

SEIU Local 721
Los Angeles Community
College District

Agreement

July 1, 2023,
through
June 30, 2026



Mission Statement

We are a powerful organization that stands for quality services and wins for our members and the communities where they live and work.

Vision Statement

We will unite all of our members into one strong union that adapts to changing surroundings. We will bring a union voice to all public service workers in Southern California. We will ensure future generations are prepared to lead their successors into the future. We will collaborate with the public to win resources for services that make communities stronger. We will create every opportunity for members to lead in their communities and at work, including encouraging and training union members to hold political office. We will hold ourselves and others accountable to our values. Together we will be the model for unions in the 21st Century.



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Preamble

The Los Angeles Community College District Board of Trustees, together with its administrative staff and representatives (hereafter referred to as “District”) and the Supervisory Employees’ Union, Local 721, together with its officers and representatives (hereafter referred to as the “Union”) hereby enter into this Agreement in a spirit of mutual commitment to enhance welfare, excellence, and prestige of the Los Angeles Community College District, and join in dedication to the students and community we are pledged to serve.

The District and the Union shall strive to promote a collegial and non-hostile workplace for all District employees.

Further, the District and the Union agree not to discriminate against any employee on the basis of race, religious creed, color, national origin, ancestry, citizenship, physical or mental disability, legally protected medical condition, military and veteran status, sexual orientation (including heterosexuality, homosexuality, and bisexuality) gender identity, gender expression, marital status, genetic information, sex (including pregnancy, childbirth, medical conditions related to pregnancy or childbirth and breastfeeding or a medical condition related to breastfeeding), age (40 and above), any other basis protected by law (e.g. an individual’s opposition to unlawful conduct; an individual’s association with a person of a protected class), political beliefs, political activities, political affiliation or union activities as defined by applicable sections of California Government Code (EERA). The District and the Union agree to comply with all federal and state laws regarding non-discrimination.

Employee concerns regarding discrimination, retaliation, and hostile work place should be brought to the attention of the appropriate Vice President, Vice Chancellor, or compliance officer for investigation and remediation, which could include the use of a mediator.

Reprisals of any nature shall not be taken against employees for exercise of their union rights.

Article 1 Recognition

The District recognizes that the Union was certified by the Public Employment Relations Board (PERB) as the exclusive representative of regular full-time and regular part-time classified employees of the District who are assigned to classifications in the Supervisory Unit, as enumerated and listed in Appendix A and modification thereto in accordance with PERB Regulations. The District is committed to protecting the integrity of the Supervisory Unit represented by SEIU Local 721 under the principles of collective bargaining.

Article 2 Agreement

- A.** The Articles and Provisions contained herein constitute a bilateral and binding Agreement by and between the District and the Union.
- B.** This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code.
- C.** The Provisions of the Agreement shall be effective on the date approved and executed by the parties, except as specifically provided otherwise in this Agreement and shall continue to full force and effect until June 30, 2026.
- D.** The Board is committed to protecting the integrity of the Supervisory Unit through labor relations, collective bargaining, and the exclusive representation process.

Article 3 Management Rights

- A.** The District has all the customary and usual rights, powers, functions, and authority established in California Government Code Section 3540-3549.3. Except to the extent limited by the specific and express terms and conditions of this Agreement, the management, direction, supervision, and control of the District's operations, working force and facilities are vested in the District. Except to the extent limited by the specific and express terms and conditions of the Agreement, the right to select, direct, and control the District's business operations and working force; to hire, classify, assign, evaluate, transfer, lay off, to discipline, suspend, demote, or discharge employees for just cause; to determine the means and methods by which work is to be performed; to determine job classifications and standards of performance; to introduce or discontinue any programs or facilities, including the right to contract out work performed by employees covered by this Agreement; and the right to require employees to observe written rules and regulations not inconsistent with this Agreement or Education Code, are all vested in the District.
- B.** It is further understood and agreed that all rights heretofore exercised by, or inherent in the District, not expressly contracted away by the terms of this Agreement, are retained solely by the District; and that should the District fail to exercise any of said rights or exercise them in a particular manner, it shall not be deemed to have waived such rights or be precluded thereafter from exercising them in some way or manner.
- C.** The Board of Trustees may legally delegate or assign any District rights or responsibilities to management or to such other official persons, divisions, departments, and committees as it shall determine appropriate.
- D.** This Article shall not preclude negotiation on the effects of layoff as provided by PERB rulings and any court of competent jurisdiction.
- E.** Effect on Grievance Procedure: The contractual rights of the Union and the employees are set forth in the other Articles of this Agreement and this Article is not a source of such rights. Accordingly, no grievances may be filed under this Article.

Article 4 Renegotiation, Severability, and Waiver

- A.** In the event either party hereto desires to negotiate a successor agreement, such party shall serve the other, not before six (6) months prior to the expiration date of the Agreement, a written request to commence negotiations as well as an initial written proposal for such successor agreement. Upon receipt of such written notice and proposals, negotiations shall commence not later than ten (10) working days after all conditions of Government Code Section 3547 are met. Both parties agree to comply with State and or Federal Laws. The District shall implement the request for renegotiation in a timely manner.
- B.** If any provision of this Agreement shall be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any tribunal of competent jurisdiction pending a final determination as to its validity, the remainder of this Agreement or the application of such Article or Section as to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained shall not be affected thereby. In the event of invalidation of any Article or Section of this Agreement as indicated above, and in the event the Article or section may legally be replaced, the parties agree to meet and negotiate for the purpose of arriving at a mutually satisfactory replacement.
- C.** This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary and mutual consent of the parties in a written and signed amendment to this Agreement.
- D.** The parties agree that during the negotiations which culminated in this Agreement each party enjoyed and exercised without restraint, coercion, intimidation, or other limitation, the right and opportunity to make demands and proposals or counter proposals with respect to any matter not reserved by policy or law from compromise through bargaining and that the understandings and agreements arrived at after the exercise of that right and opportunity are set forth herein.
- E.** The parties agree, therefore, that the other shall not be obligated to negotiate or bargain collectively with respect to any subject or matter, whether referred to herein or not, even though such subject or matter may not have been in the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. This Article shall not be subject to the grievance provisions of Article 20, Grievance Procedure.

Article 5 Union Rights

- A.** The Union shall have the right to access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulations, and the right to use institutional facilities and equipment provided that such use not interfere with nor interrupt normal District or campus operations nor shall use cause an additional or an increased maintenance cost to the District. In cases of use or access that will result in additional costs to the District, arrangements shall be made prior to use for reimbursement to the District by the Union. (Refer to Government Code Section 3543.1).
- B.** The Union shall be entitled to a representative at all Board meetings and shall be allowed to speak on any item of any agenda in accordance with existing Board Rules. The Union shall be furnished Board agendas and minutes at the same time as such are made available to the public.
- C.** The District shall furnish to the Union, upon request, all available information that is available to the public concerning items affecting the unit. Such information may include but not be limited to financial reports and audits, rosters of all unit personnel, tentative budgetary requirements, allocation of State and Federal funds, student enrollment data, and such other information as will assist the Union in developing intelligent, accurate, informed, and constructive programs on behalf of the District, together with information which may be necessary for the Union to process any grievance or complaint.
- D.** The District shall furnish the Union on a monthly basis a list of all names, telephone numbers and addresses of employees assigned to the unit, as well as, the names of those newly employed, terminated or transferred to a different District location.
- E.** Cost of printing copies of the Agreement shall be shared equally between the District and the Union. One copy of the Agreement shall be furnished by the Union to each covered supervisory employee. The District shall provide copies to the management. The Agreement shall be posted on the District Website.
- F.** Union Conference Attendance. The District shall grant conference attendance with pay but without expenses up to but not to exceed the equivalent of five (5) consecutive working days for three (3) employees, designated by the Union, for the purpose of attending the union conferences, provided that no more than one employee is absent from any office or operational unit for such purpose.

- G.** A reasonable number of shop stewards, not to exceed one (1) steward per shift per location, shall be designated by the union in writing or by email; such list shall be provided to Employee and Labor Relations on or before July 1 of each year. Additions to or deletions from the list shall be reported in writing or by email to Employee and Labor Relations in writing as they occur.

The District shall grant 1.00 FTE and an additional 1400 hours of released time annually, with pay, to Supervisory Unit members to be allocated by the Union among its officers and shop stewards. Additional time shall be granted upon request for negotiations team meetings.

Written notice for standing, regular meetings (e.g., Shared Governance Committee meetings) with the District shall be given indicating the names of the employees, location, and amount of release time for each employee to the District Office of Employee and Labor Relations by the Local 721 at least three (3) weeks before the effective date. The release time shall be taken on a fixed schedule, which may vary upon advance notification, whenever possible with a minimum 24-hour notification, to the employee's supervisor or designee. For ad hoc meetings (e.g., grievance meetings, disciplinary hearings, or meetings otherwise rescheduled without adequate notice) the District shall provide release of employees as requested by the Union.

- H.** This Article applies to “newly hired employees” as defined under Government Code section 3555.5 who are:
1. Hired by the District into a classification within the bargaining unit for which Local 721 is recognized as the exclusively recognized employee organization; or
 2. Current District employees who are new members to Local 721 due to accretion, promotion, or demotion.

The District shall provide Local 721 mandatory access to all District or College sponsored new employee orientations. Local 721 at least ten (10) days' written notice of the time, date, and location of the newly hired employees' orientation meeting (“orientation”), whether the orientation is in-person or online, except that the District may provide shorter notice where there is an urgent need to provide shorter notice critical to the District's operations that is not reasonably foreseeable. The District shall provide the written notice to the Local 721 Worksite Organizer, the Chapter President, and to membership@seiu721.org. The District shall provide this notice regardless of the number of participants in the orientation.

Representatives of the Union shall be permitted to make a presentation of up to thirty (30) minutes at the end of the newly hired employees' orientation meeting and may present written materials. Local 721's presentation shall occur in a portion of

the orientation for which attendance by the newly hired employees is mandatory. No representative of management shall be present during the Union's presentation. The District shall grant up to one (1) hour of release time for stewards to participate in each orientation, inclusive of the orientation, preparation time, and travel time. Orientations will be held on District property during the workday of the newly hired employee, unless circumstances require that the orientations be held online.

If the District or College has not conducted a new employee orientation within thirty (30) days of a newly hired employee's start date, Local 721 shall be entitled to schedule an in-person meeting at the employee's worksite during work hours, during which the newly hired employee shall have the opportunity to attend and shall be relieved of other duties for the purpose of attending the meeting. During this meeting, the Local 721 shall be permitted to communicate directly with newly hired represented employees for up to thirty (30) minutes of paid time. No representative of management shall be present during the Union's presentation. The District shall provide appropriate on-site meeting space within seven (7) calendar days of receiving a request from Local 721.

The District shall send to the Union a list of all newly hired employees hired into a classification represented by Local 721 scheduled to attend new hire orientations including: each employee's first name, middle initial, last name; employee identification number; employee hire date; employee job classification; department, work location, home, and personal cellular telephone numbers, personal and work email addresses on file with the District. This list shall be provided at least five (5) days prior to the orientation.

Article 6 Dues Deduction, COPE, and Indemnification

A. Payroll Deductions

Each pay period, Local 721 shall provide the employer with an “authorized deduction report” which includes bargaining unit members who have authorized the deduction of Local 721 dues, COPE and other deductions and the deduction amounts.

The District will honor revocable, written employee authorizations for dues deduction as required by provisions of the Education Code. Upon the written notification from Local 721 of the unit members Local 721 has certified to have requested dues deductions and will maintain the employee authorizations, the District shall deduct the amount of Local 721 dues, in accordance with Local 721’s dues schedule from each unit member’s salary or wages.

The District shall remit dues deductions to the Union via a non-payroll warrant within ten (10) business days of each payday. The Employer shall also provide the breakdown of each amount remitted (i.e. Dues, COPE, Supplementary Benefits, etc.) in Excel format to dues@seiu721.org within ten (10) business days of each payday.

The District shall send to the Union a list of all employees in the bargaining unit including: each employee’s first name, middle initial, last name; employee identification number; employee hire date; employee job classification; department, work location, home, and personal cellular telephone numbers, personal and work email addresses on file with the District, employment status (ex: active, on leave of absence, etc.); work status (ex: full time, part time, hourly, seasonal, etc.); annual base salary amount; base salary earned per pay period; hourly rate; salary step (if applicable); and total hours worked in the pay period. This information shall be sent in Excel format to dues@seiu721.org within (10) business days of the close of the District’s monthly payroll cycle. In accordance with Government Code §6254.3(c), an employee can request that the District refrain from disclosing the above information to SEIU 721 upon written request to the Human Resources Division.

B. Questions Regarding Local 721 Membership

The District (including all supervisory personnel) shall refer all employee questions or requests about Local 721 membership or Local 721 dues to the Local 721 Chapter President or other designated officer. The District shall rely upon the written notification from Local 721 described in A., above prior to processing any dues deduction or revocation request. Local 721 shall not unreasonably delay providing notice to the District of any change in the employee’s membership status. Local 721

is responsible for processing any employee request to cancel or change authorizations for dues deductions.

C. Changes in Dues

Local 721 will submit any changes in its dues schedule to the District, in writing, thirty (30) calendar days prior to the effective date of the changes. Local 721 shall also send the District a copy of the notification of the increase that has been sent to all bargaining unit members.

D. Committee on Political Education (COPE)

Employees may make voluntary contributions to the Union's registered political action committees. The employer shall make the deduction of the voluntary contributions in the same manner as the dues deduction process.

Every pay period the Union will notify the employer with a list of employees and the appropriate deduction amount on the "authorized deduction report" of the employees who have signed an authorization for the COPE deduction.

Employees may discontinue voluntary political deductions by providing notice of cancellation to the Union and the Union shall transmit such notice of cancellation to the Employer by the next full pay period cycle.

E. Indemnification

Local 721 agrees to indemnify and hold harmless the District against any and all liabilities, claims, or actions which may be brought against the District, the District's Board of Trustees individually or collectively, or the District's officers, employees or agents, for any claims made by an employee arising out of or in connection with this Article, including claims made due to payroll deductions made in reliance on information provided by Local 721 to the District to cancel or change membership dues authorization, including reimbursement for all costs, expenses, fees and judgments incurred by the District in providing an effective defense against all lawsuits or other legal proceedings, arising out of and in connection with this Article.

Article 7 Hours and Overtime

A. Workweek and Workday

1. The normal week shall consist of not more than five (5) consecutive days and not more than forty (40) hours per week, Sunday through Saturday. The regular workday shall consist of not more than eight (8) hours per day. Nothing in this Article shall be deemed to restrict the extension of the regular workweek on an overtime basis when such is necessary to carry on the business of the District.
2. Nothing in this Article shall be deemed to bar the District from establishing a workweek of less than forty (40) hours or preclude the District from establishing a four-day week for any or all employees.
3. Employees' daily hours of work and shift shall be established at the discretion of the District in order to meet the operational needs of the District. When feasible while still meeting the operational needs of the District, Employees shall, with approval of the supervisor, be allowed to work a 4/10 or 9/80 workweek.
4. For the purpose of computing hours worked, time during which an employee is excused from work because of holiday, vacation, or paid absences, shall be considered as time worked by the employee.
5. Nothing contained in this Article shall be construed as a guarantee by the District of a certain number of paid hours per day, or days per week, or weeks per year.
6. The District shall make every reasonable effort to provide employees with advance notice of scheduled overtime. Where such advance notice is not possible or feasible, the District shall make reasonable efforts to consider employees' schedule problems.
7. An employee's shift may not be changed permanently unless the employee is given twenty (20) working days advance written notice, unless unforeseen circumstances prevent such notice. A permanent shift change is a change which will continue beyond twenty (20) working days.

B. Overtime

1. Overtime shall be compensated as either cash payment or compensatory time off at a rate equal to time and one-half the regular rate of the employee who worked overtime. If compensatory time off is granted in lieu of cash payment, such compensatory time off shall be taken by the employee before the end of the fiscal year in which the overtime was worked.
2. Employees assigned a workday of seven (7) hours or more and a workweek of thirty-five (35) hours or more shall receive compensation at a rate equal to one

and one-half (1½) times the regular rate of pay, or compensatory time off, for work authorized and performed in excess of eight (8) hours in one day and in excess of forty (40) hours in any workweek.

3. Employees assigned an average workday of four (4) hours or more but less than seven (7) hours and a workweek of twenty (20) hours or more but less than thirty-five (35) hours shall be compensated at a rate equal to one and one-half (1½) times the regular rate of pay, or shall be provided compensatory time off, for any work authorized and required to be performed on the sixth (6th) and seventh (7th) days following the commencement of the regular workweek, or for hours worked in excess of eight (8) hours in one day or hours worked in excess of forty (40) hours in a calendar week.
4. Employees assigned an average workday of less than four (4) hours shall be compensated at a rate equal to one and one-half (1½) times the regular rate of pay, or shall be provided compensatory time off, for any work authorized and required on the seventh (7th) day following the commencement of the regular workweek, or for hours in excess of eight (8) hours in one day or hours worked in excess of forty (40) hours in a calendar week.
5. Employees shall obtain advanced approval to work overtime from the appropriate manager. When there is an emergency, employees shall attempt to seek advanced approval to work overtime by phone or text and must follow-up as necessary with the appropriate manager. When overtime is worked prior to scheduled shifts, eligible bargaining unit employees shall maintain the shift differential per the collective bargaining agreement. When an employee is authorized and required to work on any day recognized as a holiday under this Agreement, they shall be compensated, in addition to regular pay received for the holiday, at the rate of one and one-half (1½) times the regular rate of pay for actual hours worked.
6. Nothing in this section shall be deemed to bar the District from requiring the employee to work overtime.

7. Call Back

Full-time employees who are called back to work, after leaving the work site, outside their regular work hours, shall be guaranteed a minimum of four (4) hours pay at the appropriate overtime rate.

8. Assigning Overtime

Whenever classified employees in a department or office are assigned to work overtime, the overtime needs shall be reviewed by the vice president in charge or designee and the employees' immediate classified supervisor and to the extent

necessary or practicable, the classified supervisor shall be granted overtime to oversee the work of the classified employees. When two or more supervisors are assigned to the same office or unit, an effort shall be made to rotate overtime assignments among the supervisors.

Overtime work distribution duties assigned to each Supervisory Unit Member by management shall be assigned in a fair, impartial, and consistent manner in accordance with class specifications. When two or more supervisors are assigned to the same office or unit, and or share similar supervision responsibilities as identified in the class specifications, management shall fairly, impartially and consistently rotate overtime assignments among the supervisors, when practicable.

C. Lunch Break and Rest Periods

1. Lunch Break

All employees covered by the Agreement who work four (4) hours a day or more shall be provided an uninterrupted daily unpaid thirty (30) minute or one (1) hour lunch break to be scheduled at approximately the halfway point of their work schedule. Unless the employee is relieved of all duty during the specified lunch break, such break shall be considered an “on duty” meal period and counted as time worked. An “on duty” meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty.

2. Rest Periods

All employees who work four (4) hours or more but less than seven (7) hours a day, shall be granted a fifteen (15) minute rest period. All employees who work seven (7) hours or more a day shall be granted two (2) daily fifteen (15) minute rest periods. Such rest periods shall not be taken during the first or last hour of the assignment. The rest periods shall not be used to lengthen the lunch break or to shorten the workday.

D. Additional Employment as an Adjunct Instructor

Classified employees may accept an offer to teach credit or non-credit courses in any term. Any full-time classified employee must have the approval of the appropriate vice president or their designee to accept additional employment as an adjunct instructor.

If the teaching assignment falls within the employee’s regular working hours, the employee may request to adjust their schedule such that they are free to provide instruction during that time. Such adjustments may include a reduction in the regular

work or scheduling of the regular work around the course time and be approved by the appropriate vice president or their designee.

1. If the employee has reduced their regular work proportionate to the FTE of the instructional assignment, the employee will be compensated at the standard adjunct rate for classified employees, column L on the appropriate DESK or FESK adjunct pay scales.
2. If the employee has not reduced their regular work, overtime shall be calculated at a blended rate, per FLSA guidelines. A blended rate is the weighted average of the employee's classified pay rate and the adjunct rate, multiplied by 1.5.

Article 8 Leaves and Absences

A. General Provisions

1. Leave and Absence Defined

Probationary and permanent employees shall be eligible for certain paid and unpaid leaves. A leave is an authorized absence from active service granted to probationary or permanent employees, for a specified purpose and period of time, with the right to return to active service, unless the employee's service would otherwise have been terminated. Leaves are either "permissive" or "mandatory". As to permissive leaves, the term "may" is used and the District retains discretion as to whether they are to be granted, and as to the starting and ending dates of the leave. As to mandatory leaves, the term "shall" is used and the District has no discretion as to whether the leave is to be granted to a qualified employee.

2. Rights Upon Return

An employee returning from a leave of one hundred twenty (120) days or less will be returned to the location from which the leave was taken, except that the employee may be transferred, if such transfer would have been made if the employee had been on duty, or if the employee's former position in the class no longer exists, in which case the employee may exercise bumping rights in the class, provided that the employee does not have the least seniority in that class.

3. Restrictions

An unpaid leave or absence may not be converted to a paid leave or absence, except in the case of maternity leave as provided in Section J of this Article. A continuous period of absence or leave shall not exceed one (1) year without a return to active duty, except provided in Section L, Miscellaneous Leave; Section H, Industrial Accident Leave; Section M, Peace Corps, Red Cross, or Merchant Marine Leave; Section K, Military Leave, and Section G, Illness Leave, of this Article.

4. Applications

Applications for permissive leaves of absence must be submitted on or before the dates established by this Article or if not indicated at least ten (10) working days in advance of the start of the leave. Exceptions may be made at the sole discretion of the District. Applications for leaves of absence for a period of more than twenty (20) consecutive working days shall be made on a prescribed District

form and shall indicate the beginning and ending dates of the requested leave and the reasons for the request.

5. Notification Requirements

- a. Unless otherwise provided in this Article, an employee must make every reasonable effort to contact and notify the appropriate supervisor, administrator or designee the working day prior to the beginning of an absence, but notification shall not be later than the first half hour of the first day of absence except in unusual circumstances. Notwithstanding other provisions of this Article, an employee intending to be absent in excess of five (5) working days must also submit a written notification covering the period of absence to the appropriate supervisor no later than the third (3) day of absence.
- b. All employees returning to service must notify the appropriate supervisor, administrator or designee at least one (1) working day prior to the day of anticipated return. If such notice is not given and both the employee and a substitute report for duty, only the substitute is entitled to work and to be paid for that day.

6. Cancellation or Early Return from Leave

A request by an employee for cancellation of or early return from a leave once commenced or for cancellation of a request for a leave shall be granted unless an employee other than a substitute has been assigned. Exceptions may be made at the sole discretion of the District.

7. Expiration of Leave

Except as otherwise provided in this Article, twenty (20) days before the expiration of a leave for one hundred twenty (120) days or more, or five (5) days before expiration of a leave for twenty (20) days but less than one hundred twenty (120) days, the employee should make every effort to notify the Personnel Office of their intention to return, or request an extension of leave, if eligible. Unless such notice is given or if notice is given and the employee's request is denied, failure to return to work upon expiration of the leave may be considered resignation from service.

8. Leave of absence may be revoked by the District when the good of the service may require it or when evidence shows that the absent employee is engaged in activities for which leave would not have been granted in the original instance.

