

AGREEMENT
BETWEEN

**ANDERSON UNION HIGH
SCHOOL DISTRICT**

AND

**ANDERSON UNION HIGH
SCHOOL DISTRICT TEACHERS'
ASSOCIATION**

July 1, 2021 – June 30, 2024

Revised November 15, 2022

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ARTICLE 1: AGREEMENT/TERM

This Agreement is made and entered into this 1st day of July 2021, between the Anderson Union High School District (hereinafter referred to as "District") and the Anderson Union High School District Teachers Association, an affiliate of the California Teachers Association (hereinafter referred to as "Association"). This Agreement will cover the period of time from July 1, 2021 through June 30, 2024 and supersedes the previous agreements between the parties.

ARTICLE 2: RECOGNITION

The District confirms its recognition of the Association as the exclusive representative for those certificated employees in the representation unit recognized by the District per its resolution at the meeting of the Governing Board of May 17, 1976. This Agreement applies only to regular District employees included in the above representation unit, excluding substitute Certificated employees.

ARTICLE 3: NEGOTIATION

The District and Association shall present their initial proposals for negotiations for the following year in writing, to the other party, by May 15th each year. This agreement shall be subject to annual salary negotiations, including extra duty pay assignments, and health and welfare benefits, for the term of this agreement. Furthermore, it is agreed and understood that the District and Association may reopen an additional two (2) articles each to be considered as subject to renegotiations at the time that the salaries and benefits are annually renegotiated.

No more than five (5) Association representatives shall have reasonable periods of release time for negotiations without loss of compensation. Both the Association and District shall strive to equate negotiating time between release time and non-duty time. The Association will provide the Superintendent a list of AUHSDTA leadership team members by the regular September Board Meeting each year.

ARTICLE 4: EMPLOYEE RIGHTS

The District and the Association recognize the right of employees to form, join and participate in lawful activities of employee organizations and the equal right of employees to refuse to form, join and participate in employee organization activities.

ARTICLE 5: REPRESENTATION FEE

5.1 Employee Rights

5.1.1 The District and the Association recognize the right of employees to form, join and participate in lawful activities of employee organizations and the equal, alternative right of employees to refuse to form, join and participate in employee organizations. Neither party shall exert pressure upon nor discriminate against an employee in the exercise of these alternative rights. Accordingly, membership in the Association shall not be compulsory.

5.2 Payroll Deductions

- 5.2.1 The Association shall be provided continuous payroll deductions of membership dues, including the dues of the State organization.
- 5.2.2 The Association is entitled to a change in payroll deductions of its member(s) provided an authorized Association officer submits a written request to the District for such adjustment; and provided further that at least 30 calendar days prior to the change an authorized Association officer shall furnish the District with evidence that the Association provided notification to its members of said change. Such changes shall consist of total annual dues change, increase or decrease in dues requirements, increase or decrease in authorized deductions by a member(s) for Association approved items.
- 5.2.3 The District shall remit all dues collected to the Association with an accompanying alphabetical list of all unit members for whom all dues deductions have been made.
- 5.2.4 The District is under no obligation to make payroll deductions for periods during which a unit member is either terminated from active employment or not on the District's active payroll for any reason, including, but not limited to, layoff and voluntary leave of absence for more than three days.
- 1) The unit member's earnings must be sufficient after other legal and required deductions are made to cover the amount of the dues to be deducted.
 - 2) When a unit member is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period. In the case of a unit member who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. All other legal and required deductions have priority over Association dues.

5.3 Hold Harmless and Indemnity Provision

The Association, as defined by this Agreement, shall hold the District harmless and shall fully and promptly reimburse the District for reasonable legal fees and costs incurred in responding to or defending against any claims, disputes, or challenges, which are actually brought against the District or any of its agents by other than the Association in connection with the administration or enforcement of any section of this Agreement. Such reimbursement shall include costs and attorney's fees incurred by the District.

ARTICLE 6: HOURS OF EMPLOYMENT

- 6.1 Full-time returning unit members shall work 183 days during each school year; newly employed full-time unit members shall work 184 days during his/her first school year. All unit members shall complete all year-end and check-out responsibilities. See Appendix E for District Checkout form.

6.1.1 All student semester grades will be posted electronically to the administration or designee (registrar) no later than the first Monday following the last day of school when school ends on a Thursday or Friday; or the first Friday when the last day of school ends on a Monday, Tuesday or Wednesday. This applies to first and second semester and the due date time is no later than 4:00 pm of the specified day. Alternative Education may alter the posting method to non-electronic.

6.2 Work Day

6.2.1 Classroom teachers shall be on campus five (5) minutes prior to their assigned workday.

6.2.2 On shortened instructional days for the purpose of the semester finals, teachers shall remain on duty until the end of the student day. The end of the student day shall be defined as the time at which students are dismissed from the campus for the day.

6.2.3 The teacher workday shall be defined as not more than seven hours inclusive of a thirty (30) minute duty-free lunch. A standard day consists of a six-period day, including prep period.

6.2.4 The District shall allot a preparation period for each school day for full-time classroom teachers.

6.3 The librarians and counselors shall report to duty fifteen (15) minutes before the beginning of period one and shall work on campus, with the exception of a thirty (30) minute duty-free lunch period and two (2) fifteen (15) minute breaks, until fifteen (15) minutes after the end of the last class period.

6.4 On workdays of non-student attendance, the reporting time of all unit members may be modified by the District. However, such workday shall not exceed seven (7) hours inclusive of lunch.

6.5 In addition to the above working time, all unit members may be assigned by the District to such activities as two (2) evening events, faculty meetings (not to exceed ten (10) per school year), department meetings, parent conferences, and appointments with the administration.

6.5.1 The principal or designee shall create a master activities calendar/schedule, and present it to CTA site representatives at each site at the end of the school year for the upcoming year. The CTA representatives shall have the responsibility of completing the master activities calendar /schedule in its entirety by assigning extra duty assignments to each certificated unit member at their corresponding site in a fair and equitable manner. CTA representatives shall be paid summer school wages for no more than eight (8) hours total per site to complete assigning certificated unit members duties at their respective site.

6.5.2 The CTA leadership shall have the responsibility of returning the completed master

activities calendar/schedule to site administration at the end of the first day that teachers return before the new school year. If the master activities calendar/schedule is not fully completed, then the CTA leadership will not be paid and any remaining duties shall be assigned by administration.

6.5.3 Assignments for certificated unit members will be posted in the faculty room, or a location to be determined if there is not a faculty room, by site administrators of the corresponding site before the end of the day on the first Friday after the first day of school.

6.5.4 Certificated unit members missing an assigned duty may be given a letter of reprimand to be placed in their personnel file by the principal, or designee. Certificated unit members missing an assigned duty may be given by the principal or designee, an additional duty to replace the duty missed. Considerations shall be given to certificated units members who miss an assignment as the result of an unforeseen emergency as determined by the principal or designee.

6.5.5 Sunday and holiday supervision duties will be on a volunteer basis only.

6.6 Traveling Teachers

6.6.1 Any unit member assigned to work at more than one School Site during any one school day shall be referred to as a "traveling teacher." The traveling teacher's home school shall be considered the site at which the unit member completes his or her assigned teaching day. For example, if the employee works the first half of the duty day at School Site A and the second half of the duty day at School Site B, then the employee will consider School Site B to be his or her "home" school. Extra duty assignments, faculty, and departmental meeting responsibilities will be served at the unit member's home school. The unit member may petition the Superintendent to change the home school assignment from School Site B to School Site A. The District will make every effort to schedule Back to School Nights in the district on separate evenings.

6.6.2 The District will reimburse the unit member for travel between the two sites at the approved mileage rate from the School Site A to School Site B.

6.6.3 The unit member will receive compensation for traveling between the two sites. The District will pay the teacher for one-half hour of the teacher's time per day at the summer school rate of \$39.72 per hour. The District will pay teachers who travel to or from the West Valley Early College High School Campus three-quarters of an hour of the teacher's time per day at the summer school rate of \$39.72 per hour. This compensation will be calculated on the actual number of days traveled by the teacher each semester. The unit member may submit travel compensation for one additional day in August in order to get necessary information from School Site A prior to the start of classes in August.

Sample Calculations:

Number of miles – one way	IRS Mileage Calculation	Number of days travelled	Total Reimbursement for the semester
8.5 miles	\$.62/mile	90 days	\$474.30

Summer school hourly rate	Compensation per day	Number of days compensated	Total compensation for the semester
\$39.72/hour	0.5 hours	90 days	\$1787.40

6.6.4 Compensation for the first semester shall be paid on the supplemental or regular January payroll, depending on the employee’s supplemental payment designation. Compensation for the second semester shall be paid on the supplemental or regular June payroll.

6.7 Contract Exemptions for Anderson New Technology High School Teachers

Certificated staff at Anderson New Technology High School shall remain in the bargaining unit and all of the provisions of the collective bargaining agreement apply to them with the following exceptions:

6.7.1 Teachers teaching in team-teaching settings will teach six (6) periods with one (1) formal preparation period during the school day. Teachers not in team-teaching settings for the entire day will teach five (5) periods with two (2) preparation periods. Teachers asked to teach a period in addition to the afore-mentioned assignment shall be compensated and additional one-fifth of their placement on the salary schedule in accordance with Article 11.2.2.10.

6.7.2 Unit members shall not be eligible for extra compensation referenced in Article 11.2.2.9 for being assigned a first period and a seventh period class with two open preparation periods (one open preparation period for team teachers) because the seven period schedule does not exceed the contractually negotiated length of the school day.

6.7.3 The culture of the school promotes staff interacting with students during lunch, breaks, passing periods, etc. It is the goal of the administration that supervision during lunch be informal, but shared among certificated staff.

6.7.4 Teachers may be asked to collaborate during the summer in curriculum development and project creation. These requests will not exceed three weeks in total and the teachers will be paid the summer school base rate of pay. The duration, up to three weeks, and the subject of the collaboration will be at the final discretion of the administration.

- 6.7.5 All certificated unit members will be assigned to facilitate and advisory class not to exceed twenty five (25) students. The advisory class shall not be calculated in the seven period daily schedule for purposes of compensation. The advisory may be discontinued at the conclusion of any school year after mutual conversation with the staff and administration. The site administrator will make the final decision.
- 6.7.6 The teacher assigned to monitor and assess Independent Study PE shall be granted an annual stipend of \$1500.

ARTICLE 7: RETIREE HEALTH BENEFITS

7.1 Retiree Health Insurance

Prior to the 2018-19 school year, unit members who retire under the State Teachers Retirement System or PERS and are between the ages of 55 to 65 shall be eligible for a maximum monthly District contribution toward health insurance premiums of \$600.00. This retirement benefit is offered under the following conditions:

- 7.1.1 Employees must have served at least fifteen (15) years in a certificated position with the District prior to retirement.
- 7.1.2 The District premium contribution shall be paid for a period of five (5) consecutive years after retirement or until age 65, whichever occurs first.
- 7.1.3 The District premium contribution must be applied toward either the District group medical insurance plan(s) provided to retired unit members or any other medical insurance plan of the retiree's choice. However, if the retiree chooses a plan other than a District plan, carrier regulations prohibit returning to the District plan(s). Regardless of which plan is selected by the retiree, the District will pay the full premium directly to the provider and the retiree will reimburse the District for any difference between the premium and \$600.00. If the insurance premium is less than \$600.00, then the District contribution shall not exceed the actual premium cost.

7.2 Beginning with the 2018-19 school year, unit members who retire under the State Teachers Retirement System or PERS and are between the ages of 55 and 65 shall be eligible for a maximum monthly District contribution toward health insurance premiums based on the Option selected from the table below:

<u>Option</u>	<u>Term</u>	<u>District Monthly Contribution</u>
A	84 months	\$429
B	72 months	\$500
C	60 months	\$600
D	48 months	\$750
E	36 months	\$1,000
F	Deferral	

The retirement benefit is offered under the following conditions:

- 7.2.1 Employees must have served at least fifteen (15) years in a certificated position with the District prior to retirement.
- 7.2.2 The District premium contribution shall be paid after retirement for the period specified by Option A-F or until age 65, whichever occurs first.
- 7.2.3 The District premium contribution must be applied toward either the District group medical insurance plan(s) provided to retired unit members or any other medical insurance plan of the retiree's choice. However, if the retiree chooses a plan other than a District plan, carrier regulations prohibit returning to the District plan(s). Regardless of which plan is selected by the retiree, the District will pay the full premium directly to the provider and the retiree will reimburse the District for any difference between the premium and the contribution specified in their Option choice. If the insurance premium is less than the contribution specified in their Option choice, then the District contribution shall not exceed the actual premium cost.
- 7.2.4 It is the retiree's responsibility to notify the district when they will enact an Option choice if they have been on a deferral. The Option choice must coincide with the retiree's age at the time of the Option selection.
- 7.2.5 Any term less than 36 months will be paid at \$1,000 per month.

