

The West Covina Unified School District (“District”) and the California School Employees’ Association and its West Covina Chapter #91 (“CSEA”) hereby enter into this Tentative Agreement (“TA”) for a collective bargaining agreement, effective July 1, 2019 through June 30, 2022.

This TA closes out negotiations for the 2021-2022 fiscal year.

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Article 2 – Recognition

The District confirms its recognition of California School Employees Association and its West Covina Chapter #91 as the exclusive representative for that unit of employees recognized by the Board per its Resolution #280 dated May 18, 1977, and the recognition agreement dated May 23, 1977, incorporated herein.

The District recognizes the California School Employees Association and its West Covina Chapter #91 affiliated with ~~California School Employees Association~~ as the exclusive representative for the purposes of the Educational Employment Relations Act (Government Code Sections 3450, et. set, Title 1, Division 4, Chapter 10.7) for the employees in the representation unit comprised of the following positions listed in Appendix E – Positions and Ranges:

- _____ Account Clerk I
- _____ Account Clerk II
- _____ Account Clerk III
- _____ Account Technician
- _____ Accounting/Budgeting Technician
- _____ Administrative Secretary I
- _____ Alternative School Secretary
- _____ Aquatic Center and Athletics Maintenance Worker
- _____ Attendance/Accounting Clerk
- _____ Baker I
- _____ Behavior Interventionist
- _____ Behavior Technician
- _____ Bilingual Resource Assistant
- _____ Building Maintenance Worker
- _____ Building Maintenance Worker II
- _____ Building Maintenance Worker II/Locksmith
- _____ Bus Assistant
- _____ Bus Driver
- _____ Buyer I
- _____ Buyer II
- _____ Campus Security
- _____ Career Center Aide
- _____ Career Center Assistant
- _____ Career Center Technician
- _____ Carpenter
- _____ Certified Occupational Therapy Assistant
- _____ Child Center Leadperson
- _____ Child Day Care Assistant I
- _____ Child Day Care Assistant II
- _____ Clerical Assistant I
- _____ Clerical Assistant II
- _____ Clerical Assistant III
- _____ Computer Operator
- _____ Computer Programmer
- _____ Computer Programmer-Analyst
- _____ Computer Systems Support Specialist
- _____ Computer Systems Support Technician I
- _____ Computer Systems Support Technician II
- _____ Cook
- _____ Counseling Clerk
- _____ Custodian I
- _____ Custodian II
- _____ Data Management Specialist
- _____ Data Processing Technician
- _____ Dispatcher/Bus Driver Instructor
- _____ District Library/Media Technician
- _____ District Media Assistant
- _____ Electrician
- _____ Elementary School Office Manager
- _____ Fiscal Services Supervisor
- _____ Glazier

_____ Glazier/Maintenance Worker
 _____ Grounds Equipment Operator
 _____ Grounds Maintenance Worker I
 _____ Grounds Maintenance Worker II
 _____ Grounds Maintenance Worker III
 _____ Health Clerk
 _____ Heating/Ventilation/Air Conditioning Mechanic
 _____ Help Desk Manager
 _____ Instructional Assistant I
 _____ Instructional Assistant II
 _____ Instructional Assistant Bilingual/Classroom
 _____ Instructional Assistant Bilingual/District EL Testing
 _____ Instructional Assistant Computer Assisted Instruction Program
 _____ Instructional Assistant Special Ed
 _____ Instructional Assistant Special Ed Moderate/Severe
 _____ Irrigation/Grounds Maintenance Worker III
 _____ Job Coach
 _____ Job Developer
 _____ Lead Grounds Worker
 _____ Lead Painter
 _____ Library Technician
 _____ Licensed Vocational Nurse
 _____ Material Expediter
 _____ Mechanic Assistant
 _____ Media Center Assistant I
 _____ Media Center Assistant II
 _____ Media Center Assistant III
 _____ Network Administrator
 _____ Nutrition Service Assistant I
 _____ Nutrition Service Assistant II
 _____ Nutrition Services Bookkeeper
 _____ Nutrition Service Delivery Driver
 _____ Nutrition Service Satellite Operator I
 _____ Nutrition Service Satellite Operator II
 _____ Nutrition Service Supervisor I
 _____ Nutrition Service Supervisor II
 _____ Nutrition Services Administrative Assistant
 _____ Nutrition Services Warehouse Leadworker
 _____ Operations/Maintenance Worker
 _____ Painter
 _____ Payroll and Benefits Technician
 _____ PE/Athletic Equipment Attendant
 _____ Physical Education Aide
 _____ Plumber/Welder
 _____ Primary Intervention Assistant
 _____ Purchasing Clerk
 _____ Registrar
 _____ Reprographics Operator/Mail Clerk
 _____ Resource Assistant Multilingual
 _____ School Community Liaison Aide Bilingual
 _____ School Data Processing Technician
 _____ School Office Assistant
 _____ School Plant Supervisor
 _____ Secretary I
 _____ Secretary II
 _____ Secretary III
 _____ Senior Systems Analyst
 _____ SIP Project Aide
 _____ Snack Bar Operator
 _____ Specialized Health Care Clerk
 _____ Student Body Account Clerk
 _____ Student Store Operator