Restriction: Notwithstanding provisions to the contrary cited below, the length of any leave described herein shall not exceed the length of time an employee has

been in regular, active, consecutive service with the District, with the exception of Military Leave.

9. Health Examination

- a.** If an employee is absent from duty because of illness or injury for more than five (5) consecutive days, the employee must, before returning to duty, submit a written medical clearance and verification of illness or injury from their own attending physician. Said verification and clearance must be submitted to their immediate supervisor (administrator) immediately upon return to service. Nothing in this Article shall be construed to limit management from requiring employees to obtain such medical clearance at any time the District deems necessary.
- b.** An employee shall be required to report for a health examination to the District's Employee Health Service when, in the judgment of their supervisor, the apparent health condition of the employee warrants it. If the report of the physician shows that an employee in service or returning to service is not medically qualified to perform their duties, the employee may be required to take sufficient leave to rehabilitate themselves. Written notice of non-approval and the reason therefore shall be provided to the employee together with information concerning the employee's right to appeal to the Office of Employee and Labor Relations for an Administrative Review.

B. Casual Absence and Annual Physical

- 1.** Division heads, college president, or their designated representatives may grant employees permission to be absent without loss of salary parts of a day not exceeding one-half ($\frac{1}{2}$) day when good reason for such absence exists, provided that this power shall not be construed to mean a right to reduce the established number of working hours per month of the employee; and provided further that in no case shall the work of the department be disrupted by the granting of such absence.
- 2.** Subject to the conditions of Paragraph 1, division heads, college presidents, or their designated representatives shall grant employees permission to be absent without loss of salary for not more than one full day for the purpose of obtaining a comprehensive annual physical examination not more than once per year provided the results of such examination are submitted to the Employee Health Services on a designated form.
- 3.** Subject to the conditions of Paragraph 1, division heads, college presidents, or their designated representatives shall grant all SEIU 721 member employees permission to be absent without loss of salary for not more than one-half day

(four hours) for the purpose of obtaining a comprehensive eye examination not more than once per year. The examination shall be performed by an optometrist or ophthalmologist. The results of such examination shall be submitted to the Employee Health Services on a designated form. Employees will be able to use casual leave whether or not their exam and coverage qualify under “Operators” in Article 24.B.3 and Article 24.C.7, Work Environment.

4. It is not the intention of the Union or the District that casual absence be denied on a blanket basis by a unit supervisor.

C. Assault and Battery Leave

1. Definition

An Assault and Battery Leave is a type of industrial accident leave; it is granted for absences because of an injury from an assault and or battery that was directly related to the performance of duties but is considered to be above and beyond the normal risks expected by an employee of the District. The determination of whether or not the absence is due to an assault or battery is the responsibility of the Human Resources Division.

2. Length of Leave

Paid leave shall be granted from the first day of absence resulting from assault and or battery, but paid leave shall not exceed one (1) calendar year.

3. Extension of Leave

If unable to return at the end of a calendar year, an employee may be placed on some other type of paid or unpaid leave for which they meet eligibility requirements.

4. Compensation

When an employee is absent because of such assault and/or battery, the employee will be paid their salary (for the assignment in which serving when injured) for a maximum of one calendar year. Except for the one (1) year provision, compensation is paid under the same provisions as applicable to other industrial accidents.

5. Report to Law Enforcement Agency

It is the duty of any employee who is attacked, assaulted, or menaced by any person and the duty of any person under whose direction or supervision such employee is employed who has knowledge of such incident, to promptly report the incident to the appropriate law enforcement authorities of the County or City in which the incident occurred.

D. Bereavement Leave

1. A bereavement leave is an approved absence due to the loss by death of a family member or person(s) who lived in the same domicile as the unit member at the time of death. For the purposes of bereavement leave, “family member” is defined as the employee’s spouse, child (including biological, adopted, foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis), parent, sibling, grandparent, grandchild, domestic partner, parent-in-law, and the equivalent relatives of the employee’s registered domestic partner.

Bereavement leave is also granted for absence due to:

- a. Official notice in time of war that a member of the family member is “missing in action,”
- b. Official notice that a deceased family member of the family member is being returned by the armed forces for interment in this country, or
- c. A close friend or spouse to be that was not a cohabitant.

2. Length of Leave

Up to five (5) days of paid leave shall be granted to the employee for each qualifying family member or cohabitant lost.

Up to five (5) days of unpaid bereavement leave per fiscal year may be granted to attend the funeral of a close friend or spouse to be that was not a cohabitant.

Bereavement leave can be used intermittently for up to three (3) months following a family member, close, friend, or cohabitant’s death. Such leaves do not need to be consecutive and may run adjacent to other leaves, including illness leave.

3. Compensation for Bereavement Leave

Regular salary shall be paid for a maximum of five-days absence for each instance of absence due to bereavement for each qualifying family member or cohabitant lost and shall not be charged to a Unit member’s illness leave or vacation balances.

Unit members may use personal necessity leave, if available, to receive compensation for the bereavement of a close friend or spouse to be that was not a cohabitant.

4. Documentation

In order to receive payment for Bereavement Leave, the employee shall provide documented verification of death. "Documentation" includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

5. The District has the right to investigate where there is doubt as to the relationship or when there is an unusual pattern or unusual frequency of bereavement provided that management notify the employee in writing, of such a requirement in advance or at the beginning of the leave.
6. A permanent employee may interrupt or terminate a vacation period in order to take Bereavement Leave.
7. The employee shall give, to the extent practicable, their immediate supervisors prior notice of their intent to take Bereavement Leave.

E. Court Subpoena Absence

1. An employee covered by this agreement other than a litigant in the case, who is necessarily absent because of their appearance in response to a subpoena shall have no deductions made from their salary on account of such absence. Witness fees shall be collected by the employee and remitted to the District.
2. An employee whose regular assignment is to other than the day shift will be reassigned to the day shift on each day that such court subpoena absence occurs. Subject to the possibility of making reasonable travel arrangements, the employee shall be required to report for work during the balance of their assigned workday or week, when their presence is not required pursuant to said subpoena.

F. Family Illness Leave

1. Definition

A family illness leave is one granted to an employee who is needed at home because of the illness of any person related by blood or marriage or whose domestic relations are close or who is a close friend and lives in the same domicile. This is a mandatory leave. If an employee is eligible, the medical benefits described in Article 8, Section U, Family and Medical Leave Act, and California Family Rights Act shall be applied concurrently.

2. Requirements

Employee must have permanent status in the District on the effective date of the leave. Employee must provide written medical verification of the need for the leave.

3. Length of Leave

Leave shall not be granted for more than one (1) year at a time for a maximum of two (2) years.

4. Compensation

Employees shall be able to use available quota to get paid during family illness leave though this does not limit the leave the employee can take under this provision. If the employee does not have available quota, no salary will be paid by the District for the period of the leave.

5. Effects on Benefits

No credit is allowed for any benefits for time spent on family illness leave, except as otherwise provided by this Agreement, local, state or federal law. Employee may pay their own premiums for medical and hospital, dental, and group life insurance.

G. Illness Leave

1. Definition

Illness is defined as any pronounced deviation from a normal healthy state which makes it disadvantageous to the District and or detrimental to the employee for them to be at work. This definition shall include emergency medical, dental, optical, and prosthetic work.

2. Requirements

A new employee must render service before being entitled to illness leave.

3. Compensation

An employee who is absent from duty on account of illness, injury, or quarantine shall be allowed illness leave pay under the following conditions:

- a.** Each employee who receives an initial regular appointment will be credited as of the date of their appointment with twelve (12) working days of full-pay illness leave and 88 days of half-pay illness leave for employees assigned to a twelve (12) month position and ten (10) working days of full-pay illness leave and 90 half-pay days of illness-leave for all employees assigned to other than a twelve (12) month position.

- 10.** When a regular employee, whose regular assignment is on other than a twelve (12) month assignment basis code, is assigned during the summer as a relief, substitute, or provisional employee, the employee shall be allowed to take illness leave with pay during such summer assignment(s) in accordance with the limitations set forth in the previous paragraphs of this Article.

Nothing in this paragraph shall be interpreted to permit such employees to receive illness leave in excess of the limit established in the preceding paragraphs of this Article.

- 11.** An employee who is absent on account of illness or injury shall sign, on the prescribed form, a statement that such absence was due to illness or injury. Compensation for illness leave shall be paid only when the employee's supervisor certifies on the prescribed form that such absence was on account of illness or injury. Such official may take steps necessary to verify the validity of the illness leave. Upon obtaining such verification, the employee shall complete the required certification.

If the employee is absent because of illness or injury for more than five (5) consecutive days, the employee must submit a certificate from a licensed physician or other recognized practitioner certifying such absence to have been on account of illness or injury. Nothing in this paragraph shall be construed to limit management from requiring such certification for less than five (5) days, when it appears to management that the employee is attempting to abuse the illness leave privilege.

In any case when an employee is incapacitated and unable to sign the prescribed form, the Human Resources Division may approve an Illness Leave without the employee's signature.

- 12.** In order to receive compensation while absent on illness leave, the employee must notify their immediate supervisor of their absence within the first half-hour of each day's absence, if possible. Further, they must submit the appropriate illness leave form(s) and physician's certification, if required, upon return to service.

When an employee intends to be or is absent because of illness or injury for more than twenty (20) consecutive days, a formal Leave of Absence, subject to the approval of the Human Resources Division, is required. The employee's college or division shall send an application for such leave of absence to an employee who has been absent because of illness or injury for ten (10) consecutive days. Salary payments shall be withheld from an employee who has been absent because of illness or injury for more than twenty (20) consecutive

days if formal Leave of Absence has not been approved by the Human Resources Division.

- 13.** If an employee has been absent on illness leave, they shall notify their supervisor at least one (1) day in advance of their expected return in order that any substitute service may be terminated. In case of failure to comply with this provision, if it happens that both the regular employee and the substitute report for duty, the latter is entitled to the assignment for the day. An employee returning to duty shall also be subject to the provisions of Section A.9.
- 14.** There shall not be a lump-sum payment for any unused accumulated illness allowance upon separation from service.
- 15.** An employee shall not be allowed to undertake any gainful employment during any part of a day that the employee has claimed absence due to illness or injury. This restriction shall apply to all hours of a twenty-four (24) hour day, irrespective of the employee's assigned working hours. The employee shall certify on the certification of illness or injury form that they were not gainfully employed during the period of illness or injury absence.

Notwithstanding the foregoing, the District recognizes that in certain unusual circumstances, an employee may be allowed to undertake gainful employment while on illness or injury absence from the District. However, employees who wish to engage in such employment during illness absence must first receive written approval from their immediate supervisor on each occasion of illness absence.

- 16.** Fractions of hours shall not be reported for the purpose of this Article.
- 17.** When a permanent employee has exhausted their full-pay illness credit, they shall, at their request, be allowed vacation pay in lieu of half-pay illness. In order to effect such a change, the employee shall notify their time-report office of the dates to be paid as vacation. The beginning date shall not be earlier than the date of which the request is made, and the number of days to be paid as vacation shall not exceed the employee's vacation balance. Upon completion of payment for the designated vacation period, the employee may again be paid for illness leave.
- 18.** A permanent employee who has exhausted all paid illness leave privileges, vacation, and other available paid leaves may, upon the recommendations of the Human Resources Division and the employee's division head or college president, be granted additional unpaid illness leave for a period not to exceed six (6) months. The leave may be renewed for two (2) additional six-month periods.

The total of all paid and unpaid leave allowed starting with the initial six-month leave period shall not exceed eighteen (18) months.

- a. Unless notified to the contrary within thirty (30) days, the employee may properly assume the leave has been granted.
- b. Denial of the requested leave for medical reasons may be a basis for appeal for an Administrative Review by the Office of Employee and Labor Relations.

19. Upon return to service from such leave, an employee shall be restored to a position in their former class and, if possible, to the employee's former position in the class. If no vacancy exists in their former class, they shall have the right to return to a regular position in the class provided that the employee does not have the least seniority in that class. If an employee's former class has ceased to exist, the employee may be reassigned or shall be placed on the reemployment lists for the classes in which they had attained regular status.

20. When all paid or unpaid leaves of absence have been exhausted, an employee who is unable to assume the duties of their position shall be placed on a reemployment list for a period of thirty-nine (39) months as if they were being laid off. An employee on a reemployment list shall have the same rights and benefits as an employee laid off for lack of work or lack of funds.

21. Attendance Incentive Program

Upon approved application at the close of the fiscal year, if an employee has not been absent for that fiscal year, they shall be granted a \$229.96 award to be paid at the end of the second monthly pay period in the next fiscal year. Absences that are exempt for this purpose will be in accordance with Article 12, Section G of the Agreement.

For each pay period an employee has perfect attendance, their vacation balance shall be credited with 0.30 days of vacation, to an annual maximum of four (4) additional days in accordance with Article 12, Sections G and H of this agreement.

H. Industrial Accident Leave

1. General Provisions

Leaves resulting from an industrial accident or industrial illness shall be granted in accordance with the provisions of this Agreement.

2. Paid Industrial Accident Leave

- a. A permanent employee who is absent from duty because of an illness or injury defined as an industrial accident or industrial illness under provisions of

Workers' Compensation Insurance law shall be granted paid industrial accident leave for each such accident or illness while receiving temporary disability benefits from workers' compensation.

- b. Paid industrial accident leave shall be granted, as indicated in the employee's assignment, from the first day of absence to and including the last day of absence resulting from each separate industrial illness or industrial injury. Such paid industrial accident leave shall be for not more than sixty (60) working days in any one (1) fiscal year.

(1) When an industrial accident or illness occurs at a time when the full sixty days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the year, in which the injury or illness occurred, for the same injury or illness.

(2) Allowable leave shall not be accumulative from year to year.

- c. Paid industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of the temporary disability allowance made under workers' compensation. Days absent, while on paid industrial accident leave, shall not be deducted from the number of days of paid illness leave to which an employee may be entitled.

3. Illness Leave for Industrial Accident Purposes

- a. If the District's Employee Health Services determine that an employee is still unable to return to duty after exhausting paid industrial accident leave, the employee shall be placed on illness leave, provided they are eligible therefore.
- b. Accumulated illness leave will be reduced only in the amount necessary to provide a full day's wages or salary, as indicated in the employee's assignment when added to compensation without penalties from the workers' compensation fund. Accumulated half-pay illness leave shall be reduced by no more than eight (8) hours for any one-day or no more than the employee's basic daily assignment.

4. Vacation Pay for Industrial Accident Purposes

After all illness leave pay has been exhausted following a paid industrial accident leave, an employee may choose to receive pay from accrued vacation to the extent necessary to make up the employee's regular salary when receiving a temporary disability allowance without penalties from the workers' compensation fund.

5. Industrial Accident Leave Without Pay

After the exhaustion of all accumulated paid leave privileges, an employee shall be eligible to be placed on an Industrial Accident Leave without pay, provided the employee submits satisfactory medical verification for such request. The total time of all leave benefits provided under this Article, including unpaid industrial accident leave, shall not exceed thirty-six (36) months for any one industrial accident or industrial illness.

6. Return to Service

a. From Paid and or Unpaid Leave

(1) Upon return to service within one hundred twenty (120) working days from any paid or unpaid leave resulting from an industrial accident or industrial illness, an employee shall be returned to the same position from which he was assigned at the time the leave was granted. If the employee's former position no longer exists, the employee shall be assigned to a vacancy in their former class. If no vacancy exists in their class, they may displace the most recently appointed employee in the class with less seniority. If an employee's former class has ceased to exist, the employee may be reassigned or placed on a suitable reemployment list.

(2) Upon return to service after one hundred twenty (120) working days from any paid or unpaid leave resulting from an industrial accident or industrial illness, an employee shall be assigned to a position in the employee's former class ahead of any employee with a lesser amount of seniority. If no vacancy exists in their former class, they may displace the most recently appointed employee in the class with less seniority. If an employee's former class has ceased to exist, the employee may be reassigned or placed on a suitable reemployment list.

(3) An employee returning from such paid or unpaid leave of absence shall not have any loss or gain in status or benefits other than that which is specifically provided in applicable provisions of this Agreement. An employee shall continue to receive seniority credit for all purposes while on such a paid or unpaid leave of absence.

b. From a Reemployment List

An employee on a reemployment list shall have the same rights and benefits as an employee laid off because of lack of work or lack of funds.

7. Reemployment List

- a. When all paid or unpaid leaves of absence have been exhausted following an industrial accident or industrial illness, an employee shall be placed on the reemployment list for the class from which the employee was on leave for a period not to exceed thirty-nine (39) months.
- b. An employee who fails to accept an appropriate assignment after being medically approved by the District's Employee Health Services shall be removed from the reemployment list. Appropriate assignment is an assignment to the employee's former class at the time of layoff, in their former status and time basis, and in assignment areas in which the employee has made themselves available.

8. Compensation

- a. While an employee is on any paid leave resulting from an industrial accident or industrial illness, the employee's salary paid by the Los Angeles Community College District shall not, when added to a normal temporary disability allowance award without penalties granted the employee under workers' compensation, exceed the employee's regular salary. A permanent employee's regular salary is computed on the basis of the number of hours and days in their basic daily assignment. An employee who receives a salary differential other than a shift differential shall lose the advantage of the differential after ten (10) consecutive days of paid industrial accident leave for any one accident or illness.
- b. During all paid leaves resulting from an industrial accident or industrial illness, the District shall issue to the employee appropriate warrants for payment of wages, loss benefits, salary, and or leave benefits and shall deduct normal retirement and other authorized contributions. Final allowance for permanent industrial disability settlements shall not be subject to remittance to the District under this Article.

I. Jury Duty Leave

1. Responsibility of the District

Employees shall be granted a jury leave of absence with pay when necessarily absent from work because of a call for jury duty. In instances where jury service is not mandatory or is voluntary on the part of the employee, the provisions of this Article do not apply. Jury leave of absence shall be granted by the employee's division head, college president, or their designee, unless the employee works under the direct supervision of the Chancellor, in which case the Chancellor shall grant the jury leave.

2. Responsibility of the Employee

An employee receiving a call for jury duty shall:

- a. Notify their immediate supervisor as soon as possible after the receipt of a letter directing them to appear for qualification for jury service and or a jury summons;
- b. Attempt to arrange to be absent at a time within the limits of the court order convenient to the Chancellor, division head, college president, or their designee, provided such absence does not conflict with the employee's scheduled and approved vacation period;
- c. Fill out all forms related to jury leave of absence prescribed by the District;
- d. Present a certification from the clerk of the court or other authorized officer indicating attendance and or service rendered during each day of absence from work while on jury leave of absence;
- e. Collect all jury fees and remit them to the District Payroll Services of the Los Angeles Community College District, except as follows:
 - (1) Any mileage fee may be retained by the employee;
 - (2) Jury fees earned on days for which the District does not pay the employee;
 - (3) When the daily jury duty fee exceeds the employee's daily gross earnings for that day, the employee must remit the amount equal to their daily gross earnings.
- f. Subject to the possibility of making reasonable travel arrangements, the employee must make themselves available to the District for work during the balance of their normal working day or week when their presence is not required in court or elsewhere for jury duty. If the employee's regular assignment is to other than the day shift, the above requirements shall be fulfilled by making themselves available between the hours of 8:00 A.M. and 5:00 P.M.

3. Pay Provisions

- a. Except as provided below, the number of hours, the time of day, or the days of the week during which an employee is required to be absent for jury duty shall not be the basis for any overtime or shift differential payment by the District. In addition, pay, upon proof of service, under this rule, shall not exceed two (2) weeks during any two (2) consecutive fiscal years. The remainder of jury service shall be unpaid, however, the Chancellor or the appropriate College President, shall have the authority to approve payment for State or Federal jury service beyond the two (2) weeks provided herein.

Additionally, pay is limited to those days and hours for which the employee would otherwise have received pay for their assignment if not excused for jury duty. When an employee makes themselves available to the District for work as set forth in Paragraph 2.f. above, and is required to work more than eight (8) hours in one (1) day or forty (40) hours in one (1) week, including the hours or days for which they were absent from work or jury leave of absence, they shall be paid for overtime if eligible under other sections of this Agreement.

- b. No employee regularly assigned to a position entitled to a shift differential shall lose such differential for the time spent on jury duty leave.

J. Maternity or Paternity Leave

1. Definition

A Maternity or Paternity Leave is a leave of absence for any contract or regular faculty member who is required to absent from their duties due to the birth or impending birth of a child or arrival of an adopted child.

2. Requirements

Employees who have at least a minimum of one (1) year of service in the District are eligible.

3. Length of leave

The duration of such leave of absence shall be for a period not to exceed twelve (12) weeks, consistent with the provisions under Section R, Family and Medical Leave.

4. Compensation

Employees granted Maternity or Paternity Leave shall receive 50% of their pay for a period up to twelve (12) weeks.

Additional time and or 100% pay, up to a maximum of twelve (12) weeks, shall be granted if the eligible employee uses existing illness leave and elects to use any other approved leave options such as vacation pay or illness leave.

Additional unpaid time is possible as a Parental Leave. See Section L.

- 5. Employees on Maternity or Paternity Leave, may, upon their request, be returned to work prior to the expiration date of the leave granted but, in any case, shall be returned to their same position and same location not later than the date following the leave granted.

K. Pregnancy Disability

1. An unpaid Pregnancy Disability Leave (PDL) shall be granted to pregnant employees in the event of a pregnancy, childbirth, loss of pregnancy, or pregnancy related physical and mental conditions. If an employee is eligible, the medical benefits described in Article 8, Section U, Family and Medical Leave, shall be applied concurrently.
2. For the period of time during which the employee is physically disabled and unable to perform regular duties due to pregnancy, miscarriage, childbirth and recovery therefrom, the employee shall be permitted to utilize illness absence pursuant to Section G of this Article.
3. Application for Pregnancy Disability Leave for a period of more than twenty (20) consecutive working days shall be made on a prescribed form to be used by the Human Resources Division and shall indicate the beginning and ending days of the requested leave.
4. Employees on Pregnancy Disability Leave, may, upon their request, be returned to work prior to the expiration date of the leave granted but, in any case, shall be returned to their same position and same location not later than the date following the leave granted, in accordance with Paragraph 3.

L. Parental Leave

1. **Definition:** an unpaid leave granted due to the birth of their own child or the arrival of an adopted child.
2. An employee returning to service from a Maternity, Paternity, Pregnancy Disability, and Parental Leave of one hundred twenty (120) working days or less shall have the right to return to the same position and location from which they were assigned at the time the leave was granted.
3. Maternity, Paternity, Pregnancy Disability, and Parental leave may run concurrently with the following statutory California leave rights:
 - a. Family and Medical Leave Act (FMLA) (which may run concurrently with CFRA).
 - b. California Family Rights Act (CFRA) (which may run concurrently with FMLA).
 - c. Pregnancy Disability Leave (PDL) (which runs concurrently with FMLA).
 - d. Kincaid Leave (Lab. Code 233) – 50% of available sick leave to care for a defined family member.
4. Medical benefits shall continue to be paid by the District during the length of these leaves.

