COLLECTIVE BARGAINING AGREEMENT

between

La Habra City School District

and

California School Employees CSEA

Chapter #135

July 1, 2019 – June 30, 2022

Updated November 20, 2019

TABLE OF CONTENTS

Article I	Agreement	1
Article II	Recognition	2
Article III	Definitions	3
Article IV	Grievance Procedure	5
Article V	Transfer Policy	8
Article VI	Leaves of Absence	10
Article VII	Hours	20
Article VIII	Salary Schedule/Employee Benefits	25
Article IX	Layoff and Reemployment	32
Article X	Layoff Action/Effects Related Thereto	34
Article XI	Safety Conditions of Employment	35
Article XII	Extended Day Care Program	36
Article XIII	Savings Provision	37
Article XIV	Term	38
Article XV	Transportation	39
Article XVI	Organizational Security	42
Article XVII	Miscellaneous Provisions	44

Appendix 1	La Habra City School District Classified Salary Schedules
Appendix 2	La Habra City School District Classification Plan and Schedule of Positions
Appendix 3	Classified Annual School Year Calendar 2018-2021, Schedule 1
Appendix 4	Classified Annual School Year Calendar 2018-2021, Schedule 2
Appendix 5	Classified Annual School Year Calendar 2018-2021, Schedule 3
Appendix 6	Classified Annual School Year Calendar 2018-2021, Schedule 5
Appendix 7	Classified Annual School Year Calendar 2018-2021, Schedule 6
Appendix 8	Classified Vacation Schedule
Appendix 9	Education Code Section 45136
Appendix 10	Classified Employee Grievance Form

Note: Employee Medical & Dental Plan Brochures available on request.

ARTICLE I
AGREEMENT

The amended articles and provisions contained herein constitute a bilateral and binding Agreement between the La Habra City School District Board of Education and the California School Employees Association, and its La Habra Chapter135 (CSEA).

CALIFORNIA SCHOOL EMPLOYEE CSEA	LA HABRA CITY SCHOOL DISTRICT
Mika Cross-Sepulveda President, Chapter 135	Carol Argomaniz Director Classified Personnel
Sonia Kneip Negotiation Committee, Chapter 135	Christeen Betz Chief Business Official
Israel Lopez Negotiation Committee, Chapter 135	Emily Szary Principal
Tamara Konate Labor Relations Representative	Spencer Covert

Ratified by a vote of the members of the Bargaining Unit described herein and represented herein and represented by the California School Employees CSEA.

Mika Cross-Sepulveda
C.S.E.A. Chapter #135

Amendments approved by formal action of the Board of Education of the La Habra City School District on .

Sandi Baltes
President, Board of Education

ARTICLE II
RECOGNITION

2.1 The La Habra City School District hereby confirms its recognition of the California School Employees Association and its La Habra Chapter 135 (CSEA), as the exclusive representative of the bargaining unit claimed as appropriate in the petition for recognition filed by the CSEA on April 6, 1976, and as amended by the Agreements dated July 28, 1977, July 1, 1985, December 9, 1997, and as further amended by this Agreement and the unit modification of May 20, 1997 (Perb Case #LA-UM-627) and as further amended by this Agreement and unit modification of [January 19, 2018].

2.2 Included in Unit

Accounting Technician I
Accounting Technician II
Accounting Technician III
Administrative Assistant
Bus Driver
Bus Driver Trainer
Cafeteria Worker
Clerk Typist (10) & Clerk Typist (12)
Community Liaison
Community Liaison-School Readiness
Cook's Helper
Day Custodian
Educational Assistant
Electrician/HVAC Technician
Evening Custodian
Extended Care Assistant Site Lead
Extended Care Site Lead
Extended Care Worker
Food Service Assistant
Food Service Operations Specialist
Food Service Warehouse & Delivery Worker
Food Transporter/Server
General Maintenance Worker
Grounds Equipment Operator
Grounds Equipment Operator/ Chemical Applicator
Groundskeeper
Health Technician
Helpdesk & Inventory Clerk
Information Services Technician I
Information Services Technician II
Instructional Assistant I-Special Education
Instructional Assistant II-Special Education/Health & Medical
Instructional Assistant III-Special Education/Behavior
Language Assessment Assistant
Lead Cook
Licensed Vocational Nurse (LVN)
Mechanic I
Mechanic II
Network Specialist
Physical Education Assistant
Print Reproduction/Warehouse & Delivery Worker
Satellite Kitchen Lead
Secretary
School Clerk
School Office Manager
Skilled Maintenance Worker
Skilled Maintenance Worker/Plumber
Special Education Bilingual Technician
Special Needs Bus Aide
Speech & Language Assistant (SLPA)
Sprinkler Repair Worker
Systems Analyst I
Systems Analyst II
Transportation Dispatcher
Utility Worker

2.3 The following existing positions shall be placed in the bargaining unit, as they become vacant:

a. Administrative Secretary, Special Services (Attendance)

ARTICLE III
DEFINITIONS

3.1 **Employee** and **Unit Member** shall mean a member of the bargaining unit that is represented by the CSEA and therefore is covered by the terms and provisions of this Agreement.

3.2 **Days**

3.2.1 **Business Day** shall mean any day in which the District Office is open for work business.

3.2.2 **Working Day** shall mean any day in which employees are scheduled for work in accordance with the adopted school calendar.

3.2.3 **School Day** shall mean any day in which pupils are required to be in attendance.

3.2.4 **Calendar Day** shall mean any one of the 365/366 days of the year.

3.2.5 **Length of the School Day** shall mean the amount of time each day that pupils are required to be in attendance.

3.3 **Negotiable Items** shall include those items enumerated by Government Code, Section 3543.2 which include or are related to:

3.3.1 Wages

3.3.2 Hours of employment

3.3.3 Other terms and conditions of employment such as:
- Health and Welfare Benefits
- Leaves, Transfer and Reassignment Policies
- Safety Conditions of Employment
- Transfer and Reassignment Policies
- Work Load
- Procedures Used for Evaluation of Employees
- Organizational Security
- Procedures for Processing Grievances

3.4 **Immediate Family** shall mean:

Mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee; and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee; or any relative living in the immediate household of the employee.

3.5 **Per Diem** shall mean the employee's annual salary divided by the number of working days.

3.6 **Superintendent** shall mean the chief executive officer of the District, or the chief executive officer's designee.

DEFINITIONS- Cont'd

3.7 **Board of Education** shall mean the public school employer, or the designee of the employer.

3.8 **Immediate Supervisor** shall mean that member of the District's management team that has immediate jurisdiction over an employee.

3.9 **District** shall mean the Board of Education or the La Habra City School District.

3.10 **Biennial** shall mean an event or occurrence which happens every two (2) years.

3.11 **School Year** shall mean the employee's work year as adopted by the Board of Education.

3.12 **Permanent** shall mean an employee who has completed six (6) months of service to the District.

3.13 **Site or Work Site** shall mean any school or other facility which is a constituent part of the La Habra City School District. The District Office Site shall include the Transportation Department, and the Maintenance and Operations Department.

3.14 CSEA or Association shall mean the California School Employees Association and its La Habra Chapter 135.

ARTICLE IV
GRIEVANCE PROCEDURE

4.1 Definitions

A "grievance" is a formal written allegation by a grievant that has been adversely affected by a violation of specific provisions of this Agreement. Actions to challenge or change the policies of the District as set forth in the rules and regulations or administrative regulations and procedures must be undertaken under separate legal processes. Other matters for which a specific method of review is provided by law, by the rules and regulations of the Board of Education, or by the administrative regulations and procedures of this school district are not within the scope of this procedure.

4.1.1 A grievant may be any employee or a group of employees of the District covered by the terms of this Agreement, or CSEA Chapter #135.

4.2 Informal Level

Before filing a formal written grievance, the grievant shall attempt to resolve the matter by an informal conference with the immediate supervisor within 20 business days of when the grievant could reasonably have known of the occurrence of the act or omission giving rise to the potential grievance. Both parties shall have the right to have an advocate present at the informal conference. There may be additional conference(s) to attempt to resolve the matter.

4.2.1 At the informal level, the grievant will inform the immediate supervisor that the meeting is for the purpose of holding an "informal grievance" conference. After each informal conference, the immediate supervisor will summarize the status including whether or not there has been a resolution of the matter. A conference summary will be provided by email to the grievant within five (5) business days of each informal conference.

4.2.2 If CSEA believes that a previously resolved grievance is repeated or recurring, CSEA will provide written notification to the Director of Classified Personnel. A meeting will take place between the CSEA representative and a District level representation within twenty (20) business days to discuss and attempt resolution of the matter. If the parties cannot reach resolution, CSEA may move the grievance to Formal Level II within ten (10) business days.

4.3 Formal Level - Level I

4.3.1 Upon receipt of the final conference email, the grievant shall have twenty (20) business days to file a Level I grievance in writing on the appropriate form (Appendix 10) to the immediate supervisor, or the matter is deemed concluded at the informal level per the email from the immediate supervisor.

4.4 Level II

4.4.1 In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision on the appropriate form to the Associate Superintendent of Human Resources, within ten (10) business days.

4.4.2 This statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

4.4.3 The Associate Superintendent shall communicate a decision within ten (10) days after receiving the appeal. Either the grievant or the Associate Superintendent may request a personal conference within the above time limits. Both parties shall have the right to have an advocate present at the personal conference.

4.4.4 If the Associate Superintendent does not respond within the time limits, the grievant may appeal to the next level.

4.5 **Level III**

4.5.1 If the grievant is not satisfied with the decision at Level II, the grievant may, within ten (10) business days, appeal the decision on the appropriate form to the Superintendent.

4.5.2 This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.

4.5.3 The Superintendent will communicate a decision to the grievant within ten (10) business days following the receipt of the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits. Both parties shall have the right to have an advocate present at the personal conference. If the Superintendent does not respond within the time limits, the grievant may appeal to the next level.

4.6 **Mediation**

If the grievant is not satisfied with the decision at Level III, or if there is no decision within the time limit, the grievant mav request mediation within 10 business davs. If the grievant requests mediation, the parties will set a meeting with a Mediator from the California State Mediation Service as soon as reasonably possible for all parties

4.7 **Level IV**

4.7.1 If the grievant is not satisfied with the decision at Level III, the grievant may within thirty (30) business days appeal the decision on the appropriate form to the Board of Trustees.

4.7.2 The appeal statement shall include a copy of the original grievance and appeals, the decisions rendered and a clear, concise statement of the reasons for the appeal.

4.7.3 The Board shall review and investigate the appeal and, if requested, shall permit the grievant and grievant's advocate to address the Board in closed session on the matter. Said closed session hearing shall be conducted in the presence of the management parties at interest.

4.7.4 Not later than five (5) days after the second regularly scheduled Board Meeting following receipt of the appeal, the Board will complete its review and investigation of the grievance and shall render a final decision on the matter, thus concluding the grievance procedure machinery of this Agreement. Nothing contained herein shall be construed to prevent an action by the grievant in Superior Court for redress of the grievance.

4.8 **Time Limits**

The time limits specified on any step of this procedure may be extended in a specific instance, by mutual agreement in writing.

4.9 **Released Time**

The Chapter President or designee shall be granted reasonable release time, without loss of pay for processing grievances or addressing issues of mutual concern to the District and the CSEA. In no event shall release time interfere with the delivery of District services.

ARTICLE V
TRANSFER POLICY

5.1 **The purposes** of this policy are:

5.1.1 To facilitate opportunities for employees to be considered for transfers and to provide opportunities for immediate supervisors to initiate recommendations for employee transfers.

5.2 **Request for Transfer**

Request for transfer may be initiated by employees or immediate supervisors.

5.3 **Approval**

All transfers will be made by the Superintendent in accordance with the provisions of the California Education Code and this Article.

5.4 **Conditions Applicable to Transfer**

The following conditions may be considered by the Superintendent in determining transfer request:

5.4.1 The need to adjust for over or under staffing for a particular school or department.

5.4.2 Allow changes in programs at individual schools.

5.4.3 Allow employees to seek positions commensurate with career objectives.

5.4.4 To adjust to emergency conditions or extraordinary circumstances.

5.4.5 Efficient operation of the District.

5.4.6 Prior transfers of individual employees.

5.4.7 Ability.

5.5 **Relatives**

Employee members of the immediate family will not be placed to the same work site if they will be involved in the evaluation or duty assignments of each other. Existing conditions, marriage, or change of status during the school year will be resolved by an administrative transfer of one employee to be approved prior to the close of the school year.

5.6 **Employee Initiated Transfer Requests (Permanent Employees Only)**

5.6.1 The transfer request form shall be obtained from the District Personnel Office by the employee.

5.6.2 The employee shall complete the appropriate section of the form, have a conference with the immediate supervisor, obtain the immediate supervisor's signature on the form, and return it to the District Personnel Office. The signature of the immediate supervisor only verifies that the supervisor has been informed of the request.

5.6.3 When an opening exists, an employee initiated transfer request that has been properly filed will allow the employee to participate in the interview process for the final selection. If administratively feasible, qualified employees who have submitted a properly filed request will be interviewed before candidates from outside the District are interviewed.

5.6.4 Written notification of the status of transfer requests will be made to employees involved not later than the first working day of the last week of school (ten month employees).

5.6.5 Written notification relative to the decision on transfer requests, either confirmation or denial, will be given to employees within five (5) working days after the position has been filled.

5.6.6 If the transfer is denied, the reason(s) for denial will be stated in writing if requested by the employee.

5.7 **Administrative Initiated Employee Transfers**

5.7.1 The immediate supervisor shall have a conference with the employee at which time the employee will be informed that a transfer is being recommended.

5.7.2 The transfer form will be signed by the immediate supervisor and the employee. The signature of the employee only verifies that employee has been informed of the recommendation.

5.7.3 If requested by the employee, the immediate supervisor shall provide in writing the reasons for the recommended transfer.

5.7.4 Employees affected by an administrative transfer shall have the right to state a preference for available vacancies for which they are qualified.

5.7.5 The Personnel Office shall notify the employee in writing not later than the first working day of the last week of school as to the status of the transfer if it is to be effective for the following school year (ten month employees).

5.7.6 Employees transferred during vacation periods shall be notified by registered or certified mail, or delivered in person to the employee.

5.7.7 Employees transferred after the first ten (10) student days during the school year shall be notified of the transfer no less than ten (10) school days prior to the transfer taking place. CSEA shall also be notified regarding these administrative transfers.

ARTICLE VI
LEAVES OF ABSENCE

The District and the Association believe in the professionalism of our employees in using the leave provisions in this agreement.

6.1 **Sick Leave**

6.1.1 Accumulative sick leave and sick leave shall be provided by the District for instances of absence due to personal injury, illness, quarantine, or disability due to maternity, in accordance with Education Code Section 45191. Sick leave entitlement shall be twelve (12) days per year for Schedule 1 employees, and ten (10) days per year for Schedule 2, 3, 5 and 6 employees. Written verification by a licensed physician for absences of five (5) consecutive working days shall be presented to the immediate supervisor upon employee's return to work if so requested. Failure to provide written verification shall result in nonpayment for period of absence.