~~Switchboard/Receptionist/Clerical Assistant I~~
~~Switchboard/Receptionist/Clerical Assistant II~~
~~Telecommunications Specialist~~
~~Translation/Interpreter~~
~~Transportation Scheduler/Dispatcher/Driver~~
~~Vehicle and Equipment Mechanic~~
~~Warehouse Delivery Driver~~
~~Warehouse Leadworker~~

Exclusions from the representation unit shall be the following:

- A. ~~Confidential Positions: Senior Executive Assistant; Executive Assistant; Human Resources Specialist; Personnel Assistant III~~
- B. ~~Management Positions: Assistant Superintendent Business Services; Assistant Superintendent Human Resources; Assistant Superintendent Educational Services; Assistant Director Fiscal Services; Behavior Specialist Special Education; Chief Facilities Director; Chief Fiscal Executive; Chief Technology Officer; Coordinator Business Services; Coordinator Nutrition Services; Director of Fiscal Services; Director II Maintenance and Operations; Director II Purchasing and Transportation; Director II Nutritional Services; Director Administrative Services; Director Informational Technology Services; Director Maintenance and Operations; Director Facilities; Director Nutrition Services; Director Purchasing; Accountant/Auditor; Occupational Therapist; Supervisor Operations; Supervisor Maintenance; Supervisor Transportation Services; Supervisor Nutrition Services District; Supervisor Nutrition Services High School; Supervisor Purchasing and Warehouse Services; and Plant Operations Supervisor.~~
- C. ~~Supervisory Positions: None~~
- D. ~~Others: Substitute Employees when employed for the purpose of relieving bargaining unit members who are on illness or other leaves of absence; Short Term Employees when employed to perform a service for the District upon completion of which, the services required or similar services will not be extended or needed on a continuing basis; Full Time or Part Time Students in any college work study program; Noon/Duty Supervisors (by whatever name) when the job description does not authorize or require the performance of duties other than playground supervision or students for the purpose of providing certificated personnel with a duty free lunch period.~~

The West Covina Chapter #91, affiliated with the California School Employees Association, has agreed not to seek a clarification or amendment of the representation unit, either as to the specific exclusions or the enumerated inclusions.

All newly created classified positions except those that are management, confidential, or supervisory shall be assigned to the bargaining unit.

Article 4 – Association Rights

The District shall designate bulletin board space at each location for use by the CSEA at a place frequented by employees. All materials must be dated and signed by an official representative of CSEA, who will be responsible for the accuracy, content, and professional tenor of such material, and for providing the Superintendent or designee with a copy of such material prior to posting. Such material shall be limited to matters of direct concern to the employees covered by this Agreement and shall not be defamatory, obscene, or hold any individual or group to ridicule.