M. Military Leave

1. An appropriate Military Leave shall be granted to an employee in accordance with the provisions of the Military and Veterans Code, and subject to the provisions of this Section. As used in this rule, Military Leave means either a Temporary Military Leave or a Military Leave Other Than Temporary or both.
 - a. **Temporary Military Leave:** An employee who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or of the Naval Militia shall be granted a Temporary Military Leave while engaged in military duty ordered for the purposes of military training, drills, encampment, naval cruises, special exercises or like activity as such member providing that the period of ordered duty does not exceed 180 calendar days including time involved in going to and returning from such duty.
 - b. **Military Leave Other Than Temporary:** A Military Leave Other Than Temporary shall be granted to an employee who is ordered into active military duty as a member of a reserve component of the Armed Forces of the United States; is ordered into active Federal military duty as member of the National Guard or Naval Militia; or is inducted, enlists, enters, or is otherwise ordered or called into active duty as a member of the Armed Forces of the United States.

2. Vacation and Illness Privileges

- a. **Vacation Privileges:** Except as herein provided, no vacation privileges shall accrue during military leave. Vacation privileges already earned but not taken may be granted either prior to or after return from Military Leave in accordance with the vacation policy in effect at the time the vacation leave is taken. However, earned vacation shall be granted at the employee's request either prior to or after return from Military Leave Other Than Temporary. Vacation privileges as defined in Article 12 of the Agreement, accrue to an employee while on Temporary Military Leave.
- b. **Illness Privileges:** Illness privileges shall accrue to an employee while on Military Leave but no illness leave shall be allowed during Military Leave.

3. Return to Position

An employee absent from the service of the District because of a Military Leave shall continue to accrue seniority credit during such absence. An employee returning from Military Leave shall, upon application made within one (1) year after cessation of war emergency or within six (6) months of prior completion of active military duty service, be returned to a position in their classification, if such a position exists, in accordance with pertinent provisions of the Military and

Veterans Code. The right to return to their position is granted provided that the employee returns within twelve (12) months after the first date upon which they could terminate or could cause to have terminated their active service. The employee shall be entitled to a position in their former class ahead of any employee with a less amount of seniority with the understanding that vacancies caused by the granting of such leave may be filled by regular appointment. If such a position in their former class has ceased to exist during their absence, they shall be returned to a vacant position in a comparable class for which qualified. In the absence of such a vacant position in a comparable class for which qualified, the employee's name shall be placed on such reemployment list for a period not to exceed thirty-nine (39) months from the date of their application.

4. Compensation for First Calendar Month of Military Leave

Upon presentation of adequate evidence of military service for which pay is requested, an employee shall be paid their salary or compensation as an employee of the District for the first calendar month of their military service while on a Military Leave exclusive of time not covered by their assignment basis code, providing the following conditions are met:

- a. The employee is on Military Leave after October 1, 1949, as a member of the National Guard or Naval Militia, or a member of a reserve component of the Armed Forces of the United States; or the employee is on Military Leave after July 16, 1951, as a result of being inducted, enlisted, or otherwise having entered or been called into active duty as a member of the Armed Forces of the United States.
- b. An employee on Temporary Military Leave or on Military Leave Other Than Temporary must have been in the service of the District for a period of not less than one (1) year immediately prior to the date the absence begins. An employee on Temporary Military Leave may count all previous recognized military service in order to accumulate the required one (1) year in the service of the District. The one (1) year in the service of the District is not required in the case of an employee who is ordered into active military service as a member of the National Guard under a situation included within Section 146 of the Military and Veterans Code.
- c. No more than the pay for a period of one (1) calendar month shall be allowed for any Military Leave or Military Leave involving continuous military service or during any one fiscal year. The salary to be paid is equivalent to that salary rate which the employee would have received during the first calendar month of Military Leave after the applicable dates indicated in Paragraph 4.a. above.

Fractions of less than one (1) month shall be paid on the same basis as if the employee had been in active service as a Board employee. Retroactive salary payments shall be made to employees or former employees who are entitled to such payments.

5. Under no conditions shall the rights, privileges, and benefits under this Article exceed those permitted by the Military and Veterans Code.

6. Eligibility to Take Examinations

An employee shall be eligible to take examinations for which otherwise qualified during the time of military service. An employee on a Military Leave whose name appears on an eligibility list shall be certified for assignment to a position in the class during the life of any such list when and if their name is reached. In the event the employee accepts the appointment, they shall be granted the same type of Military Leave from the new position.

7. Placement on an Eligible List

An employee returning from a Military Leave, in accordance with Paragraph 3., shall be eligible to take a supplementary examination for any class for which there is an eligible list in effect, the examination for which the employee was unable to take by reason of their military service, provided such veteran met the requirements for such examination at the date it was originally conducted. Such supplementary examinations shall be prepared and conducted under conditions and techniques which are sufficiently similar to the respective original examinations to preserve their competitive character. The name of the candidate who is successful in the supplemental examination shall be added to the list for the class for which they examined immediately ahead of the person who received the next lower grade among those taking either the original examination or any examination supplemental thereto.

N. Miscellaneous Leaves

1. A permanent employee may be granted a non-paid leave of absence to serve in an elective or appointed position of any governmental agency or organization supported by governmental funds.
2. A permanent employee may be granted a non-paid leave of absence not to exceed one (1) year to accompany a spouse who has entered into military duty.
3. A permanent employee may be granted a non-paid leave of absence for care of their own child not to exceed one (1) year. If an employee is eligible, the medical benefits described in Article 8, Section U, Family and Medical Leave, shall be applied concurrently.

4. In accordance with California Election Code 14000:
 - a. If a Supervisory unit employee does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.
 - b. No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
 - c. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section.
5. Other types of leaves not indicated in this Agreement may be granted at the District's discretion.

O. Peace Corps, Red Cross, or Merchant Marine Leave

1. Permanent employees covered by this Agreement may be granted unpaid leaves of absence not to exceed twenty-five (25) months to serve in the Peace Corps. During any period of war or national emergency, Red Cross Leave or Merchant Marine Leave shall be granted.
2. Upon completion of Peace Corps, Red Cross or Merchant Marine Leave, employees shall have the right to return to a position in the same classification to which assigned at the time the leave was granted. If such classification has ceased to exist, the employee shall be assigned to a position in a comparable classification, having essentially the same qualifications. The employee shall accrue seniority credit for examination and lay-off purposes.

P. Personal Necessity Leave

1. Definition

Personal Necessity Leave of Absence is a leave granted to permit an employee to be absent when the specific conditions or events (see below) require the personal attention of the employee during their assigned hours of service and involve circumstances the employee cannot reasonably be expected to disregard. An employee may use illness quota for their Personal Necessity Leave request(s) in order to be absent without loss of pay.

2. Requirements' Status

Employee must be in a status which qualifies the employee for full-pay illness quota.

3. Length of Leave

Leave may be requested for one (1) or more hours of absence. After leave of one (1) hour, fractions of hours shall be reported in increments of one quarter (¼) hour. The total paid hours allowed in any one (1) fiscal year shall not exceed the equivalent of seven (7) days.

4. Compensation

For employees using illness quota for their Personal Necessity Leave, full salary will be paid upon approval for all hours of absence for which proper certification is made, which do not exceed the above limits and which do not exceed the total full-pay illness balance of the employee. All hours paid will be deducted from the full-pay illness balance of the employee.

5. Qualifying Events

The following are those events which may be used as the basis for requesting Personal Necessity Leave:

- a. The death of a family member, close friend, spouse to be, or persons who lived in the unit member's same domicile, or absence due to (1) official notice in time of war that a family member or cohabitant is "missing in action" or (2) official notice that a deceased family member or cohabitant is being returned by the armed forces for interment in this country. This benefit is in addition to any days of paid leave granted under Bereavement Leave. "Family member" is defined consistent with D.1. above.
- b. An accident involving the employee's person not otherwise chargeable to illness leave, or industrial accident and industrial illness leave.
- c. An accident involving the employee's property or the person or property of a family member or an illness of a family member s defined above. Such accident or illness must be:
 - (1) Serious in nature.
 - (2) Involve circumstances the employee cannot reasonably be expected to disregard.
 - (3) Require the attention of the employee during their assigned hours of service.

- d. An appearance of the employee in any court or before any administrative tribunal as a litigant, party, or witness under an official governmental order, provided the employee:
 - (1) Presents a certification from the clerk of the court or other authorized officer indicating each date of necessary attendance.
 - (2) Remits any witness fee collected to the District Payroll Services of the Los Angeles Community College District.
 - (3) Makes themselves available to the District for work between the hours of 8:00 a.m. and 5:00 p.m. when their appearance in court or before an administrative tribunal is not necessary.
- e. The birth of a child.
- f. Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during their assigned hours of service.
- g. Any other significant event, personal to the employee, for which paid leave of absence is not authorized, which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the immediate attention of the employee during their assigned hours of service.
- h. Personal business.

6. Limitations

The following limits and conditions are placed upon personal necessity leave and personal necessity leave pay:

- a. The total number of days allowed in one school year (July 1 – June 30) for such leave or leaves shall not exceed seven (7) days.
- b. The days allowed shall be deducted from and may not exceed the number of days of illness leave to which the employee is entitled.
- c. A permanent classified employee, may, upon approval of the appropriate administrative authority, be permitted to interrupt or terminate vacation leave to begin personal necessity leave under the provisions of Paragraph 2., provided such leave is necessary for not less than two (2) days and the employee indicates at the earliest practical opportunity the basis of the request for change in leave status, the probable duration of the requested leave and provides appropriate supporting documents for the request, if requested.

- d. The employee shall be required to sign, on a prescribed form, a statement that such absence was due to a personal necessity, as defined above. Subject to the direction of the employee's division head, the administrator or supervisor shall take whatever steps are necessary to satisfy them that a personal necessity did exist within the limits of this Section.

Q. Personal Annual Leave

Up to one day per fiscal year may be designated as a "Personal Annual Leave" (PAL) day and be granted with pay. For use of the PAL day, no illness quota shall be required. If unused, the PAL day shall not accumulate from fiscal year to fiscal year. The use of the PAL day shall not be counted against an employee for purposes of determining perfect attendance.

R. Rest Leave

1. Definition

A Rest Leave is one granted to an employee who, in the opinion of a physician or other licensed practitioner, is not ill enough to qualify for illness leave but does need a rest. This is a mandatory leave. If an employee is eligible, the medical benefits described in Article 8, Section R, Family and Medical Leave, shall be applied concurrently.

2. Requirement

The employee must hold permanent status on the effective date of the leave. No prior service is required.

A statement from a physician or other licensed practitioner indicating that the employee is not well enough to resume the responsibilities of a full-time position must be attached to the leave request.

3. Length of Leave

Leave may be granted for one (1) year or less but may be extended for a total of two (2) years (including any consecutive illness leave).

4. Compensation

No salary will be paid by the District for the period covered by the above.

5. Effect on Benefits

No credit is allowed for time spent on Rest Leave for any benefits.

S. Retraining and Study Leave

1. Definition

A Retraining and Study Leave is one which shall be granted to an eligible employee for the purpose of acquiring new skills as a result of changes in the District's organization and methods and or acquiring, maintaining, or improving skills used in the service of the District. Retraining and Study Leave is a mandatory leave except that a leave which includes work experience is an optional leave. Approval of Retraining and Study Leave, which involves work experience, shall be at the sole discretion of the District.

2. Requirements

- a. **Status:** The employee must have permanent status in the District at the time the leave begins.
- b. **Service:** The employee must have rendered paid satisfactory service (no Notice of Unsatisfactory Service in the previous two (2) years, exceptions may be made at the discretion of the District) to the District for not less than seventy-five percent (75%) of their assigned time in each of the seven (7) consecutive years prior to the granting of the leave. Leaves do not break time service continuity for Retraining and Study but may reduce the days served in a year below the minimum requirement. Only service rendered subsequent to return from the most recent Retraining and Study Leave and subsequent to the most recent break in service is counted except that all time served between the two periods of a split Retraining and Study Leave counts for a subsequent Retraining and Study Leave.
- c. **Program:** The employee's program for study or retraining must be evaluated as being related to the duties described in the employee's job description or related classification as determined by the Retraining and Study Committee. Retraining leave may include work experience in an established organization or business enterprise.

A study plan shall indicate enrollment in at least five-semester units each semester (8 semester units each semester for "A" basis employees) or its equivalent in an accredited institution of higher education for any period of the leave or the pursuit of an equivalent program of independent study. The leave plan may combine elements of formal study and independent study in ratio so as to meet the minimum requirement.

3. Length of Leave

The leave may be taken for a half or a full year. The second half of a one (1) year leave may be taken immediately following the first half or may be taken at a later time on a split basis provided the second half of leave is completed within three (3) years of the beginning date of the first leave. A year shall be defined as the assignment period of the employee's basis.

4. Compensation

An employee on a Retraining and Study Leave will be paid at least one-half ($\frac{1}{2}$) of their regular rate of pay; compensation in excess of one-half ($\frac{1}{2}$) of regular rate of pay shall be subject to the approval of the Chancellor or their designee.

Payment may be made to the employee in two (2) equal semi-annual installments in accordance with Education Code Section 88224, or may be made in the same manner as if the employee were performing service for the District, provided that the employee:

- a. Furnishes the District with a suitable bond against loss in the event that the employee fails to render the two (2) years of service required following return from the leave, or
- b. Furnishes the District with other assurances of loss as the District elects to permit.

5. Effect on Benefits

Time spent on Retraining and Study Leave will not be considered a break in service for any purpose.

6. Return to Service

An employee must render paid service in the District after returning from a Retraining and Study Leave which is equal to twice the period of the leave. Upon completion of leave of absence, the employee will be assigned, unless they otherwise consent to the same unit or section to which assigned at the time the leave was granted, provided that no conditions have developed during the period of leave or at the time of return which would have changed the employee's location or duties had they remained in active service.

7. Failure to Complete Leave Objectives

Employees who do not complete the approved leave objectives shall reimburse the District for compensation paid for the period following discontinuance of leave-study program for failure to maintain adequate study standards.

8. Additional Assignments

Employees may, while on leave of absence, if there is no conflict in hours, continue existing multiple assignments or previously held outside employment. During any period of the leave in which the income from the new employment is greater than the Retraining and Study Leave pay for that month, the amount in excess of the leave pay will be deducted from the leave pay so that the total of new employment and leave pay does not exceed the regular pay of the employee including differentials for which the employee would have been eligible had they not been on leave.

9. Request Procedure

Request for Retraining and Study Leave cannot be received any earlier than April 1 of the year preceding the fiscal year in which the leave is taken. Applications must be received at least sixty (60) calendar days prior to the effective date of the leave. If two (2) semesters or periods of leave outlined above are taken consecutively, they must be requested separately.

10. Retraining and Study Leave for Formal Study

a. Requirements: Courses which are undertaken for the purpose of meeting Retraining and Study Leave requirements must:

- (1) Be taken at an accredited institution of higher education;
- (2) Be related to the duties described on the employer's job description or related classification as determined by the Retraining and Study Committee;
- (3) Be initiated subsequent to the filing and approval of the leave;
- (4) Be initiated or completed during the period of the leave;
- (5) Be completed with a grade of "C" or better (credit is acceptable if the class is offered on a credit or non-credit basis);
- (6) Require enrollment in an educational institution for a minimum of fifty percent (50%) of the leave period.

b. Change of Plan: Any change of plan must be approved in advance.

c. Final Report: Each employee must file a typewritten report with the Human Resources Division.

- (1) The report should include a brief description of the courses completed and their professional implications.

(2) Form C140 (Statement of Formal Study Completed) must be submitted with the Retraining and Study Leave Report.

(3) Transcripts verifying successful completion of approved courses must be provided. Grade Report Forms are not acceptable.

11. Independent Study

Independent study is a program of independent study, research, and/or experience directly related to the duties described in the employee's job description or related classification as determined by the Retraining and Study Committee, which promises professional values equivalent to that derived from formal study at a recognized educational institution.

- a. **Committee on Research Studies:** The Retraining and Study Committee shall have sole discretion in determining and approving the study plan.
- b. **Completing the Independent Study:** If approved, the study must be undertaken and completed during the period of the leave. Summer study does not fulfill the requirements for C-basis employees. The report of the study must verify completion of the study as outlined and must be approved by the Retraining and Study Committee.
- c. **The Independent Study Report:** Must be filed with the Division of Human Resources in person or by mail at the conclusion of the leave. If not filed prior to return to service, the report must be filed within the first two ensuing pay periods. The salary warrant for the third pay period will not be released until the final report is submitted and accepted by the Committee.

Any change of plan must be approved in advance by the District

12. Requirements of Employees While on Retraining and Study Leave

The following are required of personnel on Retraining and Study Leave:

- a. **Monthly Certification of Compliance with Conditions of Study and Retraining Leave (Form C351):** This form must be received in the Human Resources Division not later than the Tuesday prior to the first payday of each pay period if the warrant is to be issued on time.
- b. **Notification of Illness or Injury While on Retraining and Study Leave:** Interruption of a program on Retraining and Study Leave by a serious injury or illness sustained during the leave will not be considered a failure to fulfill the conditions of the leave. Written notice of such interruptions must be forwarded to the Human Resources Division within ten (10) days on Form C138, or by letter to which a doctor's statement verifying the illness or injury is

attached. Such communication, either Form C138 or letter, should be forwarded by certified mail.

- c. **Change of Plan:** All changes of Retraining and Study Leave plans following approval of the original plan must be filed on the appropriate form. Changes will be authorized only if in conformance with established criteria. Disapproval of change could result in failure to meet leave requirements; therefore, request for change approval should be filed prior to change.

13. Policy to Complete Requirements due to Injury or Illness

- a. **Failure to Complete Requirements due to Injury or Illness:** Interruption of the program of Retraining and Study Leave caused by serious injury or illness during said leave shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid such employee under the terms of the leave agreement, provided:

- (1) Notification as soon as practicable of injury or illness during Retraining and Study Leave is given to the Vice Chancellor of Human Resources, by means of certified letter or email, and
- (2) Written evidence (Form C138) verifying the interruption of the program due to a serious injury or illness is filed with the Human Resources Division within ten (10) days. A Retraining and Study Leave may be changed to an illness leave with District approval prior to the end of the first pay period of the leave without loss of Retraining and Study Leave privilege. Changes made after the first pay period of the leave will result in the loss of Retraining and Study Leave privileges.

- b. **Failure to Complete Requirements Due to Military Service:** Involuntary call to active military service will justify the conversion of a Retraining and Study Leave to a military leave without jeopardy to Retraining and Study Leave salary already received. If this conversion takes place before the end of the first pay period, Retraining and Study Leave rights will be preserved. If such conversion takes place after the close of the first pay period, the employee will be considered as having used one-half ($\frac{1}{2}$) year of the Retraining and Study Leave privilege. Such employee will be permitted however, to complete the second half of the Retraining and Study Leave within two and one-half ($2\frac{1}{2}$) years following an honorable discharge and return to service with the District.

- c. **Failure to Complete Requirements Due to Other Causes:** An employee who has been approved for a Retraining and Study Leave of absence but

who fails to complete all of the requirements of the leave due to serious illness in the family or other causes beyond one's control may receive compensation on a prorated basis if a significant portion of the requirements is completed.

For an incomplete leave originally approved for one (1) year, fractional portions of requirements completed may be one-fourth, one-half, or three-fourths. A year's leave of absence for an "A" basis employee means 12 pay periods; for a "C" basis employee, 10 pay periods; for a "G" basis employee, 239 assigned days.

The completion of the fractional portion of the requirements must have been accomplished during the particular period for which the Retraining and Study Leave was authorized and prior to return to active duty or prior to the beginning of a leave immediately following the Retraining and Study Leave.

- d. Incomplete Leave:** To receive partial compensation for a Retraining and Study Leave, the significant portion of the requirements must have been completed.
- e. Incomplete Leave of Independent Study:** To receive partial compensation for an incomplete leave which was approved for study, the nature of the study must be such that certain units can be and are completed apart from the remainder of the study. The completed units must have significance in them, and not merely an introduction to other work, and must have been completed in the required time. Regardless of the amount of work involved, the collection of data which is not summarized, and which is not used in reaching conclusions in completed units, shall not be considered as meeting any portion of the requirements for the leave.
- f. Effect of Incomplete Leave on Benefits:** Incomplete leave can count toward benefits only to the extent that leave pay is received.

14. Retraining and Study Leave Committee

A Retraining and Study Leave Committee shall consist of four (4) members. The Vice Chancellor of Human Resources shall select two members, one of who is a management employee from a campus and the other is a management employee from the Human Resources Division. Local 721 shall select two members, one of whom is a Unit member from a campus and the other is a Unit member from the District offices. The Committee shall have the sole and exclusive authority to rule on any and all issues concerning the Retraining and Study Leave. Approval of employees' programs shall be determined by a majority vote of the members of the Committee who are present and voting but no

approval will take place in the absence of at least one affirmative management vote and one affirmative Local 721 vote. Failure to reach such majority shall be considered a denial.

15. Limit on the Number of Retraining and Study Leaves

There shall be no more than two (2) Retraining and Study Leaves granted per year. The limit shall be attained in order of receipt. Ties shall be broken by selecting the employee with the greatest District seniority.

16. Cancellation of Retraining and Study Leave

- a. A Retraining and Study Leave may be canceled at any time and converted to a resignation, return to duty, or other type of leave, if eligible.
- b. If the request for such cancellation is received by the Human Resources Division before the beginning of the leave, the Retraining and Study Leave eligibility will be preserved.
- c. If the request for such cancellation is received by the Human Resources Division after the beginning date of the leave but before the end of the first pay period, the Retraining and Study Leave will be canceled with an effective date of the beginning date of the Retraining and Study Leave; leave pay will be canceled, but leave eligibility will be preserved.
- d. If request for such cancellation is received by the Human Resources Division after the close of the first pay period of the leave, Retraining and Study Leave eligibility for that semester will be lost and Retraining and Study Leave pay must be refunded.
- e. An employee who is permitted to return to duty from a canceled Retraining and Study Leave has no right to return to their former location until the ending date of the Retraining and Study Leave; even then, such right exists only if the employee would not otherwise have been moved.

T. Work Related Absence

1. Attendance at Hearings

When an injured employee appeals the decision of the Workers' Compensation Appeals Board in rejecting liability in their case, and when, in the interests of justice and of protecting all legal rights of the injured employee it is necessary or desirable for other District employees to attend the hearing of the appeal, they may attend without loss of salary, provided that arrangements for their attendance shall be made by the District's Health Insurance Section.

2. Examinations and Other Employment Procedures

An employee, upon giving their immediate supervisor not less than-two (2) days' notice, shall be permitted to take any examination for which eligible and to participate in other employment procedures of the District during working hours, without loss of pay or other penalty. If less than two (2) days' notice is given by an employee, permission to participate without loss of pay is subject to approval by their immediate supervisor.

3. Board Declared Pandemics and Emergencies or Suspended or Altered Operations

An employee shall be paid their regular salary for any period during which the employee is unable to work at their regular place of employment because it is closed due to a declaration of a pandemic or state of emergency by the Board of Trustees. To be eligible for such pay, the employee must be ready, able, and willing to perform their customary or other reasonable and suitable duties from home or at a different work location. The college or division during this period shall endeavor to assign the employee to work elsewhere.

- a. The Chancellor and or their designee will provide written Pandemic or declared emergency written procedures to all employees regarding safety protocols to use while at worksite (refer to Article 10 – Safety).
- b. In accordance with California Education Code 88182, the Board of Trustees will give fair consideration to any findings and recommendations received from the Personnel Commission to provide differential compensation to employees within the Local 721 bargaining unit when those employees are performing duties of a distasteful, dangerous, or unique nature.
- c. Employees who are unable due to medical conditions or childcare or other family needs to perform their customary or other reasonable and suitable duties during this time period shall be allowed to use any form of leave available to them to remain in a paid status and will not be retaliated against for their refusal.