7.2.6 The retiree may not change their Option choice once payments have commenced.

ARTICLE 8: LEAVES

8.1 Sick Leave

8.1.1 Unit members employed five (5) days per week shall be entitled to ten (10) days of sick leave for a full school year of service. Unit members serving under contract for a full calendar year are entitled to twelve (12) days sick leave per year. Certificated employees employed less than five days (5) per week shall be entitled to a proportionate amount of sick leave.

8.1.2 Employees may accumulate unused sick leave without limit.

8.1.3 Employees shall notify their supervisor or his/her designee in advance of taking any sick leave by notifying the current absence management platform. If platform is not available, employee will notify the site secretary.

8.1.4 The District may require a certification of illness from a medical doctor licensed by the State of California when illness is greater than three (3) consecutive work days. A doctor's note may only be required if the employee is notified prior to returning to work.

8.1.5 Employees returning to work from sick leave, upon request of the District, must provide a doctor's release certifying medical permission to return to work.

8.1.6 When an employee's employment terminates and more sick leave has been used than earned, the amount used but not earned upon date of notification, shall be deducted from the final pay warrant.

8.1.7 When an employee is absent from duties on account of illness or accident for a period of five (5) school months or less, the amount deducted from the salary due the employee for any month in which the absence occurs shall not exceed the sum actually paid the substitute employee employed to fill the position in the absence, or if no substitute employee was employed, the amount which would have been paid to the substitute had he/she been employed.

8.1.8 Unit members may use up to 30 days of their accrued sick leave when requesting a leave covered under the Family and Medical Leave Act for purposes of caring for an immediate family member, as defined by FMLA regulations, with a serious health condition.

8.2 Personal Necessity Leave

8.2.1 Unit members may use a maximum of seven (7) days of accumulated sick leave in any school year for personal necessity leave. All such leave must be approved by the Superintendent, and the employee must follow District procedures for absence request and reporting.

- 8.2.2 Personal necessity leave shall be limited to serious circumstances that the employee cannot reasonably be expected to disregard and that necessitate his/her immediate personal attention during assigned hours of service. Personal necessity leave shall not be allowed for such purposes as (including, but not limited to) a work stoppage.
- 8.2.3 Advance approval is not required for personal necessity leave taken for the following reasons, but the employee must notify his/her supervisor of his/her absence in advance:
- 1) Death or serious illness of a member of the employee's immediate family as defined in the bereavement leave provision of this Article
 - 2) Accident involving the employee's person or property, or the person or property of a member of his immediate family as defined in the bereavement leave provision of this Article
- 8.2.4 Three days of available personal necessity leave may be used in any school year for personal leave. Such leave may be utilized for any purpose which the employee deems as personal, except that the leave may not be used for concerted activity. The date for such leave is subject to the approval of the Principal. Such leave is also limited to a maximum utilization of four (4) unit members per each school on any one (1) day.

8.3 Bereavement Leave

- 8.3.1 A unit member shall be entitled to a maximum of three (3) days leave of absence without loss of salary for the death of any member of his/her immediate family. If travel of more than 300 miles or out of state is required, an employee shall be entitled to a maximum of two (2) days additional paid bereavement leave without loss of salary or loss of sick leave.
- 8.3.2 Member of the "immediate family" is defined as the mother, father, grandfather, grandmother, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, mother-in-law, father-in-law, brother, or sister of the employee, domestic partner or any relative living in the immediate household of the employee.

8.4 Pregnancy Disability Leave

- 8.4.1 Unit members are entitled to use sick leave as set forth in Section 8.1 for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom, on the same terms and conditions governing leaves of absence for other illness or medical disability. Pregnancy Disability Leave will be applied in accordance with current law.
- 8.4.2 Such leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above. The length of such disability

leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the unit member and the unit member's physician provided that such verification clearly demonstrates to the District that such leave is for disability purposes only.

8.5 Child Care Leave

8.5.1 Unit members may be granted child care leave of up to three (3) months for the purpose of preparing for and caring of a newly born or newly adopted child.

8.5.2 Such leave is without pay of any kind, including, but not limited to any paid leave.

8.5.3 Request for such leave must be made at least thirty (30) work days prior to the requested beginning date (may be waived in cases of adoption).

8.5.4 The beginning date and duration of such leave shall be at the discretion of the District.

8.5.5 Child Care Leave must comply with the current California Family Rights Act (CFRA).

8.6 Industrial Accident or Illness Leave (Worker's Compensation)

8.6.1 Unit members are eligible for leave of absence because of industrial accident or illness which the State of California Compensation Insurance Funds considers a valid claim. Allowable leaves shall not be for more than sixty (60) service days in any one fiscal year for the same accident and shall commence the first day of absence.

8.6.2 Leaves of absence under this policy shall not be accumulated from year to year. When the industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

8.6.3 Employees shall be paid such portion of the salary due them for each month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salaries.

8.6.4 Leaves of absence applied for under this provision shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability award to the employee.

8.6.5 Upon termination of industrial accident leave, the employee shall be entitled to accumulated sick leave benefits under sick leave provisions of this Article with the provision that if the employee continues to receive temporary disability indemnity he/she may elect to receive as much of the accumulated sick leave which when added to his/her temporary disability indemnity will result in a payment of not more than his/her full salary. During each paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial

accident or illness. The District in turn shall issue the appropriate salary warrant for payment of salary and shall deduct normal retirement and other authorized contributions.

8.6.6 Employees requesting such leaves under this policy shall furnish the District Superintendent, upon his request, a statement signed by a licensed physician verifying the nature of the injury or illness and the number of days of absence that will be needed for the leave of absence. A second signed physician's statement may be required by the Superintendent upon request at the end of employee's leave of absence certifying the employee is medically able to return to service.

8.7 Jury Duty

8.7.1 A unit member is entitled to a leave to appear for mandatory jury duty. An employee shall receive his/her regular pay less any amount received for jury fees, exclusive of allowed mileage, parking, or meal expense reimbursement.

8.7.2 Proper prior notification shall be given to the immediate supervisor and an absence will be put into the district absence management system. Upon return, the employee will submit proof of service to the site supervisor.

8.8 Accumulated Substitute Time Off (ASTO) Time and Extra Duty Time Off (EDTO) Time

8.8.1 Accumulated Substitute Time Off (ASTO)

During any school year, any teacher who agrees to cover a class during his/her preparation period shall be granted one (1) period of paid leave for each period of coverage. Six (6) full periods of coverage is equivalent to one (1) day of paid leave, subject to the following provisions:

- 1) The use of ASTO time, either in whole day or part day increments, shall be scheduled with the approval of the principal or designee. Unit members may use a maximum of five (5) full days of ASTO per school year. Unused ASTO leave may be submitted for payment or carried over according to Article 8.8.1(3).
- 2) Effective January 1, 2023 for the 22-23 school year only (non-precedent setting), an employee who agrees to be paid at his/her own hourly rate for ASTO time accrued during the 22-23 school year cannot take any ASTO time off and could not refuse to substitute teach on their prep period. This would not apply to any balances accrued prior to January 1, 2023 and would also not apply to any EDTO to ASTO conversions done in the 22-23 school year. Those employees who do not sign the MOU will be paid an hourly rate of \$40 and can substitute at their own discretion.

Effective July 1, 2023 ASTO will be paid an hourly rate of \$45.

- 3) Each unit member may submit the required form (Appendix B) to the principal

prior to the last day of classes for each year to carry over up to ten (10) days of unused leave for use in the next school year per provisions of Article 8.8.1 (1) and/or request payment for any number of ASTO periods.

- 4) Such leave is also limited to a maximum utilization of four (4) unit members per each comprehensive school site and of two (2) unit members per each other district site (Alt Ed.) on any one school day.
- 5) Teachers in team-teaching assignments who substitute for an absent team-teaching partner shall be granted one ASTO period per full day of substituting. Unit members may count non-consecutive, accumulated solo teaching time to earn the ASTO period.
- 6) Alternative education teachers in independent study teaching assignments shall be granted one ASTO period per full day of substitute coverage for another independent study teacher or teachers. Unit members may count non-consecutive, accumulated teaching time to earn the ASTO period.
- 7) Counselors shall only be asked as a last resort to perform single period or full day substitute assignments when there are not enough substitutes or available teachers to cover certificated staff at their respective sites(s). When it becomes necessary for counselors to serve in the capacity of substitute teachers, they shall be eligible to earn one ASTO period for the period subbed.

8.8.2 Extra Duty Time Off (EDTO) Time

- 1) The District and the Association recognize the professional value of certificated unit members participating in and supervising school dances, athletic contests and other school events. Though the number of extra duty assignments will differ by comprehensive school site, each certificated member is required to be physically present for a minimum of five (5) scheduled extra duty assignments each year.
- 2) Each certificated unit member at each site is required to complete the five (5) extra duty assignments outside of regular work hours during each school year. TOSAs will not be required to complete any more than the five mandatory extra assignments as assigned by the site designee.
- 3) With advance notification to the site principal or designee prior to the extra duty assignment, the certificated unit member may exchange with or give to other certificated unit members in the District his/her supervision duties as long as each full-time certificated unit member completes the required five (5) duties prior to the last day of school.
- 4) Certificated unit members serving in Alternative Education assignments are not required to serve extra duties, but alternative education unit members may complete extra duty assignments and earn EDTO time.

- 5) Not all extra duty assignments are of equal length, difficulty or exposure. For this reason, the Association site representative or AUHSDTA designee and the site administration shall determine the number of EDTO period equivalents to be allotted for school activities requiring supervision. The principal and site representative may seek assistance from the Director of Personnel and the association chief negotiator to determine how many EDTO period equivalents to allot for duties. The table below provides some guidance for site level decision making:

	EVENT EXAMPLES	WEIGHT
A	Dance, Track meet, Swim meet, Lock-in	2 duties
B	Jr./Sr. Class Advisor	4 duties
C	All other individual events	1 duty

- 6) Each unit member will be reimbursed for each EDTO "period" at the stipend rate of \$25.00 per EDTO period.
- 7) Prior to the last day of classes each school year, each unit member must submit a form to allocate his/her accrued balance of EDTO days. The unit member will submit his/her request to the principal's secretary or designee for EDTO to ASTO conversions. In the absence of a request for payment for EDTO time, the EDTO time will convert to ASTO time up to the maximum five (5) ASTO days allowed per Section 8.8.1(3).
- 8) Sunday and holiday supervision duty periods will be on a volunteer basis only.

8.9 Other Leave Without Pay

- 8.9.1 Advance approval for a leave without pay is required. Requests are to be made in writing to the Director of Personnel.
- 8.9.2 A unit member may request a leave of absence from his/her position within the district for a minimum of one semester and a maximum of one school year. The leave, if granted, would be without pay and without benefits. The unit member may, at his/her discretion, purchase the benefits at his/her own expense.
- 8.9.3 The unit member must notify the District no later than the first Friday in February if he/she is returning for the next school year or if he/she is resigning from employment in the District. Failure to notify the District by the first Friday in February deadline will result in an automatic resignation of the employee's position in the District.
- 8.9.4 The District may grant an extension of up to one year. The unit member may be granted a leave of absence one time within each five-year period.

ARTICLE 9: CLASS SIZE

- 9.1 The principal shall meet with the department chairpersons to collaborate in the development of the school's initial master schedule with regards to class size and teacher assignment. The principal shall take the chairperson's recommendations into consideration prior to final staffing assignments.
- 9.2 The District will not include the following sections when determining site staffing allotments: Special Education, TOSA, ROP or any other sections with enrollment restrictions.
- 9.3 Each section shall be equal to .2 full time equivalents (FTE).
- 9.4 Independent Study sections will be based on ratios dictated by the California Education Code.
- 9.5 Changes in student schedules made following the 15th day of the first semester or the 10th day of the second semester shall include principal approval.