6.1.2 **Use of Sick Leave in Cases of Personal Necessity**

Up to seven (7) days per year may be taken as a Personal Business Day (PBD) for any purpose without disclosing the reason. PBD will not be taken for concerted employee activity such as strikes, work stoppages, and work slowdowns during normal business hours.

6.1.2.1 The following guidelines apply for use of PBD, except in case of an emergency or with prior approval:

- Minimum of seven (7) calendar days notice to immediate supervisor
- Twelve (12) month employees cannot combine PBD with vacation
- PBD will not be taken during the first week/last week of school, days before/after recess/holidays

6.1.3 Each year a unit member may use his/her annual sick leave allowance for immediate family illness. Any request for immediate family illness leave in excess of one-half (1/2) of the days of his/her annual sick leave shall provide medical documentation issued by the health care provider of the family member requiring care for this leave.

6.2 **Industrial Leaves**

6.2.1 Definition
"Industrial Accident", as used in this Article, is defined as any accident or illness arising directly out of or in the course of the employment of the employee which forces the employee to be absent from work.

6.2.2 Industrial accident leave shall be granted to permanent employees.

6.2.3 When an employee sustains a work-related injury, the following procedure will be followed:

6.2.3.1 Immediately report any work-related injury to your immediate supervisor.

6.2.3.2 The immediate supervisor will initiate a **Supervisor's Report of Accident** and will provide copy to the employee.

6.2.3.3 The immediate supervisor will then complete a medical treatment order which will authorize the employee to be treated by the designated clinic for the work related injury or, if a request for a personal physician form has been previously submitted, by a personal physician.

6.2.3.4 The designated medical clinic or personal physician will provide a **Medical Status** form to the employee which will indicate to the immediate supervisor the treatment given the employee, the restrictions applicable to continued work, and the time of day the employee left the clinic or physician's office.

6.2.3.5 The employee will return a copy of the **Medical Status** form to the immediate supervisor.

6.2.3.6 The supervisor will forward a copy of the **Supervisor's Report of Accident** and the **Medical Status** form to the Classified Personnel Office.

6.2.4 Whenever it is necessary to be absent from duty because of a work-related injury, the employee may request industrial accident leave.

6.2.5 Industrial accident leave with full pay shall be allowed for not more than sixty (60) working days in any fiscal year for any single industrial accident.
When such leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same industrial accident.

6.2.6 During an industrial accident leave, the employee shall endorse to the District all temporary disability indemnity checks received under Workers' Compensation.

6.2.7 Effective June 20, 2005, the District established a Medical Provider network (MPN), which is called **PRIME Advantage Medical Network,** for the treatment of all industrial accidents. Employees do have the option of pre-designating their personal treating physician by submitting a **Pre-Designation of Personal Physician** form to the District prior to the date of industrial injury, the employee shall have the right to be immediately treated by their personal physician, provided the physician is licensed pursuant to Chapter 5, Division 2 or the Business and Professions Code of the State of California, who has previously directed the medical treatment of the employee, and who retains the employee's medical records including employee's medical history. Employees who elect not to pre-designate a primary treating physician will be referred for treatment with an MPN facility or industrial clinic.

6.2.8 The District reserves the right to require an employee to furnish proof of cause of absence by a licensed physician.

6.2.9 When entitlement for industrial accident leave has been exhausted, the employee shall use any sick leave, vacation, or other paid leave to which he is entitled, provided that payment for any such paid leave when added to any temporary disability indemnity shall result in a payment to the employee of not more than employee's full salary less authorized deductions.

6.2.10 **When all paid leaves have been exhausted**, the employee shall be entitled to the following differential pay benefit:

6.2.10.1 The absent employee shall receive the amount of salary due employee in any month in which the absence occurs, less the amount actually paid to a person employed to fill absent employee's position during the absence.

6.2.10.2 The salary due an absent employee is the amount employee would have earned if there had been no absence. The salary due employees who work irregular hours shall be determined by averaging the earnings of any such employee during the three (3) working months immediately prior to the absence.

6.2.10.3 The benefits of this rule and Section 45196 of the Education Code shall extend for an absence or absences accumulating to a period of five (5) calendar months in a calendar year.

6.2.11 When all available paid leaves have been exhausted and the employee is not able to resume the duties of employee's position, the employee may elect to resign or to request a leave of absence without pay, or the employee shall be placed on a reemployment eligibility list for a period of thirty-nine (39) months.

6.2.12 Any employee receiving benefits as a result of this policy shall, during periods of injury or illness, remain within the State of California unless the Board of Education authorizes travel outside the State.

6.3 **Bereavement Leave**

6.3.1 The District shall grant to any employee up to six (6) working days leave on account of the death of any member of employee's immediate family. If the full six (6) working day leave is utilized, one day shall be charged against sick leave.

6.4 **Unpaid Leave for Maternity or Child Rearing**

6.4.1 Unpaid leave of absence may be granted by the Board of Education upon the recommendation of the Superintendent for the balance of a school year upon application on a District form by an employee for reasons of maternity (adoption) or child rearing.

6.4.2 The Superintendent or his designee will evaluate the employee's application and will recommend approval or disapproval of the requested leave.

6.4.3 By May 15 of the preceding school year the employee may request an extension of the unpaid leave for the second entire year.

6.4.4 An unpaid leave for maternity or child rearing will not be granted following a paid leave for maternity disability taken under the sick leave provisions of this Agreement.

6.4.5 An employee on unpaid leave shall inform the District by July 1 prior to the beginning of a new school year of employee's intention to return to service.

6.5 **Military Leave** (Education Code Section 44801)

6.5.1 Classified employees who enlist or are called into the Armed Forces of the United States shall be entitled to the benefits of Section 45059 and 44800 of the California Education Code and Sections 395.1 and 395.4 of the Military and Veterans Code.

6.5.2 Classified employees shall receive one-tenth of the annual salary established for their position for the first thirty (30) days of such military service, in accordance with the above listed sections.

6.6 **Retraining and Study** (Education Code Section 45380)

Employees may be granted a leave of absence for the purpose of professional study or retraining which will meet changing conditions within the District.

6.6.1 **Eligibility**

A permanent employee who has served not less than seven (7) consecutive years shall be eligible to apply for a retraining leave. At the discretion of the Governing Board, up to 2% of the eligible staff may be granted retraining leaves.

6.6.2 **Procedure**

An employee requesting retraining leave consideration shall submit a District designed application form* by January 1 preceding the school year for which the leave is requested. By February 1 the District Superintendent shall submit a recommendation for Governing Board consideration regarding qualifying retraining leave applications. By March 1 the Board of Education shall take action on retraining leave requests.

6.6.3 **Requirements**

Retraining leaves shall not be less than one semester or more than two semesters in duration.

6.6.4 **Compensation**

An employee shall not accept gainful employment while on retraining leave without the prior written approval of the Superintendent. An employee granted a retraining leave shall receive such District compensation as represents the difference between the salary the employee would have received, and that of the replacement. If a replacement is not employed, the employee granted the leave shall be compensated by the District at the rate of 50% of the salary that would have been received had active service continued. The two options for method of payment shall be:

6.6.4.1 An employee on retraining leave may be paid in two (2) equal Installments; one shall be paid at the end of the first year (or semester)** and the other at the end of the second year (or semester) of active service following the leave.

* Includes District process and criteria

** If one semester leave is granted

6.6.4.2 The employee on retraining leave may elect to be paid in the same manner as though active service continued to be to the District, upon the furnishing of a suitable bond indemnifying the District against loss should the employee fail to satisfactorily complete the leave conditions, and render service for at least twice the length of the leave at the conclusion of the leave of absence. The bond shall be exonerated in the event the failure to render the agreed upon services is due to death, or physical or mental disability of the employee. Retraining leave shall count toward regular salary schedule advancement, if any, and retirement credit.

6.6.4.3 Employees on retraining leave shall be permitted to participate in the District insurance program at their expense as provided for in Article VII, Section 8.4.4 of this Agreement.

6.6.5 **Return to Service**
The employee shall, within sixty (60) days following return to active service, submit a comprehensive report to the Superintendent certifying the successful fulfillment of the terms and conditions under which the leave was granted. The employee shall be reinstated to the classification held immediately prior to the retraining leave, unless the employee and the District mutually agree to an alternate classification.

6.7 **Jury Duty**
An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The District shall pay the employee's regular salary and the employee shall reimburse the District amount received for jury duty.

6.8 **Legislative Office Leave**

6.8.1 Leaves of absence for legislative office may be granted by the Board of Education in accordance with Education Code Section 44801 for a period of time to be determined by the Board and the employee.

6.8.2 Such leave, when granted, shall be without pay.

6.9 **CSEA Leave**

6.9.1 Upon written request to the Superintendent, thirty (30) days in advance, two (2) bargaining unit members shall be granted up to five (5) days of released time, without loss of compensation, to attend the annual conference of the California School Employees CSEA.

6.9.2 Up to five (5) designated representatives, including the Chapter President, shall be granted reasonable release time, without loss of pay, when meeting and negotiating with District representatives.

6.9.2.1 Release time is defined as the entire day of the negotiations session(s) unless otherwise agreed.

6.9.3 Pursuant to Section 4.7 of this Agreement, the Chapter President or designee shall be granted reasonable release time, without loss of pay for processing grievances or addressing issues of mutual concern to the District and the CSEA. In no event shall said release time interfere with the delivery of District services.

6.9.4 Up to five (5) designated representatives, including the Chapter President, shall be granted eight (8) hours of paid release time to prepare for successor agreement negotiations. The Chapter President shall provide reasonable advanced notice to the Director of Classified Personnel prior to scheduling this time.

6.10 **Catastrophic Leave**

Pursuant to Education Code Section 44043.5, any classified employee of the District may apply for and receive Catastrophic Leave pursuant to the following provisions:

6.10.1 The employee or a member of his/her immediate family shall have suffered severe incapacitating illness or injury which is expected to continue for an extended period of time, as certified by the attending physician, and which prevents the unit member from properly performing employee's District duties.

6.10.2 The time off work must create a financial hardship for the employee because employee has exhausted all personal sick leave, and/or any other paid time.

6.10.3 A joint CSEA-District Committee comprised of two (2) representatives and an alternate of each party must determine and certify that the employee is eligible for Catastrophic Leave because employee is unable to work due to the severity of that personal catastrophic illness, and only after adequate proof of illness has been provided in accordance with Education Code Section 44043.5, and pertinent rules and regulations of the District.

6.10.4 Donated Catastrophic Leave credits may be used only for the remainder of the school year in which extended sick leave is exhausted, plus the remainder of the following school year after extended sick leave has been exhausted in said year, but in no event longer than twelve (12) consecutive calendar months following the start of the illness absence.

6.10.5 Employees with less than thirty (30) days of accumulated sick leave on the date of donation and who elects to donate eligible leave credits may donate more than one (1) day in any given year of accumulated full day sick leave; employees with thirty (30) or more of said days on the date of donation may donate two (2) days. Consistent with the cap in 6.10.9.

6.10.6 No employee may utilize any Catastrophic Leave benefit unless employee has previously donated sick leave credit to the Reserve, and there shall be a ten (10) working day waiting period between an employee's donation of sick leave credit(s), and employee's utilization of Catastrophic Leave credits.

6.10.7 All procedures for requesting Catastrophic Leave, and for donating said leave credits, shall be established by the Joint Committee provided for in Section 3, above. The proposed rules and regulations of the Committee shall be subject to the approval of the CSEA and the District.

6.10.8 Catastrophic Leave may begin upon the exhaustion of the employee's current year and accumulated sick leave benefits, or ten (10) working days, whichever is longer, depending on the employee's request and the Joint Committee's decision. The statutory period of differential pay (running concurrently with said sick leave payments) may be augmented by Catastrophic Leave, depending on the employee's request and the Joint Committee's decision. In addition, Catastrophic Leave may be granted by the Joint Committee following the exhaustion of the statutory period of differential pay. Until the exhaustion of differential pay and/or Catastrophic Leave, the District shall continue the fringe benefit contribution it would make for the employee as if employee were in active service to the District.

6.10.9 The annual period for donating sick leave credits shall be July 1 through October 1 of each school year. Unit members employed by the District after October 1 may donate to the sick leave bank within the first thirty (30) calendar days of employment. The Catastrophic Leave Bank shall not be allowed to accumulate above the (cap) equivalent of one (1) day per total number of unit members.

6.10.10 Transfers of eligible leave credits are irrevocable and shall not be donated nor used in less than full day increments.

6.10.11 Any employee who received paid Catastrophic Leave shall first use any leave credits that employee continues to accrue on a monthly/annual basis prior to receiving paid Catastrophic Leave.

6.10.12The District and the CSEA shall instruct their appointees to the Joint Committee to make good faith effort to maintain confidentiality regarding donations and utilization of the sick leave credits contemplated herein. However, there shall be no liability or recourse if said confidentiality is not maintained.

6.10.13 The receipt of a donated sick leave credit through Catastrophic Leave as defined herein, when combined with other District income, shall not provide the recipient with a greater daily District I income/monthly fringe benefit contribution than the employee received immediately prior to the receipt of Catastrophic Leave.

6.10.14 Employees receiving Workers' Compensation benefits for industrial illness or injury shall not be entitled to Catastrophic Leave benefits, as described herein.

6.10.15 The Joint Committee may request that an applicant for Catastrophic Leave apply for permanent disability retirement in lieu of the leave provisions described herein.

6.10.16 The approval or denial of Catastrophic Leave requests by the Joint Committee shall not be subject to the provisions of Article IV (Grievance Procedure) of this Agreement.

6.10.17 Effective upon ratification of the Catastrophic Leave Bank of 2238.5 hours will be reduced by 403.5 Hours for the purpose of moving management and confidential classified employees, who have contributed, out of the CSEA Catastrophic Leave program.

The 403.5 Hours will be used to establish a leave program for the management and confidential classified employees.

For 30 days after the effective date of this agreement CSEA catastrophic leave program, will be allowed to do so consistent with the Collective Bargaining Agreement Article 6.10, Catastrophic Leave.

For purposes of this subarticle the cap in 6.10.9 of the CBA will be waived this one time.

6.11 **Family Care and Medical Leave**

It is the intent of this provision to be consistent with Government Code section 12945.2 and the Family and Medical Leave Act of 1993, and it shall be interpreted so that there will be no violation of those statutes.

6.11.1 An employee with more than one (1) year of continuous service with the District, who has worked at least 1,250 hours during said year and who is eligible for other leave benefits of this Agreement shall be granted, upon written request, an unpaid family care leave up to a total of twelve (12) weeks per year, pursuant to the provisions contained herein. For purposes of this section the term "family care and medical leave" means either: (a) leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child or foster care of the child for a parent or spouse who has a serious health condition; or (c) leave because of serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

6.11.2 An unpaid family care and medical leave shall be treated as any other unpaid leave. During an unpaid family care and medical leave an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care and medical leave shall have no less seniority than when the leave commenced.

6.11.3 If an employee's need for an unpaid family care and medical leave is foreseeable, the employee shall provide the District with at least thirty (30) days advance notice; for unplanned absences, the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.