U. Family and Medical Leave and the California Family Rights Acts (Mandatory)

1. Definition

Pursuant to the Family Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), a Family and Medical Leave is one granted to an employee who is compelled to be absent from duty because of the employee’s own serious health condition (as a serious health condition is defined in the FMLA or CFRA) which makes it impossible to perform essential job functions; the birth or adoption

of a child, or receiving a child for foster care; leave to care for a “family member” (as defined in D.1 above) or a “designated person” (as defined below) with a serious health condition; or “next of kin” who is a covered service member of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty or was aggravated by service in the line of duty on active duty in the Armed Forces; or a qualifying exigency arising from an employee’s family member being on active duty military or called to active military duty.

For purposes of this section, a “designated person” means a person identified by the employee who is not a family member as defined in Article 8, D.1. The employee shall provide the name of this designated person at the time the employee requests paid sick leave. Employees are limited to one designated person per calendar year.

In addition to those family members, defined above, eligible family members for the purposes of this leave are limited to disabled children of any age who have a physical or mental impairment that would qualify as a disability under the Americans with Disabilities Act and who require supervision or active help in performing several activities of daily living.

2. Requirements

Status: The employee must have probationary or permanent status in the District at the time the leave begins.

3. Service

The employee must have been employed for at least 12 months and rendered paid service of 1,250 consecutive hours of work during the previous 12 months of employment which does not have to be consecutive.

4. Certification

a. Time for Certification: The employee must provide a medical certification of their own serious health condition or the serious health condition of a family member from a health care provider. The employee must provide this certification 30 days prior to the need for leave if the need for leave is reasonably foreseeable. When this is not possible, the employee must provide the medical certification to the District within 15 calendar days, unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts.

b. Requirements for Certification: The employee must provide a medical certification of their own serious health condition or the serious health condition of a family member from a health care provider. The employee must

provide this certification 30 days prior to the need for leave if the need for leave is reasonably foreseeable. When this is not possible, the employee must provide the medical certification to the District within 15 calendar days, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

For the serious health condition of a family member, the employee must provide written certification that contains: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the family member, and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the family member. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care.

For a covered service member with a serious injury or illness, the employee must provide written certification that contains information from a health care provider with information regarding the servicemember's serious injury or illness.

For a qualifying exigency, the employee may be required to provide a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or call to active duty status in a foreign country, and the dates of the military member's active duty service.

- c. Recertification:** If the employee requests additional leave upon expiration of the time period initially estimated by the health care provider, the employee must obtain recertification from the health care provider.
- d. Deficient Certification:** If the employee provides an incomplete medical certification, the District must give the employee a reasonable opportunity to cure any such deficiency. However, if the employee fails to provide a timely medical certification, the District may delay the employee's Family and Medical Leave until the employee provides the required certification.
- e. Second and Third Opinions:** The District may seek a medical opinion of a second health care provider chosen and paid for by the District if the District has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition. If the second opinion is different from the

first, the District may require the option of a third health care provider jointly approved by the District and the employee and paid for by the District.

5. Length of Leave

Leave shall be granted for a maximum of twelve (12) weeks per calendar year, taken continuously or intermittently or on a reduced leave schedule, except that leave shall be granted for a maximum of twenty-six (26) weeks for leave to care for a covered servicemember. It cannot be carried over from year to year.

For a new child, Family and Medical Leave must be completed within 12 months after the birth, adoption or placement for foster care.

If an employee takes a leave of absence for any purpose that also qualifies under both the FMLA and CFRA, the District will designate that leave as running concurrently with the employee's twelve (12) weeks FMLA or CFRA leave entitlement.

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule for their own serious health condition, or to care for a family member with serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. The District may require an employee who certifies the need for a reduced schedule or intermittent leave to temporarily transfer to an alternate position of equivalent pay and benefits that better accommodates the leave schedule.

Related leaves include Illness, Maternity, Child Care, Family Illness and Rest. Benefits under this leave section run concurrently with leave benefits allowed under Illness, Maternity, Child Care and Family Illness and Rest leaves.

6. Compensation

No salary will be paid by the District for the period of the leave. However, employees may elect to take any available paid illness and vacation leaves in lieu of unpaid Family and Medical Leave.

7. Effect on Benefits

- a. Employees on Family and Medical Leave shall be covered by District Life Insurance Group coverage and Hospital-Medical, Dental, Vision Group coverage as though they were in active service.

- b. No credit is allowed for any benefits for time spent on unpaid Family and Medical Leave, unless the employee is eligible for the 12 weeks of paid health benefits.
- c. Time on leave with pay counts for step advance, retirement, and vacation; credit in full for step advance and vacation, and full or half, according to the pay allowed, for retirement.
- d. Time Family and Medical Leave counts as service in meeting requirements of other types of leaves.

8. Request Procedure

The employee shall furnish evidence to the immediate supervisor that leave taken in accordance with the provisions of this section is in connection with family illness. The employee shall notify the immediate supervisor of any of the circumstances necessitating the leave change.

9. Reinstatement from Leave

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent benefits and pay. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed in active status without having taken a leave of absence.

If the employee and District have agreed upon a date of reinstatement at the beginning of the leave, the District will reinstate the employee on the date agreed upon. If the reinstatement date differs from the original agreed-upon date, the District will reinstate the employee within two business days of the employee's return to work, where feasible.

Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition that made the employee unable to perform their job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in the denial of reinstatement.

V. Leave Donation and Catastrophic Leave Bank

The term "catastrophic illness" or injury means an illness or injury that is expected to incapacitate the employee for an extended time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship.

A permanent unit employee may donate to the catastrophic leave bank, up to 160 hours of sick or vacation time. The employee making the donation must maintain a balance of ten (10) days of sick or vacation time. Illness day or vacation days can be donated in eight (8) hour increments. Any donation of paid days, illness or vacation is irrevocable.

For an employee to be eligible to receive donated days they must have exhausted all full-pay illness and vacation. The recipient of any donated leave is responsible for any tax implications resulting from the leave donation in accordance with IRS regulations.

W. Academic Position Leave

1. Definition

A Position Leave may be granted to a permanent employee to serve temporarily in a full-time academic position within LACCD. Position Leaves require the approval of the immediate supervisor and College President or Division Head. This leave does not apply to adjunct and other hourly assignments.

2. Requirements

Status: Permanent.

3. Length of Leave

A Position Leave may be granted for up to one (1) year. A Position Leave or any combination of Position Leaves (as defined in section W.1. above) may be extended to a maximum of two (2) years only upon the specific request of the College President or Division Head and upon the approval of the Chancellor and College President or Division Head, if different from the location where the employee holds the permanent position.

4. Return Rights

When an employee is offered and intends to request a leave for an academic temporary assignment for more than ninety (90) days, they shall inform their current supervisor in writing regarding the length and nature of the leave prior to

the commencement of the leave. The supervisor at the location to which the employee will return shall confirm in writing the employee's return rights.

5. Compensation

No salary shall be paid while on leave; however, compensation shall be earned for the position in which service is rendered.

6. Effect on Benefits

- a. **Salary:** Service in an academic position other than that of the regular assignment counts towards step advance in the regular assignment.
- b. **Other Benefits:** Time on Position Leave does not count towards other benefits except as may be provided by other District rules.

7. Request Procedure

The employee is responsible for initiating a Position Leave. A request in writing is required from the employee. Any Position Leave shall have an ending date.

X. Reproductive Loss Leave

1. Definition

A reproductive loss event as defined in Government Code 12945.6. Reproductive loss events are as follows:

- a. **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.
- b. **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.
- c. **Miscarriage:** May be a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual who would have been a parent as a result of the pregnancy.
- d. **Stillbirth:** May be a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual that would have been a parent as a result of the pregnancy.
- e. **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to a person, the person's current

spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

2. Requirements

Employees are eligible for reproductive loss leave if they've been working for the employer for at least 30 days prior to the leave's start and suffer a qualifying event.

3. Length of Leave

An employee shall be allowed up to 5 days of unpaid reproductive loss leave within 3 months. Employees who experience more than 1 reproductive loss are limited to 20 days of reproductive loss leave within a 12-month period.

4. Compensation

Unpaid leave. Applicable quotas such as vacation, illness, or compensatory time off, may be used concurrently for Reproductive Loss Leave.

5. Documentation

No documentation to certify reproductive loss leave is required.

Article 9 Transfer, Reassignment, and Shift Change

A. Transfer

A transfer occurs when an employee is moved from one location to another location but remains in the same job classification.

1. Transfer Lists

The District will maintain transfer eligibility lists by classification of those employees interested in possible transfer opportunities for a period of two (2) years.

2. Voluntary Transfers

All eligible employees will be considered when filling vacancies, including voluntary transfer candidates.

3. Transfers of Probationary Employees

Probationary employees will only be transferred when it is in the best interest of the District or the employee.

4. Involuntary Transfer Provisions

- a. Involuntary transfer shall not be used as a form of discipline.
- b. In the event that an employee is subject to an involuntary transfer, they may request to return to the position from which they were transferred, if that position becomes available during the thirty-nine (39) months following the involuntary transfer if the employee remains in the same classification.
- c. In the event that this provision conflicts with seniority provisions as set forth in the appropriate sections of the Education Code, the Education Code provisions shall prevail.

B. Reassignment

A reassignment occurs when an employee is reassigned from one position to another position in a related class or on the same salary schedule or in a position reclassified to another class on the same salary schedule. The change in assignment shall be processed in accordance with District procedures (Personnel Commission Rule 715).

C. Shift Change

A shift change occurs when a vacancy occurs in a new or existing position where a differential is paid, the most senior employee in the class (as determined by Education Code) requesting the assignment shall fill the vacancy. If none of the

employees in the class bids for the assignment, then the position shall be filled from names certified by the Personnel Commission from the current eligibility list.

D. Notice Requirements for All Assignment Changes

Employees may be transferred or reassigned at any time at the sole discretion of the District, except when such reassignment would result in the loss of shift differential or other compensation. No employee shall be subject to involuntary transfer, reassignment, and or work schedule change more than twice in a fiscal year.

1. When an employee is transferred or reassigned or their shift changes, they will receive the following information in writing from the District at least twenty (20) working days, when practicable, prior to the transfer start date:
 - a. Reason for change
 - b. Location
 - c. Name of Supervisor
 - d. Start date and, if temporary, end date
 - e. Work schedule
2. An updated duty statement, an organizational chart, and other pertinent information shall be provided within twenty (20) working days after the change is made.

Article 10 Safety

- A.** The District, the Union, and the employees agree to comply with all state and federal regulations, including the California Occupational Safety and Health Act, in regard to safe and healthful working conditions at the work site.
- B.** The Union agrees that employees shall comply with all reasonable safety rules and regulations when they are made known. Further, the Union recognizes the employee's duty to utilize safe working procedures and to report safety hazards and unsafe conditions to their immediate supervisor.
- C.** The District shall provide safety training and protective equipment as required by County Public Health to protect against infectious diseases and provide guidance and professional development on safe working conditions. The Union will encourage employees to maintain safe working conditions and to improve the cleanliness of all departments, machinery, equipment, and facilities used by the employees so that the safety of all workers may be assured.
- D.** No employee will be discriminated against in any way for reporting any real or potentially unsafe condition.
- E.** The District and the Union, upon request by either party, will meet and consult on matters related to safety. Such meeting shall be arranged by mutual agreement.
- F.** Employees who are required by the employer to wear safety shoes or boots at all times on the job shall receive reimbursement by the District up to one hundred and sixty dollars (\$160) per fiscal year, for the cost of such footwear, provided the employee submits a receipt for the purchase of the footwear within sixty (60) days of the purchase. The employee shall submit the receipt to their respective supervisor or manager and the employee shall use the Shoe Allowance Reimbursement Form (Appendix K). The reimbursement shall be provided within sixty (60) days from the date of it being submitted.

A safety shoe is defined as any closed-toe, non-slip shoe or boot designated as safety footwear by its manufacturer.

Article 11 Performance Evaluation Procedure

Introduction

The performance evaluation process is a valuable method of communicating standards and expectations to a Unit member and evaluating the extent to which the Unit member has met those standards and conformed to the expectations. Additionally, the process can be used to identify goals and objectives for the Unit member for the following year.

The evaluation process is a continuous, year-round process. In the event that deficiencies in the performance of the employee are identified, the evaluator shall make an effort to provide documented feedback to the employee with Specific, Measurable, Achievable, Realistic and Timebound (S.M.A.R.T.) goals prior to rating the employee as below standards.

Because the evaluation process is such an important means of communication, evaluations shall be performed, at least once every year, in accordance with the following procedures.

In addition, during the evaluation process, the manager or administrator will review the duties performed by the employee to determine if additional tasks are being performed that are outside the scope of the employee's job classification. If the manager or administrator determines that the employee is performing job duties above those included in their job description, they shall request that an audit be conducted by the Personnel Commission to determine if other compensation is warranted. The parties agree to abide by the Commission's audit findings, including the appeal to the Personnel Commissioners.

A. Performance Evaluation Procedure

1. Probationary employees shall be evaluated during the second (2nd) and fourth (4th) months of their probationary period using the District's form in Appendix B.
2. Permanent employees shall be evaluated once a year at the conclusion of the fiscal year. The evaluation period shall be from July 1 through June 30. The evaluation form shall be completed, an evaluation conference offered, and the signed evaluation issued to the Unit member no later than two calendar months following the evaluation period.

Upon written request of the evaluator, union, or the employee, the timeline to complete the evaluation shall be extended by ten (10) working days. If the evaluator fails to complete the evaluation steps above within the specified two calendar month period, the employee shall be deemed to have no less than

“Meets Performance Standards” reflected on their performance evaluation for the year.

3. Performance evaluation should be completed by the manager or administrator with supervisory responsibility for the Unit member, or manager or supervisor with higher level authority and those persons who are functionally responsible for the Unit member’s work and reviewed by the appropriate Vice President or Vice Chancellor or their designee. In accordance with Personnel Commission Rule 702, the evaluator must have had supervisory responsibility of the Unit member for at least 90 working days and either have overseen, reviewed, or checked the daily work performance of the Unit member and is most closely acquainted with the employee’s daily work performance. This does not apply to probationary employees. Once completed, the evaluation shall be placed in the Unit member’s official personnel file.
4. If the Unit member wishes to provide written comments on the evaluation, such comments shall be attached to the evaluation itself. The Unit member shall have ten (10) working days from the date the evaluation was issued to provide the written response.

Not only should the performance levels be checked off, but also the evaluation documents should contain remarks written by the evaluator, which explain the reason for checking those levels.

B. Evaluation Components

Each Unit member’s evaluation process will include the following components using the evaluation form located in Appendix B of the Agreement:

1. Review the Job Duty Statement.
2. Review goals and objectives from the prior year (when they exist) and state goals and objectives for the next evaluation cycle, including method to complete or assessment of progress towards achieving annual goals.
3. Assess understanding of job knowledge, fulfillment of position responsibilities, and identification of areas for future professional development.
4. Assess effectiveness as a team member and colleague.
5. Assess ability to solve problems and demonstrate good judgment.
6. Assess ability to adapt to change, show creativity and develop innovative approaches.
7. Assess ability to initiate, make and carry out decisions and demonstrate leadership.

8. Assess ability to communicate and build consensus.
9. Overall assessment of professional skill and ability, including:
 - a. Leadership skills
 - b. Communication skills
 - c. Administrative, managerial, or Supervisory skills, and
 - d. Professional knowledge and expertise
10. Overall statement of expectations for performance and statement of how the employee will meet that standard.

C. Evaluation Process

The Unit member's supervisor will review all of the relevant data related to their performance during the evaluation period. Based on that information, the Unit member's supervisor will complete the evaluation form (see Appendix B). For each performance factor listed on the form, the Unit member's supervisor may:

1. Assign one of the following ratings: exceeds performance standards, meets performance standards, or below performance standards.
2. Prepare a brief narrative assessment of the employee's performance that reflects the Unit member's supervisor's analysis of the data they collected; and
3. Include on the evaluation form any recommendations they believe are appropriate to promote the Unit member's personal or professional growth, or to assist the Unit member in achieving required improvement. Recommendations should be provided as Specific, Measurable, Achievable, Realistic and Timebound (S.M.A.R.T.) goals.

D. Evaluation Results

The supervisor shall forward the evaluation form to the Unit member for their comment. If the Unit member declines to comment, or fails to comment within five (5) working days of the date on which the supervisor sent the form to the Unit member, the supervisor shall forward the completed evaluation file (including the evaluation plan, the evaluation form, and any other relevant documents) to the appropriate Vice President or Vice Chancellor or their designee. Based solely on the evaluation form and the accompanying materials in the evaluation file the Vice President or Vice Chancellor or their designee shall either:

1. Accept the supervisor's recommendation regarding the overall evaluation of the Unit member's performance as being satisfactory or unsatisfactory (and, if satisfactory, whether it meets or exceeds overall expectations); or

2. Return the evaluation to the supervisor with a written explanation of the reasons they declined to accept the evaluation, and comment regarding proposed steps the supervisor should take to remedy the problems they perceived.
3. Once completed by the Vice President or Vice Chancellor or their designee, the evaluation form and the accompanying materials in the evaluation file shall become part of the Unit member's personnel file.

E. Excellent Performance Differential

Unit members are eligible for a performance differential of a one-time, non-cumulative bonus of \$383.30 per year, in accordance with the following criteria and procedures:

1. If, at the end of the fiscal year, the Unit member receives an overall performance evaluation rating that exceeds expectations, they shall be awarded a performance differential of a one-time, noncumulative bonus of \$383.30 per year.
2. The provisions of this section shall not be subject to the provisions of Article 20, Grievance Procedure, except that claims of non-compliance with the specific procedures set forth in sections A and E were not complied with, shall be grievable up to and including the third step of the grievance procedure.

F. Below Performance Standards Evaluations

When the Unit member receives an overall evaluation of below performance standards, the supervisor shall include a description of specific instances of the unsatisfactory performance and shall work with the supervisor to develop a written Performance Improvement Plan (P.I.P.). The purpose of a performance evaluation is to encourage open and honest supervisor-unit member relationships through appraisal, and maintain dialogue that contributes to coaching, training, and counseling of unit members while improving the quality, productivity and responsiveness of the workforce. The P.I.P. shall address all the areas for improvement the supervisor identified, including:

1. A description of the areas for which improvement is needed.
2. An improvement plan for the unit member to achieve satisfactory performance.
3. Resources to support and assist in achieving satisfactory performance.
4. The criteria, standards or objectives necessary to be met by the unit member in order to achieve satisfactory performance.

The plan will address the specific areas for improvement as they relate to the evaluation categories in section C above and will include Specific, Measurable, Achievable, Realistic and Timebound ("S.M.A.R.T.") suggestions about how the Unit

member can improve. If resources or training are needed to achieve the improvement, the District shall provide such resources or training within thirty (30) days.

The Unit member and their supervisor shall have periodic conferences to ensure that measurable progress consistent with the PIP is being made. The Unit member along with their Union representative shall have the right to meet with the Vice President or Vice Chancellor or their designee to discuss the evaluation.

This section does not preclude the district from exercising the district's rights under California Education Code 87732.

G. Review

If the Unit member being evaluated believes the procedure set forth in this article has not been followed, they may initiate a grievance seeking to correct the procedural error, but any judgment a supervisor or the Vice President or Vice Chancellor makes about the nature and quality of the Unit member's performance as part of an evaluation is final and not subject to being modified or overturned by way of a grievance unless there is clear and compelling evidence that the judgment was made arbitrarily or capriciously, or that it was motivated by malice, fraud or corruption. The evaluatee always has the right to include their own statement to be added to the personnel file along with the completed evaluation form.

H. Mentors

A Unit member or their supervisor may request another supervisory Unit member from any location in the District (in a similar position) be designated as a mentor for the Unit member any time provided that all parties agree that such assistance would be helpful. The Department manager or administrator shall consult with the Unit member and their supervisor to identify an appropriate mentor. The mentor will provide professional guidance on the role and function of being a supervisory employee. The relationship will be confidential and the mentor will not be part of any evaluation process of the mentee. The mentor-mentee relationship will be designated for a six (6) month period and may be extended for a second six (6) month period if agreed to by the Unit member and their supervisor. A formally designated mentor shall receive a stipend of \$500 for each six (6) month mentor assignment. Unit members are limited to one (1) mentor assignment per six (6) month period.

I. Online Form Conversion

The District will facilitate the automation of Appendix B in collaboration with District resources in order to develop organizational efficiency and enter into a digital platform. This section will sunset upon conclusion of the automation effort, the form

has been tested, and entered into production with the District's technology enhancements.

J. Mandatory Diversity, Equity, Inclusion, and Accessibility Evaluation

The District shall collect information annually regarding employees' consideration of the demonstrated, or progress toward, understanding issues of diversity, equity, inclusion, and accessibility (DEIA) related competencies. This process shall be separate from the annual performance evaluations conducted by the District.

Responses are not required for each section or criteria listed on the form.

Responses given by employees shall not be used for the purposes of reprimand or discipline.

To fulfill the requirements of the DEIA evaluation, SEIU-represented employees with adjunct teaching assignments may complete both the faculty and staff sections and submit one form.

Article 12 Vacation

A. Effective the pay period following the execution of this Agreement, Accrual of vacation shall be determined based on the factors and in the manner set forth in the following table:

Creditable Years of Paid Service	Vacation Accrual Factor Based on 40-Hour Workweek Excluding Overtime	Days of Vacation Based Upon a 12-Month Assignment
Less than 6 years	.05770	15
6 years but less than 7 years	.06155	16
7 years but less than 8 years	.06539	17
8 years but less than 9 years	.06923	18
9 years but less than 10 years	.07308	19
10 years but less than 11 years	.07693	21
11 years but less than 12 years	.08462	22
12 years but less than 13 years	.08847	23
13 years but less than 14 years	.09232	24

- B. For purposes of this Article, a year shall be the 12-month period ending on June 30 each calendar year.
- C. In order to be credited with a year of service for the purpose of this Article, an employee must have been in regular status beginning July 1, for at least 130 days. Regular status means in paid status or on leave of absence prior to layoff or for industrial accident, industrial illness, or military service.
- D. An employee serving an initial probationary period shall not be eligible to take vacation until the first day of the pay period following completion of the number of hours that correspond to 130 days of paid service in regular assignments, except for employees subject to the provisions of Paragraph E. below. No vacation shall be taken until earned. No payment for vacation accumulation shall be made to employees who separate prior to completion of 130 days of paid service. Vacation taken as provided in Paragraph E. of this Article shall not be considered in conflict with this provision.

For purposes of this Article, 130 days shall be defined as 130 times the average number of regularly assigned hours per day for the employee.

- E.** Employees may be required to take vacation to the extent that it has been earned, on the days during the school year which are designated by the Board of Trustees as school holidays or at any time during the assignment period to avoid leave without pay.
- F.** No vacation or part thereof shall be taken at a lesser rate than one (1) hour at a time.
- G.** Vacation shall be taken at a time convenient to the employee if it is requested in advance and approved by their supervisor that it would not interfere with the operation of the unit. The Supervisor shall approve or deny the request for vacation within five (5) working days of the receipt of the request. If in such five (5) working days of the period, a vacation denial has not been received, the vacation shall be deemed to have been approved. Once approved, vacations may be changed only with the consent of the employee. If the employee consents to cancel the approved vacation, as described above, the employee will be given the opportunity to immediately reschedule the vacation. If the employee reschedules, the rescheduled vacation may not be canceled without the consent of the employee. Vacations may only be cancelled by the supervisor(s) without the employee's consent to address emergency or exigent situations.