CSEA shall be allowed to use District email to communicate with its members for the purpose of informational items only. For example, Chapter and ratification meeting announcements, newsletters, or similar types of informational pieces.

The District shall grant official representatives of CSEA access to employees' work areas during the employees' non-working time with the approval of the immediate supervisor of the work area.

Visitations by approved personnel shall be timed and conducted so as not to interfere with employees' work assignments or the educational operation or administrative process.

CSEA meetings among employees covered by this Agreement may take place on school premises only when the meeting takes place in its entirety on the non-working time of employees involved in the meeting. Employees normally working during regularly scheduled monthly CSEA meetings shall notify their supervisor of their desire to attend. Upon authorization to attend, all lost time must be made up.

CSEA and its members shall have the right to make use of school equipment and facilities when not otherwise in use. Use of school facilities and equipment shall be subject to District rules and regulations.

A written list of CSEA officials and representatives, including names and mailing addresses, shall be furnished to the District annually, and CSEA shall promptly notify the District of any changes.

The CSEA President and/or designee(s) shall have ~~ten (10)~~ twenty-five (25) days of paid leave to utilize for local, state, and national conferences, workshops, or other business. The CSEA Chapter President and/or designee(s) shall be excused from duties for such attendance upon three (3) days advanced notice to the Assistant Superintendent – Human Resources or designee by the CSEA Chapter President or designee(s). CSEA shall reimburse the cost of substitutes (if used) to the District. The CSEA Chapter President shall receive a full day of paid release time on a designated day of each week during their work year for the purposes of conducting Chapter business.

CSEA Site Representation and Election Tellers

The Assistant Superintendent – Human Resources or designee may grant, at their discretion, release time without loss of compensation for Association site representatives and election tellers to conduct Association business.

Release time for site representatives should only be requested when the association business cannot be conducted during the site representative's non-duty time (i.e. breaks, lunch, before, or after work).

Site representatives and election tellers shall coordinate release time requests through the CSEA Chapter President or designee who will contact the Assistant Superintendent – Human Resources or designee for approval.

All other aspects of Article 4 shall remain status quo

Article 13 – Job Vacancy and Transfer

District Initiated Transfer

- a) After preliminary approval of the proposed transfer has been given by the Assistant Superintendent – Human Resources, the unit member who is to be transferred shall receive a written notice of the proposed transfer. If the unit member agrees to the transfer, the transfer shall occur on the mutually agreed upon date. If the unit member does not agree with the transfer, then upon request, the unit member shall receive a written statement on the form contained at Appendix F. If the reasons communicated on form Appendix F are not specific and detailed, then the unit member may request and a conference with the Assistant Superintendent or designee and the CSEA Chapter President or designee regarding the reasons for the transfer.
- b) A District initiated transfer shall not result in the loss of the compensation or any fringe benefits to the member, except in cases resulting from reduction of force.
- c) Unless waived by the employee, a period of ten (10) working days' notice shall be given to the employee before the transfer is to take effect.
- d) The District may initiate a transfer at any time. The District may not initiate a transfer for arbitrary or capricious reasons.

All other aspects of Article 13 shall remain status quo

Article 17 – Service Increment

Service Increment - A classified employee shall receive a five percent (5%) salary increment at the beginning of their ninth (9th) year, an additional second salary increment of five percent (5%) at the beginning of their twelfth (12th) year, and an additional third salary increment of five percent (5%) at the beginning of their twenty-fifth (25th) year, and an additional fourth salary increment of five percent (5%) at the beginning of their thirtieth (30th) year of continuous service as a permanent employee, providing the employee receives an overall evaluation higher than "Needs Improvement" the immediate preceding fiscal year.

All other aspects of Article 17 shall remain status quo.