6.11.4 The District requires that an employee's request for an unpaid family care and medical leave for the purpose of caring for a child, spouse or parent who has a serious health condition or for the employee's own serious health condition be supported by a written certification issued by the health care provider of the family member requiring care. This written certification must include the date on which the serious health condition commenced and the probable duration of the condition. For a leave based upon caring for a child, spouse or parent who has a serious health condition the written certificate must have an estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care, and a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care. For a leave based on the employee's own serious health condition, the written certification must include a statement

that the employee is unable to perform the functions of his/her position. If additional leave is required upon the expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written certification consistent with the requirements for an initial certification.

6.11.5 In any case in which the District has reason to doubt the validity of the certification provided pursuant to this section, the District may require, at the District's expense, that the employee, or as appropriate the employee's spouse, child or parent, obtain the opinion of a second health care provider. The second health care provider may not be employed on a regular basis by the District. If the opinions of the first and second healthcare provider differ, the District may require a third opinion, again at the District's expense, from a health care provider mutually agreed upon by the District and the employee. The third opinion shall be final and binding.

6.11.6 Definitions

a. For purposes of this section and consistent with current law, the term "child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen (18) years of age or an adult dependent child.

b. For purposes of this section and consistent with current law, the term "parent" means biological, foster, in-law, or adoptive parent, a stepparent or a legal guardian.

6.11.7 If an employee applies for a family care and medical leave, the employee can elect, or the District may require, the substitution of paid vacation or other paid leaves to which the employee is entitled. If such paid leave is substituted, the employee is required to comply with the contractual requirements for use of said personal necessity leave that may be available, the use of sick leave for other than personal illness absences shall only occur upon the mutual agreement of the District and the employee.

6.11.8 An employee granted a leave under this provision shall have a right to reinstatement to his/her former classification if such classification still exists, which the person held immediately before commencement of a leave, with equivalent benefits, pay, and other working conditions provided by this Agreement. If the former classification no longer exists, he/she shall be placed in a lower or lateral classification in which he/she had previously served and which he/she holds greater seniority than other incumbents in said class.

6.11.9 An employee taking unpaid family care and medical leave pursuant to this section shall continue to be entitled to participate in District health insurance benefits, if eligible and if enrolled, to the same extend and under the same conditions as apply to other eligible, enrolled active employees receiving said benefits. The District may recover the premium that it paid as required by this subdivision for maintaining coverage for the employee under the group health plan if both the following conditions occur:

(A) The employee does not return to District service for thirty (30) days following the family care and medical leave.

(B) The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to family care and medical leave or other circumstances beyond the control of the employee.

6.11.10 Family care and medical leave may be taken in one (1) or more periods. Leave may be taken in increments of at least one (1) day for recurring medical treatment certified by a health care provider.

6.11.11 This policy shall not be construed to entitle the employee to receive Disability benefits under Part 1 (commencing with Section 3201) or Division of the Labor Code (Workers' Compensation.)

ARTICLE VII
HOURS

7.1 The regular workweek of a full time employee shall be forty (40) hours, and the regular workday shall be eight (8) hours for five (5) consecutive days. An employee's work schedule shall not be permanently changed without prior notice and an opportunity to discuss the change, under normal circumstances, the District will attempt to give an employee a two week prior notice of said change.

7.1.1 The District and the CSEA recognize that additional portable classrooms produce additional custodial work requirements. The site manager shall adjust custodial workload requirements, as needed, to accommodate the assignment of said additional facilities. If a custodian believes that job performance evaluation is adversely affected by the assignment of additional portable classrooms, custodian may so state in writing and attach the statement to the evaluation.

7.2 The District will provide compensation at a rate equal to one and one-half (1-1/2) times the regular rate of pay for employees designated and authorized by the District to perform overtime. Overtime is any time required to be worked in excess of eight (8) hours in any one-work day or any time in excess of forty (40) hours in any calendar week. This provision does not apply to employees whose regular workweek is less than forty (40) hours. For the purpose of computing the number of hours worked, time during which the employee is excused from work because of holidays, sick leave, vacation, compensated time off, or other paid leaves of absence, shall be considered as time worked by the employee. The determination to designate, authorize and allocate any overtime shall rest with District Management in accordance with Section 7.3.

7.3 In cases of priority scheduled overtime/extra time, overtime/extra time shall be distributed first to employees in the bargaining unit within each site location in order of hire date seniority. If the employee with the greatest hire date seniority elects to refuse the overtime/extra time assignment, it shall be offered to employees in the bargaining unit within each site/location in descending order of hire date seniority until the assignment is made. If there is no site employee who accepts the overtime/extra time, the overtime/extra time assignment will then be offered to the bargaining unit employee within the same classification with the highest hire date seniority. Refusal by a senior employee in the bargaining unit of any overtime/extra time assignment shall not waive employee's right under this section to be offered any subsequent overtime/extra time assignment in order of seniority.

7.4 When additional hours are permanently assigned to an existing vacant position, other than cafeteria or transportation, the employee with the greatest hire date seniority elects to refuse the additional hours assignment, it shall be offered to the next senior employee within the classification in descending order of seniority until the assignment is made. Refusal by a senior employee in the bargaining unit of any additional hours assignment shall not waive employee's right under this section to be offered any subsequent additional hours assignment in order of seniority, that become available more than three (3) months later.

7.5 A part-time employee who works a minimum of 30 minutes per day in excess of his/her part-time assignment for a period of 20 consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis; fringe benefits as used herein shall be those defined in Section 45136 of the California Education Code. (See Appendix 10.)

7.6 **Minimum Call-In Time:** Any employee called in to work by their immediate supervisor on a day when the employee is not scheduled to work, or after scheduled hours, shall receive a minimum of two (2) hours pay at the appropriate rate of pay under the Agreement.

7.7 Notwithstanding Sections 7.1 and 7.2 of this article, the workweek for any employee having an average workday of four (4) hours or more during the workweek shall consist of no more than five (5) consecutive working days. Such an employee shall be compensated for any work required to be performed on the sixth (6^{th}) and seventh (7^{th}) day following the commencement of the work week at a rate equal to one and one-half (1-1/2) times the regular rate of pay of the employee designated by the District and authorized to perform the work.

Any employee having an average work day of less than four (4) hours during a work week shall, for any work required to be performed on the seventh day following the commencement of his work week be compensated for at a rate equal to one and one-half times the regular rate of pay.

7.8 All employees who have been on duty for six (6) hours shall be entitled to a duty-free lunch period of a minimum of thirty (30) minutes per day.

7.9 All employees shall be entitled to the following paid holidays provided the employees are in paid status during the working day immediately preceding or the working day following the holiday. (Spring Break Day, Independence Day, Last Monday in July, Labor Day, Veterans' Day, Thanksgiving & Friday after, Admission Day Exchange, Christmas Holiday Day, Floating Holiday, New Year's Holiday Day, Martin Luther King Holiday, Lincoln Day, Washington (Presidents') Day, Memorial Day) for a total of 15.

7.9.1 Regular employees who are not normally assigned to duty during the holidays of December 24, 25, and January 1 shall be paid for those three (3) holidays provided that they were in paid status during the work day of their normal assignment immediately preceding or following the holiday period.

7.9.2 When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When an employee is required to work on any said holidays, employee shall, (in addition to their regular rate of pay), be paid for the holiday at the rate of time and one-half the regular rate of pay.

7.9.2.1 The following provisions for the Independence Day holiday shall apply to twelve (12) month employees:

a. Starting in 1992, the Independence Day holiday shall be on July 4. If said holiday falls on a Saturday, it will be observed on July 3. If said holiday falls on a Sunday, it will be observed on July 5.

b. Starting in 1992, the additional holiday associated with Independence Day, and which was previously negotiated between the parties, shall be observed for an individual unit member as a Friday or Monday floating holiday during a period when District students are not in attendance and the mutual agreement of the unit member and the departmental supervisor.

c. Notwithstanding the provisions of Section b above, in such future years when Independence Day occurs on a Tuesday or Thursday, the additional holiday associated with Independence Day shall consequently be observed on the Monday preceding or Friday following the Fourth of July.

7.9.3 Teacher/parent conference days are considered regular workdays for Schedule #2 bargaining unit employees. Said employees shall be provided the opportunity to work on such days, or choose to take said days off without pay unless an in-service activity is planned or the employee's service is required on said days.

7.10 All employees will be granted a rest period of 15 minutes for every 3-1/2 hours of work, as scheduled by the District. The rest period shall not be used to lengthen the lunch period or shorten the workday.

7.11 Employees shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced according to the rules and regulations as set forth in Appendix No. 9. Such vacation shall not become a vested right until completion of six (6) months of employment.

7.11.1 Vacation Carryover

A bargaining unit member shall be allowed to carryover (15) working days of earned vacation to the first succeeding year following the year in which the vacation is earned.

Under no circumstances shall any additional carryover vacation time be allowed until all of the original carryover has been utilized. It is understood that the District's consideration of approval of said requests shall be influenced by workload requirements of the classification and the need to hire a replacement if the carryover request is granted.

7.11.1.1 Vacation carryover in excess of the current maximum allowable (15 days) is to be used by August 1st of each year. All 12 month employees will be given vacation accumulation updates in October; and in May for those who are in jeopardy of exceeding the maximum carryover. Supervisors shall work with employees to encourage and facilitate utilization of excess vacation carryover. If an employee is not permitted to use his/her annual vacation, the amount not used that is in excess of the maximum carryover allowance will be paid in cash. Employees who are promoted to supervisory positions shall be paid for their accrued and unused vacation at their current bargaining unit rate within one month of the new position.

7.12 **Scheduling**

7.12.1 Vacations shall be scheduled at times requested by bargaining unit employees so far as possible within the District's work requirements. Requests of twelve (12) month employees to utilize accumulated vacation during school year periods of student recess shall be submitted to the Superintendent or designee; the decision of the District on said requests shall be final.

7.12.2 If there is any conflict between employees who are working on the same or similar operations as to when vacations shall be taken, the employee with the greatest bargaining unit seniority shall be given preference, providing both applications were submitted prior to the application deadline.

7.12.3 **Interruption of Vacation**
An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the employee supplies notice and information regarding the basis for such interruption or termination.

7.13.1 **Annual Work Calendars**

7.13.1 The number of scheduled work days for employees and the scheduling of such work days are found in Appendices 3 through 7. The total number of days of annual service, which includes Holidays, Professional Development, and in-service for bargaining unit members shall be:

7.13.1.1 Schedule 1: 260 days

7.13.1.2 Schedule 2: 196 days

7.13.1.3 Schedule 3: 209 days

7.13.1.4 Schedule 5: 219 days

7.13.1.5 Schedule 6: 196 days

The placement of the forgoing service days would be part of negotiations on Calendar. This proposal supersedes any previous agreement relative to the Professional Development. This proposal reflects 4 additional work days which is equivalent to 2% more salary/year.

7.13.2 The District and the CSEA shall consult regarding the establishment of annual work calendars. **Work** calendars shall be jointly developed based upon the traditional calendar pattern in the District, and which are properly aligned with the calendars in the Fullerton Joint Union High School District.

7.13.3 If the State subsequently modifies the student instructional year requirements, the District and the CSEA shall meet to discuss possible revisions to this section.

7.14 **Shift Differential**

All full-time classified employees who work a night shift starting at/or after 2:00 p.m. will be paid a differential of an additional 5% for those days when assigned to a night shift.

7.14.2 The District and the CSEA shall consult regarding the establishment of annual work calendars. Work calendars shall be jointly developed based upon the traditional calendar pattern in the District, and which are properly aligned with the calendars in the Fullerton Joint Union High School District.

7.15.1 **Working Out Of Classification**

7.15.1 Employee assigned by the District to perform duties inconsistent with those normally assigned to the employee's classification for a period of five (5) working days or more, within a fifteen (15) day perid, shall have:

7.15.1.1 Their salary adjusted upward for the entire period such employee is assigned by the District to work out of classification.

7.15.1.2 The out-of-classification adjustment required shall be closest to but not less than a five percent (5%) increase in the out-of-classification assignment.

7.15.1.3 In no event shall placement be at lower than the first step in the salary range nor higher than the last step in the salary range.

7.15.1.4 Note: While assigned to fill in for an absent employee or working in a vacant position in a higher classification may be called "subbing", it is the intention of the parties that this is defined as working out of class and will be paid in accordance with 7.15.

7.15.2 In case of working out of class for less than five (5) days payment shall be at the first step in the salary range of the higher classification or the employees' current rate, whichever is higher.

ARTICLE VIII
SALARY SCHEDULE AND EMPLOYEE BENEFITS

8.1 For the 2019-20 school year, classified salary schedules for all classified employees shall be increased by 2.5% across the board, effective upon ratification paid retroactively to July 1, 2019.

8.2 **Application of Salary Schedule**

8.2.1 **Initial Placement**

All new employees shall be appointed at the hiring rate for the classification as approved by the Commission. The hiring rate shall be the first step of the schedule unless the new employee has related experience, education or training which qualifies for starting at the second or third step. Notice will be provided to CSEA President if initial placement is higher than Step 1.

8.2.2 **Step Advancement**

Employees placed on Step 1 of a range will advance to Step 2 on the first of the month following completion of six months of service in the class. Each succeeding step will be attained one year from the preceding step. New employees placed above Step 1 of any range will advance on one-year intervals until the maximum step has been achieved.

8.2.2.1 Annual step movements on the salary schedule shall be granted during the term of this Agreement. At the end of this Agreement, continuation of said annual movements for the 2016-2017 school year shall not be automatic but shall be the subject of bargaining between the parties.

8.2.3 **Longevity Advancement**

At eight (8) years a 2% salary increase; at ten (10) years an additional 2% salary increase; at fifteen (15) years an additional 2% salary increase; and at twenty (20) years an additional 6% salary increase, and at twenty-five (25) years an additional 3% salary increase effective July 1, 2017 as per the Classified Salary Schedule in Appendix 1.

8.2.4 **Promotions**

An employee who receives a promotion to a class allocated to a higher salary range shall be placed on the first step of the salary range that is next above the rate the employee received in the previous class. For the purpose of this rule, appointment of an employee to a class with a salary range equal to or below the current range shall not be considered a promotion and shall not warrant a salary increase; in such cases, placement will be made on the same rate formerly earned by the employee not to exceed the maximum of the range of the class to which employee is appointed.

8.2.5 **Placement After Leave of Absence**

Unless the leave taken under these rules or law provides that the break in service will be disregarded, the employee upon return from a leave of absence will resume employee's step placement and advancement on the range as if the leave had not been taken, but leave will not be counted for step advancement purposes.

8.2.6 **Placement When Demoted**

8.2.6.1 An employee who accepts voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate he earned in the higher class, provided that employee shall not receive a salary increase thereby. Employee shall retain the anniversary date established in the higher class.

8.2.6.2 The order in an involuntary demotion shall specify the step of the schedule at which the employee shall be placed. Involuntary demotion can only occur as a result of disciplinary action.

8.3 **Health, Vision and Dental Insurance**

8.3.1 The District shall provide to employees who have completed one month plus one day of District service: employee and dependent health insurance including vision, employee dental insurance, and employee term life insurance. Pursuant to VEBA provisions, and state definition, domestic partners of unit members may be included under employee health coverages.

8.3.1.1 Effective with the start of the 2003-04 school year, a unit member going onto unpaid leave of absence status for 30 calendar days or longer and who does not receive a District fringe benefit contribution for said leave duration, shall be eligible to receive a District fringe benefit contribution upon to return to active status, beginning with the start of the month in which he/she renders service for at least half of the regular work days in said month.

