Aug-June	Same-Annual Earnings divided by 10	July & August

Please select your pay preference below and submit.

YES, I am requesting to receive 12 monthly checks. I understand there will be a deduction each month from my regular monthly earnings to receive payment year-round.

NO, I do not want 12 monthly checks. I understand that I only receive payment on the months that I work as outlined on the chart above.

Employee Name: _____

Signature: _____

Date: _____

For Payroll Use:

Updated Payroll System:

W-4 Control Data

PO screen

Paylines

Completed by: _____

Pay Date of New Request on: _____

By: *Sande Royval*
Sande Royval (Dec 9, 2024 14:45 PST)

Date: 12/05/2024

Sande Royval, CSEA Chapter President #572
California School Employees Association

By: *Moe Kang*
Moe Kang (Dec 5, 2024 14:20 PST)

Date: 12/05/2024

Moe Kang
CSEA Labor Representative

By: *Laura Juanitas*
Laura Juanitas (Dec 5, 2024 15:16 PST)

Date: 12/05/2024

Laura Juanitas, Associate Superintendent
Davis Joint Unified School District