Article 22 – Health, Dental, Vision, and Life Insurance Benefits

- a) The District shall contribute toward all health and welfare benefit premium costs an annual maximum contribution amount per full-time eligible bargaining unit employee of ~~\$9,750~~ \$10,000 for employee only coverage, ~~\$12,500~~ \$13,000 for two-party coverage, or ~~\$16,000~~ \$17,000 for family coverage. In the event of an increase in premium costs, or if the employee selection of coverage options exceeds the maximum contribution, the unit member agrees to an automatic salary deduction in the amount of the excess as a condition of continued receipt of benefits. For purposes of this article only, a full-time unit member is defined as a unit member who works thirty (30) or more hours per week in a regular assignment.

All other aspects of Article 22 shall remain status quo.

Appendix D – Salary Schedule

The District proposed the following changes to Appendix D:

- An increase to Appendix D of 2% effective July 1, 2021.
- For the 2021/2022 School Year, an off salary schedule one-time bonus of 2% for all unit members employed with the District as of September 1, 2021 with continued employment through March 1, 2022 (prorated for less than full-time unit members) based on the unit members placement on the salary schedule. This off salary schedule one-time bonus shall be paid in or around April 2022. The aforementioned dates may be changed by mutual agreement.
- Eliminate Ranges 13.0 and 13.5 from Appendix D – Salary Schedule.

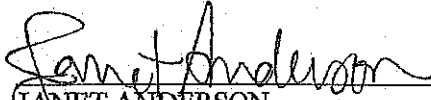
Appendix E – Positions and Ranges
WEST COVINA UNIFIED SCHOOL DISTRICT
CLASSIFIED POSITIONS/RANGES