8.3.2 The above benefits are also subject to the following eligibility:

8.3.2.1 Those employees who prior to May 1, 1993, were working four (4) or more hours per day shall continue to receive full benefits; thereafter, employees new to the District or existing part time employees who have their assignment extended to six (6) or more hours per day and thirty (30) hours per week shall receive full benefits.

8.3.2.2 Those employees who work less than four (4) hours per day and twenty (20) hours per week shall receive no fringe benefits paid by the District; thereafter, employees new to the District, or existing part time employees who have their assignment extended to less than six hours per day and 30 hours per week shall receive no fringe benefits paid by the District.

8.3.3 An alternate choice of health and dental insurance plans will be provided as described herein. Medical plan choices include: VEBA United Healthcare Signature Value HMO 20, United Health Care SD Select Plus PPO 80/50 ($2000 Deductible) with Acupuncture, Kaiser 30 Rx: $15/$30 30 — Dav Drug - said plans shall be subject to modification and/or replacement by VEBA. Dental plan choices include: Delta Dental (PPO plan), or Anthem Blue Cross Dental Net (HMO plan); and Vision Service Plan (VSP).

8.3.4 Beginning January 1, 2004, the District premium rates for health and welfare benefits will be established on a calendar year basis.

8.3.5 The aforementioned limits upon the District's contributions towards health benefits apply to any health insurance plan selected by the employee.

Any premium costs that exceed the maximum contribution shall be paid by the employee through equal tenthly payroll deductions.

8.3.6 Unless modified by subsequent negotiations between the parties, the District sole obligation for 2014-2015 and beyond with regard to the maintenance of employee fringe benefits as described herein, shall be to continue the amount of an FTE employee's premiums that it was paying as of January 1, 2014.

Should any reduction of costs to the District be realized, the difference shall be refunded to the bargaining unit members on an equal dollar basis disbursement to be determined at the time that the monies are realized by CSEA.

8.3.7 Effective January 1, 2014, the District's tenthly contribution towards the cost of health benefit shall not exceed:

	Medical	Delta Dental PPO	Anthem Blue Cross Dental Net	VSP (Vision Service Plan
Single Party	$508.62	$112.44	$58.03	$9.36
Two-Party	$1,073.32	$112.44	$58.03	$19.54
Family	$1,535.42	$112.44	$58.03	$28.07

The District will provide for insurance year 2020 a one-time additional payment contribution in the amount of $70,000 towards medical insurance for all eligible employees.

8.3.7.1 A $50,000 level term life insurance policy shall be made available to full time active employees; if available, a pro-rated face value policy shall be made available to part time employees, subject to carrier provisions. District fully pays the rate of $9.00.

8.3.7.2 All employees who are employed for at least fifteen (15) hours per week and who have been employed for at least one year are eligible to participate in the District's Section 125 Cafeteria Plan. The Plan includes excess insurance premium reimbursement, excess medical cost reimbursement, and reimbursement for approved childcare up to $5,000 annually. There will be no cost to the employee to join the Plan, but the employee will pay the monthly administrative costs of administering their employee's claims. After the first Plan "year", the Plan will be September 1st through August 31st.

8.4 Enrollment Procedures

8.4.1 Prior to January 1 of a school year the employee will make a selection of the type of plans desired by completing a form provided by the district office. Upon initial hiring, new employees will be required to follow this selection procedure.

8.4.1.1 Pursuant to VEBA provisions, and State definition, domestic partners of unit members may be included under employee health coverage.

8.4.2 If dependent coverage is elected, the employee will authorize the necessary payroll deduction.

8.4.3 Once a choice is made, the selection will be in force effective January 1 until the following December 30.

8.4.4 An employee on unpaid leave may elect to continue health or dental insurance by remitting the total monthly premium to the District in cash prior to the first of each month. In the event the payment is not received within ten (10) working days of the due date, the employee's coverage will be canceled.

8.5 Employee Travel

8.5.1 Employees who are required to travel to two or more District sites per day on a regular basis shall be compensated at the IRS rate per mile for use of their personal automobiles.

8.5.2 Mileage will be accumulated and tabulated monthly on a District form, approved by the immediate supervisor, and will be paid by the District monthly.

8.6 Payroll Deductions

The District shall withhold from the salary of employees, payroll deductions which have been authorized in accordance with the following procedure:

8.6.1 In the beginning of the school year, all employees shall complete and sign an authorization form for payroll deductions.

8.6.2 Total monthly deductions for all items must be $1.00 or more.

8.6.3 Deductions will be made from ten (10) checks beginning October 1 and ending July 1.

8.6.4 Funds deducted from payroll will be promptly remitted to designated organizations by the District. Payroll deductions from CSEA Members in amount equivalent to CSEA Dues shall be made and continued in accordance with the provisions of Article XVI of this Agreement.

8.6.5 Tax sheltered annuities must be authorized by a separate contract amendment form provided through the insurance agent.

8.6.6 Additional payroll deduction options must be authorized by the Board of Education.

8.7 Meals

Any employee in the bargaining unit who, as a result of work assignment, must be away from the District overnight shall be reimbursed for the cost of their meals pursuant to District policy.

8.8 Lodging

Any employee in the bargaining unit who, as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District for the full cost of such lodging. Where possible the District shall provide advance funds to the employee for such lodging.

8.9 Uniforms

If required by the District or the State, the District shall pay the full cost of the purchase or lease of uniforms to be worn by bargaining unit employees. Said uniforms can only be worn in the performance of District duties or travel to and from said duties. (This section shall be interpreted to include the purchase of three food service aprons per school year and hairnets for food service employees.)

8.10 Early Incentive Retirement Plan (Options A and B)

8.10.1 Option A

To be eligible to qualify for early retirement, the retiree must have been employed and receiving annual health and welfare district benefit contribution for the twenty (20) consecutive years prior to retirement and be fifty-five (55) years of age.

8.10.1.1 Retiree and eligible spouse will be entitled to individual health and dental benefits that the District provides classified personnel; a retiree must remain in the health and dental option enrolled in immediately prior to retirement, or whatever said option might become in the future. The District shall also provide a retiree under this option with the term life insurance benefit for active employees, as described in Section 8.3.6.5. Notwithstanding any other provision of this Agreement, the District shall not be required to make a greater annual contribution for a retiree's health and dental benefits than the premium amount it makes for an active employee for said coverage.

8.10.1.2 Health and dental benefits under this program would be available and continued in force only if other health and dental benefits of equal or comparable value are not available through other employment of the retiree or retiree's spouse, which would be considered permanent employment. Employment would be considered permanent if the duration were for one year or more in a full time position. The life, health and dental benefits will terminate when the retiree becomes eligible for Medicare or other governmentally provided coverage. If a retiree's dependents are eligible or covered for fringe benefits by some other agency, said dependents shall not be provided with District coverage.

8.10.1.3 Termination of this Agreement shall become effective on the earliest of the following occurrences: the last day of the month following the retiree's 65th birthday; the retiree's eligibility for Medicare coverage; by mutual agreement of both parties; or in order to comply with 8.10.1.2, above. Dependent coverage, if any, as provided herein, shall cease on the first of the month following the death of the employee.

8.10.1.4 An Early Retirement committee consisting of two Board Members, the Superintendent, the Superintendent's designee or the Classified Personnel Director, and a designated representative from the California School Employees CSEA Chapter #135 may interview applicants and recommend to the Board of Trustees for a final decision. Applications will be submitted from May 1 to May 15; by mutual agreement of the District and the CSEA, and under unusual circumstances, said application period may be extended. The applicant will be notified by June 15 of the status of the request. Benefits for successful applicants will commence July 1.

Criteria to be Considered for Applicants

1. Total years in La Habra City School District.

2. Health of applicant.

3. Personal circumstances of the applicant.

4. Economic conditions of the District.

8.10.1.5 The Board of Trustees shall reserve the right to review and evaluate the early retirement policy and procedures at any time deemed necessary to affect its efficiency and implementation. In no event shall the number of retired employees participating in the program at any time exceed 10 participants receiving District fringe health and dental benefit contributions.

8.10.2 **Option B**

As an alternative to Option A, above, an employee may opt for the following Early Retirement Incentive Plan. All provisions of Option B shall be identical to those of Option A, except as provided for below.

8.10.2.1 Eligibility for Option B shall be based upon ten (10) consecutive years of District service and attainment of age fifty-five (55).

8.10.2.2 The District shall provide the retiree with employee only medical insurance coverage, subject to the provisions of Section 8.10.

8.10.2.3 The retiree shall be allowed to purchase dependent medical insurance coverage through the District's plan, subject to the provisions and procedures of the District's medical insurance carrier.

8.10.2.4 The retiree may purchase other District fringe benefits through COBRA.

8.11 **Fingerprinting Requirement**

Employees initially hired after January 1, 1989, shall be provided with required fingerprint processing, up to the prevailing amount established by the California Department of Justice.

8.12 **Professional Growth**

8.12.1 The District shall appropriate up to $3,000 per year for a Program of Professional Growth; in no event shall said annual amounts accumulate beyond $10,000.

8.12.2 The Professional Growth Program shall be limited to permanent employees.

8.12.3 Reimbursement for Professional Growth Classes shall be limited to actual tuition costs, not to exceed $50.00 per class, and actual textbook costs, not to exceed $50.00 per class; in no event may an employee receive more than $300.00 per school year of said tuition and textbook reimbursements.

8.12.4 Reimbursement shall be made upon proof of satisfactory completion of course work (grade of "C" or better, or "pass" or "credit" in non-graded situations).

8.12.5 Reimbursement shall be made only for classes approved in advance by the Professional Growth Committee.

8.12.5.1 Approval preference shall be given to requests for job-related classes.

ARTICLE IX
LAYOFF AND REEMPLOYMENT

9.1 Reason for Layoff

Layoff shall only occur for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class plus higher classes shall be laid off first. Length of service shall mean hire date seniority (i.e. first date of hire in a probationary status), minus periods of unpaid leaves of absence for purposes other than military, maternity, health rehabilitation and industrial accident; said unpaid leave exceptions shall be limited to six (6) months duration for leaves requested at the discretion of the employee.

9.2 Notice of Layoff

Any layoffs shall take place upon sixty (60) days written notice. Any notice of layoff shall specify the reason for the layoff, the identity by name and classification of the employee designated for layoff, and the information on their displacement rights, if any, and reemployment rights.

9.3 Order of Layoff

Any layoff shall be affected within a class.

9.4 Bumping Rights

An employee laid off from employee's present class may bump into the next lowest class in which the employee has greater seniority, or into an equal class in which employee has previously served and has greater seniority in that class by virtue of service in said class. The employee may continue to bump into lower classes to avoid layoff.

9.5 Equal Seniority

If two or more employees subject to layoff have equal class seniority, the layoff determination shall be made by lottery.

9.6 Reemployment Rights

Laid off persons are eligible for reemployment in the class from which laid off for a thirty-nine (39) month period and shall be re-employed in the reverse order of layoff. Their reemployment shall take precedence over any other type of employment defined or undefined in this Agreement.

9.7 Voluntary Demotion or Voluntary Reduction in Hours

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall, in addition to thirty-nine (39) months, be granted an additional twenty-four (24) months of reemployment rights.

9.8 **Notification of Reemployment**

An employee who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District, by certified or registered mail.

9.9 **Employee Notification to the District**

An employee shall notify the District in writing of their intent to accept or refuse employment within ten (10) working days following receipt of the reemployment notice.
Failure by the employee to tender the written notice to the District within ten (10) days, as provided for herein, shall be deemed a refusal of employment by said employee. The laid off employee may decline three offers of employment before relinquishing their position the list. If an employee on a reemployment list refuses the third offer of employment, no additional offers will be made, and the employee shall be considered unavailable for work.

9.10 **Reemployment**

Employees who accept a position lower than their highest former class shall retain their original thirty-nine (39) months right to the higher position.

9.11 Layoff as used herein shall refer to separation from service or reduction in assigned time.

9.12 Only alleged procedural violations of the provisions of this Article shall be subject to the Grievance Procedure (Article IV) as set forth in this Agreement.

9.13 If a laid off unit member is re-employed by the District within thirty-nine (39) months, employee shall have the sick leave accrual and seniority date reinstated to that in effect for employee at the time of layoff.

ARTICLE X
LAYOFF ACTION AND EFFECTS RELATED THERETO

10.1 For voluntary and involuntary layoffs of bargaining unit employees, District fringe health and welfare benefit coverage for said employees will continue for three (3) full months following the effective date of the layoff.

10.2 During the terms of the current Agreement any existent classified employee bargaining unit positions that may be eliminated due to lack of funds or lack of work shall not subsequently or permanently be filled by employees outside the classified service, or work experience students.

ARTICLE XI
SAFETY CONDITIONS OF EMPLOYMENT

11.1 The District agrees to abide by all applicable State and Federal regulations concerning safe conditions of work and to maintain its present policies in this area during the term of the Agreement.

11.2 The Chapter President and one (1) one bargaining unit member appointed by the CSEA shall be members of the District Safety Advisory Committee.

11.3 The bargaining unit members of the committee shall be allowed release time to carry out their obligations under Section 11.2.

11.4 No employee shall be in any way discriminated against as a result of reporting any condition believed to be a violation of Section 11.1.

11.5 The District agrees to furnish bargaining unit members with necessary safety equipment as required by law or District policy.

11.6 The District Safety Committee shall meet quarterly; if necessary, the Committee may be convened more frequently.

ARTICLE XII
EXTENDED DAY CARE PROGRAM

The provisions of this Article dealing with working conditions of bargaining unit members and positions assigned to the District's Extended Care Program became operative August 31, 1998. The Summer Camp for 1999 and beyond shall be considered limited term employment consistent with the current District practices dealing with summer school assignments for ten (10) month employees.

12.1 There are currently four (4) bargaining unit classifications currently planned for the District's new Extended Care Program: Site Lead; Site Assistant; Worker; and Clerk/Registrar. If additional classifications are subsequently created at the Extended Care Program, the District and the CSEA shall meet and negotiate regarding bargaining unit inclusion or exclusion; if bilateral agreement is not reached, the matter shall be referred to the Public Employment Relations Board.

12.2 The ten (10) month work schedule and the salary rates for these four (4) classifications are contained in the appendices of this Agreement. The District and the CSEA recognize that the dollar value of said salary rates shall be subject to possible adjustment in future years based upon the revenues generated by the Extended Care Program rather than other sources of District revenues; it is the intention of the parties to operate a self-sufficient program.

12.3 Recruitment for said newly created classes shall begin after the 1998 Spring Recess. Current District employees as well as outside candidates may apply for said new classifications, and if all candidate factors are judged equal by the Superintendent, or his designee, hiring preference shall be given to applicants who are District employees.

12.4 All portions of this collective bargaining agreement shall apply to bargaining unit positions assigned to the Extended Care Program except as follows:

12.4.1 Section 3.2 shall be rewritten as follows:

Day shall mean any day on which the Extended Care Program is open for business.

12.4.2 Section 3.5 shall be deleted.

12.4.3 Section 5.5 shall have the first sentence rewritten, as follows: Employee members of the immediate family will not be assigned to the same work site without the prior written approval of the immediate supervisor.