ARTICLE 10: EVALUATION PROCEDURES

Every probationary certificated employee shall be evaluated annually until that point that they receive permanent status. All permanent certificated employees shall be evaluated a minimum of every two years.

However, a certificated employee with permanent status who has been employed by the district at least ten years, is highly qualified in a position that requires such status, and whose previous evaluation rated the employee as meeting or exceeding standards in all California Standards for the Teaching Profession (Appendix C) will be evaluated every three years. The certificated employee and administrator must agree to the extension. The certificated employee or the evaluator may withdraw consent at any time.

Evaluation Forms – Please see Appendix C

ARTICLE 11: COMPENSATION

11.1 Insurance Benefits

11.1.1 Each full-time employee covered by this Agreement shall be eligible to receive the following District paid insurance CAP.

- 1) Commencing on October 1, 2022, each full-time certificated employee shall receive a District paid CAP of \$1175 per month. The insurance CAP of \$1175 may be applied to any combination of health, dental, and vision insurance offered by California Valued Trust (employees must enroll in all three). If the total cost of health, dental, and vision insurance chosen by the employee is below the District CAP, the balance may be placed in an approved tax sheltered annuity. If the total cost of insurance chosen by an employee is above the District CAP, the balance may be taken out as a payroll deduction or can be deposited in an IRS 125 plan

beginning in January of any year.

- 2) For the term of this contract, the District will provide life insurance benefits for full-time employees. The District will pay the same premium for all employees; however, the life insurance benefit received by each employee will vary according to age.
- 3) For the term of this contract, the District will provide income protection insurance for full-time employees covered by this Agreement. The income protection amount will be based on the plan purchased by the District.

11.1.2 Prior to any proposed change in carriers or administrators for the above plans, the District shall consult with the Association.

11.1.3 Part-time unit members shall be eligible to receive prorated District insurance benefit contributions, subject to the approval of the carriers, and in conformance with District procedures.

11.2 Wages

11.2.1 Wage Schedule Provisions

- 1) Master's Degree. Psychologists who hold a Master's Degree from an accredited institution shall receive a maximum additional annual stipend \$1500. Such stipend shall be prorated for employees who work less than full-time and less than a full school year.
- 2) In placing a new employee, credit for paid public school certificated experience prior to employment by the District will be recognized on a year-for-year basis. Prior to July 1, 2016, a maximum of 10 years will be recognized; for employees placed July 1, 2016 or later, a maximum of 11 years will be recognized.
- 3) Subsequent vertical experience step movement on the salary schedule shall require District employment in a paid status under a regular certificated contract for a minimum of one hundred thirty-five (135) teaching days during the preceding school year.

Periods Taught	Service Credit	Step Awarded
Four or more	1 year	Subsequent year
Three	$\frac{3}{4}$ year	After 2 years
Two	$\frac{1}{2}$ year	After two years of same service length
One	$\frac{1}{4}$ year	After four years of the same service length

- 4) Units allowed for salary schedule placement and advancement shall be limited to college or university courses successfully completed from an institution accredited by a recognized educational accrediting organization and District-sponsored

workshops (minimum of fifteen (15) hours equivalent to one unit). Such units must also be of value to the District as determined by the principal. Units for which the employee receives any District monetary contribution shall be allowed for salary schedule placement when the credit is paid for by the employee, and at least a portion of the event takes place outside of the school day. Requested units, which are not approved by the principal, may be appealed to the superintendent who shall make a final and binding decision. Units for salary advancement must be so approved prior to enrollment.

- 5) Placement and advancement on the certificated salary schedule shall be based upon semester units. For the purpose of converting quarter units to semester units, each quarter unit shall constitute two-thirds (2/3) of one (1) semester unit. Each semester unit shall require a minimum of fifteen (15) hours of class work.
- 6) For salary advancement or placement purposes in any school year, beginning July 1, 1997, a new course authorization form will provide an additional area for instructor signature to verify completion of coursework. This form, returned by August 15, may be used for advancement or placement purposes in order to be in effect for the August paycheck. However, to remain in that placement, an official transcript (no other grade report will be acceptable) must be received by October 15. Should these events not occur by the stated date, then any increase in pay due to that advancement or placement will be deducted from the employee's pay in the month of October and his/her annual salary will return to the status it would be without the advancement or placement.
- 7) All certificated staff will be required to attend three (3) staff days in order to receive salary compensation. Staff members who are assigned to off-site school business approved by the principal will be eligible for salary compensation. Certificated staff may not use any type of leave during these days and be eligible for salary. However, site administrators will provide a make-up day outside the regular school year for certificated staff that miss a staff day due to illness, death in the family, or other serious reason.

11.2.2 Compensation for Other Services

- 1) Counselors and School Nurses will be assigned by the District to work an additional ten (10) days each school year. Counselors and School Nurses when assigned to work said additional days, shall be paid on the wage schedule, plus an additional amount equal to seven (7) percent of their wage schedule placement. Any Counselor or School Nurse that receives prior approval for a specific duty that falls outside the normal work hours shall be compensated at the summer school base hourly rate, up to a maximum of 15 hours annually.
- 2) Librarians shall be assigned by the District to work ten (10) additional days beyond that required for returning District teachers. The Librarian shall be paid on the wage schedule, plus an additional six (6) percent of his/her wage schedule placement.

- 3) Teachers on Special Assignment (TOSA) shall be assigned by the District to work an additional five (5) days and be required to attend assigned after school activities. The TOSA shall be paid on the wage schedule, plus an additional eight (8) percent of his/her wage schedule placement. Any other assigned work beyond the five (5) additional days shall be paid at the summer school rate of \$39.72 per hour.
- 4) Full time Agriculture unit members (three or more periods of Ag related classes) will receive the 1/10 payment of their wage schedule placement for the 30 days during the summer. Part time Agriculture unit members (two or less periods of Ag related classes) will receive 1/5 payment of their wage schedule placement for 15 days during the summer. Such assignments shall exclude teaching summer school classes.
- 5) Athletic Directors at Anderson Union High School and West Valley Early College High School shall receive an annual stipend of 8.5% of Column A, Step 2 of the collective bargaining salary schedule, and one period release daily. This stipend is compensation for those duties that take place outside of the school day, but not limited to duties such as athletic transportation adjustments, game facility organization, team/league/section meetings, grade checks and general clerical issues. For school sites that offer less than the full complement of athletic sports, the rate at which the athletic director will be compensated as follows: Five or fewer sports – the Athletic Director will be compensated \$2500 for the year; six to nine sports – the Athletic Director will be compensated \$3750 for the year; ten or more sports – the Athletic Director will be compensated \$5000 for the year.
- 6) The summer school base pay is \$39.72 per hour. In the second consecutive year of summer school employment, a unit member will receive \$40.78 per hour; in the third consecutive year he/she will receive \$41.28 per hour; the fourth consecutive year \$42.92 per hour; the fifth consecutive year \$45.05 per hour; and the 10th consecutive year \$47.19 per hour. A summer school teacher who teaches only half of the session must teach two years to move. If a unit member teaches summer school for several years and then stops, upon returning, he/she would be placed at his/her last hourly rate of pay. This will apply to traveling teachers as well.

Effective July 1, 2023, the summer school base pay is \$44.72 per hour. In the second consecutive year of summer school employment, a unit member will receive \$45.78 per hour; in the third consecutive year he/she will receive \$46.28 per hour; the fourth consecutive year \$47.92 per hour; the fifth consecutive year \$50.05 per hour; and the 10th consecutive year \$52.19 per hour. A summer school teacher who teaches only half of the session must teach two years to move. If a unit member teaches summer school for several years and then stops, upon returning, he/she would be placed at his/her last hourly rate of pay. This will apply to traveling teachers as well.

- 7) Department chairpersons shall receive an annual stipend of 7.5% of Column A, Step

1 of the salary schedule in addition to their regular compensation.

- 8) Except by mutual agreement, employees who are assigned to teach both zero (0) and sixth (6th) periods shall be paid an additional stipend equal to the difference between steps 12 and 13 of Column V of the salary schedule. Such an agreement shall not be a condition of employment.
- 9) Unit members employed to teach a sixth (6th) class in lieu of their preparation shall be compensated an additional 1/5 of their placement on the salary schedule for the duration of this assignment. Special education teachers who teach severely disabled students in a special day class (SH classrooms) or a class for emotionally disturbed must teach all six (6) periods of the day and shall not be entitled to a preparation period. These special education teachers shall be compensated an additional 1/5 of their placement on the salary schedule.
- 10) The District shall pay the employer contribution toward OASDI/Medi-care for special assignments when applicable.
- 11) Non-classroom Certificated assignments will be paid at the basic summer school rate.

11.2.3 Other Payroll Services

- 1) IRS Section 125 Plan: The District will provide employees the opportunity to participate in the section 125 plan (Cafeteria Plan). Participating employees would pay any cost incurred by a third party administrator.
- 2) Direct Payroll Deposit: The District will offer direct payroll deposit to its employees.
- 3) Neither the District nor the Association makes any representation or warranty with respect to the tax or retirement consequences of how compensation is reported to the IRS, CalSTRS, or CalPERS, including, but not limited to, whether compensation or service is creditable for purposes of retirement. Unit members are encouraged to seek independent tax and retirement advice and assistance.

11.2.4 Extracurricular Assignment Pay Schedule

- 1) Coaching
 - a) Coaching stipends are determined by the percentages listed below. Coaches' salaries for district employees that are members of a collective bargaining unit shall be based on Column A Step 2 of the base wage schedule. Any other coaches ("walk-ons") shall be based on Column A Step 1 of the base wage schedule. The number shown next to the percentage is the maximum number of paid coaches in that position per school site, per school year.

	Head Varsity	Asst. Varsity	JV	Other
Baseball	8.5% (1)		7% (1)	
Basketball (Boys)	10% (1)	8% (1)	8% (1)	Frosh 7% (1)
Basketball (Girls)	10% (1)	8% (1)	8% (1)	Frosh 7% (1)
Cheer	8% (1)			
Football	11.5% (1)	8.25% (3)	8.25% (1)	Asst JV 7% (1) Frosh 7% (1) Asst Frosh 5.5% (2)
Golf (Boys)	7% (1)			
Golf (Girls)	7% (1)			
Soccer (Boys)	8.5% (1)	4.5% (*)	4.5% (*)	
Soccer (Girls)	8.5% (1)	4.5% (*)	4.5% (*)	
Softball	8.5% (1)		7% (1)	
Swimming	8.5% (1)	5.5% (1)		
Tennis (Boys)	7% (1)			
Tennis (Girls)	7% (1)			
Track	8.5% (1)	5.5% (2)		
Volleyball	8.5% (1)	4.5% (1)	7% (1)	Frosh 5.75% (1)
Wrestling	8.5% (1)	5.5% (1)		
X Country	7% (1)	4% (1)		

*When a JV team exists for Boys Soccer and Girls Soccer, there will be no Assistant Varsity Stipend paid. The Assistant Varsity stipend will be applied to the JV coaching position.

- b) Coaching Longevity: Coaches shall be granted one year of service for any year in which he/she held one or more positions as a paid coach in any sport. Longevity for district employees that are members of a collective bargaining unit shall be based on Column A, Step 2 of the base wage schedule; longevity for any other coaches (“walk-ons”) shall be based on Column A, Step 1 of the base wage schedule as follows:
- 1% at 5-9 years of service
 - 2% at 10-14 years of service
 - 3% at 15-19 years of service
 - 4% at 20-24 years of service
 - 5% at 25 or more years of service
- c) For each week which includes a competition/contest in CIF/NSCIF post-league play, the Varsity Head Coach will receive \$300, and the Assistant Varsity Coach(es) will receive \$150.

2) Special Assignments and Advisors

- a) Special Assignment and Advisor annual stipends are determined by the percentages listed below of Columns A, Step 2.