Nothing in this paragraph shall preclude an employee from requesting and being granted vacation at any time subject to the approval of the employee's supervisor. However, nothing in this Article shall be construed to prohibit the District from requiring employees to take vacation in lieu of cash payment as provided in Section J. below.

For the purpose of perfect attendance an employee shall not be tardy and have no absence for any reason other than:

1. Vacation
 2. Compensatory
 3. Holiday
 4. Jury Duty
 5. Miscellaneous
 6. Personal Annual Leave Day
- H.** If employees are not permitted to take their full annual vacation, the amount not taken shall accumulate for use in the next year. Accumulated vacation shall be limited to 400 hours. Employees with more than 400 hours will be limited to their accumulation as of July 26, 1980.

For any pay period in which a Supervisory Unit employee's vacation balance equals or exceeds 400 hours, the employee shall not earn any additional vacation credit. However, additional vacation credit earned for perfect attendance shall not be subject to these limitations. Hours earned for perfect attendance shall count toward the 400-hour limitation on vacation accrual, however perfect attendance vacation shall continue to accrue even if an employee's vacation balance equals or exceeds 400 hours.

- I. Employees who have accrued more than 360 hours of vacation and are denied a vacation request of eighty (80) hours or more during the fiscal year shall be able to cash out up to eighty (80) accrued vacation hours in the fiscal year that the vacation request was denied. Requests for cash out shall be verified by the District and upon verification of the denial, the cash out shall be approved. Cash out requests must be made on or before June 1st.

All SEIU 721 bargaining unit employees with 360 hours or more of accrued vacation as of June 1, 2023 shall be eligible for a special one-time cash out request period which shall be created upon execution of this agreement. This special cash-out benefit shall be open for thirty (30) calendar days as specified by the District. During this time, an employee may request up to eighty (80) hours of accrued vacation to be cashed out and shall not be denied. If an employee does not make a request during this thirty (30) day window, they shall have been deemed to forfeit their right to this special cash-out benefit.

- J. The amount of vacation actually earned, and only that amount, shall be available, regardless of changes in status. The rate at which vacation allowances are paid shall be the employee's current rate. No employee shall be allowed to take vacation while temporarily serving as a substitute, relief, or provisional unless they have served for the equivalent of more than ninety (90) consecutive working days, or received specific approval from the appropriate administrator.
- K. On voluntary reduction in status, layoff, or separation from the classified service, the money value of vacation balances shall be paid as a lump sum to permanent employees. In cases where separation is not at the end of a pay period, vacation credit shall be computed through the last day in paid status.
- L. Lump-sum vacation payments shall be made on the basis of the hourly equivalent rate for the employee's last regular assignment.
- M. When a regular employee (whose regular assignment is on other than a 12-month assignment basis code) is paid during the summer as a relief, substitute, or provisional employee, the employee shall earn vacation in accordance with the

schedule in Paragraph A. of this Article, whichever is applicable to the position in which they serve during the summer.

- N.** A regular employee who serves in their regular assignment and also in a Summer substitute, relief, or provisional assignment during the same pay period shall not earn more vacation for that pay period than if they had served 160 hours in their regular assignment.
- O.** A permanent classified employee shall be permitted to interrupt or terminate vacation leave in order to begin illness leave provided such leave is necessary for not less than two (2) days and the employee indicates at the earliest practical opportunity:
 - 1.** The basis for the request for change in leave status and provides appropriate supporting documents including a certification of illness from a licensed physician or other recognized practitioner in case of illness.
 - 2.** The probable duration of the requested leave.

The responsible administrator shall take such steps as they deem necessary to satisfy themselves that the paid illness leave was in accordance with Article 8, Section G.

- P.** A permanent classified employee shall be permitted to interrupt or terminate vacation leave in order to begin Bereavement Leave in accordance with Bereavement Leave, Article 8; Section D. Bereavement Leave shall not be extended by use of Personal Necessity Leave, Article 8, Section P.

Article 13 Holidays

A. Holidays

An employee in a regular assignment or in an assignment in lieu of their regular assignment shall receive holiday pay for those holidays listed below and for other holidays declared by the Board of Trustees, the Governor of California, or the President of the United States which come within the employee's assignment period, subject to the conditions listed in Paragraph 13.A.1. through 13.A.3.

Holiday	Day Observed
New Year's Day	January 1
Dr. Martin Luther King, Jr. Day	Third Monday in January
Lincoln Day*	February 12
Washington Day	Third Monday in February
Cesar Chavez Day	March 31
Genocide Remembrance Day*	April 24
Memorial Day	Last Monday in May
Juneteenth*	June 19
Independence Day	July 4
Labor Day	First Monday in September
Admission Day*	September 9
Veterans Day*	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day following Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31

* Lincoln Day shall be observed on the Friday immediately preceding Washington Day, unless an action of the Board of Trustees provides for a different day as provided by Education Code section 79020 (f), (g) and (j).

*Genocide Remembrance Day shall be observed on April 24 unless an action of the Board of Trustees provides for a different day.

*Juneteenth Day shall be observed on June 19 unless an action of the Board of Trustees provides for a different day.

*Admission Day shall be observed between December 26 and December 30, or another date so specifically declared by the Board of Trustees.

*Veterans Day shall be observed on November 11, unless an action of the Board of Trustees provides for a different day as provided by Education Code section 79020 (f), (g) and (i).

1. The employee must have been in paid status for a portion of the working day immediately preceding or succeeding the holiday, provided that an employee on a military leave of absence entitled to compensation under Article 8, Section M, shall only receive pay for the portion of the holiday period needed to meet the total time for which compensation is required by law.
 2. An employee whose regular work schedule is less than five (5) days per week and forty (40) hours per week shall be entitled to pay for any holiday observed on the employee's regularly scheduled day off.
 3. An employee in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the school holidays of December 24 and December 31 shall receive pay for the four (4) holidays (Christmas Eve, Christmas, New Year's Eve, New Year's Day).
- B.** When a holiday falls on the first day of an employee's weekend (usually Saturday), the holiday shall be observed on the preceding working day (usually Friday).
- C.** When a holiday falls on the second day of an employee's weekend (usually Sunday), the holiday shall be observed on the following working day (usually Monday).
- D.** Employees whose regular work schedule is less than five (5) days per week and forty (40) reported hours per week shall be entitled to holiday pay if the employee was in paid status a portion of the working day immediately preceding or succeeding the holiday.
- E.** Full-time employees who are on vacation, or who have reported in as being ill on that Friday (or the day on which the substitute holiday is taken), shall receive four (4) hours of vacation credit for that day; employees assigned for less than full-time who are on vacation or are ill on that day shall receive a proportional number of hours, in accordance with Paragraph 1 above.

F. Effects of Alternative Work Schedules

This section applies to all alternative schedules that are not a five (5) day a week, Monday through Friday, eight (8) hour work schedule.

1. When an SEIU 721 unit member covered by this agreement permanently or temporarily works a 4 day 10 hour schedule, the employee shall receive ten hours of service pay for any holiday that occurs on a day that the employee is scheduled work on a 4 day 10 hour basis.
2. Unit members whose regular work schedule qualifies them for a "B" shift differential shall not lose the differential while temporarily working an alternative schedule.

3. When a holiday falls on a day that is not part of the schedule of a unit employee, the employee shall receive a floating day off to be used at the discretion of the employee, with the approval of the employee's immediate supervisor. This day shall be requested in writing on the Absence Request form.

G. Wellness Days

On July 1st of each year, the District shall grant employees two (2) days of paid time. Bargaining Units may designate these 2 days as Wellness Days, Paid Annual Leave, or days in recognition of culturally significant State and federal holidays, as specified by the Bargaining Unit. SEIU 721 has chosen to designate this time as Wellness Time.

1. Unit members shall be granted two (2) district-paid Wellness days each fiscal year. These days do not accrue year over year.
2. Unit members shall give their supervisor a minimum of two (2) days written notice prior to taking a Wellness day and shall not be denied.
3. Employees who have resigned or are terminated from their employment with the District will not receive pay for any unused Wellness Time.
4. Use of these days shall not affect an employee's ability to receive special pay for perfect attendance, or their quota.

Article 14 Uniforms and Tools

- A.** The cost of the purchase, lease, or rental of uniforms, tools, and protective gear, identification badges, emblems, and cards required by the District shall be borne by the District. The aforementioned articles shall be retained as property of the District and shall be surrendered upon demand.
- B.** Each employee shall be provided an area for the purpose of storing coats, jackets and other articles of clothing. The employee, upon request, shall be issued a secure storage area with a key for the purpose of storing personal property.
- C.** Each employee shall be provided the District's procedures for filing claims concerning damage and or loss incurred to any personal property.
- D.** Employees, who as part of their District assignment, regularly lift and/or push items of more than fifteen (15) pounds, shall be issued back support belts. These employees shall be required to wear such belts consistently unless the employee presents written medical documentation to the contrary. The belts shall be selected, after approval by the Union and the District, and purchased by the District. The belts shall remain District property. Employees in such assignments shall receive training in the proper methods of lifting and pushing weights and in the proper ergonomic design of areas where lifting and pushing occurs. Employees shall be responsible for performing their duties according to that training.

Employees who do not regularly lift and/or push items of more than fifteen (15) pounds shall have back support belts available to them upon request when they are required to do such lifting or pushing.

Knee pads shall be made available to those employees whose duties require them to spend prolonged periods kneeling.

Article 15 Professional Growth and Training

A. Professional Development Funds

1. The Los Angeles Community College District shall establish a fund of \$30,000 for professional development activities for members of the Supervisory Unit. These funds shall be disbursed to eligible union members for allowable activities through the reimbursement process described in Section A.4 below.
2. **Allowable Activities.** Reimbursement shall be allowed for courses, workshops, institutes, or other organized activities taken at an accredited institution, as long as they relate to the unit member's classification or a related class. Exceptions may be made for courses, workshops, or other organized activities offered by recognized business, industry, governmental, professional, and occupational organizations or associations. SEIU Local 721 Union Leadership will work with District Human Resources to research other professional certificates offered by outside organizations that qualify for reimbursement. Whatever list is agreed upon shall not be grieved.
3. **Allowable Expenses.** Allowable reimbursable expenses shall include tuition, books and materials and Student Health Fees for all classes taken within the Los Angeles Community College District. In any one academic year a unit member may be reimbursed up to a maximum of \$2,000 not to exceed 50% (100%, if classes are taken in the Los Angeles Community College District) of all allowable costs incurred.
4. **Reimbursement Request Process.** A request for reimbursement for professional growth must be submitted to the Human Resources Division on the District's Tuition Reimbursement form no earlier than thirty (30) days prior to the course(s) start date and no later than the end of the second week of classes.
5. Requests which are submitted after the deadline shall be placed on a waiting list for payment. If funds remain at the end of the fiscal year in which the request was submitted, such requests shall be paid in the order in which they were submitted.
6. Reimbursement requests shall be processed upon submission of evidence of successful completion of courses taken. Such evidence and all receipts for compensable expenses must be submitted no later than July 31 of each year. Claims for expenses submitted later than July 31 shall result in claims for reimbursement not to be honored. This evidence shall be submitted by the employee to the Human Resources Division. Reimbursement for professional development shall occur within two (2) complete pay cycles, but in no event more

than six (6) weeks after the complete receipts and evidence has been submitted to the Human Resources Division.

- 7. Conditions for Released Time for Professional Development.** Employees who are given released time for the purpose of career development will be required to work makeup time at the rate of one (1) hour of makeup time for each two (2) hours of released time. Time spent for makeup purposes, which results in an employee being in paid status for a total of more than eight (8) hours in any one (1) day, shall not be considered as authorized and compensable overtime for purposes of cash payment or compensatory time off.
- 8. Disputes and Appeals.** Disputes regarding tuition reimbursement shall be settled by the Committee on Tuition Reimbursement and are not grievable. The Committee shall consist of two (2) members of the unit designated by the unit and two (2) management employees designated by the District Human Resources Division.

B. Professional Training Fund

The District will allocate \$10,000 dollars annually for group training specific for unit members as designated jointly by College and District Management and SEIU Local 721. The \$10,000 fund shall be distributed equally among the nine colleges and the Educational Services Center (ESC). The allocation shall be placed in each worksite's Staff Development Fund to sponsor workshops and training for SEIU Local 721 members. For the 2022-23 fiscal year, any undisbursed funds remaining in the training fund shall be rolled over to augment the 2023-24 allocation to the worksites. Any undisbursed funds at the end of the 2023-24 fiscal year will not be rolled over to any subsequent fiscal year.

Article 16 Health and Welfare

The Supervisory Employees' Union, Local 721 and the District are both signatories to the "Master Agreement between the Los Angeles Community College District and the American Federation of Teachers College Guild, Local 1521; the American Federation of Teachers College Staff Guild, Local 1521a; the Los Angeles City and County School Employees Union, Local 99; the Los Angeles and Orange County Building and Construction Trades Council; the Supervisory Employees Union, Local 721; and the Public, Professional and Medical Employees Union of the California Teamsters, Local 911 Regarding Hospital-Medical, Dental, Vision Group Coverage, Group Life Insurance Coverage, and the District's Employee Assistance Program." That agreement (including any and all revisions or modifications to the agreement the District and the other signatories subsequently approve) is, by this reference, incorporated herein as if it were set forth in its entirety.

The [Master Benefits Agreement](#) can be found online at:

<https://studentlaccd.sharepoint.com/:b:/s/laccd/offices/ELR/EULeSz6gXAFOqsuWUOSnApUBmO1BhwHmeW2i9nAjUEV02A?e=InuvQN>

Article 17 Special Pay Practices

A. Work Out of Classification

Claims for Work out of Classification processes in accordance with Personnel Commission Rule 550 and or California Education Code 88010. The District and the Commission may provide for an upward adjustment in salary for any period of time less than five (5) days.

The employee shall forward the claim to their immediate supervisor or authorized person who required them to perform the work out of classification. Such immediate supervisor or authorized person shall, within ten (10) working days, respond to the claim and forward it to the appropriate authority in accordance with Personnel Commission Rule 550.

B. Shift Differential

1. All employees covered by this Agreement shall receive a 7.2% shift differential for each day that 50% of their shift falls within the hours of 3:00 P.M. to 12:00 midnight and a 13.8% shift differential for each day that 50% of their shift falls within the hours of 12:00 midnight to 7:00 A.M. An employee receiving a shift differential shall not be paid the differential if reassigned to a shift not qualifying for such payment after ten (10) working-days.
2. Persons assigned to night work on a continuous basis who are nevertheless ordered to temporary daytime work for periods of not to exceed twenty (20) working days each shall suffer no reduction in compensation by reason of the change.

C. Career Increment

Effective the pay period following the pay period in which July 1, 2023, falls, employees covered by this Agreement shall receive a career increment each month as follows:

Years of Service	Differential per Pay Period (semi-monthly) 12 month employees
Five (5) consecutive years as a supervisor with the Los Angeles Community College District or ten (10) years of overall service with the District.	See link below
Ten (10) consecutive years as a supervisor with the District or fifteen (15) years of overall service with the Los Angeles Community College District.	See link below
Fifteen (15) consecutive years as a supervisor or at least nineteen (19) years of overall service with the Los Angeles Community College District.	See link below
Twenty (20) consecutive years as a supervisor or twenty-five (25) years or more of overall service with the Los Angeles Community College District.	See link below

Differential Link: <https://www.laccd.edu/offices/hr/Salary-Differentials>

D. Computing Differential

Supervisory Unit employees who provide documentation of having successfully completed the Microsoft Office User Specialist (MOUS) certification training shall receive a differential. (See the link above for the differential amount.)

The MOUS certification shall be valid for three (3) years from the date of issue. The Unit member must renew the certification and provide proof to the District to remain eligible for the differential.

E. Education Differentials

After a Supervisory Unit employee achieves permanent status in their current classification, they shall become eligible for an education differential for any degree earned that is higher than what was used to qualify for their current position.

Once the Supervisory Unit employee qualifies for and receives an educational differential, they shall continue to receive that differential as long as the employee remains in the same position. If the entry level requirements for their position are changed to require a higher-level degree after the differential has been awarded, this shall have no impact on the employee's eligibility to continue receiving the differential.

Educational differentials for each degree for this Unit shall be no less than the highest educational differential amount paid to other job classifications. (See Differential Link Below).

Degree	Semi monthly Current Differential Rate (12 month employees)
Associate Degree	See link below
Bachelor Degree	See link below
Master Degree	See link below
Doctorate Degree	See link below

Differential Link: <https://www.laccd.edu/offices/hr/Salary-Differentials>

F. Excellent Performance Differential

The employee receives a one-time payment per year if employee gets an overall “Exceeds Expectations” rating. (See the link above for the differential amount.) (See Article 11 E, Performance Evaluations.)

G. Bilingual Differential

Employees that complete the required certification process and are serving in positions appropriately designated by their supervisors to speak, read, or write in another language as part of their duties shall be entitled to bilingual salary differential in the amount as outlined in Personnel Commission Rule 588.

Article 18 Discipline and Discharge

A. Just Cause

No permanent employee shall be discharged or disciplined without just cause. Discipline shall be administered pursuant to the Rules of the Personnel Commission (LACCD Personnel Commission Rule 735, Causes and Procedures for Suspension, Demotion, and Dismissal).

B. Progressive Discipline

Discipline shall be applied consistent with the principles of progressive discipline. The usual steps in progressive discipline shall be: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination. E mails will not be used to substitute for a written warning, as part of the progressive discipline process, unless that email is clearly identified as a written warning in the subject line. However, the District may bypass progressive discipline steps where the District determines the conduct is so egregious that a greater level of discipline, including termination, is warranted without following progressive discipline steps.

There is a reasonable expectation that discipline will be relevant and timely.

Article 19 Wages and Salaries

A. Prevailing Rate

The Union and the District agree that the wages and salaries negotiated in good faith and listed in this Agreement are at least equal to the prevailing salary or wage for the same quality of service rendered to private employers under similar employment.

B. Salary Placement

Entry-level placement on the salary schedule shall be at the lowest step of the schedule for the classification or at the hourly rate established for the classification, unless the District authorizes hiring at a higher rate.

C. Step Advancement on the Salary Schedules

1. Advancement from the first to the second step shall occur as of the first day of the pay period, which follows completion of 130 days in paid status in regular assignments in the class. For purposes of this rule, 130 days shall be defined as 130 times the average number of regularly assigned hours per day for the employee. A day in paid status shall be defined as any day for which pay is received.
2. Advancements to higher steps shall be made in successive years as of the first day of the correspondingly numbered pay period which the employee received their previous step advancement provided that they completed at least 130 days in paid status in regular assignments in the class during the twelve (12) pay periods since the preceding advancement.
3. In the event that the employee does not meet the paid status requirement provided above, their step advancement shall be effective as of the first day of the pay period which follows their completion of such 130 days in pay status in regular assignments in the class.
4. Upon promotion or reclassification, which results in salary increase to other than the first step, the salary advance to the next step shall be in the pay period immediately following the pay period in which probation was completed. A new cycle for subsequent step advances will thus be established. Provisions of this section shall become effective at such time that necessary reprogramming of the personnel-payroll system can be accomplished.
 - a. If the employee completes 130 days in paid status in regular assignments in the new class as of the date their step advancement is due, no change in their cycle of step advancement shall occur.

the limited-term assignment shall not be adjusted unless an adjustment is necessary to maintain a differential over their current regular rate as determined by the District.

- b.** An employee who promoted to a regular position but returns to a lower class before completing the probationary period in the higher class shall receive credit toward step advancement in the lower class for the full period of the service in the higher class. Future step advancement on the anniversary date in the lower class remains. If the anniversary date in the lower class has passed while they served in the higher class, they will receive step advancement when assigned to the lower class, if they met the requirements of this Article.
- c.** An employee who is on leave of absence from their regular class in order to serve in an apprentice class shall not receive credit toward step advancement in the former class during such period of leave. If they return to their former class upon termination of leave of absence, they shall be placed at the flat hourly rate of the class or at the step of the schedule, which is closest to their current apprentice rate.
- 9.** Time spent by an employee on leaves resulting from an industrial accident or an industrial illness, temporary military leave, or military leave other than temporary, shall be credited as time in paid status for purposes of step advancement.
- 10.** Employees who are allowed to take vacation during periods, which are excluded from their regular assignment periods, shall receive credit towards step advancement for the time they are in paid status during such periods.
- D.** Nothing in this Article shall prevent the Board of Trustees from withholding step advancement provided it is first negotiated with the Union.
- E.** The District agrees to continue the provisions of Section 414 (h) (2) of the Internal Revenue Code concerning tax treatment of employee retirement contributions to the Public Employment Retirement System.
- F.** Effective July 1 of each year, the District shall agree to implement the same percentage general salary increase or other increase in any other financial adjustments (e.g. general, column, step, differential adjustments and or legal and permissible bonuses) that may be granted to other bargaining units and exceed that which was provided by this Agreement.
- G.** The District reserves the right to grant additional salary increases to any class or classes of positions, as it deems appropriate provided the District confers with the Union prior to granting said salary increases. The District shall determine rates of pay for any new classifications implemented during the term of this Agreement.

H. Salary

The LACCD Board of Trustees (“The District”) and the Supervisory Employee’s Union, S.E.I.U. Local 721 (“The Union”) agree to a three (3) year salary agreement: 2023-2024, 2024-2025, 2025-2026. Effective July 1 of each year of the Agreement, the augmentation of all elements of the Union’s salary schedule will be determined using the following:

1. If the District receives COLA that is above 0% that is approved, funded and provided by the State for the Fiscal years 2023-2024, 2024-2025, 2025-2026, the District will allocate 100% towards base salary. The same percentage increase will be allocated to salary differentials in each of the three (3) years.

2. Additional Increases

In fiscal year 2023-24, all unit members shall receive a base salary increase of 2.0 %. This increase shall be applied to the salary schedule after the COLA % increase on July 1, 2023 and shall be in effect on July 1, 2023. The new salary shall be calculated by multiplying the current base salary by 2% and rounding up to the nearest dollar.

In fiscal year 2024-25, all unit members shall receive a base salary increase of 1.0%. This increase shall be applied to the salary schedule after the COLA % increase on July 1, 2024 and shall be in effect on July 1, 2024. The new salary shall be calculated by multiplying the current base salary by 1%. and rounding up to the nearest dollar.

In fiscal year 2025-26, all unit members shall receive a base salary increase of 1.0%. This increase shall be applied to the salary schedules after the COLA % increase on July 1, 2025 and shall be in effect on July 1, 2025. The new salary shall be calculated by multiplying the current base salary by 1% and rounding up to the nearest dollar.

I. Reserve Requirement

The District and the Union have agreed that before the salary increase is implemented, a 10% reserve, which is comprised of the Contingency Reserve and General Reserve, must be identified by June 30th of each year. If the General and Contingency Reserves are less than ten percent (10%), the salary increase shall not be implemented.

In the event that the reserve on July 1st does not meet the reserve requirement for the fiscal year, the district and the union agree that the application of funds received from the State Cost of Living Adjustment, any Growth funding, and any additional salary increase, shall be used to meet the reserve requirement.