ACCOUNTING	RANGE	INSTRUCTIONAL SUPPORT	RANGE
Fiscal Services Supervisor.....	33.5	Certified Occupational Therapy Assistant (COTA).....	29.5
Accounting/Budgeting Technician.....	28	Licensed Vocational Nurse.....	24
Account Technician.....	25	Instructional Assistant-Computer Assisted Inst. Program.....	21
Payroll and Benefits Technician.....	24	Child Center Lead Person.....	20
Nutrition Services Bookkeeper.....	24	Behavior Technician.....	20
Account Clerk III.....	22	Behavior Interventionist.....	19
Account Clerk II.....	20.5	Instructional Assistant-Special Ed Moderate/Severe.....	19
Student Body Account Clerk.....	20	Job Coach.....	19
Account Clerk I.....	18	Specialized Health Care Clerk.....	18.5
Student Store Operator.....	17	SIP Project Aide.....	17.5
SECRETARIAL/CLERICAL		Instructional Assistant II.....	17.5
Administrative Secretary I.....	23.5	Instructional Assistant-Bilingual/Classroom.....	17.5
Nutrition Services Administrative Assistant.....	23.5	Instructional Assistant-Bilingual/Testing.....	17.5
Alternative School Secretary.....	23.0	Instructional Assistant-Special Ed.....	17.5
Elementary School Office Manager.....	23.0	School Community Liaison Aide Bilingual.....	17
Secretary III.....	21.5	Career Center Aide.....	16.5
Resource Assistant Multilingual.....	21.5	Child Care Day Assistant II.....	16.5
Transportation Department Assistant.....	21.5	Instructional Assistant I.....	16.5
School Office Assistant.....	20.5	Primary Intervention Assistant.....	16.5
Career Center Technician.....	20.5	Child Day Care Assistant I.....	15.5
Secretary II.....	20.5	Physical Education Aide.....	15.5
Registrar.....	20.5	Bus Assistant.....	13.5 <u>14.0</u>
Bilingual Resource Assistant.....	20	MAINTENANCE	
Job Developer.....	20	Telecommunications Specialist.....	30
Translator/Interpreter.....	20	Lead Painter.....	28
Attendance Accounting Clerk.....	19.5	Electrician.....	27.5
Secretary I.....	19.5	Heating/Ventilation/AC Mechanic.....	27.5
Clerical Assistant III.....	18.5	Plumber/Welder.....	27.5
Career Center Assistant.....	18.5	Vehicle and Equipment Mechanic.....	27.5
Counseling Clerk.....	18.5	Carpenter.....	27.5
Health Clerk.....	18.5	Building Maintenance Worker II/Locksmith.....	27.5
Clerical Assistant II.....	17.5	Painter.....	26.5
Switchboard/Receptionist/Clerical Assistant II.....	17.5	Glazier.....	26.5
Switchboard/Receptionist/Clerical Assistant I.....	16.5	Glazier/Maintenance Worker.....	27.5
Clerical Assistant I.....	15	Building Maintenance Worker II.....	24.5
DATA PROCESSING		Building Maintenance Worker.....	22.5
Senior Systems Analyst.....	40	Mechanic Assistant.....	22.5
Help Desk Manager.....	36.5	MEDIA SUPPORT	
Computer Programmer Analyst.....	35.5	District Library/Media Tech.....	23
Network Administrator.....	33.5	Library Technician.....	22
Data Management Specialist.....	32	District Media Assistant.....	18.5
Functional Analyst.....	32	Media Center Assistant III.....	18.5
Communications Specialist.....	30	Media Center Assistant II.....	17.5
Computer Systems Support Specialist.....	28	Media Center Assistant I.....	16
SELPA Data Management Systems Technician.....	28	OPERATIONS	
Computer Programmer.....	27	Lead Grounds Worker.....	25.5
Computer Systems Support Technician II.....	23	School Plant Supervisor.....	25
School Data Processing Technician.....	23	Irrigation/Grounds Maintenance Worker III.....	24
Computer Operator.....	22.5	Grounds Maintenance Worker III.....	24
Data Processing Technician.....	22	Aquatics Center and Athletics Maintenance Worker.....	23.5
Computer Systems Support Technician I.....	21	Material Expediter.....	22.5
NUTRITION SERVICES		Custodian II.....	21
Nutrition Service Supervisor II.....	19 <u>22</u>	Grounds Equipment Operator.....	21
Nutrition Service Supervisor I.....	18 <u>21</u>	Grounds Maintenance Worker II.....	20.5
Cook.....	17 <u>20</u>	PE/Athletic Equipment Attendant.....	19.5
Snack Bar Operator.....	16 <u>19</u>	Grounds Maintenance Worker I.....	19
Nutrition Service Satellite Operator II.....	15.5 <u>18.5</u>	Operations/Maintenance Worker.....	19
Nutrition Service Satellite Operator I.....	14.5 <u>17.5</u>	Custodian I.....	18.5
Nutrition Service Assistant II.....	13.5 <u>16.5</u>	PURCHASING/WAREHOUSE	
Baker I.....	13 <u>16</u>	Buyer II.....	25
Nutrition Service Assistant I.....	13 <u>14</u>	Warehouse Leadworker.....	25
MISCELLANEOUS		Nutrition Services Warehouse Leadworker.....	25
Reprographics Operator/Mail Clerk.....	19.5	Buyer I.....	22
Campus Security.....	19.5	Warehouse Delivery Driver.....	20.5
TRANSPORTATION		Purchasing Clerk.....	19
Dispatcher/Bus Driver Inst.....	26	Nutrition Service Delivery Driver.....	17
Transportation Scheduler/Dispatcher/Driver.....	24.5		
Bus Driver.....	20		


**Tentative Agreement between the
West Covina Unified School District
And the California School Employees' Association, and Its West Covina Chapter #91**

**Collective Bargaining Agreement
Effective July 1, 2019 – June 30, 2022**

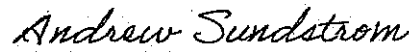
The individuals executing this agreement below verify that they have the authority to enter into this TA on behalf of their respective principals, and that it shall be effective upon ratification by the CSEA bargaining unit and approval by the Governing Board.



JANET ANDERSON
California School Employees'
Association (CSEA), Chapter #91 President
Date: 1/7/2021



MICHAEL F. SEAMAN
West Covina Unified School District
Assistant Superintendent – Human Resources
Date: 06/07/2021



ANDREW SUNDSTROM
California School Employees' Association
Labor Relations Representative
Date: 6/7/21