	In Classroom	Outside of Classroom
Band	8.5%	
Choral	3.25%	
Dance	3.25%	
Drama	4%	
FFA	2.5%	
Link Crew	3.25%	
Newspaper	4%	7%
Yearbook	4%	7%

- b) The Activities Advisor annual stipend is determined by 6.5% of Column A, Step 2 of the base wage schedule. The Activity Advisor shall be eligible for longevity according to Article 11.2.4.1(b).
- c) There may be one paid advisor/special assignment per position, per school site, per school year, with the exception of FFA. Each site may pay the FFA stipend to a maximum of three full time Agriculture teachers (as defined in Article 11.2.2.4).

ANDERSON UNION HIGH SCHOOL DISTRICT
SALARY SCHEDULE
Effective July 1, 2022

	A	I	II	III	IV	V	V + MA	V + Subject MA
YEARS	Intern	AB + Cred	AB + 30	AB + 44	AB + 58	AB + 72		
1	44,783.00	50,008.00	51,113.00	53,319.00	55,525.00	57,731.00	59,231.00	60,231.00
2	45,838.00	51,113.00	53,319.00	55,525.00	57,731.00	60,379.00	61,879.00	62,879.00
3		53,319.00	55,525.00	57,731.00	60,379.00	62,695.00	64,195.00	65,195.00
4		55,525.00	57,731.00	60,379.00	62,695.00	65,311.00	66,811.00	67,811.00
5		57,731.00	60,379.00	62,695.00	65,311.00	67,637.00	69,137.00	70,137.00
6			62,695.00	65,311.00	67,637.00	69,958.00	71,458.00	72,458.00
7			65,311.00	67,637.00	69,958.00	72,285.00	73,785.00	74,785.00
8			67,637.00	69,958.00	72,285.00	74,773.00	76,273.00	77,273.00
9				72,285.00	74,773.00	79,031.00	80,531.00	81,531.00
10				74,773.00	79,031.00	82,742.00	84,242.00	85,242.00
11						84,165.00	85,665.00	86,665.00
12-13						86,873.00	88,373.00	89,373.00
14-15						88,748.00	90,248.00	91,248.00
16-17						90,694.00	92,194.00	93,194.00
18-19						92,920.00	94,420.00	95,420.00
20-21						94,314.00	95,814.00	96,814.00
22-23						95,273.00	96,773.00	97,773.00
24-25						96,242.00	97,742.00	98,742.00
26-27						97,127.00	98,627.00	99,627.00
28-30						100,336.00	101,836.00	102,836.00
31-33						104,808.00	106,308.00	107,308.00
34+						107,172.00	108,672.00	109,672.00

A \$5,000 signing bonus shall be available to new teachers/counselors upon successful completion of their probationary period. This provision applies to new teachers/counselors hired between July 1, 2021 and June 30, 2024. A \$5,000 retirement bonus shall be available for each bargaining unit member who submits a retirement letter before December 1 of any school year, to be effective at the end of that school year. The member must meet the retirement criteria outlined by STRS/PERS in order to be eligible. During any year a Retirement Incentive is implemented, there will be no retirement bonus given as stated on the current salary schedule.

Effective July 1, 2023 a 4% increase will be applied to the salary schedule.

ANDERSON UNION HIGH SCHOOL DISTRICT

Psychologist Schedule

Effective July 1, 2022

	A	I
YEARS	Intern	AB + Cred
1	56,797	72,919
2	59,560	75,329
3		77,743
4		80,278
5		82,814
6		87,664
7		89,544
8		91,423
9		93,301
10		95,180
12		96,120
14		97,060
16		98,939
18		100,818
20		101,750
22		102,683
24		104,747
26		106,811
30		110,158

Effective July 1, 2023 a 4% increase will be applied to the salary schedule.

11.3 Expense Reimbursement

A unit member who has received the prior authorization of the District shall be reimbursed for the costs of meals and lodging incurred while in the performance of duties, subject to the following conditions:

11.3.1 Lodging and meal reimbursement shall not exceed the Internal Revenue Service approved tax-free allowances for travel.

11.3.2 To be eligible for expense reimbursement, employees must comply with District policies concerning required prior approval and expense claim filing and verification. Expense reimbursement maximums may be waived with prior district approval.

11.4 Automobile Mileage Expense Reimbursement

11.4.4 Employees authorized by the Superintendent to use their own automobile on official business shall be reimbursed at the Internal Revenue Service rate.

11.4.5 In lieu of the above reimbursement, upon request of the employee and the approval of the Superintendent, an employee may use a District credit card to charge gasoline used by his/her own automobile on such official business.

ARTICLE 12: TRANSFER POLICY

12.1 General Provisions

12.1.1 In accordance with Education Code Section 35035 and 44865, the Superintendent may transfer employees within the District, limited only by the specific and express procedures contained in this Article.

12.1.2 Only alleged procedural violations of this Article may be processed through the grievance procedure of this Agreement.

12.1.3 In making transfers, consideration shall be given in no particular order to such factors as, but not limited to, employee's experience, credentials, major and minor fields of study, length of service in the District, and established duties and requirements of vacant positions, department composition, and gender equity when necessary.

12.2 Definitions

12.2.1 A "transfer" is the relocation of a unit member from one school to another within the District.

12.2.2 A "vacancy" is any certificated position, either newly created or currently unoccupied, which the District has determined to fill, and has opened to unit members throughout the District, as well as outside candidates.

- 12.2.3 A "voluntary transfer" shall be defined as a change of site initiated by a unit member occurring during or between the school years.
- 12.2.4 An "involuntary transfer" shall be defined as any district initiated change of assignment between any two worksites within the District occurring during or between school years in accordance with Ed Code §35035 and 44865. Involuntary transfers are those initiated by the District and shall not occur except when required to meet the needs of the District. Such needs may be the result of, but are not limited to, enrollment changes, program changes, school closures, changes in curriculum or course offerings, demonstrated educational needs of the pupils, or staff vacancies caused by death, retirements, resignations, or other circumstances.
- 12.2.5 A "qualified member/applicant", for purposes of this article, shall be defined as a person meeting, but not limited to, the following characteristics, in no specific order: appropriately credentialed/licensed, specific curriculum knowledge, specialized training, years of experience, and ability to positively contribute to the culture of the department.
- 12.2.6 "Assignment" means the initial position classification and teaching discipline (courses) assigned at the time of employment with the District and the workplace where the new unit member is assigned.
- 12.2.7 "Reassignment" means a change in discipline (eg. English, math, science) to which a unit member is assigned to teach within the same school. The provisions of this article do not apply to changes of actual courses taught by unit members that are within the same discipline.

12.3 Voluntary Transfers

- 12.3.1 During the regular school session, the District shall post flyers of vacancies at all schools. The posting shall contain the closing date and procedures for submitting a request for transfer. No regular assignment to fill such a vacancy may be made until after the closing date. The District shall select the most qualified candidate as defined in Article 12.2.5.
- 12.3.2 To be considered for vacancies, which occur during the summer recess period, employees shall file with the District Office a District form, which indicates a desire to transfer to a particular school or assignment.
- 12.3.3 If a request for transfer is not granted, the employee may schedule a meeting with the Superintendent to discuss the reasons why the transfer was not granted. Upon request of the employee, the reasons will be given in writing. The Superintendent/designee shall determine member/application qualification.

12.4 Involuntary Transfers

12.4.1 An employee who does not request a transfer may not be transferred until given an opportunity (a written communication or a telephone call if the employee is not available) for a meeting with the Superintendent to discuss the reasons for the transfer. Upon request of the employee, the reasons shall be given in writing. The employee shall also be given an opportunity to be considered for other vacancies, which are available at the time of the impending transfer for which the employee is qualified. All involuntary transfers will be in accordance with Education Code.

12.4.2 All such transfers shall be completed by the last day of each school year. In the event of an occurrence after this date, such as a death, resignation, leave of absence, change in enrollment, or other unforeseen circumstances, transfers may be made or changed by the District. In the event of an involuntary transfer, the District will pay the unit member an amount equal to two day's per diem rate for preparation prior to the effective date of the transfer. Upon request, the District will assist with the physical moving of the unit member's packaged materials from the original site to the newly assigned site.

12.5.1 Reassignments

12.5.1 A teacher shall be given his/her tentative class assignments for the following year by the last day of each school year. In the event that assignments are subsequently changed, a teacher shall be notified as soon as practicable, and given an opportunity (written communication or telephone call if the employee is not available) for a meeting with the Principal or designee to discuss the reassignment.

12.5.2 Reassignments from department to department shall not be made without giving the employee an opportunity to consult with the Principal or designee. Upon the request of the employee, the reasons for such reassignment shall be given in writing. In making such reassignments, consideration shall be given to such factors as employee's experience, interests, credentials, and major and minor fields of study, and the established requirements and duties of the assignment.

ARTICLE 13: EMPLOYEE PERSONNEL FILE

13.1 The official District personnel file of each employee shall be maintained at the District's central administrative office.

13.2 An employee may inspect material in his/her personnel file which may serve as a basis for affecting the status of his/her employment except materials which:

13.2.1 were obtained prior to his/her employment,

13.2.2 were prepared by identifiable examination committee members, or

13.2.3 were obtained in connection with a promotional examination

13.3 An employee may inspect such materials in his/her personnel file, with the exception of the items listed above, during the normal business hours of the District Office at times other than when the employee is required to render service. Such inspection shall take place under the supervision of a District administrator or designee.

13.4 No materials of a derogatory nature, except the items specified in Section 2 above, may be placed in an employee's personnel file without allowing the employee an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement his/her own comments thereon. The review and comment upon materials of a derogatory nature shall take place during the normal business hours of the District Office and the employee shall be released from duty for this purpose without a salary reduction. The employee shall submit a request in advance to the supervisor to leave the normal place of work during assigned duty times for such review and comment.

13.5 All material placed in an employee's personnel file shall be dated and signed by the contributor.

ARTICLE 14: COMPLAINTS

14.1 It is the interest of the District to promote prompt and fair resolutions to any complaints addressed toward District employees. Complaints will be accepted in a written format or delivered to the administration orally. When a formal written or oral complaint is received by the site administration, the employee will be notified within five (5) days. The employee may respond in writing or orally to the site administration within three (3) business days from the date of receipt of the complaint.

14.2 Every effort should be made to resolve the issue directly with the complainant and the unit member. If that is not successful, the principal/site designee is responsible for the investigation and resolution of the complaint. The principal/site designee shall determine if the complaint is valid, notify the employee of such decision, and implement corrective measures (if determined to be a valid complaint). The employee may request an Association representative to be present at the meeting of the determination of the validity of the complaint.

14.3 If the employee disagrees with the decision of the principal/site designee, they may appeal the decision to the Superintendent. The Superintendent or District Office designee will review the details of the complaint and the decision of the principal/site designee and make a final determination.

14.4 If the complaint is found to be false, the information related to the complaint will, in no way, be used for disciplinary purposes.

14.5 The employee may file a grievance based on improper application of the complaint process.

ARTICLE 15: SAVINGS PROVISION

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 16: EFFECT OF AGREEMENT

It is understood and agreed that the specific provisions contained in the Agreement shall prevail over District practices and procedures to the extent of a conflict and over State laws to the extent permitted by State law and that in absence of specific provisions in this Agreement, such practices and procedures are discretionary.

ARTICLE 17: PEER ASSISTANCE AND REVIEW

All language pertaining to Article 15 will be suspended for 2011/12 and will be reviewed in spring 2012 by both parties before continuing the provisions into the 2012/13 academic year.

17.1 Program

17.1.1 The prime focus of this Program is to provide assistance and renew quality teaching.

17.1.2 The Peer Assistance and Review Program, hereafter referred to as the "Program" allows exemplary teachers to assist certain permanent and beginning teachers in order to satisfactorily achieve proficiency in all six California Standards for the Teaching Profession.

17.1.3 The extent of the Program's assistance and review depends on whether the participating teacher is a beginning teacher, a voluntary participating permanent teacher or a referred participating permanent teacher who has received an overall unsatisfactory evaluation in the areas of teaching methods and instruction. The Program's assistance shall be provided by means of consulting teachers as described in detail in Sections 15.4.1 and 15.4.8 of this agreement.