12.4.4 Article VII shall not apply to Extended Care Program employees, except for the specific following provisions: 7.1, 7.2, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.11, 7.14, 7.16.

12.4.5 The reimbursement provisions of Section 8.5 shall apply to the class of clerk/registrar, regardless of the number of sites visited.

12.5 Since it is the intent of the parties to prevent any General Fund encroachment by the Program, the parties agree that layoffs or reductions in assigned time because of financial exigencies for the class of Extended Care Worker shall, to the extent permitted by law, be done by site and only require 48 hours prior notice. Similarly, reductions in assigned time because of financial exigencies for any program, employee shall not require more than 48 hours prior notice.

ARTICLE XIII
SAVINGS PROVISION

13.1 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 and will be subject to immediate renegotiation. All other provisions will continue in full force and effect.

13.2 In the event the Education Code of the State of California is amended or revised and and within the scope of representation, the parties shall negotiate on those provisions not in the Contract.

13.3 Merit System Rules shall be continued for the life of this Contract if not inconsistent with this Contract.

ARTICLE XIV
TERM

14.1 This Agreement shall remain in force from July 1, 2019, through June 30, 2022 and thereafter shall continue in effect year by year unless one of the parties notifies the other in writing no later than April 30, of its request to modify, amend, or terminate the Agreement.

14.2 If either party chooses to reopen negotiations for the 2020-2021 school year, reopener negotiations will commence following sunshining proposals in Spring 2020. Reopener negotiations will be limited to one (1) article each in addition to Article VIII – Salary Schedule and Employee Benefits.

If either party chooses to reopen negotiations for the 2021-2022 school year, reopener negotiations will commence following sunshining proposals in Spring 2021. Reopener negotiations will be limited to one (1) article each in addition to Article VIII – Salary Schedule and Employee Benefits.

14.3 The District and CSEA have concluded negotiations for the term of this agreement subject to Article XIV. The bargaining teams for both CSEA and the District recommend ratification of this tentative agreement.

ARTICLE XV
TRANSPORTATION

Notwithstanding the provisions of Section 7.3, the following provisions shall apply to Transportation Department employees only, and shall supersede the provisions of 7.3.

DEFINITIONS

For purposes of the Transportation Article. a driver is "not available" when the driver is on the clock, absent or cannot cover the assignment in a timely manner. In the event that a driver is "not available", his/her name will not be dropped to the bottom of the rotation.

When a driver is "available" but chooses to not accept an assignment due to personal preference, this will be considered a "decline" of the assignment. In the event that a driver "declines," his/her name will drop to the bottom of the rotation list.

A "redesigned" route is any change to an existing route.

A "reassigned" route is an existing route temporarily assigned to a different driver(s).

15.1 Driving Assignments

15.1.1 Regular School Year

All regularly scheduled school year bus routes in the La Habra City School District shall be selected (i.e. bid) by bus drivers based on hire date seniority in the Transportation Department.

a. Annual bidding will take place at drivers' orientation prior to the start of the school year.

b. All routes shall be available for review by the drivers prior to the actual bid day.

c. Drivers on a leave of absence can submit a proxy bid to the Director of Transportation before bidding.

d. When a vacancy occurs, the route to be redesigned or reassigned will go out to bid.

e. Permanently redesigned routes that result in an increase in hours will go out to bid.

15.1.2 Temporary Route Assignments

a. Short Term Temporary Assignments

Short term assignments are for up to two weeks. These assignments will be assigned as extra hours on a rotating seniority basis to the next available driver. When no single driver is available to cover the entire short term assignment, the assignment will be allocated between more than one driver.

1. A driver is not available to accept a short term assignment when the driver is on the clock, absent, or cannot cover the short term assignment in a timely manner. In the event that a driver is not available his/her name will not be dropped to the bottom of the rotation.

2. When a driver declines a short term assignment, his/her name will be dropped to the bottom of the rotation for short term assignments.

b. Long Term Temporary Assignments

Long term assignments are for more than two weeks. Long term assignments will be either "reassigned" or "redesigned". In either case the long term assignment will go out to bid for the duration of the absence of the driver.

c. Return to Regular Assignments

When the driver can return to work, the driver will return to his/her regular assignment. This will result in the return of drivers to their regular bid upon assignments.

15.2 Field Trip Assignments

15.2.1 Field Trips during regular school days (Monday through Friday day trips) will be assigned on a rotating basis – using a separate assignment list.

15.2.2 Field trips during Saturday, Sunday, holiday or night trips will be assigned on a rotating seniority basis – using a separate assignment list.

15.2.3 Sign-up for field trips.

15.2.3.1 First at beginning of year.

15.2.3.2 Second when a rotation series is completed, on or about the beginning of the second semester.

15.2.3.3 Summer.

15.3 Sign On/Bus Check Out

Allows fifteen (15) minutes prior to leaving yard for check-out and fifteen (15) minutes for check-in.

15.4 Standby Time

Drivers required to standby for a run to begin within thirty (30) minutes will remain in paid status.

15.5 **Driver Certificates and License Renewal**

To be paid by the District - Driver's DMV license (the amount in excess of the employee's personal drivers license), Driver's CHP Certificate and Driver's Medical Certificate. Bus Drivers will be paid their hourly rate to maintain all required licenses and certificates, plus mileage when applicable.

15.6 **Training**

To be paid by the District - classes for certificate renewal or other mandatory training. Bus Drivers will also be paid their hourly rate for all required training, plus mileage when applicable.

TOI cards will be posted in the Bus Driver's Lounge, unless otherwise requested.

The annual training calendar will be posted in August in the Bus Driver's lounge. If adequate training opportunities are not provided, alternative training options will be provided by the District.

15.7 **Release Time**

Classified employees who request to review the assignment of hours will be allowed to do so during the paid work day.

15.8 **Extra Time/Overtime**

Any overtime/extra time available to be worked by bargaining unit members in the Transportation Department shall be rotated based on hire date seniority in the Transportation Department and availability. This rotation shall start with the most senior Transportation bargaining unit member and cycle through the rest of the Transportation bargaining unit before the rotation makes its way back to the most senior bargaining unit member. Field Trips Assignments see 15.2

15.8.1 Extra time and overtime logs shall be available for bus drivers to review during the school year.

15.9 **Permanency Within the Bargaining Unit**

Permanent bargaining unit members will be offered extra driving assignments based on hire date seniority in the Transportation Department and availability prior to the extra driving assignments being offered to substitutes or contracted out. Certain program needs for special education students may not be subject to this requirement.

ARTICLE XVI
ORGANIZATIONAL SECURITY

16.1 The District and CSEA recognize the right of unit members to form, join and participate in the lawful activities of unit member organizations and the equal alternative right of unit members to refuse to form, join and participate in unit member organizations. Neither the District nor the CSEA shall exert pressure on, or discourage or discriminate against a unit member exercising the membership participation or organizational activities rights guaranteed herein.

16.2 CSEA shall have the sole and exclusive right to have dues deducted for unit members.

16.3 In the information provided by the District to new hires there will be included an introductory letter from CSEA. The District shall refer all unit member questions about CSEA membership or dues to the CSEA Labor Relations Representative.

16.4 The District shall deduct dues from the wages of CSEA members in accordance with the CSEA dues schedule. There shall be no charge to the CSEA for dues deductions.

16.4.1 Dues deductions shall occur within the first pay period or within thirty (30) days of notification from CSEA staff.

16.5 The District shall refer all unit member requests to cancel membership to the CSEA Labor Relations Representative.

16.5.1 The District shall rely on information provided by CSEA staff regarding the cancellation of membership. CSEA staff shall confirm all membership dues cancellations in writing with the District's Payroll Department. Payroll adjustments shall occur within the following pay period or within thirty (30) days of notification from CSEA.

16.6 The District shall promptly notify the CSEA Labor Relations Representative within ten (10) business days of any California Public Records Act request regarding union membership.

16.7 CSEA shall defend, indemnify and hold harmless the District from any and all claims, costs, demands, suits or any other action arising from the implementation of the provisions of this Article.

16.7.1 The District shall promptly notify the CSEA Labor Relations Representative of any and all claims, costs, demands, suits or any other action arising from the implementation of the provisions of this Article.

16.7.2 The parties each agree to cooperate with each other and to promptly furnish any information needed by the other party to respond to any and all claims, costs, demands, suits or any other action arising from the implementation of the provisions of this Article.

16.8 The District agrees that CSEA's officials, including the CSEA Labor Relations Representative and other representatives, shall have the right to contact bargaining unit members at District work sites during any non-duty hours of unit members regarding CSEA business at times other than during the respective unit members' working hours; i.e., on scheduled breaks or lunch time, or before or after their work hours. Authorized CSEA representatives shall notify the administrative office of each District work site of their presence on the site. The intent is to allow CSEA reasonable access to unit members without unduly disrupting District operations.

16.9 On one non-student prep day per year all newly hired classified unit employees will have their schedule modified to include a new hire orientation at the District office with the CSEA Chapter 135 President, CSEA assigned Labor Relations Representative, and two (2) District representatives. The Chapter President will be released with pay for the purposes of this meeting which will last one-half hour. The designation of which non-student prep days, meeting logistics and employee notice will be administered together with the Chapter President and the District appropriate administrator.

ARTICLE XVII
MISCELLEANOUS PROVISIONS

17.1 School Beautification

Parties' volunteers may be permitted to perform School Beautification projects at a given site on two (2) non-student days per year, subject to the following conditions:

17.1.1 The parents of sponsoring support group shall submit a written request for a School Beautification project, including the following information: date; brief description of the projects that are intended to spruce the school appearance; number of volunteers expected to participate; school/district supplies and/or equipment that may be necessary; and any other pertinent information.

17.1.2 The Director of Maintenance, Operations and Facilities and the Chapter President of CSEA La Habra Chapter #135 shall meet to consult about the request and its relationship to bargaining unit members.

17.1.3 The District shall notify the parent volunteers of its decision on the request for a School Beautification Day, and any conditions related thereto; a copy of said decision shall be sent to the CSEA President and impacted unit member(s).

17.1.4 The District shall assign a bargaining unit member(s) to coordinate the work of volunteers and supervise District property during the School Beautification activity.

17.2 Subcontracting

The District may utilize subcontractors or other temporary persons not covered by this Agreement to perform duties that might otherwise be done by bargaining unit members; however, no bargaining unit member shall be laid off or have a reduction in assigned time as a result of the utilization of subcontractors or temporary employees. Some examples of permissible subcontracting would include specialized ability, lack of equipment, scheduling of work, cost effectiveness or public contracting requirements.

La Habra City School District

2018-2019

CSEA Classified Salary Schedule
Confidential Salary Schedule
Supervisory Salary Schedule
Extended Care/Kidzone

	Schedule	Classification/Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
KIDZONE^	2	Extended Care Site Lead	1	19.24	20.04	20.83	21.64	22.44	23.25
	2	Extended Care Assistant Site Lead	2	16.84	17.63	18.43	19.24	20.04	20.83
	2	Extended Care Worker	4	12.00	12.60	13.23	13.89	14.58	15.31
CSEA CLASSIFIED SALARY SCHEDULE	2	Special Needs Bus Aide	9	2,335 13.267	2,448 13.909	2,578 14.648	2,704 15.364	2,846 16.170	2,985 16.960
	2	Cafeteria Worker	14	2,639 14.994	2,772 15.750	2,914 16.557	3,064 17.409	3,214 18.261	3,382 19.216
	2	Satellite Kitchen Lead	16	2,772 15.750	2,914 16.557	3,064 17.409	3,214 18.261	3,382 19.216	3,550 20.170
	2	Educational Assistant Instructional Assistant I - Special Education Physical Education Assistant	17	2,846 16.170	2,985 16.960	3,140 17.841	3,296 18.727	3,465 19.688	3,642 20.693
	2	Food Transporter/Server	18	2,914 16.557	3,064 17.409	3,214 18.261	3,382 19.216	3,550 20.170	3,731 21.199
	2	Instructional Assistant II - Special Ed/Health & Medical	19	2,985 16.960	3,140 17.841	3,296 18.727	3,465 19.688	3,642 20.693	3,821 21.710
	2 2	Community Liaison Cook's Helper	20	3,064 17.409	3,214 18.261	3,382 19.216	3,550 20.170	3,731 21.199	3,920 22.273
	1 2 2 2	Clerk Typist (12)* Clerk Typist (10) Inclusion Assistant Instructional Assistant III - Special Ed/Behavior	21	3,140 17.841	3,296 18.727	3,465 19.688	3,642 20.693	3,821 21.710	4,019 22.835
	1 2	Nutrition Services Assistant* Lead Cook	22	3,214 18.261	3,382 19.216	3,550 20.170	3,731 21.199	3,920 22.273	4,117 23.392
	2 6	Health Technician Language Assessment Assistant	23	3,296 18.727	3,465 19.688	3,642 20.693	3,821 21.710	4,019 22.835	4,220 23.977
	1 1 2 2 3	Evening Custodian** Utility Worker* Special Education Bilingual Technician Nutrition Service Warehouse & Delivery Worker Information Services Technician I	25	3,465 19.688	3,642 20.693	3,821 21.710	4,019 22.835	4,220 23.977	4,432 25.182
	1 3	Groundskeeper* School Clerk *	26	3,550 20.170	3,731 21.199	3,920 22.273	4,117 23.392	4,328 24.591	4,545 25.824
	1 1 1 1 2 3 3	Accounting Technician I* Day Custodian* Grounds Equipment Operator* Secretary* Bus Driver Helpdesk & Inventory Clerk Information Services Technician II*	27	3,642 20.693	3,821 21.710	4,019 22.835	4,220 23.977	4,432 25.182	4,658 26.466
	1 1 2 5	Bus Driver Trainer* Transportation Dispatcher* Speech and Language Assistant (SLPA) School Office Manager*	28	3,731 21.199	3,920 22.273	4,117 23.392	4,328 24.591	4,545 25.824	4,775 27.131