Article 20 Grievance Procedure

A. Introduction

1. A grievance is defined as a formal written complaint by an aggrieved permanent employee(s) that there has been a violation, misapplication, or misinterpretation, of a specific provision(s) of this Agreement including side letters and MOUS; or
2. A formal written complaint by the Union that the District has violated a specific provision of Article 5, Union Rights. Such grievances shall be presented by the Union directly to the Office of Employee and Labor Relations within thirty (30) days of the time the Union had knowledge of the act giving rise to the grievance; or
3. An appeal of a Notice of Unsatisfactory Service which is not a basis for nor has become a basis for further disciplinary action. Provided that such appeal is based on either (a) an abuse of discretion and or (b) such notice is not in accord with the facts. Notwithstanding the foregoing, notices issued during an initial probationary period shall not be appealable under this procedure.

B. Matters Excluded

All other matters and disputes of any nature are beyond the scope of this grievance procedure including but not limited to reduction in force; examination procedures, results and references; performance evaluations, except as provided above and in Article 11, Procedure for Performance Evaluation, Paragraph D.1. disciplinary matters, and complaints by one employee about another. Also excluded are those matters so indicated elsewhere in this Agreement. Claimed violations of Appendix G, Nondiscrimination and Affirmative Action, are to be handled under other District review procedures and or statutory procedures, rather than the grievance procedure.

C. Monetary Grievance Awards

The District shall make every reasonable effort to pay monetary grievance awards that have been resolved by either settlement agreement or arbitration to Supervisory unit employees within two (2) complete pay cycles, but in no event more than six (6) weeks after the award is issued.

D. Definitions

1. **Grievant:** An employee covered by the terms of this Agreement.
2. **Group Grievances:** Should the District and or the Union feel that the significant characteristics of a number of individual grievances or potential grievance are sufficiently alike, that it would be in the best interest of time to hear this group of

grievances as one, it may do so under this procedure. Such consolidated grievances shall be carried through the procedure by one designated Grievant.

3. **Day:** A day, for the purpose of this Article, is defined as any day of the calendar year, except Saturdays, Sundays and legal (or school) holidays.
4. **Division Head:** A management employee assigned the administrative responsibility for a division in the District Offices.
5. **Management Employee:** Any employee designated by the Board of Trustees as management, consistent with the provisions of Government Code 3540 et seq.

E. General Provisions

1. Union Responsibilities

The Union agrees to encourage the Grievant to discuss their complaint with their immediate supervisor or the appropriate immediate supervisor.

2. Before filing a formal written grievance, the Grievant should attempt to resolve it in an informal manner with the appropriate immediate supervisor.
3. At all grievance meetings under this Article, the Grievant shall be entitled to be accompanied and or represented by a Union representative. A Grievant shall also be entitled to represent themselves. The supervisor and or administrator shall have the right to be accompanied by another supervisor and or administrator and or District representative. By mutual agreement other persons such as witnesses may also attend grievance meetings.

4. Released Time for Employees and Union Representatives

Grievance meetings and hearings will be scheduled by the District at mutually convenient times and places during District business hours. Such meetings will be scheduled so as to minimize interference with regular employee duties. If a grievance meeting or hearing is scheduled during working hours, reasonable employee released time including necessary travel time without loss of salary will be provided to the Grievant.

5. Effects on Time Limits

If a grievance is not processed by the Grievant at any step in accordance with the time limits of this Article, it shall be deemed withdrawn. If the District fails to respond to the grievance in a timely manner at any step, the running of its time limit is a denial of the grievance and termination of the step in question and the Grievant may proceed to the next step. All time limits and grievance steps may be shortened, extended or waived, but only by written agreement.

6. The respondent in any grievance shall be the District or individual campus as appropriate, rather than any individual supervisor or management employee.
7. The filing or pendency of a grievance shall not delay or interfere with implementation of any District action during the processing thereof, unless the parties agree to the contrary.
8. Processing and discussing the merits of a grievance shall not be considered a waiver by the District or the defense that the matter is neither grievable nor subject to arbitration under this Agreement or that the grievance should be denied for other reasons which do not go to the merits.
9. Only District employees who have direct, first-hand knowledge of the event giving rise to the grievance may be called on as witnesses by the Grievant.
10. Appearance as a witness at a meeting other than a formal hearing requires the mutual consent of both parties.
11. The District shall grant released time for the processing and investigation of grievances under this Agreement to unit members who are Job Stewards, subject to the following conditions:
 - a. The Union will designate to the Office of Employee and Labor Relations the names of those members who are Job Stewards.
 - b. The Job Steward shall inform their immediate supervisor of the need for release time at least twenty-four (24) hours in advance. Workload permitting, the Job Steward will be granted release time.
 - c. Upon prior approval from the unit member's supervisor, the Job Steward may consult with unit members during working hours.
12. Unit members may have a grievance adjusted without the intervention of the Union as long as the adjustment is not inconsistent with the terms of this Agreement. The Union shall be provided copies of any grievances filed by unit members and any responses by the District. Prior to resolution of any grievance, the Union shall be provided a copy of the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be submitted to Step Four for resolution.

F. Procedure

1. Step One

Within twenty (20) days after any specific or documented incident upon which the grievance is based, the grievance must be presented in writing on a District's grievance form (Appendix E) to the immediate supervisor who has the authority

to adjust the grievance. If the grievance involves a disagreement or dispute between the Unit member and their immediate supervisor, then the next line of authority shall hear the grievance. The Unit member shall write a clear and concise statement of the incident, including the names of the parties involved that led to the grievance, identifies the specific section of the Agreement violated and provide a desired remedy. The employee's representative, if any, shall receive a copy of the grievance.

If the grievance concerns a Notice of Unsatisfactory Service, the grievance form should also contain a reason for the appeal (i.e., abuse of discretion or not in accord with the facts). A meeting between the Grievant and the immediate supervisor or their designee shall take place within ten (10) days from presentation of the grievance.

The immediate supervisor (or administrative designee who hears the grievance) shall reply in writing within ten (10) days following the meeting.

2. Step Two

If the grievance is not resolved in Step One, the Grievant may, within ten (10) days after the receipt of the immediate supervisor's written decision, present the written grievance to the next level of authority or their designee. The written grievance shall contain the same information as in Step One and a copy of the Step One decision.

Within ten (10) days from receipt of the grievance, a meeting shall take place to discuss the matter. The next level of authority or their designee shall reply in writing within ten (10) days following the meeting.

3. Step Three

If the grievance is not resolved in Step Two, the Grievant may, within ten (10) days after receipt of the decision in Step Two, present the written grievance to the College President or Division Head or their designee. The written grievance shall contain the same information as in Step One, copies of the Step One and Step Two decisions, and reasons for the appeal. Within ten (10) days of receipt of the grievance appeal, a meeting shall take place to discuss the matter. The College President or Division Head or their designee shall reply in writing within five (5) days following the meeting.

4. Step Four: Request for Hearing

a. If the Grievant is not satisfied with the decision at Step Three, the Grievant, with the concurrence of the Union, may submit the matter to the Office of

Employee and Labor Relations for a hearing. This written request must be made within ten (10) days after termination of Step Three.

- b. Within ten (10) days from the date the request for hearing is received by the Office of Employee and Labor Relations, a meeting shall be arranged with the parties to the grievance, or their representatives, for the selection of an arbitrator. The arbitrator shall be selected from a permanent panel of seven (7) arbitrators, to be selected by mutual agreement of the District and the Union, by alternately striking names until one remains. The party that strikes the first name shall be chosen by lot. If the arbitrator indicates that they will not be available for a hearing within a reasonable time not to exceed sixty (60) days, the parties will proceed to select another arbitrator as indicated above.
- c. **Final and Binding Arbitration:** The decision rendered by the arbitrator in Paragraph 4.j., shall become final and binding upon the Grievant(s), the District, and the Union.
- d. The Office of Employee and Labor Relations shall be responsible for the arrangements for the hearing, the maintenance of records, and such other service required by the arbitrator in fulfilling their responsibilities.
- e. The parties shall exchange lists of proposed witnesses not later than five (5) days prior to the first date of the hearing.
- f. Neither party shall communicate with the arbitrator without first contacting the other party to explain the purpose of the intended communication.
- g. **Optional Preliminary Hearing of Issues Which Don't Involve Merits of Grievance:** If the District claims that the grievance should be dismissed for reasons which do not go to the merit (e.g. mootness, untimeliness, matter beyond the scope of procedure, or breach of confidentiality provisions), the District may cause its claim to be heard and ruled upon by the arbitrator prior to a hearing on the merits. If the District plans to invoke this separate preliminary hearing, it shall so advise the Union in writing prior to selection of the arbitrator. Immediately after selection of the arbitrator for the preliminary hearing, either the Union or the District may require that a different arbitrator be selected to hear the merits in the event that such a hearing is required. There shall be at least fifteen (15) days between the arbitrator's decision on the preliminary matter(s) and hearing on the merits. The preliminary hearing is optional to the District and if not utilized, the District shall not be precluded from raising its arbitrability defense at the regular hearing; provided that it gives the Union ten (10) days' notice of its intention to do so.

- h. Limitation upon the Arbitrator:** The Arbitrator shall have no power to add, subtract, disregard, alter, or modify any of the terms of this Agreement. The Arbitrator shall have the authority to grant or recommend the payment of salary if it is proven that the Grievant has rendered service and has not been paid for that service; the Arbitrator may require the District to pay the salary due for such service. Other monetary awards may be granted in accordance with the principle of arbitration to make the injured party whole. If a monetary award, other than salary for services rendered, is made in excess of \$2,500, the Board of Trustees shall review the Arbitrator's decision and render a final decision as to the amount, in excess of \$2,500, to be granted. In grievances involving alleged contract violations, the Arbitrator's decision shall be limited to a specific finding regarding that alleged violation of a specific term of the Agreement. Past practice of the parties in interpreting and applying the terms of this Agreement may be relevant evidence, but shall not be used so as to justify or result in what is in effect a modification (whether by revision, addition, or deduction) of the terms of this Agreement. The Arbitrator shall have no power to render recommendations on any grievance occurring before or after the terms of this Agreement or to grant a remedy exceeding that sought by the Grievant.
- i.** The hearing shall be conducted in accordance with the rules and procedures prescribed in Section 11513 of the Government Code of the State of California. No other section of the State Administrative Procedure Act shall apply to this grievance procedure. The hearing shall be private with attendance limited to the parties to the grievance and their representatives, if any, witnesses while testifying and representatives of the Office of Employee and Labor Relations.
- j.** The hearing officer shall render written findings, conclusions, and recommendations within thirty (30) days of the termination of the hearing. The findings, conclusions, and recommendations shall be sent to the parties concerned, the Union, and the Board of Trustees. The decision shall be final and it shall constitute the final administrative remedy available to the Grievant.
- k. Expenses:** The District and the Union will share equally the payment of the services and expenses of the arbitrator. Each party shall bear the expense of the presentation of its own case. A transcript of the proceedings shall not be required, but either party may order a transcript at its own expense.
- l. Grievance Files:** The District's Office of Employee and Labor Relations shall maintain a file of all grievance records and communications separate from the

personnel files of the Grievant(s), and grievance documents and decisions shall not be included in the personnel file, unless it is reasonably necessary or appropriate to do so.

m. No Reprisals: There shall be no reprisal against an employee for utilizing these grievance procedures or for assisting a Grievant pursuant to these procedures, provided such utilization or assistance conforms to rights established under this Agreement.

Article 21 Consultation

The Chancellor, or their designee, and the designee of the Supervisors Unit shall meet at a designated date, time and place, as frequently as once a month to review and facilitate enforcement of the agreement and to discuss matters of mutual interest. Prior to each such consultation session, the District and the Unit should exchange written agendas.

- A.** Similarly, the College President or their designee and the Supervisors Unit Representative or their designee shall meet at a designated date, time and place, as frequently as once a month to review and facilitate enforcement of the agreement at the college and to discuss matters of mutual interest. Prior to each such consultation session, the District and the Unit should exchange written agendas.
- B.** The District will meet with the Union or its credentialed representatives for the sole purpose of consultation when changing or revising Unit's Job specifications. It is understood and agreed that changes or revisions in job specifications will be accomplished in accordance with established District policies and procedures.
- C.** This Article shall not be subject to provisions of the Grievance Procedure.

Article 22 Personnel Files

A. Definition

A personnel file shall mean the personnel file which is compiled on an employee and maintained by the Human Resources Division and or a local file which is maintained at a designated site at the campus or the Division office. The College President or Division Head or designee shall advise the Union as to the location of the local personnel files. Excluded from both such files are supervisors' personal notes regarding the employee and records relating to grievances and or arbitrations. The materials in these files shall be the only personnel records which may be used by the District in any proceedings which affect the status of the employee. Such material is not to include ratings, reports, or records which were:

1. obtained prior to the employment of the person involved, or
2. prepared by identifiable examination committee members, or
3. obtained in connection with a promotional examination.

B. Placing Materials in the Personnel File

1. Prior to placing any material in an employee's personnel file, the employee shall be given the opportunity to read and sign the material. The employee's signature shall indicate that they have been given a copy of the material. If the employee refuses to sign the material, a witness' signature shall indicate that they have received or have been offered a copy of the material. When an employee is not available for issuance, the material shall be placed in certified mail to the employee's address of record.
2. No material whose origin cannot be identified may be placed in the file. Derogatory or adverse material must bear the name of the administrator who placed the material in the file, along with the date of such placement.
3. After adverse or derogatory material is placed in a personnel file, the employee must be given reasonable time to respond in writing to the material. Such written response must be submitted to the Office of Employee and Labor Relations within twenty (20) working days from issuance to, or review by the employee of the derogatory or adverse material. This response shall then be attached to the material and entered in the file.
4. Adverse or derogatory material shall remain part of the personnel file until such time as the college division issuing it requests its removal, unless the employee asks that the material be retained. Such material which has been placed in the

personnel file shall be removed from the file at the written request of the employee no earlier than three (3) years from the date it was issued.

5. The material removed from an employee's personnel file may be maintained separate from any personnel file under the following conditions:
 - a. The material shall be kept in the Office of Employee and Labor Relations.
 - b. Such material may not be used by the District in any proceedings which affects the status of the employee.
 - c. Whenever possible, the employee will be notified when any such material is to be viewed. If it is not possible to inform the employee before such material is viewed, the employee shall be notified by the Office of Employee and Labor Relations within five (5) days of the viewing. Notification shall include the date and the purpose of the viewing and the identity of the viewer.
 - d. Such material may only be viewed by the Office of the Chancellor, the Office of the Vice Chancellor of Human Resources, the Office of the General Counsel, and the Office of Employee and Labor Relations. Notwithstanding the foregoing limitation, the material may be utilized by the District in compliance with a legal court order.

C. Viewing the File

1. An employee shall have the right at any reasonable time to inspect their personnel file.
2. The employee may be accompanied by a representative of the Union.
3. The employee's Union representative shall have the right with the written consent of the employee, to inspect the employee's personnel file at a reasonable time.

Article 23 Layoff, Furlough, and Reorganization

A. Effects of Layoff**1. Definition**

A layoff is a separation from regular services because of lack of work or lack of funds, or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or accident.

2. Vacation Pay

Unit employees will be paid for accumulated hours. Payment will be made no later than the payday for the pay period following the layoff.

3. Health and Welfare

Hospital and medical, dental, vision care and life insurance coverage shall be maintained at existing levels according to the following schedule:

Years of Service	Months Continuation After Layoff
1 to 5	2 months
6 to 10	4 months
11 or more	6 months

4. Severance Pay

An employee whose regular employment with the District has been terminated due to a layoff, and the employee is not reemployed or offered reemployment by the District in regular status within sixty (60) calendar days of the day of layoff shall receive a severance grant. The severance grant shall be equivalent to the dollar value of the annual earnable vacation which would be earned by the employee applying the earning rate in effect at the close of the pay period immediately preceding the date of the layoff. The severance grant shall be computed by multiplying the hourly vacation earning rate times the number of hours assigned per pay period times the number of pay periods assigned in a calendar year times the hourly wage rate of the employee. Employees who elect retirement in lieu of layoff shall receive the severance grant and the applicable benefits.

5. Layoff and reemployment procedures shall be in compliance with Education Code Sections 88015, 88017, 88117, and 88127; and in accordance with applicable rules and regulations established pursuant to such sections.

6. Layoff is not a break for vesting purposes for Health and Welfare benefits.

7. Every employee with ten (10) or more years of regular service in the Los Angeles Community College District, who is laid off, and who retires from PERS or STRS within one (1) year from the effective date of layoff, will be eligible for continuation of fringe benefits, as a retiree in accordance with Article 16 of this Agreement.

B. Effects of Furlough

1. Definition

A furlough is a specific period of time not to exceed three (3) weeks in any fiscal year, in unpaid status within the employee's assignment basis with a definite return date to the same position in the same classification at the same location and under the same working conditions.

2. Vacation Pay

Furloughed employees shall not be permitted to receive payment for accumulated vacation hours.

3. Health and Welfare

All benefits will continue as though in paid status.

4. Employees on furlough shall continue to accrue all rights/benefits and privileges as if they were on paid status as provided by law, which shall include, but not necessarily are limited to:

- a. Continuation of health and welfare benefits as mentioned above,

- b. Vacation earning,

- c. Seniority for the purposes of:

- (1) Step advance

- (2) Probationary period

- (3) Promotional examinations

5. Employee furloughed during any fiscal year will receive vacation credit in the subsequent fiscal year on an hour for hour basis; for every hour furloughed the employee will receive one hour of vacation credit on July 1 of the subsequent fiscal year.

6. Furlough is not a break for vesting purposes for Health and Welfare benefits.

C. Effects of Reorganization

1. The District and or the college shall meet and confer with SEIU 721 before finalizing any considerable and tangible: reorganization, reassignment of duties, increase in duties, decrease in duties, elimination of positions, or increase in

positions, limited to positions in the bargaining unit and excluding position changes made by the Personnel Commission.

- 2.** The District and the Union agree that the function of Administrators is in administering the business affairs of the college and or District and the supervision of its employees and not the performance of the work of the employees they supervise. Accordingly, the District agrees that supervisors or other employees of the Employer who are not members of the Supervisory Bargaining Unit shall not perform any bargaining unit work, except to train employees or demonstrate safety, as otherwise provided in class specifications, in accordance with past practice to provide coverage during the recruitment for a vacancy, or to provide coverage pending a viability assessment conducted in conjunction with actions considered under paragraph 1, above. Supervisors shall not be penalized for performing the work of their subordinates due to the delay in filling vacant positions in the department.
- 3.** The District will make every reasonable effort to maintain a sufficient workforce to staff its operations with Supervisor Bargaining Unit employees and is committed to protecting the integrity of the Unit. To that end, the District agrees as follows:
 - a.** The District will provide the Union with written notice of any vacancy occurring within a bargaining unit position. The parties agree that a vacancy exists when an incumbent separates from the classified service, transfers or promotes to another District position. Such notice shall be given no later than fifteen (15) workdays from the time the vacancy was created.
 - b.** If not included within the initial notice, the District shall provide further notice to the Union setting forth its intent with respect to filling the vacant position. Such notice shall state whether the District will continue using the same bargaining unit classification to perform the relevant job duties or intends to provide for the job duties in some other fashion. If the District intends to discontinue using a bargaining unit class to perform the duties of the vacant position, this notice shall be provided to the Union at least thirty (30) workdays prior to making any final decision in the matter.
 - c.** The Union shall have the opportunity to bargain the effects of any decision to discontinue using a bargaining unit class to perform the relevant job duties of the vacant position. The Union shall submit any such request to the Human Resources Division within ten (10) work days of receipt of the District's notice of intent with respect to the position.

Article 24 Work Environment

A. Safety in the Workplace

1. Preventing Violence in the Workplace

The District and the Union shall review and evaluate existing security plans and make recommendations to worksites for changes.

The District and the Union shall continue discussions regarding violence in the workplace during the term of this Contract. The District and the Union shall reach consensus on the number of participants. Each constituency shall select its own participants. The discussions shall be conducted using Interest Based Bargaining or other effective communication processes. When needed, those employees involved in such discussions shall be granted appropriate release time.

2. Training and Education

In an effort to provide a safer work environment, and to foster an understanding of issues regarding violence in the workplace, the District and the Union shall develop training programs, open to all interested employees, which shall address safety in the workplace. The following trainings are required:

- a. Security measures already existing in the workplace
- b. Mandatory Information Security Awareness
- c. Mandatory Child Abuse and Neglect Reporting Act (CANRA)
- d. Sexual Harassment Abusive Conduct
- e. Recognizing threatening or potentially threatening situations, and the proper procedure for reporting them to campus and or local law enforcement.
- f. Personal safety awareness training to assist employees in avoiding dangerous, hazardous, and or violent or potentially violent situations.

Union employees shall work with their supervisors to adjust their schedules to complete any required training.

Any additional required trainings added after the ratification of this Agreement, shall necessitate effects bargaining with the Union over any impact to workload.

The Union and the District shall develop procedures for training new employees.

Employees shall not be required to engage in any situation that is unsafe. A unit member shall inform their supervisor immediately if they believe that they will be required to engage in any situation that is unsafe.

3. Escort after Dark

During the hours of darkness, or when an employee's workstation or parking space is in a remote area, Union members may request that campus security provide an escort. The escort shall be designated by district security services, or other District designated personnel.

B. District Compliance

1. The District shall conform to State and Federal law and guidelines governing the use of computer equipment.
2. The District shall provide training to ensure that the purchase or lease of computers and associated equipment, its installation, use and maintenance shall conform to ergonomic guidelines.
3. The District defines a computer operator as any unit member who works twenty (20) hours per week or more at a computer terminal on tasks including, but not limited to, inputting data or programming computers.
4. When the District purchases and installs new microelectronic equipment, it shall conform to the guidelines contained in this article.

C. Individual Employee Worksite Conditions

Employee workstations shall meet the following standards:

1. Lighting and Glare

- a. The computer workstation shall be located perpendicular to and away from windows, and between rows of lights, to avoid excessive glare. Where such an arrangement is not possible, windows shall be fitted with blinds or drapes.
- b. The luminance of computer characters against their background shall be of a high contrast ratio, so that the characters are easily distinguishable.
- c. If screen color and adjustable lighting are unable to reduce screen glare, a non-glare screen overlay shall be fitted on the computer screen.
- d. Whenever possible, the work area shall be painted with a low-reflective color.
- e. The lighting in the work area shall be from indirect or recessed sources, with the exception of an adjustable task light; the task light will be available to any operators who request it.

2. Keyboard and Monitor

- a. Every unit member is provided with a detachable, adjustable keyboard, and stand-alone mouse. Employees issued a laptop are provided with a docking station and external monitor.

- b. The screen shall be adjustable horizontally and vertically to fit the operator's plane of vision, with the top of the screen being about eye level when the operator is sitting at the terminal.
- c. The screen shall be adjustable for brightness and contrast.

3. Printer

Printer noise shall not exceed 65 db or above when measured over an eight (8) hour shift. Noise reduction can be addressed by distance and or a cover or shield. Printers that produce 80 db or more shall be in a separate room.

4. Chair and Desk

- a. The chair shall be adjustable for seat height, backrest height, and backrest angle. The chair shall be adjustable by the user while the chair is in an upright position without the use of tools. The chair backrest shall provide correct lumbar support. The chair base shall have five (5) prongs with casters. Chairs with optional armrests shall be provided at the request of the employee. Chair seat, backrest, and armrests shall be made of moisture absorbing material.
- b. Either by way of adjustable work surface (i.e. computer table, desk top, etc.) or appropriate accessory, the monitor and keyboard must be able to be situated at different levels.
- c. There shall be an adequate work surface large enough to accommodate a document holder adjustable for height, distance and angle.
- d. The leg space under the table shall be free from obstructions.
- e. The desk top shall have a glare-inhibiting matte cover or surface.
- f. Footrests and wrist rests shall be available.