17.1.4 Definitions For Purposes Of This Document

- 1) "Classroom Teacher or Teacher" - Any member of the certificated bargaining unit who is covered by the certificated evaluation, Article 10 of the Agreement
- 2) "Participating Teacher" - A unit member who is a classroom teacher who either volunteers or is required by this Agreement to participate in the Program
- 3) "Consulting Teacher" - An exemplary teacher meeting the requirements of subsection 15.3 who is selected by the Joint Panel to provide Program assistance to a participating teacher

- 4) "Peer Coach Pool" - A cadre of qualified and experienced teachers selected from appropriate curricular areas who will assist participating teachers
- 5) "Beginning Teacher" - Any unit member having probationary or temporary status, or any District teaching intern participating in a program established according to Education Code Sections 44305, et seq. and 44325, et seq; this Program is to be closely coordinated with other District programs for training and assistance to beginning teachers
- 6) "Voluntary Participating Teacher" - Any unit member who is a permanent teacher wanting to engage in a professional growth activity utilizing a consulting teacher's assistance, and does not fit the teacher description in Section 15.1.4(8)
- 7) "Referred Participating Permanent Teacher" - A unit member with permanent status who's most recent performance evaluation contained an unsatisfactory evaluation in two of six standards in the California Standards for the Teaching Profession
- 8) "Principal" or "Evaluating Principal" - The certificated administrator appointed by the District to evaluate a certificated teacher
- 9) "Peer Coach" - An exemplary teacher assigned by the consulting teacher who directly assists participating teachers

17.2 Program Components

17.2.1 There shall be a Peer Assistance and Review (PAR) Program, hereafter referred to as "Program", for all District certificated teachers. The Program shall have four (4) distinct components:

1) Beginning Teacher Support and Assessment (BTSA) Program

This component shall provide peer assistance and review to eligible first and second year teachers through service provided by an independent contractor. Documentation related to this program of assistance will not be placed in the personnel file of the beginning teacher.

2) Second Year Assistance Program

This Program shall continue to provide service to second year probationary teachers.

3) PAR Excellence Program

The PAR Excellence Program allows veteran teachers to select one of the six areas of effective teaching as found within the California Standards for the Teaching

Profession and, with a year of concentrated effort, work toward excellence in that area. The PAR Joint Panel shall have the authority to accept or reject such applications. Their request will be reviewed and granted by the Joint Panel as time and resources become available for their admission to the program.

4) Referred Participating Permanent Teacher Intervention Program

- a) This component of the Program referred to as P TIP shall provide intervention to a permanent teacher, hereafter known as the "referred participating permanent teacher". The referred participating permanent teacher is a teacher given an "unsatisfactory" evaluation by their evaluating administrator in at least two of the six standards of the California Standards for the Teaching Profession. These teachers will be referred by the evaluating principal or administrator to the Joint Panel for intervention.
- b) The PAR Joint Panel shall accept all referrals of permanent teachers with 'unsatisfactory' evaluations from the principal.
- c) Teachers so referred shall have the opportunity to appear before the PAR Joint Panel to appeal the referral. The PAR Joint Panel shall listen to the appeal and then will have the power to accept or reject the referral made by the principal.
- d) If the PAR Joint Panel has judged that a permanent teacher is performing on a 'satisfactory' level after one or two years of intervention, the principal must accept that judgment and implement the evaluation process for a minimum of one year before referring that teacher for intervention again.

17.2.2 This Program shall not deal with teacher employment issues which arise from accusations of neglect of duty or misconduct which are distinct and separate from teachers' evaluations in relationship to the California Standards for the Teaching Profession covered by this negotiated agreement.

17.3 Peer Assistance and Review Joint Panel

17.3.1 The Program shall be governed by the Joint Panel composed of three administrators from the Anderson Union High School District, two of which shall be site administrators, and four tenured certificated members.

17.3.2 Joint Panel Members are selected by the entire certificated staff (not including management). Nominations will be solicited from the entire certificated staff and all certificated staff (not including management) may vote. Not more than two Joint Panel Members will be selected from one school. Joint Panel Members will serve a two-year term. However, at the initial start of the PAR program, one-half of the Joint Panel Members will serve a three-year term. Three-year terms will be determined by lot. Joint Panel Members can be elected to multi-terms. A premature vacancy will be filled as

stated above (general election).

17.3.3 All action that requires a vote must be made with all members present and voting. In the event of a conflict of interest, a member of the Joint Panel may abstain from a vote if such a conflict of interest is determined to exist by the Joint Panel.

17.3.4 The Joint Panel shall be responsible for:

- 1) Meeting a minimum of four (4) times annually to review the work of the consulting teachers and their caseloads
- 2) Developing the budget for the Program subject to the Board of Trustees' approval
- 3) Determining any decisions about eligibility for the Program
- 4) Selecting consulting teachers and peer coaches
- 5) Evaluating consulting teachers and peer coaches and their documentation
- 6) Providing a re-hire recommendation regarding probationary teachers to the principal and the Board of Education prior to the January Board meeting
- 7) Accepting or rejecting voluntary requests for assistance from individual teachers
- 8) Accepting or rejecting all referrals for intervention from principals per Section 15.2.1.4c
- 9) Monitoring the progress of the referred participating permanent teacher intervention including making the decision on the success of such intervention and so advising the Board of Education
- 10) Selecting its own chair
- 11) Reviewing consulting teachers' interventions

17.3.5 A Panel member shall neither participate in discussion nor vote on any matter in which he/she has a professional or personal conflict of interest.

17.3.6 A member of the PAR Joint Panel will receive an annual stipend of \$2,500.00 for their services.

17.4 Consulting Teachers, Support Teachers, and Peer Coaches

17.4.1 Consulting Teachers will be selected by the Joint Panel Member Teachers. The selection will occur prior to March 1st for the following year. The Joint Panel Members will solicit applications from certificated staff (not including management). A certificated staff

- member must apply to be selected.
- 17.4.2 Consulting teachers will work in the Referred Participating Teacher Intervention Program, PAR Excellence, PAR Voluntary, and to serve as liaison to BTSA. Consulting teachers shall be compensated according to the stipulations as designated in Appendix D.
 - 17.4.3 The number of eligible evaluatees shall determine the number of consulting teachers and peer coaches needed.
 - 17.4.4 Consulting teachers shall serve a three-year term. In the year 2000-2001, the consulting teacher at West Valley High School will serve a three (3) year term, while the consulting teacher at Anderson Union High School will serve a two (2) year term with the possibility to renew for an additional two (2) year term. All terms beyond this original configuration will be 3 years in length.
 - 17.4.5 All such terms are subject to annual evaluation by the Joint Panel. The documentation of such evaluation shall not be made a part of the consulting teacher's personnel file except upon the express written request of the individual consulting teacher. The Joint Panel has the right to replace a Consulting Teacher at the end of any year if the Joint Panel is not satisfied with the individual's performance.
 - 17.4.6 Additional workdays scheduled beyond the 185-day certificated work year will be compensated hourly as follows: Consulting Teacher 1-2 years - \$45 per hour; 3-4 years - \$50 per hour; 5-6 years - \$55 per hour; 7-8 years - \$60 per hour (maximum).
 - 17.4.7 At the conclusion of their service, consulting teachers, if they have left their teaching positions, shall have the right to return to a position for which the individual is qualified at their school of origination. If there is no open position, a position will be created by an involuntary transfer of the least senior teacher.
 - 17.4.8 Peer Coaches will be selected by the Consulting Teachers. Certificated staff must apply for a Peer Coach position. The Consulting Teachers will form a "pool" of applicants from which they may assign Peer Coaches' duties.
 - 17.4.9 The peer coach shall have the responsibility of serving as the liaison to the consulting teacher for the training, supporting and assisting of all teachers in the program. The consulting teacher shall communicate with the evaluating administrator regarding this process during the year.
 - 17.4.10 Peer coaches may be assigned a subset of second year probationary teachers designated as "at risk", i.e. teachers who have been recommended by the evaluating principal due to receiving "needs improvement" or "unsatisfactory" in any of the standards. The principal would be the evaluator for all second year probationary teachers.
 - 17.4.11 Peer coaches will receive release time during the school day and pay at the summer school rate for extra time as determined by the consulting teacher.

17.5 Permanent Teacher Intervention Program (P TIP)

- 17.5.1 The prime focus of this Program is to provide assistance to the development and maintenance of high quality teaching.
- 17.5.2 The purpose of this Program is to assist and offer remediation to referred participating permanent teachers whose performance has been evaluated as “unsatisfactory” in two out six California Standards for the Teaching Profession by the evaluating principal. The goal of the Program will be to assist referred participating permanent teachers to achieve a “satisfactory” level of performance consistent with the Standards. In addition, it shall be the obligation of the Joint Panel to report the results of this intervention to the Board of Trustees. The written documentation in the evaluation report shall become a part of the referred participating permanent teacher’s personnel file.
- 17.5.3 Assistance and remedial efforts and activities shall be individualized and multifaceted and shall be preceded by a conference in the spring of the year when the teacher receives the “unsatisfactory” evaluation. The conference shall involve the teacher being referred, the evaluator who evaluated the teacher, and the consulting teacher to begin the development of a Permanent Teacher Intervention Program (P TIP) Plan. If the permanent teacher so desires, AUHSDTA shall provide representation in this meeting.
- 17.5.4 During the period of assistance, the referred participating permanent teacher’s P TIP Plan shall be the joint responsibility of the consulting teacher and the Joint Panel. The P TIP Plan shall be based on the referred participating permanent teacher’s adherence to the California Standards for the Teaching Profession.
- 17.5.5 The assistance shall be provided by the consulting teachers under this article and shall be closely monitored by the Joint Panel.
- 17.5.6 The consulting teacher as well as the Joint Panel will communicate and consult with the evaluating principal on an ongoing basis.
- 17.5.7 Nothing in this article precludes the principal or District from doing formal and informal observations nor from notifying the teacher verbally and/or in writing regarding incidents or events related to the teacher’s fulfillment of his/her professional obligations. Should the principal deem it necessary to communicate with a teacher in this intervention program in a manner that relates to progressive discipline, i.e. letter of warning, reprimand, etc., the evaluating principal will provide a copy to the Consulting Teacher if it relates to the P TIP Plan. See 15.2.2.
- 17.5.8 The consulting teacher will share all written and verbal progress reports during a conference with the teacher at least once every six weeks. A copy of the written reports will be provided to the evaluating principal and the Joint Panel.
- 17.5.9 Reports are made to the Joint Panel by the consulting teachers who will provide an oral

report and all written documentation to the Joint Panel regarding the progress of the referred participating permanent teachers assigned to the P TIP.

- 1) The teacher and principal may be present for the consulting teacher presentation and will be given an opportunity to respond to the report.
- 2) However, none of these individuals in Section 15.5.9(1) may be present during deliberations of the Joint Panel which are confidential. The Joint Panel may request additional follow-up information from any of these individuals.

17.5.10 The course of assistance shall include one or more of the following:

- 1) Multiple classroom observations by the consulting teacher;
- 2) Assistance specific to the California Standards for the Teaching Profession which has been evaluated to be "unsatisfactory" or other areas deemed in need of assistance by the consulting teacher during the period of assistance.
- 3) Opportunities for the teacher receiving assistance to observe exemplary practice either by the consulting teacher, peer coach or other exemplary teacher;
- 4) District provided professional development opportunities;
- 5) Conference attendance, often in the company of the consulting teacher or designee to facilitate reflection on how this experience fits into the PTIP Plan;
- 6) Other forms of assistance which the consulting teacher and the Joint Panel may provide; and
- 7) Availability of every possible subject matter competency that may not be available within the consulting teacher. Therefore, at times when it is necessary to secure additional assistance to fully address the P TIP Plan, the consulting teacher may enlist the support of other staff members or expertise outside our school system. In all such cases, the consulting teacher shall maintain prime responsibility for the management of the P TIP Plan.

17.5.11 The Joint Panel will make an annual report to the Governing Board and the Association regarding the Program's impact, improvements to be made in the Program, and any recommendations regarding Program participants, including forwarding the names of the referred participating permanent teachers with unsatisfactory evaluations who, after sustained evaluations, are unable to demonstrate "satisfactory" improvement. At the conclusion of the year of remediation, the Joint Panel shall report to the referred participating permanent teacher, the principal, and the Board of Education of the School District that:

- 1) The status of the referred participating permanent teacher is:

- a) Now "satisfactory" in all California Standards for the Teaching Profession, and the principal shall evaluate the unit member the next year, or
 - b) To continue with the assistance of the consulting teacher until he or she concludes that the teaching performance of the referred participating permanent teacher is "satisfactory" or
 - c) Still "unsatisfactory" and further efforts of assistance would no longer be productive.
- 2) A copy of the consulting teacher's report shall be submitted to and discussed with the referred participating permanent teacher in order to receive his or her input and signature before it is submitted to the Joint Panel Committee. The Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report.
 - 3) Before April 1 of each year, the consulting teacher shall complete a written report summarizing the teacher's participation in the Program consisting solely of: (1) a description of the assistance provided to the referred participating permanent teacher; and (2) a description of the degree to which the participant has complied with the P TIP Plan.
 - 4) The referred participating permanent teacher shall have the right to submit a written response, within twenty (20) calendar days, and have it attached to the final report. The referred participating permanent teacher shall also have the right to request a meeting with the Joint Panel, and to be represented at this meeting by an Association representative of his or her choice.