	Schedule	Classification/Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CSEA CLASSIFIED SALARY SCHEDULE	1	Accounting Technician II*	29	3,821	4,019	4,220	4,432	4,658	4,896
	1	Grounds Equipment Operator/Chemical Applicator*		21.710	22.835	23.977	25.182	26.466	27.818
	1	General Maintenance Worker*	31	4,019	4,220	4,432	4,658	4,896	5,139
	2	Licensed Vocational Nurse (LVN)		22.835	23.977	25.182	26.466	27.818	29.199
	1	Mechanic I*	32	4,117	4,328	4,545	4,775	5,017	5,265
	1	Sprinkler Repair Worker*		23.392	24.591	25.824	27.131	28.506	29.915
	1	Accounting Technician III*	33	4,220	4,432	4,658	4,896	5,139	5,397
	1	Print Reproduction/Warehouse & Delivery Worker*		23.977	25.182	26.466	27.818	29.199	30.665
	1	Administrative Secretary*	34	4,328	4,545	4,775	5,017	5,265	5,529
	1	Nutrition Services Operations Specialist*		24.591	25.824	27.131	28.506	29.915	31.415
	1	Mechanic II*	35	4,432	4,658	4,896	5,139	5,397	5,667
	1	Skilled Maintenance Worker*		25.182	26.466	27.818	29.199	30.665	32.199
	3	Systems Analyst I (10)* +							
	1	Systems Analyst I (12)* +							
	1	Systems Analyst II* +	38	4,775	5,017	5,265	5,529	5,808	6,097
		Electrician/HVAC Technician*		27.131	28.506	29.915	31.415	33.000	34.642
		Skilled Maintenance Worker/Plumber*							
	1	Network Specialist* +	45	5,667	5,949	6,245	6,559	6,887	7,231
				32.199	33.801	35.483	37.267	39.131	41.085
CONFIDENTIAL	1	Personnel Technician*	51	4,058	4,250	4,452	4,652	4,886	5,118
				23.057	24.148	25.295	26.432	27.761	29.080
	1	Administrative Secretary -Special Services (Attendance)*	53	4,866	5,100	5,345	5,602	5,870	6,153
				27.648	28.977	30.369	31.830	33.352	34.960
	1	Senior Administrative Assistant*	54	5,108	5,355	5,612	5,881	6,163	6,461
				29.023	30.426	31.886	33.415	35.017	36.710
SUPERVISORY	1	Supervisor of Grounds*	63	5,811	6,101	6,407	6,726	7,062	7,416
		Supervisor of Purchasing and Stores* +		33.017	34.665	36.403	38.216	40.125	42.136
		Extended Care Supervisor* +							
	1	Executive Assistant to the Superintendent* +	64	6,385	6,705	7,040	7,392	7,761	8,151
		Fiscal Services Supervisor* +		36.278	38.097	40.000	42.000	44.097	46.313
	1	Director of Nutrition Services* ++	65	7,023	7,375	7,743	8,129	8,535	8,963
		Director of Transportation *		39.903	41.903	43.994	46.188	48.494	50.926
	1	Director of Classified Personnel/Insurance Supervisor*+	67	8,498	8,922	9,370	9,837	10,330	10,844
		Director of Technology* ++		48.284	50.693	53.239	55.892	58.693	61.614
		Director of Maintenance, Operations & Facilities*							
	1	Director of Fiscal Services* +	69	10,284	10,796	11,337	11,903	12,498	13,121
		Chief Technology Officer* ++		58.432	61.341	64.415	67.631	71.011	74.551
	1	Chief Business Official* +	70	11,311	11,875	12,471	13,095	13,748	14,434
				64.267	67.472	70.858	74.403	78.114	82.011

^KIDZONE - No longevity
*Monthly rate
**Evening Custodian +5%
+ Mileage $100
++ Mileage $200
(10) 10-Month Employee
(12) 12-Month Employee

LONGEVITY

8th year	2%
10th year	4%
15th year	6%
20th year	12%
25th year	15%

Schedule 1 - 260 days / Schedule 2 - 196 days / Schedule 3 - 209 days / Schedule 5 - 219 days / Schedule 6 - 196 days

2018-2019 CSEA, Classified Management and Confidential Salary Schedule
Board Approved December 13, 2018 (Effective 7/1/2018) 2017-2018 plus 2%

La Habra City School District

2019-2020

CSEA Classified Salary Schedule
Confidential Salary Schedule
Supervisory Salary Schedule
Extended Care/Kidzone

	Schedule	Classification/Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
KIDZONE^	2	Extended Care Site Lead	1	19.72	20.54	21.35	22.18	23.00	23.83
	2	Extended Care Assistant Site Lead	2	17.26	18.07	18.89	19.72	20.54	21.35
	2	Extended Care Worker^^	4	13.00	13.62	14.26	14.94	15.64	16.39
CSEA CLASSIFIED SALARY SCHEDULE	2	Special Needs Bus Aide	9	2,393 13.599	2,509 14.257	2,642 15.014	2,772 15.748	2,917 16.574	3,060 17.384
	2	Cafeteria Worker	14	2,705 15.369	2,841 16.144	2,987 16.971	3,141 17.844	3,294 18.718	3,467 19.696
	2	Satellite Kitchen Lead	16	2,841 16.144	2,987 16.971	3,141 17.844	3,294 18.718	3,467 19.696	3,639 20.674
	2	Educational Assistant Instructional Assistant I - Special Education Physical Education Assistant	17	2,917 16.574	3,060 17.384	3,219 18.287	3,378 19.195	3,552 20.180	3,733 21.210
	2	Food Transporter/Server	18	2,987 16.971	3,141 17.844	3,294 18.718	3,467 19.696	3,639 20.674	3,824 21.729
	2	Instructional Assistant II - Special Ed/Health & Medical	19	3,060 17.384	3,219 18.287	3,378 19.195	3,552 20.180	3,733 21.210	3,917 22.253
	2 2	Community Liaison Cook's Helper	20	3,141 17.844	3,294 18.718	3,467 19.696	3,639 20.674	3,824 21.729	4,018 22.830
	1 2 2 2	Clerk Typist (12)* Clerk Typist (10) Inclusion Assistant Instructional Assistant III - Special Ed/Behavior	21	3,219 18.287	3,378 19.195	3,552 20.180	3,733 21.210	3,917 22.253	4,119 23.406
	1 2	Nutrition Services Assistant* Lead Cook	22	3,294 18.718	3,467 19.696	3,639 20.674	3,824 21.729	4,018 22.830	4,220 23.977
	2 6	Health Technician Language Assessment Assistant	23	3,378 19.195	3,552 20.180	3,733 21.210	3,917 22.253	4,119 23.406	4,326 24.576
	1 1 2 2 3	Evening Custodian** Utility Worker* Special Education Bilingual Technician Nutrition Service Warehouse & Delivery Worker Information Services Technician I	25	3,552 20.18	3,733 21.210	3,917 22.253	4,119 23.406	4,326 24.576	4,543 25.812
	1 3	Groundskeeper* School Clerk *	26	3,639 20.674	3,824 21.729	4,018 22.830	4,220 23.977	4,436 25.206	4,659 26.470
	1 1 1 1 2 3 3	Accounting Technician I* Day Custodian* Grounds Equipment Operator* Secretary* Bus Driver Helpdesk & Inventory Clerk Information Services Technician II*	27	3,733 21.210	3,917 22.253	4,119 23.406	4,326 24.576	4,543 25.812	4,774 27.128
	1 1 2 5	Bus Driver Trainer* Transportation Dispatcher* Speech and Language Assistant (SLPA) School Office Manager*	28	3,824 21.729	4,018 22.830	4,220 23.977	4,436 25.206	4,659 26.470	4,894 27.809

	Schedule	Classification/Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CSEA CLASSIFIED SALARY SCHEDULE	1	Accounting Technician II*	29	3,917	4,119	4,326	4,543	4,774	5,018
	1	Grounds Equipment Operator/Chemical Applicator*		22.253	23.406	24.576	25.812	27.128	28.513
	1	General Maintenance Worker*	31	4,119	4,326	4,543	4,774	5,018	5,267
	2	Licensed Vocational Nurse (LVN)		23.406	24.576	25.812	27.128	28.513	29.929
	1	Mechanic I*	32	4,220	4,436	4,659	4,894	5,142	5,397
	1	Sprinkler Repair Worker*		23.977	25.206	26.470	27.809	29.219	30.663
	1	Accounting Technician III*	33	4,326	4,543	4,774	5,018	5,267	5,532
	1	Print Reproduction/Warehouse & Delivery Worker*		24.576	25.812	27.128	28.513	29.929	31.432
	1	Administrative Secretary*	34	4,436	4,659	4,894	5,142	5,397	5,667
	1	Nutrition Services Operations Specialist*		25.206	26.470	27.809	29.219	30.663	32.200
	1	Mechanic II*	35	4,543	4,774	5,018	5,267	5,532	5,809
	1	Skilled Maintenance Worker*		25.812	27.128	28.513	29.929	31.432	33.004
	3	Systems Analyst I (10)* +							
	1	Systems Analyst I (12)* +							
	1	Systems Analyst II* +	38	4,894	5,142	5,397	5,667	5,953	6,249
		Electrician/HVAC Technician*		27.809	29.219	30.663	32.200	33.825	35.508
		Skilled Maintenance Worker/Plumber*							
	1	Network Specialist* +	45	5,809	6,098	6,401	6,723	7,059	7,412
				33.004	34.646	36.370	38.199	40.109	42.112
CONFIDENTIAL	1	Personnel Technician*	51	4,159	4,356	4,563	4,768	5,008	5,246
				23.631	24.750	25.926	27.091	28.455	29.807
	1	Administrative Secretary -Special Services (Attendance)*	53	4,988	5,228	5,479	5,742	6,017	6,307
				28.341	29.705	31.131	32.625	34.188	35.835
	1	Senior Administrative Assistant*	54	5,236	5,489	5,752	6,028	6,317	6,623
				29.750	31.188	32.682	34.250	35.892	37.631
SUPERVISORY	1	Custodial & Operations Lead	62	5,417	5,689	5,973	6,271	6,584	6,914
				30.778	32.324	33.938	35.631	37.409	39.284
	1	Supervisor of Maintenace and Operations	63	5,956	6,254	6,567	6,894	7,239	7,601
		Supervisor of Purchasing and Stores* +		33.841	35.534	37.313	39.170	41.131	43.188
		Supervisor of Transportation Operation*							
		Extended Care Supervisor* +							
	1	Executive Assistant to the Superintendent* +	64	6,545	6,873	7,216	7,577	7,955	8,355
		Fiscal Services Supervisor* +		37.188	39.051	41.000	43.051	45.199	47.472
	1	Director of Nutrition Services* ++	65	7,199	7,559	7,937	8,332	8,748	9,187
		Director of Transportation *		40.903	42.949	45.097	47.341	49.705	52.199
	1	Director of Classified Personnel/Insurance Supervisor*+	67	8,710	9,145	9,604	10,083	10,588	11,115
		Director of Technology* ++		49.489	51.960	54.568	57.290	60.159	63.153
		Director of Const.,Maint., Operations & Facilities*							
		Director of Maintenance, Operations & Facilities*							
	1	Director of Fiscal Services* +	69	10,541	11,066	11,620	12,201	12,810	13,449
		Chief Technology Officer* ++		59.892	62.875	66.023	69.324	72.784	76.415
	1	Chief Business Official* +	70	11,594	12,172	12,783	13,422	14,092	14,795
				65.875	69.159	72.631	76.261	80.068	84.063

^KIDZONE - No longevity

^^Effective 1/1/2020

*Monthly rate

**Evening Custodian +5%

+ Mileage $100

++ Mileage $200

(10) 10-Month Employee

(12) 12-Month Employee

LONGEVITY	
8th year	2%
10th year	4%
15th year	6%
20th year	12%
25th year	15%

Schedule 1 - 260 days / Schedule 2 - 196 days / Schedule 3 - 209 days / Schedule 5 - 219 days / Schedule 6 - 196 days

2019-2020 CSEA, Classified Management and Confidential Salary Schedule
Board Approved December 12, 2019 (Effective 7/1/2019) 2018-2019 plus 2.5%

LA HABRA CITY SCHOOL DISTRICT
CLASSIFICATION PLAN

CLASS	Range	Schedule
Secretarial/Clerical		
Administrative Assistant	34	1
Clerk Typist (10)	21	2
Clerk Typist (12)	21	1
Health Technician	23	2
School Clerk	26	3
School Office Manager	28	5
Secretary	27	3
*Administrative Secretary Special Svcs.	34	1
Accounting/Payroll		
Accounting Technician I	27	1
Accounting Technician II	29	1
Accounting Technician III	33	1
Extended Care (KidZone)		
Extended Care Worker	4	2
Assistant Site Lead	2	2
Site Lead	1	2
Food Services		
Cafeteria Worker	14	2
Cook's Helper	20	2
Food Service Assistant	22	1
Food Service Operations Specialist	34	1
Food Service Whse & Delivery Worker	25	2
Food Transporter/Server	18	2
Lead Cook	22	2
Satellite Kitchen Lead	16	2
Instructional/Library/Service		
Community Liaison	20	2
Educational Assistant	17	2
Helpdesk & Inventory Clerk	27	3
Information Services Technician I	25	3
Information Services Technician II	27	3
Instructional Assistant I-Special Education	17	2
Instructional Asst II-Sp Ed/Health&Medical	19	2
Instructional Asst III-Sp Ed/Behavior	21	2
Language Assessment Assistant	23	6
Licensed Vocational Nurse (LVN)	31	2
PC Support Technician (10)	33	3
PC Support Technician (12)	33	1
Physical Education Assistant	17	2
Network Specialist	45	1
Special Education Bilingual Technician	25	2
Special Needs Bus Aide	9	2
Speech and Language Assistant (SLPA)	28	2
Systems Analyst I	35	1
Systems Analyst II	38	1

CLASS	Range	Schedule
Maintenance and Operations		
Day Custodian	27	1
Electrician/HVAC Technician	38	1
Evening Custodian	25	1
General Maintenance Worker	31	1
Grounds Equipment Operator	27	1
Grounds Equipment Operator/Chemical Applicator	29	1
Groundskeeper	26	1
Print Reproduction/Warehouse & Delivery Worker	33	1
Skilled Maintenance Worker	35	1
Skilled Maintenance Worker/ Plumber	38	1
Sprinkler Repair Worker	32	1
Utility Worker	25	1
Transportation		
Transportation Dispatcher	28	1
Bus Driver	27	2
Mechanic I	32	1
Mechanic II	35	1

* Will not be included in the bargaining unit until current incumbents vacate the position(s).

Appendix 2.

LA HABRA CITY SCHOOL DISTRICT

CLASSIFIED EMPLOYEE SCHEDULE OF COVERED POSITIONS

Schedule 1

Accounting Technician I; Accounting Technician II; Accounting Technician III; Administrative Assistant; Administrative Secretary-Special Services (Attendance); Clerk Typist (12); Day Custodian; Electrician/HVAC Technician; Evening Custodian; Food Service Assistant ;Food Service Operations Specialist; General Maintenance Worker; Grounds Equipment Operator; Grounds Equipment Operator/Chemical Applicator; Groundskeeper; Mechanic I; Mechanic II; Network Specialist; Print Reproduction/Warehouse & Delivery Worker; Secretary; Skilled Maintenance Worker; Skilled Maintenance Worker/Plumber; Sprinkler Repair Worker; Systems Analyst I; Systems Analyst II; Transportation Dispatcher; Utility Worker

Schedule 2

Bus Driver; Cafeteria Worker; Clerk Typist (10); Community Liaison; Community Liaison-School Readiness; Cook's Helper; Educational Assistant; Extended Care Assistant Site Lead; Extended Care Site Lead; Extended Care Worker; Food Service Warehouse & Delivery Worker; Food Transporter/Server; Health Technician; Instructional Assistant I-Special Education; Instructional Assistant II-Special Education/Health & Medical; Instructional Assistant III-Special Education/Behavior; Lead Cook; Licensed Vocational Nurse (LVN); Physical Education Assistant; Satellite Kitchen Lead; Special Education Bilingual Technician; Special Needs Bus Aide; Speech and Language Assistant (SLPA)

Note 1: Clerk Typists may be assigned extra days of work according to District Administrative Rules and Regulations for extra help during the week prior to their regular starting date.