5. Maintenance and Monitoring

- a. Equipment will be replaced according to District policy based on set standards.
- b. Qualified personnel shall maintain each computer as necessary. If an employee discovers a problem with a computer or accessory, they shall report it immediately. The necessary repairs and or adjustments shall be made to correct the problem in a timely manner. Computer maintenance records shall be available to the Union upon reasonable request for all equipment used by unit members.
- c. Whenever computer equipment and or accessories are determined to be faulty and cannot be adjusted or repaired, they shall be replaced immediately

with equipment which meets the standards stated above. No employee shall be required to use, operate or be exposed to unsafe equipment or accessories.

6. Alternate Tasks

Employees are encouraged as needed to do different tasks or activities away from computers or other screened devices in order to prevent strain or injury.

7. Eye Examinations

Operators and users shall have their eyes examined within two (2) months of being assigned to such a position. The examination shall be done by an optometrist or ophthalmologist covered by the District's hospital and medical or vision care insurance. All operators shall have their eyes examined annually thereafter. In addition to routine optical testing, the examination shall include tests for visual field acuity, color vision, cataracts, and accommodation.

Operators shall inform the attending physician that they are computer operators and that the above conditions must be tested for.

Operators required by an optometrist or ophthalmologist to have corrective lenses required specifically and exclusively for computer use shall be covered by the VSP plan. If an operator is required by an optometrist or ophthalmologist to have an eye examination more frequently than once a year, the cost of the additional examination(s) shall be covered by the plan. Lenses and frames not required exclusively for computer use shall be paid for by the operator who may utilize the benefits available from the District's hospital and medical and or vision care insurance plans.

8. Pregnant Employees

Upon request, pregnant employees shall be reassigned from duties involving computers, shall be moved from the vicinity of computers, or shall remain in their positions and shall be relieved of their computer duties, for the term of the pregnancy. At the conclusion of the pregnancy, the employee shall have the right to return to the position from which she was last reassigned. If the employee does not return immediately after the pregnancy, return rights shall be in accordance with the return rights granted for the specific type of leave she is on.

9. Disabled Employees

Disabled employees shall be reassigned from computer duties or shall be moved from the vicinity of computers or shall remain in their position and shall be relieved of computer duties, upon the recommendation of their physician for the period of time recommended. Upon being released by their physician to resume

duties involving computers or to return to a workspace in the vicinity of computers, an employee shall be assigned to a position in their classification in accordance with the following:

- a. Employees returning from a reassignment of ninety (90) working days or less shall be returned to the same position from which the reassignment was made.
- b. Employees returning from a reassignment of more than ninety (90) days shall be returned to a position in their classification at the location to which the employee is assigned.
- c. Temporary reassignments cited in paragraphs 9.a. and 9.b. shall be without loss of paid benefits.

10. Training and Education

The District shall develop and distribute a written guide for the safe and healthful operation of computers and associated equipment. The guide shall include, but is not limited to, instructions on relaxation exercises for visual and musculoskeletal strain, the proper use of footrests and wrist rests, proper posture and other beneficial work habits. As new information becomes available, it shall be incorporated into this guide.

The District shall sponsor workshops regarding the safe and healthful use of computers and associated equipment periodically. Attendance at workshops for newly assigned computer operators shall be mandatory.

With regard to computers and other associated microelectronic technology, the following training opportunities shall be made available:

- a. Computer operators and users shall be trained on the normal use of computers and associated equipment and its safe and healthful operation. Such training shall be made available through formal classes, in-service training, on-the-job training, and or training provided by manufacturers and vendors.
- b. When the District requires a Union member to use new office technology, training shall be provided. Employees are also encouraged to obtain training in new office technology as it is introduced in an office or operational unit; the District shall make every reasonable effort to make such training available to those who desire it. When the District requires an employee to be trained on new hardware or software, the cost of the training shall be borne by the District, and appropriate release time shall be granted to the employee.

11. New Technology and Job Security

No employee shall be laid off or demoted as a result of the introduction of updated or new technology (hardware or software); employees shall be required to participate in training on such technology as directed by the District to obtain or maintain an acceptable level of proficiency in the new technology. To the extent possible, affected employees shall be involved in the selection and implementation of technological changes.

D. Work Environment Committee

The District Office and each campus shall establish a Work Environment Committee (WEC) composed of one (1) SEIU Local 721 member designated by the SEIU Local 721, administrators designated by the College President and other employees as designated by their contracts with the district.

E. Release Time

The bargaining unit members of the committee shall be allowed reasonable release time to carry out the obligations under Section B and C.

F. No Discrimination

No employee shall be in any way discriminated against or suffer repercussions as a result of reporting any condition, either to the district or to any other relevant agency, believed to be a violation of Section B or the paragraph below.

An employee shall attempt to report any unsafe working condition(s) to the appropriate worksite and or District Human Resources Division immediately upon recovery.

G. Video Cameras, Computers, and Tracking Devices

The District may install and operate video cameras in all public areas to help the District in assuring the safety and security of students, employees, faculty, staff, and property.

The District shall not install or use video cameras in areas in which employees have a reasonable expectation of privacy, such as in bathrooms or places where employees change clothes.

If the information on the Video Camera, GPS Device, Proximity Card or any Technology Enhancements or Devices is to be utilized for any purpose in support of a formal or informal disciplinary or discharge action, the District must provide the Supervisor Unit at least ten (10) working days prior to the disciplinary action, and the opportunity to review the information being used by the District.

Article 25 Committees and Shared Governance

- A.** The District and the SEIU 721 recognize that decision-making in an academic environment is generally made via a committee. If a College President, Division Head, the Chancellor, or the Board of Trustees appoints a campus or worksite advisory committee for accreditation, budget, planning and development, facilities planning, staff development, work environment, and or equal employment opportunity and diversity, at least one SEIU Local 721 member, selected by SEIU Local 721, shall be appointed to each campus, District Office and District-wide Planning and Advisory Committee (PAC) and any other Shared Governance Committee not identified, that will have an effect on Local 721.
- B.** When there is a question as to whether a committee is a shared governance committee, the college or District and the Union shall meet and confer to resolve the question.
- C.** SEIU 721 shall have one (1) representative on all Search Committees (Selection Committees, Screening Committees, and Hiring Panels) for Chancellor, Deputy Chancellor, Vice Chancellors (Academic and Classified), Director of Business Services, Director of Diversity, Director of Personnel Commission, Director of Human Resources, Deans, College Presidents and Vice Presidents. The District may ask the SEIU Local 721 or the Union may request to appoint one representative to any non-faculty selection committee or panel. The District retains the right to appoint a unit member to a hiring panel for purposes other than representing the unit.
- D.** SEIU Local 721 will make every effort to ensure that committee assignments on campus, District Office and District-wide Planning and Advisory Committee (PAC) and any other shared governance committees will be reasonably distributed among its SEIU 721 members.
- E. Notification Procedure for Hiring, Selection Committees and Panels**
 - 1.** As the Exclusive Representative, SEIU 721 shall make all appointments of its members to any and all Shared Governance Committees and hiring, selection committees or panels.
 - 2.** The President, Deputy Chancellor or their designee shall be responsible for providing written notice to the SEIU 721 Chapter President no fewer than five (5) working days before the first meeting of any shared governance committee or hiring, selection committee or panel.

3. The composition of any of the aforementioned shared governance committees or panels shall not meet until or unless SEIU 721 has been notified of the hiring, selection committee or panel and has responded as to their participation within five (5) working days.
4. There shall be no retaliation or adverse action taken by any District employee against any other District employee based on participation in the implementation or enforcement of the committee.

Execution of Agreement

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SUPERVISORY EMPLOYEES' UNION S.E.I.U. LOCAL 721 EXECUTION OF AGREEMENT

In witness whereof, the parties execute this Agreement on the 6th day of March, 2024.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

DocuSigned by:

By: 48B6EE660FE743A...

Nichelle Henderson, President
Board of Trustees

DocuSigned by:

By: 5C10F336DA3B49C...

Francisco C. Rodriguez, Ph.D.
Chancellor

DocuSigned by:

By: CBD1D91752D2444...

Teyanna Williams, Chief Negotiator
Vice Chancellor, Human Resources

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By: 98820025E557473...

Rick von Kolen, Director
Employee and Labor Relations

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By: 7DE8B60065DD402...

Leisa Biggers, Director
Human Resources Division

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By: D1DD82C4976049A...

Luis Dorado, President
Los Angeles Harbor College

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Anthony Culpepper, President
Los Angeles Southwest College

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Florentino Manzano
Vice President of Student Services
Los Angeles Valley College

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Miguel Dueñas
Vice President of Student Services
East Los Angeles College

SEIU, LOCAL 721

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By: DDB5BD9237F04C5...

Robert Feria, Chief Negotiator
Department of Collective Bargaining, SEIU 721

DocuSigned by:

By: E50FEDC38A00486...

Bruce Hicks, President,
LACCD Chapter, SEIU 721

DocuSigned by:

By: 63AD19C8A0974F7...

Mary John, Vice President, LACCD Chapter, SEIU 721
College Store Manager, Los Angeles Valley College

DocuSigned by:

By: F3D9E9203E644A4...

Robert Mix, Steward Chair, LACCD Chapter, SEIU 721
Custodial Supervisor, Los Angeles Southwest College

DocuSigned by:

By: D18127B12CAC4D2...

Tom Aduwo, Grievance Chair, LACCD Chapter, SEIU 721
Administrative Analyst, Los Angeles Valley College

DocuSigned by:

By: 7580B0D96F8E4B0...

Sharon Baker, Political Chair, LACCD Chapter, SEIU 721
Custodial Supervisor, Los Angeles Pierce College

DocuSigned by:

By: DBF0E11607CB48E...

Shawn Tramel, Treasurer, LACCD Chapter, SEIU 721
Administrative Analyst, Educational Services Center

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By: B1861FEA1EFF43E...

Colonda Hawkins, Delegate, LACCD Chapter, SEIU 721
Sr Admissions & Records Office Supervisor
West Los Angeles College

DocuSigned by:

By: 15FDADFB114143E...

Mary VanGinkle, Secretary, LACCD Chapter, SEIU 721
Sr Personnel Technician, Educational Services Center

DocuSigned by:
Deborah La Teer
By: 265FB19732C74EA...
Deborah La Teer, Director of Budget and Management Analysis, ESC

DocuSigned by:
Derrick Williams
By: C5AABC65C5044AF...
Derrick Williams, Safety Chair, LACCD Chapter, SEIU 721 Operations Manager, Los Angeles Harbor College

DocuSigned by:
Savio Pinto
By: 4811AF98DA764B7...
Savio Pinto, Deputy CIO College Technology Services, ESC

DocuSigned by:
Claudia Abad
By: 865D0472C7424C7...
Claudia Abad, Employee and Labor Relations Specialist, ESC

DocuSigned by:
Malocca L. Hawkins
By: FB402B7948214C9...
Malocca Hawkins, Sr. Employee and Labor Relations Specialist, ESC

DocuSigned by:
Emmy Stovall
By: C3268AC22DA946E...
Emmy Stovall, Division Operations Specialist (Conf.), ESC

Appendix A Supervisory Unit

1. Administrative Analyst
2. Admissions and Records Office Supervisor
3. College Store Supervisor
4. Assistant Manager of Satellite College Operations
5. College Store Manager
6. Catering Event Coordinator
7. College Event and Venue Coordinator
8. College Financial Administrator
9. Community Services Specialist
10. Computer Operations Supervisor
11. Custodial Supervisor
12. Facilities System Analyst
13. Financial Aid Manager
14. Financial Aid Supervisor
15. Financial Aid Systems Specialist
16. Fitness Center Coordinator
17. Gardening Supervisor
18. General Foreman
19. General Services Supervisor
20. Graphic Designer
21. Information Security Analyst
22. Network Architect
23. Operations Manager
24. Public Information Officer
25. Risk Management Coordinator
26. Senior Accountant
27. Senior Admissions and Records Office Supervisor
28. Senior Applications Developer/Programmer
29. Senior Custodial Supervisor
30. Senior Human Resources Technician
31. Senior Procurement Specialist
32. Stock Control Supervisor
33. Supervising Accountant
34. Supervising Accounting Technician
35. Supervising Auditor
36. Supervising Instructional Media Technician
37. Supervising Payroll Systems Technician

38. Supervising Software Systems Engineer
39. Supervising Technology Services Specialist
40. Supervising Television and Cinema Engineer
41. Swimming Pool Supervisor
42. Technology Service Desk Manager

Appendix B Supervisory Performance Evaluation

Access Accessible Fillable PDF Forms at LACCD SharePoint site (requires employee SSO Log In): <https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms>



Supervisory Employee Performance Evaluation

Instructions

This evaluation is conducted in keeping with Article 11, Performance Evaluation Procedure.

Attach additional pages as necessary.

Evaluee Information:

Name of Evaluee:

Location:

Job Title:

Evaluation Period:

From

To

1. Job Knowledge

Assessment of understanding of job requirements, knowledge needed to perform job duties, fulfillment of position responsibilities, and identification of areas for future professional development. Consider depth, breadth, application, and acquisition of knowledge. Ability to achieve desired, timely results, and organizing, directing, and coordinating work activities for the attainment of goals and objectives.

Performance Standards (Choose one.)

Exceeds

Meets

Below

Brief summary of accomplishments:

Suggestions for Improvements:

2. Effectiveness

Assessment of effectiveness as a team member and colleague. Consider interactions with superiors, peers, and other organizational unit and willingness to assist and guide others. Consider the ability to obtain the support and respect of others, to work under stressful conditions, and to be depended upon to meet commitments and work standards while maintaining interest and enthusiasm for the job.

Performance Standards (Choose one.)

Exceeds

Meets

Below

Brief summary of accomplishments:

Suggestions for Improvements:

3. Problem-Solving or Judgment

Assessment of ability to solve problems and demonstrate good judgment. Consider the ability identify causes of problems, to recognize critical elements of problems, and to solve many different problems concurrently. Consider the qualities necessary to accurately assess and appraise the character and abilities of people, consequences of actions and decisions, and the relevant importance of facts and data.

Performance Standards (Choose one.)

Exceeds

Meets

Below

Brief summary of accomplishments:

Suggestions for Improvements:

4. Change or Creativity or Innovation

Assessment of ability to adapt to change, show creativity and develop innovative approaches. Consider applications of innovative concepts and ideas for creative improvements in operations, methods, procedures and programs. Consider adaptability to rapid changes, new situations and changing priorities.

Performance Standards (Choose one.)

Exceeds

Meets

Below

Brief summary of accomplishments:

Suggestions for Improvements:

5. Initiative or Leadership

Assessment of ability to initiate, make and carry out decisions and demonstrative leadership. Consider the ability to take prompt, decisive action and the willingness to accept responsibility for decisions. Consider the establishment of performance standards for the work unit and training, developing, evaluating, assessing, counseling, and guiding of subordinates.

Performance Standards (Choose one.)

Exceeds

Meets

Below

Brief summary of accomplishments:

Suggestions for Improvements:

6. Communication or Consensus Building

Assessment of ability to communicate and build consensus. Consider the ability to organize and effectively present information orally and in writing. Consider ability to use interest-based problem-solving methods to develop consensus.

Performance Standards (Choose one.)

Exceeds

Meets

Below

Brief summary of accomplishments:

Suggestions for Improvements:

7. Overall assessment of professional skill and ability, including:

- Leadership skills

Performance Standards (Choose one.)

Exceeds

Meets

Below

- Communication skills

Performance Standards (Choose one.)

Exceeds

Meets

Below

- Supervisory skills

Performance Standards (Choose one.)

Exceeds

Meets

Below

- Professional knowledge and expertise

Performance Standards (Choose one.)

Exceeds

Meets

Below

8. Overall statement of expectations for performance and statement of how the employee will meet that standard.

Job Duty Statement Review

(Attach Job Duty Statement) Choose one:

Yes. The duties remain the same and fall with the employee’s assigned class as reflected by the attached job duties statement. (Choose one.)

Supervisor

Employee

No. the duties have changed from those with the assigned class, and the changes in duties are reflected on the attached revised duty statement.(Choose one.)

Supervisor

Employee

Signatures

This appraisal has been reviewed by me and discussed with my supervisor.

Employee Signature:

Date:

Immediate Supervisor Name:

Immediate Supervisor Title:

Immediate Supervisor Signature:

Date:

Next Level Authority Name:

Next Level Authority Name Title:

Next Level Authority Signature:

Date:

An employee may attach a statement to this form if the acknowledgment does not represent agreement by the employee.

Instructions

The supervisory employee performance evaluation is conducted in keeping with Article 11, Performance Evaluation Procedure.

Purpose

The performance evaluation process gives the Unit member and their supervisor an opportunity to formally review the Unit member's job performance. It is designed to assess accomplishments, communicate standards and expectations, and to set goals for future performance. Evaluations shall be performed at least every year.

The evaluation process is a continuous, year-round process. In the event that deficiencies in the performance of the employee are identified, the evaluator shall make an effort to provide documented feedback to the employee prior to rating below standards.

Performance Ratings

- **Exceeds Performance Standards**

Performance shows consistent and important contributions, which exceeds normal expectations. Performance achievements are distinctive and unique and are beyond the principal objectives of the position.

- **Meets Performance Standards**

Performance shows attainment of the principal objectives of the position. Performance is consistent with reasonable expectations of a well-trained, competent person in this position classification.

- **Below Performance Standards**

Performance shows deficiencies, which seriously interfere with the attainment of the principal objectives of the position. Improved performance on the factor is needed which requires a serious concentrated effort on the part of the employee to reach a satisfactory level. Employee graded this level is to be provided with specific and measurable performance standards that they are to meet in order to improve to higher performance grading level. In accordance with Article 11.F., a performance improvement plan (PIP) shall be attached to the performance evaluation.

Performance Evaluation Procedure

1. Probationary employees shall be evaluated during the second (2nd) and fourth

(4th) months of their probationary period using the District's form in Appendix B.

2. Permanent employees shall be evaluated once a year. The evaluation period shall be from July 1 through June 30. The evaluation form shall be completed, an evaluation conference offered, and the signed evaluation issued to the Unit member no later than two calendar months following the evaluation period.
3. Performance evaluation should be completed by the manager or administrator with supervisory responsibility for the Unit member, or manager or supervisor with higher level authority and reviewed by the appropriate Vice President. Once completed, the evaluation shall be placed in the Unit member's official personnel file.

Evaluation Results

The supervisor shall forward the evaluation form to the Unit member for their comment. If the Unit member declines to comment, or fails to comment within five (5) working days of the date on which the supervisor sent the form to the Unit member, the supervisor shall forward the completed evaluation file (including the evaluation plan, the evaluation form, and any other relevant documents) to the appropriate Vice President or Vice Chancellor or their designee.

Based solely on the evaluation form and the accompanying materials in the evaluation file, the Vice President or Vice Chancellor or their designee shall either:

1. Accept the supervisor's recommendation regarding the overall evaluation of the Unit member's performance as being satisfactory or unsatisfactory (and, if satisfactory, whether it meets or exceeds overall expectations); or,
2. Return the evaluation to the supervisor with a written explanation of the reasons they declined to accept the evaluation, and comment regarding proposed steps the supervisor should take to remedy the problems they perceived.
3. Once completed by the Vice President or Vice Chancellor or their designee the evaluation form and the accompanying materials in the evaluation file shall become part of the Unit member's personnel file.

Appendix C Notice of Outstanding Work Performance

Access Accessible Fillable PDF Forms at LACCD SharePoint site (requires employee SSO Log In): <https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms>

Instructions for Preparing Notices of Outstanding Work Performance

1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:

Outstanding, day-to-day performance of an employee

Outstanding work performance in unusually difficult and/or emergency situations.

2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:

Quantity of work
Dependability

Quality of work
Relationships with people

Work habits and attitudes
Supervisory ability

5. Awarding the Notice of Outstanding Service:
 - a. Present the signed Notice of Outstanding Service to the employee being recognized so that they can sign and receive a copy.
 - b. Forward a copy to the District Human Resources Division so that a copy can be added to the employee's Personnel File.
 - c. Forward a copy to the Personnel Commission Office.

The following employee is commended for outstanding work performance for the period beginning _____ and ending _____

Name _____ **Employee Number** _____
Last First

College/Division _____ **Classification** _____

Below are specific examples or explanatory comments of the outstanding work performance of the employee (attach additional sheets if needed):

Signature of Supervisor Title Date

Signature of Employee Title Date

Signature of Reviewer (Optional) Title Date
LACCD Form 80.21 (Rev. 4-12-2006)

Appendix D Notice of Unsatisfactory Service for Classified Employee

Access Accessible Fillable PDF Forms at LACCD SharePoint site (requires employee SSO Log In): <https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms>



Notice of Unsatisfactory Service for Classified Employee

Office of Employee and Labor Relations
Human Resources Division
Los Angeles Community College District
770 Wilshire Boulevard, Second Floor
Los Angeles, CA 90017

Employee Information

Name	Employee Number
College or Division	Classification

This Notice is issued for the period from _____ to _____

Recommendation for discipline (if any):

Note: Attach appropriate "Recommendation" form: C2005 – Suspension; C2012 – Demotion; C2004 - Dismissal

1. This Notice is issued for the following causes (see Instructions Section for a listing of causes):

See attached.

2. The charges, which support the above causes, are specified on the attached pages.

See attached.

3. Informal and formal conferences and counseling were conducted with the employee on (attach additional pages as necessary):

See attached.

4. The following directions and suggestions have been made to facilitate this employee's improvement (attach additional pages as necessary). If none, so state: (See attached)
See attached.

Signatures

Immediate Supervisor Date

Next higher level supervisor Date

President, Vice Chancellor Or Chancellor Date: mm/dd/yyyy

Employee Date

My signature indicates that I have received a copy of this Notice, and not that I necessarily agree with its content. I understand that I may Forward a written statement to the Office of Employee and Labor Relations that will be attached to the original Notice in my Personnel File.

Witness (in the event employee refuses to sign Notice)

Date

Note: If employee is unavailable to sign, please send to Employee and Labor Relations for issuance by certified mail.

Instruction for Preparation and Issuance of Notice of Unsatisfactory Service Form

1. **Preparation** – Prepare an original and two (2) copies of the form as follows (refer to Personnel Guide B478)
 - a. Indicate name, employee number, college and classification at top of form.
 - b. Enter the specific period during which the employee’s services were unsatisfactory, making certain that the dates cited encompass the earliest and latest dates referred to in the charges.
 - c. If discipline (suspension, demotion or dismissal) is recommended, indicate the level of discipline.
 - d. In section 3, list the dates, if any, on which informal and formal conferences were held with the employee. Attach a sheet with a brief chronological synopsis of what was covered during each of those meetings.
 - e. In section 1, indicate the Causes for issuing the Notice; choose one or more causes from among the following causes as set forth in Personnel Commission Rule 735 that best describes the unsatisfactory performance:
 1. Incompetence
 2. Inefficiency
 3. Insubordination
 4. Willful misconduct or any other willful failure of good conduct tending to injure the public service.
 5. Inattention to or dereliction of duty.
 6. Willful and persistent violation of the provisions of the Education Code, public policy or policies, rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission.
 7. Dishonesty.
 8. Discourteous, abusive, or threatening language or behavior directed toward any person, including sexual harassment, racial harassment, or other legally prohibited actions or behavior.
 9. Immoral conduct.
 10. Appearing for work under the influence of alcohol or controlled substance or using alcohol or a controlled substance illegally while on duty.
 11. Conviction of any controlled substance offense as defined in Education Code Section 87011.
 12. Failure to abide by the conditions of an agreement regarding participation in an alcohol or substance abuse rehabilitation program.
 13. Frequent unexcused absence or tardiness.