17.5.12 Notwithstanding Section 15.5.11 above, and while the term of this assistance shall normally be for one school year, the intervention may be extended to a second year if the Joint Panel believes progress is being made although the referred participating permanent teacher may not have returned to a "satisfactory" level of performance.

17.5.13 Deliberations of the Joint Panel regarding participating teachers shall be closed and confidential; their recommendations shall be based on the information provided by the consulting teacher, the evaluating principal, the referred participating permanent teacher and AUHSDTA representation.

17.5.14 Within five (5) working days, the recommendation of the Joint Panel shall be reported to the referred participating permanent teacher, the consulting teacher, evaluating principal, a district office certificated administrator and representation by the AUHSTA if representation has been present at prior meetings. The Joint Panel will notify the representation of AUHSTA if requested by the referred participating permanent teacher.

17.6 Referred Participating Permanent Teacher Due Process Rights

- 17.6.1 The referred participating permanent teacher shall be entitled to review all reports generated by the consulting teacher prior to their submission to the Joint Panel and to have affixed thereto his/her comments. To effectuate this right, the consulting teacher shall provide the referred participating permanent teacher being reviewed with copies of such reports at least five (5) working days prior to any such meeting.
- 17.6.2 The referred participating permanent teacher shall have a right to be represented by AUHSDTA in any meetings of the Joint Panel to which they are called and shall be given a reasonable opportunity to present his/her point of view concerning any report being made.
- 17.6.3 The decision to refer a referred participating permanent teacher for intervention through this Program shall not be subject to the grievance procedure.
- 17.6.4 The referred participating permanent teacher shall have the right to timely reports of progress being made.
- 17.6.5 The referred participating permanent teacher shall have the right to present reasons for consideration as to why a specific consulting teacher should be replaced and another consulting teacher or peer coach be assigned to that teacher.
- 17.6.6 All records of the intervention program will be sealed after four years of subsequent successful professional practice during which time the teacher has received a minimum evaluation of "satisfactory". If during this four-year period, an "unsatisfactory evaluation" occurs, the records of the intervention will continue to remain open until a period of four consecutive years of successful evaluations has taken place.
- 17.6.7 This Program in no manner diminishes the legal rights of bargaining unit members.

17.7 Miscellaneous Provisions

- 17.7.1 A referred participating permanent teacher shall not have access to the grievance process to challenge the contents of reports, evaluation, or decisions of the Joint Panel but may file responses which shall be attached to the intervention documentation and become part of the official record of the intervention. See Section 15.5.2.
- 17.7.2 This program will explore the opportunities for staff development from all available institutions, consultants and agencies in order to bring additional resources for the training of consulting teachers, peer coaches, probationary teachers, volunteer participating teachers and referred participating permanent teachers.
- 17.7.3 Expenditures for the Program shall not exceed revenues received from funds made available through passage of AB1X (1999, Villaraigosa or successor legislation) excluding

the allowable administrative cost. The PAR program budget will be evaluated annually when funding for the program is known.

- 17.7.4 At the conclusion of each fiscal year, if revenue for the PAR Program exceeds expenditures, the Joint Panel shall meet to determine the allocation of the surplus.
- 17.7.5 The consulting teachers and peer coaches shall be allocated funds to provide for release days and/or conferences as developmental tools with the teachers assigned to the Program.
- 17.7.6 It is understood and agreed that this Program shall terminate if for any reason there exists an inability for full funding of this Program thereof through AB1X (1999, Villaraigosa) or successor legislation.
- 17.7.7 Nothing herein shall preclude the Board of Trustees from examining information, which it is entitled by law to review in connection with the evaluation of and/or decision to retain in employment, probationary, temporary or permanent certificated employees.
- 17.7.8 Nothing herein shall modify or in any manner affect the rights of the Governing Board/District under provisions of the Education Code relating to the employment, classification, retention or non-reelection of certificated employees. Nothing herein shall modify or affect the District's right to issue notices of unsatisfactory performance and/or unprofessional conduct pursuant to Education Code Section 44938.
- 17.7.9 The Peer Assistance Program shall be reviewed annually by all parties, i.e. PAR Joint Panel, AUHSDTA, Administration, and Board of Trustees.
- 17.7.10 The District shall hold harmless the members of the PAR Joint Panel, consulting teacher and peer coaches for any liability arising out of their participation in this Program as provided in Education Code Section 44503©
- 17.7.11 All proceedings and materials related to the administration of this article shall be strictly confidential. Therefore, Joint Panel members, consulting teachers and peer coaches may disclose such information only as necessary to administer this article.

ARTICLE 18: GRIEVANCE AND ARBITRATION

18.1 Definitions

- 18.1.1 A "grievance" is an allegation by a grievant that there has been a violation of an express provision(s) of this Agreement.
- 18.1.2 A "grievant" is a member(s) of the bargaining unit who files a grievance or it may be the Association.
- 18.1.3 A "day" is a day when the District Office is open for business, and the unit member is

required to be at work, excluding Saturdays and Sundays.

18.1.4 A "representative" is an Association appointed representative, Association staff, or Association legal counsel who participates in the grievance procedure.

18.1.5 "Association" shall mean the local employee organization recognized by the Board of Trustees as the exclusive representative for the unit of employees covered by this Agreement.

18.1.6 "Immediate Supervisor" is the site administrator or designee.

18.1.7 A "District Grievance Form" shall mean a District provided form which shall be completed in writing. (Appendix A)

18.2 General Provisions

18.2.1 Most grievances arise from misunderstandings or disputes which can be settled promptly and satisfactorily on an informal basis at the immediate supervisory level. The District and Association representatives agree that every effort will be made by the District and the party filing the grievance to settle grievances at the lowest possible level.

18.2.2 Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

18.2.3 Nothing contained herein will be construed as limiting the right of any unit member having a grievance to discuss the matter informally with the immediate supervisor, and to have the grievance adjusted without intervention by the Association provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given an opportunity to be present at such adjustment to state its views. Further, nothing contained in this grievance procedure shall be construed as limiting the right of a unit member at any time to present a written formal grievance to the District and have such grievance adjusted without the intervention of the Association, as long as the adjustment is consistent with the terms of the Agreement. The District shall not agree to a resolution of said grievance until the Association has been served by the District with a copy of the grievance and the proposed resolution and has also been given the opportunity to file a response. A grievant who wants representation shall be represented by the designated representatives selected by the Association.

18.2.4 The grievant shall have the right to include in the grievance hearings such witnesses as they deem necessary to develop facts pertinent to the grievance. These names shall be made available to both parties upon request. Such witnesses shall be in addition to the grievant's representative.

18.2.5 Since it is important that grievances be processed as rapidly as possible, the time limits specified at each level should be considered to be maximums and every effort should be made to expedite the process. The time limits may, however, be extended by mutual

agreement.

- 18.2.6 Decisions rendered at all levels of the grievance procedure will be in writing, setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the President of the Association. Time limits for appeal provided in each level shall begin the day following receipt of written decisions by the parties in interest.
- 18.2.7 Grievance meetings will be scheduled by the District at mutually convenient times and places. Normally such meetings will be scheduled in such a manner that they will not conflict with regular duties, however, when such meetings are scheduled so as to conflict with the unit member's work hours, reasonable release time, without loss of salary, will be provided to the grievant and his/her authorized Association representative, if any. In addition, witnesses to an arbitration hearing shall be given release time while testifying. At Level I or Level II grievance meetings where it is necessary to include more than three (3) unit members who have information about the grievance, conferences shall be held before or after school hours. In addition, witnesses to an arbitration hearing shall be given release time while testifying. This constitutes reasonable periods of release time within the meaning of Government Code Section 3543.1(c).
- 18.2.8 Neither party shall take reprisals against any member of the unit, Association representative, management person, or any other participant in the grievance.
- 18.2.9 All grievance records shall be maintained at the district office in a file separate and apart from other personnel records. The maintenance and disposition of those grievance files shall be governed by the provisions of Education Code 44031. The grievant shall have access to all grievance documents in such file. Documents relevant to processing a grievance shall be furnished upon request by either party.
- 18.2.10 When a grievance has been filed by a unit member, the grievant may terminate the grievance at any time by giving written notice to the District and the Association. This does not preclude the Association from continuing the grievance if the Association alleges the District has violated the Agreement.
- 18.2.11 Forms for filing grievances and other necessary documents are in Appendix A. Costs for preparing such forms will be absorbed by the District.
- 18.2.12 Grievances which arise as a result of a District action(s) or decision(s) that occur at a level higher than the immediate supervisor or designee may be filed at Level II.

18.3 Formal Procedure

18.3.1 Level I - Site

- 1) The grievant shall file the grievance in writing on the District provided form, simultaneously with the President of the Association and the unit member's immediate supervisor within twenty (20) days after the occurrence of the act or

omission giving rise to the alleged grievance or twenty (20) days after the grievant knew or reasonably should have known about the act or omission, whichever is later. The grievance shall list the Article(s) and Section(s) allegedly violated, along with a description of the alleged violation.

- 2) Within ten (10) days after receipt of the formal written grievance by the immediate supervisor, the immediate supervisor will meet with the unit member and representative of the Association in an effort to resolve the grievance. The immediate supervisor shall provide a written proposed resolution to the unit member within five (5) days after the Level I grievance meeting.

18.3.2 Level II - District

- 1) If the unit member is not satisfied with the disposition of the grievance at the Level I meeting, the grievant may file the grievance in writing on the District provided form, simultaneously with the President of the Association and the Superintendent within ten (10) days after the Level I meeting or within five (5) days of receipt of the Level I written decision.
- 2) Within ten (10) days after receipt of the written grievance by the Superintendent, the Superintendent or his designee will meet with the aggrieved person and representative of the Association in an effort to resolve the grievances. The Superintendent or designee shall provide a written proposed resolution to the grievance within five (5) days after the grievance meeting.

18.3.3 Level III - Arbitration

- 1) Subsequent to a grievant's request for arbitration and prior to submission of the grievance to arbitration, the Association and the District may mutually request the services of a State Mediator to assist the parties in resolving the grievance. The form or content of any settlement discussions shall not be binding on either party. The terms of a settlement, if any, shall be binding on all parties. If the grievant is not satisfied with the disposition of his/her grievance at Level II, the grievant may within five (5) days after a decision by the Superintendent, request in writing that the Association submit the grievance to arbitration. The Association, by written notice to the Superintendent within fifteen (15) days after receipt of the request from the aggrieved person, may submit the grievance to binding arbitration.
- 2) As soon as possible and in any event not later than ten (10) working days after the District receives written notice of the Association's desire to arbitrate; the parties shall attempt to agree upon an arbitrator. If no agreement is reached within said ten (10) days, the arbitrator will be selected from the current available list.
- 3) The Association and the District shall select the arbitrator from the list by eliminating names until one (1) name remains. The first option to strike from the list shall alternate. All grievances shall be numbered consecutively with the

Association striking first on all odd numbered grievances and the District striking first on all even numbered grievances. The one (1) remaining name shall be the arbitrator.

- 4) The arbitrator shall be bound by the rules of the American Arbitration Association. The arbitrator's decision shall be in writing and will set forth his/her finding of fact, reasoning, and conclusions on the issues submitted. The arbitrator will be without authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The arbitrator is empowered to include in his/her award such financial or other remedies to which the parties are entitled to by law. The decision of the arbitrator will be submitted to the Superintendent and the Association and will be final and binding upon the parties to this Agreement. If the District has raised the question of grievability as a defense, such question shall be ruled upon by the arbitrator as a part of his or her decision.
- 5) Either party may request a certified court reporter to record the entire arbitration hearing. The cost of the services and expenses of such court reporter shall be paid by the party requesting the reporter or shared by the parties if they both mutually agree.
- 6) All fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear the expense of the presentation of its own case.
- 7) The provisions of Article 2: Recognition, Article 13: Savings Provisions, and Article 14: Effect of Agreement, are specifically excluded from arbitration under the provisions of this Article.