Note 2: Due to special education inter-district transportation requirements, bus driver assignments will be adjusted to coincide with other school districts' calendars.

Schedule 3

Helpdesk & Inventory Clerk; Information Services Technician I; Information Services Technician II; School Clerk

Schedule 5

School Office Manager

Schedule 6

Language Assessment Assistant

LA HABRA CITY SCHOOL DISTRICT
School Year 2018 - 2019
Schedule 1

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	(20)	(21)	22	23	24	25
26	27	28	29	30	31	

8/20- TK,K-6 gr. First Day of school
8/20 - IMS 6 & 7 and WMS 7 grade only Min. Day (8:12am-11:12am)
8/21 - IMS & WMS 8 grade First Day of school

23 Days

September 2018

S	M	T	W	T	F	S
						1
2	[3]	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 - Labor Day

20 Days

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/8 - No School Professional Development Day

23 Days

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	[12]	13	14	15	16	17
18	19	20	21	[22]	[23]	24
25	26	27	28	29	30	

11/12 - Veteran's Day
11/22 ~ 11/23 - Thanksgiving Holiday

22 Days

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	[24]	[25]	26	27	28	29
30	[31]					

12/24 - Admissions Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

21 Days

January 2019

S	M	T	W	T	F	S
		[1]	2	3	4	5
6	7	(8)	9	10	11	12
13	14	15	16	17	18	19
20	[21]	22	23	24	25	26
27	28	29	30	31		

1/1 - New Year's Day Holiday
1/8 - Students Return
1/21 - Martin Luther King Day

23 Days

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	[11]	12	13	14	15	16
17	[18]	19	20	21	22	23
24	25	26	27	28		

2/11 - Lincoln Day
2/18 - Washington Day

20 Days

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	[29]	30
31						

3/29 - Spring Break Day

21 Days

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	[27]	28	29	30	31	

5/27 - Memorial Day

23 Days

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	(6)	(7)	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/6 - Last Day of Instruction for grades TK/K ~ 6th (Min. Day) IMS 6 & 7 and WMS 7th grade (Full Day)
6/7 - Last Day of Instruction for grade 8th (Min. day)

20 Days

July 2019

S	M	T	W	T	F	S
	1	2	3	[4]	[5]	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7/4 - 4th of July Holiday
7/5 - Independence Day Holiday

23 Days

Board Approved - 2/8/2018

4/23/2018

LA HABRA CITY SCHOOL DISTRICT
School Year 2019 - 2020
Schedule 1

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/13 - Pre-Service Day
8/19- TK,K-6 gr. First Day of school
8/19 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/20 - Gr. 8 First Day of school

22 Days

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2 - Labor Day

21 Days

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/14 - No School Professional Development Day

23 Days

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/11 - Veteran's Day
11/28 ~ 11/29 - Thanksgiving Holiday

21 Days

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/24 - Admissions Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

22 Days

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 - New Year's Day Holiday
1/6 - No School Certificated Professional Development Day
1/7 - Students Return
1/20 - Martin Luther King Day

23 Days

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

2/10 - Lincoln Day
2/17 - Washington Day

20 Days

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/27 - Spring Break Day

22 Days

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Days

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/25 - Memorial Day

21 Days

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6/4 - Last Day of school

22 Days

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/3 - 4th of July Holiday
7/27 - Independence Day Holiday

23 Days

Board Approved - 2/8/2018

LA HABRA CITY SCHOOL DISTRICT
School Year 2020 - 2021
Schedule 1

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	(14)	15
16	(17)	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/13 - Pre-Service Day
8/14 - TK/Kindergarten Orientation Day
8/17- TK,K-6 gr. First Day of Instruction
8/17 - IMS 6-7 gr. and WMS 7 gr. only Min. Day
8/18 - IMS & WMS 8 gr. First Day of Instruction

21 Days

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/7 - Labor Day

22 Days

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Days

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/3 - No School/Professional Development Day
11/11 - Veteran's Day
11/23 & 11/25 - Thanksgiving Recess
11/26 & 11/27 - Thanksgiving Holiday

21 Days

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/21 - 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

23 Days

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 - New Year's Day Holiday
1/4 - No School / Certificated Professional Development Day
1/5 - Students Return
1/18 - Martin Luther King

21 Days

2020-2021

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/8 - Lincoln Day
2/15 - Washington Day

20 Days

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/22- 3/25 - Spring Break
3/26 - Spring Break Day

23 Days

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Days

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/31 - Memorial Day

21 Days

June 2021

S	M	T	W	T	F	S
		1	2	(3)	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/3 - Last Day of school

22 Days

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7/2 - Independence Day Holiday
7/5 4th of July Holiday

22 Days

6/17/20

LA HABRA CITY SCHOOL DISTRICT
School Year 2018 - 2019
Schedule 2

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8/16 - Professional Development Day
8/20- TK,K-6 gr. First Day of school
8/20 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/21 - IMS & WMS 8 grade First Day of school

11 Days

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 - Labor Day

20 Days

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/8 - No School Professional Development Day

23 Days

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11/12 - Veteran's Day
11/19 ~ 11/21 - Thanksgiving Recess
11/22 ~ 11/23 - Thanksgiving Holiday

19 Days

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12/24 - Admissions Day Exchange
12/25 - Christmas Holiday
12/26 ~ 12/28 - Winter Recess
12/31 - Floating Holiday

18 Days

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/1 - New Year's Day Holiday
1/2 ~ 1/7 - Winter Recess
1/8 - Students Return
1/21 - Martin Luther King Day

19 Days

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/11 - Lincoln Day
2/18 - Washington Day

20 Days

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/25 ~ 3/28 - Spring Break
3/29 - Spring Break Day

17 Days

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27 - Memorial Day

23 Days

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/6 - Last Day at Site

4 Days

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LA HABRA CITY SCHOOL DISTRICT
School Year 2019 - 2020
Schedule 2

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/13 - Pre-Service Day
8/19- TK,K-6 gr. First Day of school
8/19 - **IMS** 6 & 7 and **WMS** 7 grade only Min. Day
8/20 - Gr. 8 First Day of school

11 Days

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2 - Labor Day

21 Days

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/14 - No School Professional Development Day

23 Days

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/11 - Veteran's Day
11/25 ~ 11/27 - Thanksgiving Recess
11/28 ~ 11/29 - Thanksgiving Holiday

18 Days

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23 ~ 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

18 Days

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 - New Year's Day Holiday
1/2 ~ 1/6 - Winter Recess
1/6 - No School Certificated Professional Development Day
1/7 - Students Return
1/20 - Martin Luther King Day

20 Days

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

2/10 - Lincoln Day
2/17 - Washington Day

20 Days

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/23 ~ 3/26 - Spring Recess
3/27 - Spring Break Day

18 Days

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Days

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/25 - Memorial Day

21 Days

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6/4 - Last Day at Site / Last Day of school

4 Days

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Board Approved - 2/8/2018

APPENDIX 4

LA HABRA CITY SCHOOL DISTRICT
School Year 2020 - 2021
Schedule 2

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	(14)	15
16	(17)	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/13 - Pre-Service Day
8/14 - TK/Kindergarten Orientation Day
8/17- TK,K-6 gr. First Day of Instruction
8/17 - IMS 6-7 gr. and WMS 7 gr. only Min. Day
8/18 - IMS & WMS 8 gr. First Day of Instruction

12 Days

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/7 - Labor Day

22 Days

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Days

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/3 - No School/Professional Development Day
11/11 - Veteran's Day
11/23 & 11/25 - Thanksgiving Recess
11/26 & 11/27 - Thanksgiving Holiday

18 Days

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/21 - 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

17 Days

January 2021

S	M	T	W	T	F	S
					1	2
3	4	(5)	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 - New Year's Day Holiday
1/4 - No School / Certificated Professional Development Day
1/5 - Students Return
1/18 - Martin Luther King

20 Days

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/8 - Lincoln Day
2/15 - Washington Day

20 Days

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/22- 3/25 - Spring Break
3/26 - Spring Break Day

19 Days

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Days

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/31 - Memorial Day

21 Days

June 2021

S	M	T	W	T	F	S
		1	2	(3)	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/3 - Last Day at Site / Last Day of school

3 Days

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

LA HABRA CITY SCHOOL DISTRICT
School Year 2018 - 2019
Schedule 3

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	[8]	9	10	11
12	13	14	15	[16]	17	18
19	(20)	(21)	22	23	24	25
26	27	28	29	30	31	

8/8 - First Day at Site
8/16 - Professional Development Day
8/20- TK,K-6 gr. First Day of school
8/20 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/21 - IMS & WMS 8 grade First Day of school

18 Days

September 2018

S	M	T	W	T	F	S
						1
2	[3]	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 - Labor Day

20 Days

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/8 - No School Professional Development Day

23 Days

November 2018

S	M	T	W	T	F	S
				1	2	3
4	[5]	6	7	8	9	10
11	[12]	13	14	15	16	17
18	[19]	20	21	[22]	[23]	24
25	26	27	28	29	30	

11/12 - Veteran's Day
11/19 ~ 11/21 - Thanksgiving Recess
11/22 ~ 11/23 - Thanksgiving Holiday

19 Days

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	[24]	25	[26]	27	[28]	29
30	[31]					

12/24 - Admissions Day Exchange
12/25 - Christmas Holiday
12/26 ~ 12/28 - Winter Recess
12/31 - Floating Holiday

18 Days

January 2019

S	M	T	W	T	F	S
		[1]	[2]	[3]	[4]	5
6	[7]	(8)	9	10	11	12
13	14	15	16	17	18	19
20	[21]	22	23	24	25	26
27	28	29	30	31		

1/1 - New Year's Day Holiday
1/2 ~ 1/7 - Winter Recess
1/8 - Students Return
1/21 - Martin Luther King Day

19 Days

February 2019

S	M	T	W	T	F	S
					1	2
3	[4]	5	6	7	8	9
10	[11]	12	13	14	15	16
17	[18]	19	20	21	22	23
24	25	26	27	28		

2/11 - Lincoln Day
2/18 - Washington Day

20 Days

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	[25]	[26]	[27]	[28]	[29]	30
31						

3/25 ~ 3/28 - Spring Break
3/29 - Spring Break Day

17 Days

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	[27]	28	29	30	31	

5/27 - Memorial Day

23 Days

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	[14]	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/14 - Last Day at Site

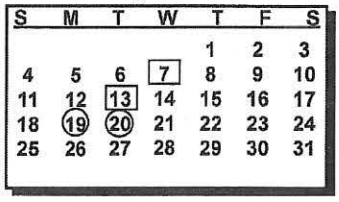
10 Days

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LA HABRA CITY SCHOOL DISTRICT
School Year 2019 - 2020
Schedule 3

August 2019



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/7 - First Day at Site
8/13 - Pre-Service Day
8/19- TK,K-6 gr. First Day of school
8/19 - **IMS** 6 & 7 and **WMS** 7 grade only Min. Day
8/20 - Gr. 8 First Day of school

18 Days

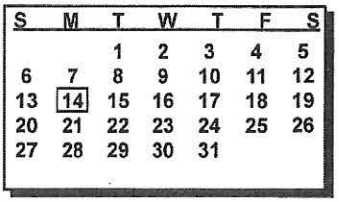
September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2 - Labor Day

21 Days

October 2019

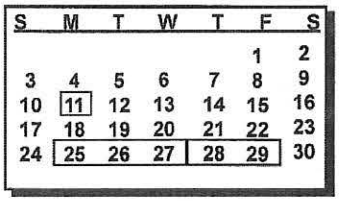


S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/14 - No School Professional Development Day

23 Days

November 2019

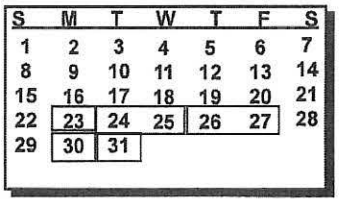


S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/11 - Veteran's Day
11/25 ~ 11/27 - Thanksgiving Recess
11/28 ~ 11/29 - Thanksgiving Holiday

18 Days

December 2019

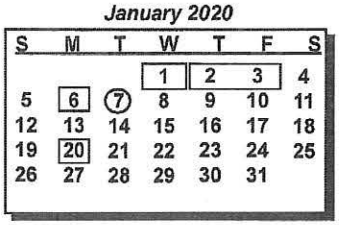


S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23 ~ 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

18 Days

January 2020

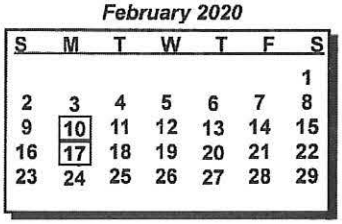


S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 - New Year's Day Holiday
1/2 ~ 1/6 - Winter Recess
1/6 - No School Certificated Professional Development Day
1/7 - Students Return
1/20 - Martin Luther King Day

20 Days

February 2020

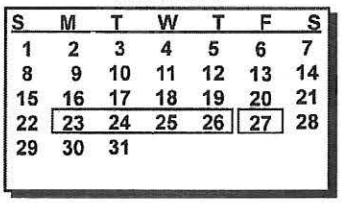


S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

2/10 - Lincoln Day
2/17 - Washington Day

20 Days

March 2020



S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/23 ~ 3/26 - Spring Recess
3/27 - Spring Break Day

18 Days

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Days

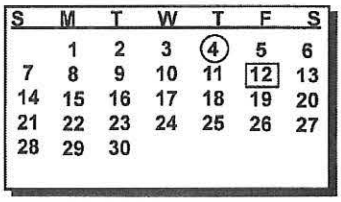
May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/25 - Memorial Day

21 Days

June 2020

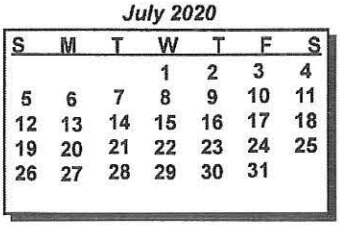


S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6/4 - Last Day of school
6/12 - Last Day at Site

10 Days

July 2020



S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LA HABRA CITY SCHOOL DISTRICT
School Year 2020 - 2021
Schedule 3

August 2020

S	M	T	W	T	F	S
						1
2	3	4	[5]	6	7	8
9	10	11	12	13	(14)	15
16	(17)	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/5 - First Day at Site
8/13 - Pre Service Day
8/14 - TK/Kindergarten Orientation Day
8/17- TK,K-6 gr. First Day of Instruction
8/17 - IMS 6-7 gr. and WMS 7 gr. only Min. Day
8/18 - IMS & WMS 8 gr. First Day of Instruction

19 Days

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	[7]	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/7 - Labor Day

22 Days

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Days

November 2020

S	M	T	W	T	F	S
1	2	[3]	4	5	6	7
8	9	10	[11]	12	13	14
15	16	17	18	19	20	21
22	[23	24	25]	[26	27]	28
29	30					

11/3 - No School/Professional Development Day
11/11 - Veteran's Day
11/23 & 11/25 - Thanksgiving Recess
11/26 & 11/27 - Thanksgiving Holiday

18 Days

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	[21	22	23]	[24	25]	26
27	[28	29	30]	[31]		

12/21 - 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

17 Days

January 2021

S	M	T	W	T	F	S
					[1]	2
3	[4]	(5)	6	7	8	9
10	11	12	13	14	15	16
17	[18]	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 - New Year's Day Holiday
1/4 - No School / Certificated Professional Development Day
1/5 - Students Return
1/18 - Martin Luther King

20 Days

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	[15]	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/8 - Lincoln Day
2/15 - Washington Day

20 Days

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26]	27
28	29	30	31			

3/22- 3/25 - Spring Break
3/26 - Spring Break Day

19 Days

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Days

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	[31]					

5/31 - Memorial Day

21 Days

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	(11)	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/4 - Last Day of school
6/11 - Last Day at Site

9 Days

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

LA HABRA CITY SCHOOL DISTRICT
School Year 2018 - 2019
Schedule 5

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8/1 - First Day at Site
8/16 - Professional Development Day
8/20- TK,K-6 gr. First Day of school
8/20 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/21 - IMS & WMS 8 grade First Day of school

23 Days

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 - Labor Day

20 Days

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/8 - No School Professional Development Day

23 Days

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11/12 - Veteran's Day
11/19 ~ 11/21 - Thanksgiving Recess
11/22 ~ 11/23 - Thanksgiving Holiday

19 Days

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12/24 - Admissions Day Exchange
12/25 - Christmas Holiday
12/26 ~ 12/28 - Winter Recess
12/31 - Floating Holiday

18 Days

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/1 - New Year's Day Holiday
1/2 ~ 1/7 - Winter Recess
1/8 - Students Return
1/21 - Martin Luther King Day

19 Days

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/11 - Lincoln Day
2/18 - Washington Day

20 Days

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/25 ~ 3/28 - Spring Break
3/29 - Spring Break Day

17 Days

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27 - Memorial Day

23 Days

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/21 - Last Day at Site

15 Days

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LA HABRA CITY SCHOOL DISTRICT
School Year 2019 - 2020
Schedule 5

July / August 2019

S	M	T	W	T	F	S
			[31]	1	2	3
4	5	6	7	8	9	10
11	12	[13]	14	15	16	17
18	(19)	(20)	21	22	23	24
25	26	27	28	29	30	31

7/31 - First Day at Site
8/13 - Pre-Service Day
8/19- TK,K-6 gr. First Day of school
8/19 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/20 - Gr. 8 First Day of school

July 1 Day
August 22 Days

September 2019

S	M	T	W	T	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2 - Labor Day

21 Days

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	[14]	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/14 - No School Professional Development Day

23 Days

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	[11]	12	13	14	15	16
17	18	19	20	21	22	23
24	[25]	[26]	[27]	[28]	[29]	30

11/11 - Veteran's Day
11/25 ~ 11/27 - Thanksgiving Recess
11/28 ~ 11/29 - Thanksgiving Holiday

18 Days

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	[23]	24	25	[26]	27	28
29	[30]	[31]				

12/23 ~ 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

18 Days

January 2020

S	M	T	W	T	F	S
			[1]	[2]	[3]	4
5	[6]	(7)	8	9	10	11
12	13	14	15	16	17	18
19	[20]	21	22	23	24	25
26	27	28	29	30	31	

1/1 - New Year's Day Holiday
1/2 ~ 1/6 - Winter Recess
1/6 - No School Certificated Professional Development Day
1/7 - Students Return
1/20 - Martin Luther King Day

20 Days

February 2020

S	M	T	W	T	F	S
						1
2	[3]	4	5	6	7	8
9	[10]	11	12	13	14	15
16	[17]	18	19	20	21	22
23	24	25	26	27	28	29

2/10 - Lincoln Day
2/17 - Washington Day

20 Days

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	[23]	[24]	[25]	[26]	[27]	28
29	30	31				

3/23 ~ 3/26 - Spring Recess
3/27 - Spring Break Day

18 Days

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Days

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	[25]	26	27	28	29	30
31						

5/25 - Memorial Day

21 Days

June 2020

S	M	T	W	T	F	S
	1	2	3	(4)	5	6
7	8	9	10	11	12	13
14	15	16	17	18	[19]	20
21	22	23	24	25	26	27
28	29	30				

6/4 - Last Day of school
6/19 - Last Day at Site

15 Days

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LA HABRA CITY SCHOOL DISTRICT
School Year 2020 - 2021
Schedule 5

July / August 2020

S	M	T	W	T	F	S
			[29]	30	31	1
2	3	4	5	6	7	8
9	10	[11]	[12]	[13]	(14)	15
16	(17)	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/29 - First Day at Site
8/13 - Pre-Service Day
8/14 - TK/Kindergarten Orientation Day
8/17- TK,K-6 gr. First Day of Instruction
8/17 - **IMS** 6-7 gr. and **WMS** 7 gr. only Min. Day
8/18 - **IMS & WMS** 8 gr. First Day of Instruction

July 3 Days
August 21 Days

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	[7]	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/7 - Labor Day

22 Days

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Days

November 2020

S	M	T	W	T	F	S
1	2	[3]	4	5	6	7
8	9	10	[11]	12	13	14
15	16	17	18	19	20	21
22	[23	24	25	26	27]	28
29	30					

11/3 - No School Professional Development Day
11/11 - Veteran's Day
11/23 ~ 11/25 Thanksgiving Recess
11/26 ~ 11/27 Thanksgiving Holiday

18 Days

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	[21	22	23	24	25]	26
27	[28	29	30	31]		

2/21 - 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

17 Days

January 2021

S	M	T	W	T	F	S
					[1]	2
3	[4]	(5)	6	7	8	9
10	11	12	13	14	15	16
17	[18]	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 - Winter Recess
1/4 - No School / Certificated Professional Development Day
1/5 - Students Return
1/18 - Martin Luther King

20 Days

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	[8]	9	10	11	12	13
14	[15]	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/8 - Lincoln Day
2/15 - Washington Day

20 Days

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	[22	23	24	25	26]	27
28	29	30	31			

3/22- 3/25 - Spring Recess
3/26 - Spring Break Day

19 Days

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Days

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	[31]					

5/31 - Memorial Day

21 Days

June 2021

S	M	T	W	T	F	S
		1	2	3	(4)	5
6	7	8	9	10	11	12
13	14	15	16	17	[18]	19
20	21	22	23	24	25	26
27	28	29	30			

6/4 - Last Day of Instruction
6/18 - Last Day at Site

14 Days

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6/17/20

LA HABRA CITY SCHOOL DISTRICT
School Year 2018 - 2019
Schedule 6

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8/7 - First Day at Site
8/16 - Professional Development Day
8/20- TK,K-6 gr. First Day of school
8/20 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/21 - IMS & WMS 8 grade First Day of school

19 Days

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

9/3 - Labor Day

20 Days

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/8 - No School Professional Development Day

23 Days

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11/12 - Veteran's Day
11/19 ~ 11/21 - Thanksgiving Recess
11/22 ~ 11/23 - Thanksgiving Holiday

19 Days

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12/24 - Admissions Day Exchange
12/25 - Christmas Holiday
12/26 ~ 12/28 - Winter Recess
12/31 - Floating Holiday

18 Days

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1/1 - New Year's Day Holiday
1/2 ~ 1/7 - Winter Recess
1/8 - Students Return
1/21 - Martin Luther King Day

19 Days

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2/11 - Lincoln Day
2/18 - Washington Day

20 Days

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/25 ~ 3/28 - Spring Break
3/29 - Spring Break Day

17 Days

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 Days

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27 - Memorial Day
5/24 - Last Day at Site

19 Days

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

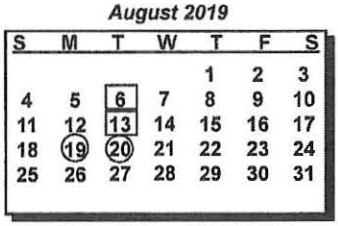
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Board Approved - 2/8/2018

4/23/2018

LA HABRA CITY SCHOOL DISTRICT
School Year 2019 - 2020
Schedule 6

August 2019



S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/6 - First Day at Site
8/13 - Pre-Service Day
8/19- TK,K-6 gr. First Day of school
8/19 - IMS 6 & 7 and WMS 7 grade only Min. Day
8/20 - Gr. 8 First Day of school

19 Days

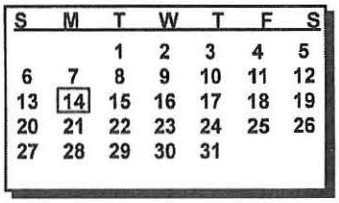
September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2 - Labor Day

21 Days

October 2019

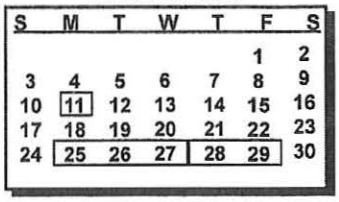


S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/14 - No School Professional Development Day

23 Days

November 2019

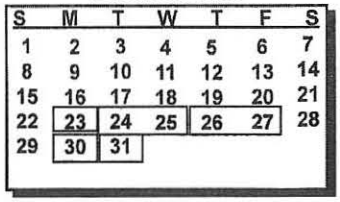


S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/11 - Veteran's Day
11/25 ~ 11/27 - Thanksgiving Recess
11/28 ~ 11/29 - Thanksgiving Holiday

18 Days

December 2019

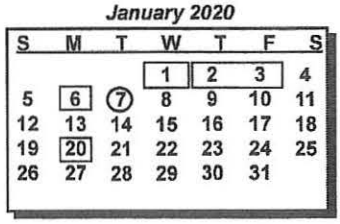


S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23 ~ 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

18 Days

January 2020

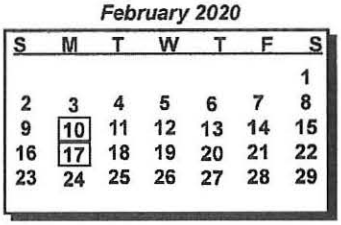


S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 - New Year's Day Holiday
1/2 ~ 1/6 - Winter Recess
1/6 - No School Certificated Professional Development Day
1/7 - Students Return
1/20 - Martin Luther King Day

20 Days

February 2020

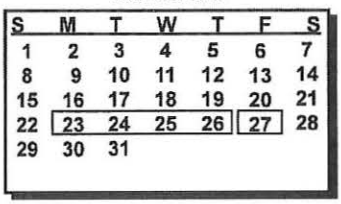


S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

2/10 - Lincoln Day
2/17 - Washington Day

20 Days

March 2020



S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/23 ~ 3/26 - Spring Recess
3/27 - Spring Break Day

18 Days

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Days

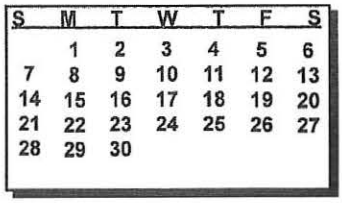
May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/22 - Last Day at Site
5/25 - Memorial Day

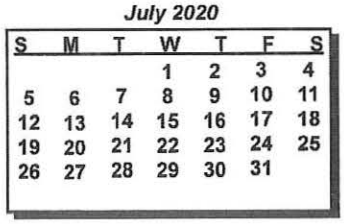
17 Days

June 2020



S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020



S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LA HABRA CITY SCHOOL DISTRICT
School Year 2020 - 2021
Schedule 6

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	(14)	15
16	(17)	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/13 - Pre-Service Day
8/14 - TK/Kindergarten Orientation Day
8/17- TK,K-6 gr. First Day of Instruction
8/17 - **IMS** 6-7 gr. and **WMS** 7 gr. only Min. Day
8/18 - **IMS & WMS** 8 gr. First Day of Instruction

12 Days

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/7 - Labor Day

22 Days

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 Days

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/3 - No School/Professional Development Day
11/11 - Veteran's Day
11/23 & 11/25 - Thanksgiving Recess
11/26 & 11/27 - Thanksgiving Holiday

18 Days

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/21 - 12/30 - Winter Recess
12/24 - Admission Day Exchange
12/25 - Christmas Holiday
12/31 - Floating Holiday

17 Days

January 2021

S	M	T	W	T	F	S
					1	2
3	4	(5)	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 - New Year's Day Holiday
1/4 - No School / Certificated Professional Development Day
1/5 - Students Return
1/18 - Martin Luther King

20 Days

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/8 - Lincoln Day
2/15 - Washington Day

20 Days

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/22- 3/25 - Spring Break
3/26 - Spring Break Day

19 Days

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 Days

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/31 - Memorial Day

21 Days

June 2021

S	M	T	W	T	F	S
		1	2	(3)	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/3 - Last Day at Site / Last Day of school

3 Days

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

LA HABRA CITY SCHOOL DISTRICT

CLASSIFIED EMPLOYEES

VACATION SCHEDULE

Years of Employment	Work Schedule				
	1	2	3	5	6
One through six	12	9.5	10	10.5	9.5
Seven	13	10.5	11	11.5	10.5
Eight	14	11.5	12	12.5	11.5
Nine through Fourteen	15	12.5	13	13.5	12.5
Fifteen and Over	18	15.5	16	16.5	15.5

** Vacation may not be accumulated except as provided for in Section 7.12.1. Pay shall not be awarded in lieu of vacation for Schedule 1 employees.

** All Schedule 2, 3, 5 and 6 employees shall receive vacation pay at the end of the school year unless the employee requests to be paid for accumulated vacation at Christmas and Spring Recess.

** All schedule 2 and 6 employees may receive vacation pay of up to three (3) days at winter break and up to four (4) days at spring break. Any additional accumulated vacation time shall be paid at the end of the school year.

** The scheduling of vacation for Schedule 1 employee shall be the responsibility of administration. Effort shall be made to enable vacation to be taken when convenient to the employee consistent with the workload of the Department.

** The Personnel Commission may cause extension of vacation accumulation if a District emergency condition requires the employee to work during the emergency.

** Vacation days shall be pro-rated for part time (less than eight hours) on the basis of actual hours worked.

45136. Benefits of probationary and permanent part-time classified employees

All probationary and permanent part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law on classified employees. Part-time employees shall be entitled to all leaves and benefits granted by the governing board to a majority of the regular full-time employees in the classified service of the district or to regular full-time employees in the same classified positions or general class of positions: but such leaves and benefits may be prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees bear to eight hours per day, 40 hours per calendar week, four calendar weeks per month, or 12 calendar months during the school year.

Except for prorating benefits for part-time employees as herein authorized, the governing board shall provide at least the same benefits for all regular employees in the classified service as it provides for the majority of such employees.

Nothing in this section shall be construed to prohibit the granting of additional benefits for some employees in recognition of nature of work, level of classification, or length of service.

This section shall not apply to employees properly designated as substitute, short-term, or limited-term employees, as defined in Sections 45103 and 45286 of this code, unless such employees are specifically included by a governing board, or by a personnel commission for those districts included under the provisions of Article 6 (commencing with Section 45240) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

This section shall not apply to those benefits authorized under the provisions of Article 1 (commencing with Section 53200) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. *(Stats, 1976, c. 1010. & 2. Operative April 30, 1977.)*

LA HABRA CHAPTER 135

Grievance – Level 1

Today's Date: _____

Grievant: _____

Specific Contract Violation (s): _____

Date of Informal Grievance Conference: _____

Date of Alleged Grievance: _____

Statement of Grievance:

Decision Rendered at Informal Grievance Conference:

Remedy Requested:

Appendix 10