ARTICLE 19: CONCLUSION OF NEGOTIATIONS

This is the full, complete, and final agreement of the District and the Association with respect to all topics within the scope of negotiations. All topics not included herein are deemed withdrawn. Neither party is required to negotiate further on any topic as specified within this agreement without the consent of the other party.

APPENDIX A

Grievance Level 1

Grievance Level 2

**ANDERSON UNION HIGH SCHOOL DISTRICT
LEVEL 1-2 GRIEVANCE**

Name of Complainant _____ Date of Filing _____

School _____ Assignment: _____

Date Grievance Occurred: _____

Complete the sections below. If more space is needed, please attach additional sheets. Be sure to number the pages and identify the section to which you are responding.

1. Article(s) and Section of the contract alleged to have been violated:

2. Statement of Grievant:

3. Relief Sought:

Grievant

Date

Site Administrator/Superintendent

Date

APPENDIX B

Anderson Union High School District

ASTO HOURS

Teacher's Name _____ As of (date) _____

Time Earned: _____ Days(s) _____ Period(s)
Six (6) periods = 1 day

Up to ten (10) ASTO days may be rolled over to the next school year. You will be paid for anything over ten (10) days. The rate of ASTO pay is \$40 per period.

Returning teachers – please check below to indicate how to allot your earned ASTO time.

Amount to be rolled over: _____ day(s) _____ period(s)

Amount to be paid: _____ day(s) _____ period(s)

Please return this form to the site secretary with your teacher check-out form.

Teacher Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____

APPENDIX C – Evaluation Form

California Standards for the Teaching Profession

STANDARD ONE:

ENGAGING & SUPPORTING ALL STUDENTS IN LEARNING

- 1.1 Using knowledge of students to engage them in learning
- 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests
- 1.3 Connecting subject matter to meaningful, real-life contexts
- 1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs
- 1.5 Promoting critical thinking through inquiry, problem solving, and reflection
- 1.6 Monitoring student learning and adjusting instruction while teaching

STANDARD TWO:

CREATING & MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING

- 2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully
- 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
- 2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe
- 2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students
- 2.5 Developing, communicating, and maintaining high standards for individual and group behavior
- 2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn
- 2.7 Using instructional time to optimize learning

STANDARD THREE:

UNDERSTANDING & ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING

- 3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks
- 3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter
- 3.3 Organizing curriculum to facilitate student understanding of the subject matter
- 3.4 Utilizing instructional strategies that are appropriate to the subject matter
- 3.5 Using and adapting resources, technologies, and standards-aligned materials, including adopted materials, to make subject matter accessible to all students
- 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content

STANDARD FOUR:

PLANNING INSTRUCTION & DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS

- 4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction
- 4.2 Establishing and articulating goals for student learning
- 4.3 Developing and sequencing long-term and short-term instructional plans to support student learning
- 4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students
- 4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students

STANDARD FIVE:

ASSESSING STUDENT LEARNING

- 5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments
- 5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction
- 5.3 Reviewing data, both individually and with colleagues, to monitor student learning
- 5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction
- 5.5 Involving all students in self-assessment, goal setting, and monitoring progress
- 5.6 Using available technologies to assist in assessment, analysis, and communication of student learning
- 5.7 Using assessment information to share timely and comprehensible feedback with students and their families

STANDARD SIX:**DEVELOPING AS A PROFESSIONAL EDUCATOR**

- | | |
|------------|---|
| 6.1 | Reflecting on teaching practice in support of student learning |
| 6.2 | Establishing professional goals and engaging in continuous and purposeful professional growth and development |
| 6.3 | Collaborating with colleagues and the broader professional community to support teacher and student learning |
| 6.4 | Working with families to support student learning |
| 6.5 | Engaging local communities in support of the instructional program |
| 6.6 | Managing professional responsibilities to maintain motivation and commitment to all students |
| 6.7 | Demonstrating professional responsibility, integrity, and ethical conduct |



ANDERSON UNION HIGH SCHOOL DISTRICT CERTIFICATED TEACHER EVALUATION

Employee: _____ School Year: _____

School: _____ Date of formal evaluation: _____

Subject Area: _____ Date of initial conference: _____

Evaluator: _____ Date of final conference: _____

Status: Prob I Prob II
 Tenured
 Other: _____ Year of next evaluation: _____

Rating: (NI and/or U requires justification) **M** = Meets or exceeds criteria **U** = Unsatisfactory
NI = Needs improvement **NA** = Not applicable/not observed

Standard One: Engaging & Supporting all Students in Learning

	Rating	Commendations / Recommendations / Evidence
1.1 Using knowledge of students to engage them in learning		
1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests		
1.3 Connecting subject matter to meaningful, real-life contexts		
1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs		
1.5 Promoting critical thinking through inquiry, problem solving, and reflection		
1.6 Monitoring student learning and adjusting instruction while teaching		



ANDERSON UNION HIGH SCHOOL DISTRICT CERTIFICATED TEACHER EVALUATION

Employee: _____ School Year: _____

Standard Two: Creating & Maintaining Effective Environments for Student Learning

	Rating	Commendations / Recommendations / Evidence
2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully		
2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students		
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe		
2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students		
2.5 Developing, communicating, and maintaining high standards for individual and group behavior		
2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn		
2.7 Using instructional time to optimize learning		

Standard Three: Understanding & Organizing Subject Matter for Student Learning

3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks		
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ANDERSON UNION HIGH SCHOOL DISTRICT CERTIFICATED TEACHER EVALUATION

Employee: _____ School Year: _____

	Rating	Commendations / Recommendations / Evidence
3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter		
3.3 Organizing curriculum to facilitate student understanding of the subject matter		
3.4 Utilizing instructional strategies that are appropriate to the subject matter		
3.5 Using and adapting resources, technologies, and standards-aligned materials, including adopted materials, to make subject matter accessible to all students		
3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content		

Standard Four: Planning Instruction & Designing Learning Experiences for All Students

4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction		
4.2 Establishing and articulating goals for student learning		
4.3 Developing and sequencing long-term and short-term instructional plans to support student learning		



ANDERSON UNION HIGH SCHOOL DISTRICT CERTIFICATED TEACHER EVALUATION

Employee: _____ School Year: _____

	Rating	Commendations / Recommendations / Evidence
4.4		Planning instruction that incorporates appropriate strategies to meet the learning needs of all students
4.5		Adapting instructional plans and curricular materials to meet the assessed learning needs of all students

Standard Five: Assessing Student Learning

5.1		Applying knowledge of the purposes, characteristics, and uses of different types of assessments
5.2		Collecting and analyzing assessment data from a variety of sources to inform instruction
5.3		Reviewing data, both individually and with colleagues, to monitor student learning
5.4		Using assessment data to establish learning goals and to plan, differentiate, and modify instruction
5.5		Involving all students in self-assessment, goal setting, and monitoring progress
5.6		Using available technologies to assist in assessment, analysis, and communication of student learning



ANDERSON UNION HIGH SCHOOL DISTRICT CERTIFICATED TEACHER EVALUATION

Employee: _____ School Year: _____

	Rating	Commendations / Recommendations / Evidence
5.7 Using assessment information to share timely and comprehensible feedback with students and their families		

Standard Six: Developing as a Professional Educator

6.1 Reflecting on teaching practice in support of student learning		
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development		
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning		
6.4 Working with families to support student learning		
6.5 Engaging local communities in support of the instructional program		
6.6 Managing professional responsibilities to maintain motivation and commitment to all students		
6.7 Demonstrating professional responsibility, integrity, and ethical conduct		



ANDERSON UNION HIGH SCHOOL DISTRICT COUNSELOR EVALUATION

Employee: _____ School Year: _____

INTRODUCTION: The primary goal of an evaluation system is the improvement of the quality of services to our students. This evaluation instrument is intended to include most of the major functions involved in the guidance and counseling of secondary students. Hopefully, it will reaffirm your confidence in those things you do well and also provide direction for any areas needing additional attention.

Rating: <i>(NI and/or U requires justification)</i>	M = Meets or exceeds criteria NI = Needs improvement	U = Unsatisfactory NA = Not applicable/not observed
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PERFORMANCE AREAS: <i>Professional Responsibilities</i>	Rating	Commendations / Recommendations / Evidence
1. High School Orientation for new students		
2. Graduation Requirements		
3. College admission and assistance		
4. Career options/requirements		
5. Vocational training opportunities		
6. Test and inventory results		
7. Alternatives to regular programs		

PERFORMANCE AREAS: <i>Effectively provides students with guidance/counseling services that facilitate learning and promote student success in school</i>	Rating	Commendations / Recommendations / Evidence
1. Assists students in course selection and development of 4-year plans		
2. Provides monitoring and counseling regarding student academic progress		
3. Provides monitoring and counseling regarding student attendance		
4. Provides monitoring and counseling regarding student discipline		



ANDERSON UNION HIGH SCHOOL DISTRICT COUNSELOR EVALUATION

Employee: _____ School Year: _____

5.	Provides linkage between high school studies and career aspirations		
6.	Encourages parent and teacher involvement in serving student needs		
7.	Utilizes available resources in serving student needs		
8.	Assists students with self-management skills, such as study habits, decision-making, interpersonal skills, multicultural understanding, etc.		
9.	Promotes positive self-image in students		
10.	Promotes post-secondary opportunities with students		
11.	Demonstrates up-to-date knowledge and skills in performance of service to students		
12.	Interprets test results with students and parents		
13.	Assists with IEP, SST and 504 meetings		
14.	Services special needs of targeted students		

PROFESSIONAL DEVELOPMENT: <i>Demonstrates a desire for professional growth and self-improvement</i>		Rating	Commendations / Recommendations / Evidence
1.	Participates in district sponsored in-service activities and other assigned meetings		
2.	Participates in professional association activities		
3.	Demonstrates an openness to change		
4.	Is involved in appropriate school and community affairs		



ANDERSON UNION HIGH SCHOOL DISTRICT COUNSELOR EVALUATION

Employee: _____ School Year: _____

5. Acquires and uses a variety of individual and group guidance/counseling techniques		
---	--	--

PERSONAL CHARACTERISTICS: <i>Possesses personal characteristics that promote a professional image and professional services amongst parents, staff and students</i>	Rating	Commendations / Recommendations / Evidence
1. Works cooperatively with other agencies		
2. Works cooperatively with other staff in a team relationship		
3. Promotes a positive self-image		
4. Maintains confidentiality		
5. Possesses communication skills - writing		
6. Possesses communication skills – speaking		
7. Uses appropriate channels for resolving concerns, etc.		
8. Establishes and pursues goals		
9. Adheres to district and school policies and regulations		
10. Maintains a caring, supportive role		



ANDERSON UNION HIGH SCHOOL DISTRICT COUNSELOR EVALUATION

Employee: _____ School Year: _____

SUMMARY EVALUATION REPORT

Commendations:

Recommendations:

ADMINISTRATOR:

EMPLOYEE:

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature

Title

Signature



ANDERSON UNION HIGH SCHOOL DISTRICT NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE EVALUATION

Employee: _____ School Year: _____

Assignment: _____ Date: _____

Rating: <i>(NI and/or U requires justification)</i>	M = Meets or exceeds criteria NI = Needs improvement	U = Unsatisfactory NA = Not applicable/not observed
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1.	ENGAGES AND SUPPORTS ALL STUDENTS	Rating	Commendations / Recommendations / Evidence
1.1	Acts as an advocate for students and provides resources to respond to student's diverse needs		
1.2	Supports the overall vision and mission of the school		
1.3	Encourages students to utilize resources to resolve personal and social problems which affect learning		
1.4	Assists the Department in providing a comprehensive student support services program		

2.	SUPPORTS EFFECTIVE ENVIRONMENTS FOR STUDENTS	Rating	Commendations / Recommendations / Evidence
2.1	Assists in establishing a climate that promotes fairness, respect, and responsibility		
2.2	Demonstrates organizational skills and efficiency		
2.3	Consults and collaborates with parents, students, teachers and/or other staff to support student learning		
2.4	Demonstrates the ability to work effectively as a team member		



ANDERSON UNION HIGH SCHOOL DISTRICT NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE EVALUATION

Employee: _____ School Year: _____

Assignment: _____ Date: _____

3. DESIGNS SUPPORT SERVICES FOR ALL STUDENTS	Rating	Commendations / Recommendations / Evidence
3.1 Increases awareness of post-secondary options including the world of work and/or college		
3.2 Meets deadlines and attends scheduled meetings		
3.3 Participates in IEPs, SSTs, 504 meetings, and other student conferences as appropriate		
3.4 Maintains appropriate documentation on students		
3.5 Demonstrates the ability to counsel individuals, small groups and classroom-sized groups		

4. ASSESSES STUDENT LEARNING	Rating	Commendations / Recommendations / Evidence
4.1 Guides students in developing educational goals and programs		
4.2 Recommends students for specialized services as necessary		
4.3 Communicates with students, families and staff about student programs		



ANDERSON UNION HIGH SCHOOL DISTRICT NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE EVALUATION

Employee: _____ School Year: _____

Assignment: _____ Date: _____

5.	DEVELOPS AS A PROFESSIONAL EDUCATOR	Rating	Commendations / Recommendations / Evidence
5.1	Reflects, plans, and establishes professional goals		
5.2	Works with colleagues to improve professional practice		
5.3	Takes part in professional development activities to enhance effectiveness and skills		
5.4	Adheres to District/school policies, rules, curriculum, and content standards		
5.5	Adheres to federal and/or state rules and regulations		
5.6	Accepts and fulfills duties and responsibilities in a timely and effective manner		

Recommended for continued service

Recommended for continued service, but improvement needed

Not recommended for continued service

Evaluation has been discussed with me in conference with the evaluator. My signature acknowledges receipt of this document and does not necessarily indicate agreement with the summative evaluation. I understand that I may, within ten (10) working days of my conference, make a written response to this summative evaluation, which will be attached to the evaluation.

Evaluator Signature: _____ Date: _____

Employee Signature _____ Date: _____

Employee response attached: Yes No



ANDERSON UNION HIGH SCHOOL DISTRICT NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE EVALUATION

Employee: _____ School Year: _____

Assignment: _____ Date: _____

PLAN FOR PROFESSIONAL GROWTH FOR NON-INSTRUCTIONAL CERTIFICATED EMPLOYEE

Employee: _____ Assignment(s): _____ School: _____

Evaluator: _____ Position: _____ School Year: _____

Status: Emer. Perm. Intern Temporary Prob I Prob II Permanent
Evaluation Year? Yes No

This form can be completed annually by each unit member. However, this plan will not be used for evaluation purposes in nonevaluation years.

PLANS FOR GROWTH, RESOURCES, AND/OR SUPPORT NEEDED AND TIMELINE

ADDITIONAL INPUT FROM EVALUATOR

EVIDENCED BY: _____

Month: _____

Evaluator Signature: _____ Date: _____

Employee Signature _____ Date: _____



ANDERSON UNION HIGH SCHOOL DISTRICT DISTRICT NURSE EVALUATION

Employee: _____ School Year: _____

School: _____ Date of formal evaluation: _____

Subject Area: _____ Date of initial conference: _____

Evaluator: _____ Date of final conference: _____

Status: Prob I Prob II
 Tenured
 Other: _____ Year of next evaluation: _____

Rating: (NI and/or U requires justification) **M** = Meets or exceeds criteria **U** = Unsatisfactory
NI = Needs improvement **NA** = Not applicable/not observed

I. PROFESSIONAL ATTITUDES, ATTRIBUTES & CONDUCT	Rating	Commendations / Recommendations / Evidence
A. Exhibits professional appearance		
B. Demonstrates initiative, self reliance, enthusiasm, and a commitment to professional development and life-long learning		
C. Models effective oral and written communication		

II. PROFESSIONAL RELATIONSHIPS	Rating	Commendations / Recommendations / Evidence
D. Communicates with students, parents, and colleagues in a clear, timely and relevant manner concerning health related matters		
E. Serves as liaison and provides appropriate referrals to community agencies (CCS, CHDP, SCPH/ care providers)		

III. PROFESSIONAL SKILLS AND ADHERENCE TO CURRICULAR GOALS	Rating	Commendations / Recommendations / Evidence
F. Completes mandated screenings in the district: vision, hearing, scoliosis and makes appropriate referrals		



ANDERSON UNION HIGH SCHOOL DISTRICT DISTRICT NURSE EVALUATION

Employee: _____ School Year: _____

IV. HEALTH PROGRAM ENVIRONMENT	Rating	Commendations / Recommendations / Evidence
G. Takes necessary precautions to maintain screening equipment and materials to mandated standards		
H. Establishes and maintains a comprehensive school health program		
I. Participates in the formulation of program goals, plans and decisions		
J. Implements nursing actions to promote, maintain, or restore health, prevent illness and effect rehabilitation		

V. RELATED PROFESSIONAL RESPONSIBILITIES	Rating	Commendations / Recommendations / Evidence
K. Consistently implements, upholds and models school rules and district and state laws and regulations		
L. Maintains accurate and appropriate health records as required by law and District policy and procedures		
M. Attends and participates in faculty and District meetings as required		



ANDERSON UNION HIGH SCHOOL DISTRICT DISTRICT NURSE EVALUATION

Employee: _____ School Year: _____

SUMMARY EVALUATION REPORT

SECTION I: Comments by Administrator

SECTION II: Composite Evaluation

If marked "requires Improvement" or "Unsatisfactory",
Performance Evaluation Addendum must be completed.

Meets or exceeds standards Needs improvement Unsatisfactory

SECTION III: Comments by Employee

Employee may also attach additional written response
If additional comments are attached, check here:

ADMINISTRATOR:

CERTIFICATED EMPLOYEE:

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature

Signature

Title



ANDERSON UNION HIGH SCHOOL DISTRICT COACHING PERFORMANCE EVALUATION

Employee: _____ School Year: _____

School: _____ # of Years: _____

Sport: _____ Head Coach: Asst. Coach:

Rating: <i>(NI and/or U requires justification)</i>	M = Meets or exceeds criteria NI = Needs improvement	U = Unsatisfactory NA = Not applicable/not observed
---	---	--

	Rating	Comments
Communication: develops rapport with athletes, coaching staff, parents, teachers and administrators		
Commands respect by example in appearance, behavior, language, and conduct during practice and games		
Upholds athletic department policies, rules, and regulations and adheres to stated procedures and chain of command (including acceptance of duties assigned by the head of the program)		
Is open and receptive to constructive criticism		
Exercises self-control and poise		
Thorough knowledge of the sport, uses athletic setting as a teaching tool, promotes the concepts and values of citizenship/sportsmanship, and displays interest and intensity for the sport		
Is organized (practice, game, supervision)		
Has performed the duties contained within the job description		
Meets deadlines (inventory, eligibility, rosters, medical cards, program information, etc.)		
Discipline and control of athletes at games and practice sessions (is firm, fair and follows due process in dealing with discipline)		



ANDERSON UNION HIGH SCHOOL DISTRICT COACHING PERFORMANCE EVALUATION

Employee: _____ School Year: _____

COMMENTS

Areas of strength:

Areas needing improvement:

Recommendations:

SIGNATURES

Athletic/Activities Administrator

Signature

Title

Date:

Coach

Signature does not indicate agreement. Reaction or written response may be attached to this evaluation within ten (10) days.

Signature

Date:

**ATHLETIC SEASON CHECK-OUT RECORD
HEAD COACH/ASSISTANT COACH**

NAME: _____ DATE: _____

SPORT: _____ HEAD COACH ASST COACH

Coach: Prior to receiving your season stipend, please meet with the Athletic Administrator or Activities Administrator (if applicable) for the mandatory coaching performance evaluation. Then, check with other staff that will assist you through the remaining check-out procedure and clear you of any further responsibility.

ATHLETIC OFFICE

Coaching Performance Evaluation
Budget Requests
Inventory
Repair Requests
Lost Equipment
First Aid Kits turned in
Accident Travel Cards turned in

Initial
Athletic Director: _____
Athletic Director: _____
Athletic Director: _____
Athletic Director: _____
Athletic Director: _____
Athletic Director: _____

ACTIVITIES OFFICE (if applicable)

Cheer Coach Performance Evaluation
Drill Team Coach Performance Evaluation

Initial
Assistant Principal: _____
Assistant Principal: _____

STUDENT ACCOUNTS OFFICE

Bills Issued to Athletes

Initial
ASB Accounts: _____

COUNSELING OFFICE

Grades Issued to Athletes

Initial
Registrar: _____

PRINCIPAL'S OFFICE

Review of Check-Out Record
Stipend Issued – Date

Initial
Principal: _____
Principal's Exec. Asst.: _____

RETURN ORIGINAL TO ATHLETIC ADMINISTRATOR

APPENDIX D

PEER ASSISTANCE AND REVIEW

The following point plan was developed to determine whether the Consulting Teacher (CT) should receive a stipend or a period of release time:

TEACHER	POINTS (Degree of Difficulty)
Referred Teacher	5
First Year or Intern	2
Second Year	1
PAR Excellence or new to the District with 3 or more years experience	0.5

RELEASE TIME OR STIPEND

11 Points	1 Period Release funding available as per Section 16.7.3
8 – 10 Points	PAR Joint Panel will decide on release or no release
7 or below Points	Stipend + hourly rate

ACT will receive a base stipend of \$2000 and then an hourly wage based on the number of years of experience as a CT according to the following:

EXPERIENCE AS A CONSULTING TEACHER	HOURLY RATE
1 – 2 years	\$45.00
3 – 4 years	\$50.00
5 – 6 years	\$55.00
7 – 8 years	\$60.00

APPENDIX E: CERTIFICATED YEAR END CLEARANCE

Must be completed by (date) _____, unless prior arrangements have been made.

Name: _____ Date: _____

Present Address: _____ Phone: _____

Summer Forwarding Address: _____ Phone: _____

Teacher Department Clearance -classroom
cleanup

_____ Department Chairman _____

All textbooks, teachers' manuals, etc. turned in
List of students owing fines, bills, etc.
submitted

_____ Library Media Specialist _____

_____ Library Media Specialist _____

All A/V materials and catalogs returned

_____ Library Media Specialist _____

All library books returned

_____ Library Media Specialist _____

Roll Book (if hard copy kept) turned in

_____ Registrar _____

Grades in/grades backed up in Aeries

_____ Registrar _____

All Incompletes accounted for

_____ Registrar _____

ROP Check out (ROP instructors only)

_____ ROP Coordinator _____

Student accounts/bills

_____ Asst. Princ. Sec. –
Activities _____

Keys verified

_____ Principal's Exec. Asst. _____

Keys retained

_____ Principal's Exec. Asst. _____

Mandated Costs forms

_____ Principal's Exec. Asst. _____

Absence Certificates signed

_____ Principal's Exec. Asst. _____

DO purchase orders cleared

_____ Principal's Exec. Asst. _____

Gasoline credit cards turned in

_____ Principal's Exec. Asst. _____

Disposition of June payroll

Direct deposit is available (Stub will automatically be mailed.)

Mail

Pick up at District Office

Deferred June 30 check

*No direct deposit is available on this check.
Check will be available June 30.*

Mail

Pick up at District Office

PRINCIPAL LIFE INSURANCE COMPANY

Basic Group Term Life Insurance

- Only full time employees are offered this benefit.
- The first month of full time employment staff members are covered by Life, the second month Disability is added.
- Staff members are termed from the policy the month they resign or retire.
- The Term Life Insurance Policy pays \$50,000 up to age 70, \$10,000 for 70 or older.

Long-Term Disability Insurance

- Only full time employees are offered this benefit.
- The first month of full time employment staff members are covered by Life, the second month Disability is added.
- Staff members are termed from the policy the month they resign or retire.
- Disability is filed up to 30 days prior to going off work. Not before. It pays 60% of wages with a maximum of \$5000 per month. It takes effect after the staff member has been off work for three months. It pays benefits for up to two years of disability for the current job occupation.
- Salaries are updated yearly.