14. Abuse of leave privileges by habitual use of leave for trivial indispositions or by absence so frequent that the efficiency of the service is impaired.
 15. Absence without leave or abandonment of position.
 16. Failure to disclose material facts or the making of any false or misleading statement on any official document of the District or Personnel Commission.
 17. Failure to report for a health examination after reasonable notice.
 18. The discovery or development during an initial probationary period of any physical, emotional, and or mental condition which precludes an employee from satisfactorily performing the essential duties of the position classification to which assigned.
 19. Failure to disclose material facts regarding criminal records.
 20. Failure to report for review of criminal records after reasonable notice.
 21. One or more criminal convictions which indicate that the person is a poor employment risk in the job classification he or she holds.
 22. Conviction of any sex offense as defined in Education Code Section 87010.
 23. Engagement in political activities during assigned hours of employment.
 24. Advocacy of overthrow of the government of the United States or the State of California by force, violence or other unlawful means.
 25. Knowingly becoming or knowingly remaining a member of the Communist Party on or after November 12, 1952, as defined by Education Code Section 88122.
 26. Active participation by a management or confidential employee in the affairs of an employee organization which is an exclusive representative.
 27. Unauthorized use or abuse of District or student body property.
 28. Failure to successfully complete a training program or to meet a special entrance qualification that is required for a job classification.
2. **Issuance** – Arrange to meet with the employee to issue the Notice of Unsatisfactory Service. You should have a witness with you during the meeting.
 3. **Signature** – Request that the employee sign Form C1065 as an indication that they have received a copy of the form. If the employee refuses to sign the form, have a witness sign Form C1065 and initial and date all other documents attached to it. If the employee is not available to be served with the Notice, forward it to Employee and Labor Relations for service via certified mail.

4. Distribution –

- a. Original – Forward to Office of Employee and Labor Relations Immediately.
- b. Copy 1 – To employee
- c. Copy 2 – College files
- d. Original and Copy 1 (To Office of Employee and Labor Relations if the employee refused to sign or take copy or was unavailable to do so)

Appendix E Employee Grievance Form

Access an [Accessible Fillable PDF Form of Grievance Form](https://studentlaccd.sharepoint.com/:b:/r/sites/laccd/offices/ELR/Shared%20Documents/Employee%20Grievance%20Form%20HR%20C2024%20(AI).pdf?csf=1&web=1&e=83iBNv) at the following webpage:
[https://studentlaccd.sharepoint.com/:b:/r/sites/laccd/offices/ELR/Shared%20Documents/
Employee%20Grievance%20Form%20HR%20C2024%20\(AI\).pdf?csf=1&web=1&e=83i
BNv.](https://studentlaccd.sharepoint.com/:b:/r/sites/laccd/offices/ELR/Shared%20Documents/Employee%20Grievance%20Form%20HR%20C2024%20(AI).pdf?csf=1&web=1&e=83iBNv)



Employee Grievance Form

Instructions

Section 1 through 9 must be completed by the grievant (please type or print).

One copy of this form must be submitted to the respondent. The appropriate grievance procedure as outlined in your collective bargaining agreement must be followed.

1. Grievant (Full Name):

2. Work Site:

3. Job Title (Position):

4. Employee Number:

5. Names of Union Representatives if any.

6. Office or Department:

Grievance

7. Grievance Step:

Authority Name:

Authority Job Title:

8. Clearly and concisely state your grievance: indicate the alleged misinterpretation, misapplication, or violation of specific provisions of the Agreement and or any other applicable provisions, statutory and constitutional rights, and rules, regulations, policies and procedures of the LACCD, and or the Personnel Commission (Attach additional sheets if necessary.)

9. Clearly and concisely state your remedy: (Attach additional sheets if necessary.)

Signature of Grievant:

Date

Respondent: Clearly and concisely state the reason for your decision on a separate sheet and send copy with this form to the Office of Employee and Labor Relations.

Appendix F Domestic Partner Policy for Health Insurance and Affidavit and Declaration

In order to qualify for domestic partner coverage under the Health Benefits Program, an active employee or retiree must comply with the following:

1. The employee or retiree, and their domestic partner, must satisfy the eligibility requirements of a domestic partnership established by the State of California, register with the State of California as a domestic partnership and present proof of such registration, or submit a completed, notarized copy of the Affidavit of Domestic Partnership form to the Health Benefits Section, Human Resources Division.
- 2. Application for Coverage**
 - a. Once an employee has registered their domestic partnership with the District, such domestic partners have the same rights, protections, and benefits, and are subject to the same responsibilities, obligations, and duties under law as are granted to and imposed upon a licensed marriage.
 - b. The employee may enroll a domestic partner and or their children into health, dental, vision and any other applicable benefit.
- 3. Change in Domestic Partnership**
 - a. Terminations of domestic partnerships must comply with State regulations, including but not limited to Family Code, Section 299(a).
 - b. In the event of the termination of the domestic partnership, the employee must show proof of having filed the Notice of Termination of Domestic Partnership with the California Secretary of State or, if applicable, providing proof of dissolution of domestic partnership through the Superior Court, or submit a subsequent affidavit affirming the dissolution of the domestic partnership.
 - c. The employee must notify the Health Benefits Section in writing within 31 calendar days of any change in the status of a domestic partner relationship as attested to in the Declaration of Domestic Partnership, such as termination of the relationship, change of circumstances, death of the domestic partner, marriage to the domestic partner or any other cause, and the employee must file a Declaration of Termination of Domestic Partnership with the Health Benefits Section for adjustment in coverage.
- 4. COBRA Coverage**

Domestic partners are not considered “qualified beneficiaries” under federal COBRA regulations but are eligible for COBRA-like continuation coverage if offered and

provided by the insurance carrier(s), and under the terms and conditions of the insurance carrier(s). As such, the District retains the right to modify or terminate this continuation of coverage benefit at any time.

Access an [Accessible Fillable PDF Form of Domestic Partnership Affidavit Form](https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms/SitePages/Forms.aspx#health-benefits) at the following webpage: <https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms/SitePages/Forms.aspx#health-benefits>

Access an [Accessible Fillable PDF Form of Domestic Partnership Termination Form](https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms/SitePages/Forms.aspx#health-benefits) at the following webpage: <https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms/SitePages/Forms.aspx#health-benefits>



Domestic Partnership Affidavit Form

Health Benefits Unit

Los Angeles Community College District
770 Wilshire Boulevard, Sixth Floor
Los Angeles, CA 90017

Information

Print Employee Name:

Employee Social Security Number "SSN":

Print Domestic Partner Name:

Domestic Partner Social Security Number "SSN":

Statement

I,
declare that
and I are domestic partners.

Employees are advised that unless the domestic partner is also considered the employees dependent for tax purposes under Section 152 of the Internal Revenue Code, the Internal Revenue Service currently treats as imputed income to the employee the value of the health coverage provided to domestic partners and their dependents, if any. Employees are advised to review the consequences of electing this benefit with their own tax advisors.

It is understood that:

1. This declaration shall be terminated upon the death of the domestic partner of the employee or by a change of the circumstances attested to in this Affidavit.
2. We agree to notify the Health Benefits Unit of the LACCD if the domestic partnership no longer meets all of the criteria attested to in this declaration within thirty-one (31) calendar days of the change by filing a Declaration of Termination of Domestic Partnership.

3. Following filing of a Declaration of Termination of Domestic Partnership, I understand that I may not file a subsequent Affidavit of Domestic Partnership for a period of at least 12 months; except, however, there is no waiting period for filing a second Affidavit of Domestic Partnership with respect to a partner as to whom I previously filed both an Affidavit of Domestic Partnership and a Declaration of Termination of Domestic Partnership.

Acknowledgements:

1. We understand that any person, employer, or company who suffers any loss due to any false statement contained in this Affidavit, or failure of the employee to notify LACCD Health Benefits Unit of any changes resulting in the partnership no longer meeting the criteria herein or in Appendix D of the Agreement, within the time limit provided, may bring a civil action against either both of us to recover their losses, including reasonable attorney's fees.
2. We have provided the information in the Affidavit for use by the LACCD Health Benefits Unit for the sole purposes of determining our eligibility for domestic partner health benefits.
3. We affirm, under penalty of perjury, that the assertions in the Affidavit are true to the best of our knowledge.

Employee or Retiree Signature:

Date:

Employee Address:

City:

State:

Zip code:

Domestic Partner Signature:

Date:

Domestic Partner Address:

City:

State

Zip code:

(Seal)

Signature Notary Public:

Date Commission Expires:



Domestic Partnership Declaration of Termination

Health Benefits Unit

Los Angeles Community College District
770 Wilshire Boulevard, Sixth Floor
Los Angeles, CA 90017 017

Information

Print Employee Name:

Employee Social Security Number "SSN":

Date of Declaration:

Statement

I,

declare, under penalty of perjury, that the Affidavit of Domestic Partnership attested to and signed by me on _____ is terminated as specified below:

Name of Domestic Partner:

Reason for Termination

Termination of the Affidavit of Domestic Partnership is due to (Choose one.):

change of circumstances attested to in the Affidavit of Domestic Partnership

termination of domestic partnership. Date of termination:

death of domestic partner. Date of death:

marriage to domestic partner. Date of marriage:

I shall mail a copy of this signed statement to my surviving former Domestic Partner within 14 days of signing this notice.

I understand that I may not file a subsequent Affidavit of Domestic Partnership for a period of at least 12 months; except, however, there is no waiting period for filing a second Affidavit of Domestic Partnership with respect to a partner as to whom I previously filed both an Affidavit of Domestic Partnership and a Declaration of Termination of Domestic Partnership.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Employee Printed Name:

Employee Signature:

Date:

Witness Printed Name:

Witness Signature:

Date:

Appendix G Nondiscrimination and Diversity

A. Nondiscrimination

The District and the Union agree not to discriminate against any employee covered by this Agreement because of their political activities, political beliefs, District approved union activities, or union membership and because of race, color, creed, national origin, religion, marital status, veteran status, or sexual orientation, and to the extent prohibited by law, no employee shall be discriminated against because of age, sex, or physical handicap.

B. No employee shall be coerced, intimidated or otherwise discriminated against for the exercise of rights guaranteed by federal or state laws, the rules and regulations of the Public Employment Relations Board or the provisions of this Agreement.

C. Diversity Policy

In accordance with applicable state and federal laws, the District and the Union agree on the principal and concept of the District's Diversity Program and further agree to work together towards the goals of that program.

D. This Section shall not be subject to the grievance provisions of Article 20.

Appendix H Diversity, Equity, Inclusion, and Accessibility Evaluation Form

Access an Accessible Fillable PDF Form of [Diversity, Equity, Including, and Accessibility Evaluation Form](https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms/SitePages/Forms.aspx#other-evaluation-tools) at the following webpage:

<https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms/SitePages/Forms.aspx#other-evaluation-tools>



Diversity, Equity, Inclusion, and Accessibility Evaluation Form

Instructions

The DEIA competencies and criteria included in this form are meant to define the skills, knowledge, and behavior employees must demonstrate to work, teach, and lead in a diverse environment that celebrates and is inclusive of diversity.

Attach additional pages as necessary.

Evaluee Information:

Name of Evaluee:

Location:

Job Title:

Evaluation Period:

From

To

1. Cultural Competency

Reflect on your ability to acknowledge and embrace diverse cultural identities and recognize the impact of racial and social identities in creating oppression and marginalization. Discuss how your understanding of the lived experiences of culturally diverse students, employees, and communities in the District guides your contributions to student success, equity, and inclusion. Evaluate your commitment to seeking DEIA and anti-racist perspectives, and applying that knowledge to create respectful, inclusive environments that affirm diversity.

Comments:

2. Self Reflection, Self Assessment, and Self Improvement

Discuss your commitment to self-assessment and continuous improvement in DEIA and anti-racism. Reflect on your understanding of racial superiority or inferiority, evaluate your awareness of your own internal biases and behaviors, and address the harm they may cause to minoritized communities. Describe your efforts and commitment to enhancing your DEIA and anti-racism knowledge, skills, and behaviors. Discuss how you have implemented DEIA and anti-racism practices in your service and assessed student outcomes and progress to address equity gaps.

Comments:

3. Diversity, Equity, Inclusion, and Accessibility Pedagogy and Curriculum (Faculty Only)

Reflect on your journey to promote diversity, equity, inclusion, and accessibility and incorporate anti-racist pedagogy in your teaching practice. Explore how you have accommodated for diverse learning styles and utilized holistic assessment methods. Consider your participation in training to incorporate culturally affirming pedagogy and how it has influenced your teaching approach. Consider your role in promoting equitable access through your pedagogy and assess your ability to teach culturally affirming pedagogy. Discuss your efforts to foster an anti-racist and inclusive environment for minoritized students.

Comments:

4. Data

Reflect on your use of data to identify inequitable outcomes and engage in equity-mindedness. Consider how you recognize racialized patterns in the data, policies, and practices, and use this information to inform strategies for improving equitable student outcomes and success.

Comments:

5. Diversity, Equity, Inclusion, and Accessibility and Mission

Discuss your understanding of the importance and impact of DEIA and anti-racism within the context of LACCD's mission. Consider how DEIA and anti-racism align with and contribute to the greater mission of the LACCD.

Comments:

6. Service

Explore your role in promoting and advancing DEIA and anti-racist goals and initiatives. Consider your involvement in committees and or activities that promote systemic and cultural change to address equity gaps and support minoritized groups. Discuss how you contribute to student life on campus and support diverse students beyond the classroom. Reflect on your incorporation of DEIA and race-conscious pedagogy or curriculum in campus activities for students, faculty, and staff. Evaluate your understanding and application of asset-based student-centered practices that recognize students' lived experiences, strengths, and capabilities, empowering them to take ownership of their learning. Discuss your development and implementation of student programs and activities that incorporate a race-conscious and intersectional lens. Evaluate your efforts to support minoritized students and create inclusive environments.

Comments:

7. Diversity, Equity, Inclusion, and Accessibility Environment:

Discuss your role in promoting and contributing to a diverse, inclusive, and anti-racist environment for students, colleagues, and community members.

Comments:

8. Professional Development

Reflect on your dedication to continuous self-growth and progress through active participation in DEIA professional development and learning opportunities. Discuss how you have provided professional development and learning opportunities for students, faculty, and or staff to advance DEIA and anti-racist strategies.

Comments:

9. Connected to Mission

Reflect on the connection between DEIA and anti-racist efforts and the mission of LACCD (Los Angeles Community College District) and the Vision for Success.

Comments:

10. Employee Interactions

Supervisors: Reflect on your efforts to recruit, hire, and retain diverse faculty and staff, while promoting DEIA and anti-racism. Consider how you introduce new employees to these values and expectations. Reflect on your contribution to a respectful, diverse, and equitable campus and work environment. Evaluate your engagement in supportive behaviors and attitudes that foster a positive and inclusive atmosphere. Evaluate your engagement in effective communication with diverse individuals, and inclusion of diverse perspectives. Assess your demonstration of respect, compassion, and empathy towards others.

Faculty and Staff: Reflect on your role in promoting a respectful, diverse, and equitable campus and work environment. Consider how you acknowledge and respect colleagues' diverse backgrounds. Evaluate your engagement in supportive behaviors and attitudes that foster a positive and inclusive atmosphere. Evaluate your engagement in effective communication with diverse individuals, and inclusion of diverse perspectives. Assess your demonstration of respect, compassion, and empathy towards others.

Comments:

Statement Review

This evaluation has been reviewed by me and discussed with my supervisor.

Employee Signature:

Date:

Name of Supervisor:

Supervisor Title:

Signature of Supervisor:

Name of First Reviewer:

First Reviewer Title:

Signature of First Reviewer:

Name of Second Reviewer:

Second Reviewer Title:

Signature of Second Reviewer:

Appendix I MOU: Non-Sexual Harassment of Bargaining Unit Members

MEMORANDUM OF UNDERSTANDING REGARDING NON-SEXUAL HARASSMENT OF BARGAINING UNIT MEMBERS [DECEMBER 16th, 2020]

By this Memorandum of Understanding (“MOU”) the Los Angeles Community College District (“District”) and Local Chapter 721 of the Service Employees International Union (“SEIU 721”) address the procedures to be followed when a bargaining unit member complains of workplace harassment on a non-sexual basis. These procedures are being placed in the form of an MOU so that the District and its constituent groups may develop and adopt a Board Policy and/or Administrative Procedure for such employee complaints to be handled in a uniform manner across bargaining units.

1. The District has established policies regarding sexual harassment, which policies are the exclusive procedures for allegations of such conduct (Board Rule Chapter XV). This section defines harassment of a non-sexual nature.
2. No SEIU 721 represented employee shall be subjected to harassment. Harassment is defined as a verbal or physical behavior, by a manager, or behavior of another of which the manager should reasonably have been aware, or is aware and has taken no corrective action which creates a hostile work environment.

A hostile work environment exists when there is specific evidence of a pattern or practice of verbal or physical behavior, which would be offensive to a reasonable person, and which is severe and pervasive enough to adversely affect an employee’s work environment or is so egregious it warrants immediate action. Reasonably omitted are meetings between a manager and an employee, wherein discipline will be communicated. Employees shall retain the right to seek SEIU 721 representation.

If harassment occurs between SEIU 721 employees and the conflict adversely affects the work environment, the manager/administration shall recommend the Employee Assistance Program (EAP) (Conflict Resolutions). This allows the employee to utilize the conflict resolution process to avoid a hostile work environment.

3. **Complaint Procedure:** A complaint of non-sexual harassment shall first be presented to their immediate manager, in writing, with a copy to the President or

Division Head. Employees shall retain the right to seek SEIU 721 representation, and the employer representative shall inform them of such right. If the complaint is against the immediate supervisor/manager, the complainant shall present the complaint to the next higher level of supervision. The person to whom the complaint was submitted shall investigate the complaint, interview all parties as identified by the complainant and any other relevant parties, and shall provide written response within ten (10) working days to the complainant and the President or Division Head. If the complainant has not received the response or is not satisfied, the complainant may avail themselves to the procedure in paragraph 4 below. There shall be no resolution that is in conflict with the provisions of the contract.

4. Employees who believe they have been subjected to harassment as defined in the memorandum of understanding will first attempt mediation. If after mediation the complaint has not been resolved, the complaining party may file a grievance as set forth in Article 20, Steps 1 - 3. No employee shall knowingly file false allegations of harassment.

This MOU shall remain in force and effective for the period from July 1, 2020 through June 30, 2023. This MOU will expire on its own accord but may be extended by the parties through a mutual written agreement to do so.

FOR SEIU 721

FOR THE LOS ANGELES
COMMUNITY COLLEGE DISTRICT

DATED:

DATED:

Appendix J Side Letter Agreement

SIDE LETTER AGREEMENT**By LACCD and SEIU Local 721****Regarding Implementation of****Article 6 - DUES DEDUCTION, COPE AND INDEMNIFICATION**

The Los Angeles Community College District (the "District") and SEIU Local 721 (the "Union") agree to the following regarding Article 6 – Dues Deduction, COPE, and Indemnification of the Union’s collective bargaining agreement, as it may become effective starting in the 2020-2021 academic year:

1. The revised terms will require the District to provide new and additional unit member data that has not been previously required, including the annual base salary amount, base salary earned per pay period, hourly rate, salary step (if applicable), and total hours worked in the pay period, for each unit member;
2. The Union and District have met and conferred on this new requirement and have determined that the District will have to migrate information and engage in computer programming to facilitate the extraction of such information into a format that can be provided to the Union on a regular basis as required by the revised Article 6;
3. Neither the Union nor the District desire to cause undue increases in expense and workload for District employees who will provide such information, and both the Union and District agree that the District will make regular and diligent efforts to migrate the information as soon as practicable;
4. The Union and District acknowledge that the migration of information should be completed over a period of approximately 4 months, that the District will provide the additional information on a rolling basis as it becomes available, and that this will satisfy the District’s obligation to provide unit member information under Article 6.

Signed and agreed to by the parties on September 30, 2020

For the District:

For SEIU Local 721:

Mercedes Gutierrez, Ed. D.
Acting Vice Chancellor,
Human Resources

Leslie Simon
Assistant Director,
Collective Bargaining and Research

Appendix K Safety Shoe Reimbursement Form

Access Accessible Fillable PDF Forms at LACCD SharePoint site (requires employee SSO Log In): <https://studentlaccd.sharepoint.com/sites/laccd/offices/laccd-forms>



Safety Shoe Reimbursement Form

Instructions

Employees required to wear safety shoes or boots as part of their job shall request reimbursement by the District up to the allowable amount as defined in their respective collective bargaining agreement. A safety shoe is defined as any closed-toe, non-slip shoe or boot designated as safety footwear by its manufacturer.

Eligibility: See applicable collective bargaining agreement for eligibility and requirements.

Employee: Complete the form, attach the original receipt as proof of purchase, and submit all documents to your immediate supervisor for approval.

Supervisor: Complete Section 4 and forward completed and signed form with supporting documentation to:

District Accounts Payable
770 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90017

Reminder: The form cannot be processed without the original receipt.

1. Employee Information:

Last Name

First Name

Middle Name

Employee Number

Department

Location

Job Title

2. Leave Requested (Choose one):

Self purchase from the District’s Approved Vendor List

Self purchase not from the District’s Approved Vendor List (Please note not using the Approved Vendor List may delay the shoe reimbursement process and may require additional documentation).

Self purchase for special circumstances (ADA (American Disabilities Act) accommodation documentation is required).

3. Employee’s Signature:

I certify the original receipt is being presented within the sixty (60) calendar days of the purchase. The original receipt is attached as proof of purchase.

Employee Signature:

Date

4. Supervisor’s Approval:

The employee listed above has purchased the required safety shoe, attached original receipt as proof of purchase, and is entitled to-reimbursement as described on their respective collective bargaining agreement.

Charge expenditure to Account:

Approved Amount: \$

Fiscal Year:

Supervisor Name:

Supervisor Signature:

Date

Vice President Name:

Vice President Signature:

Date

Approved Vendor List

The hyperlinks below depict footwear that complies with collective bargaining agreements and California Occupational Safety and Health Act (Cal/OSHA) rules*:

1. Red Wing Shoes:

www.redwingshoes.com

2. Industrial Shoe Company:

<http://www.industrialshoecompany.com/>

3. Wolverine:

<http://www.wolverine.com/US/en/work-boots/?CID=MAR-wolverine%20boots-e-Brand>

4. Timberland:

http://www.timberland.com/timberlandpro.html?S:M:TMS:timberland_work_shoes:TBL

* §3385(c)(1) Protective footwear for employees purchased after January 26, 2007 shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection which are hereby incorporated by reference.

Los Angeles Community College District

July 1, 2023, through June 30, 2026



SEIU Local 721
1545 Wilshire Blvd Ste 100
Los Angeles CA 90017-4510

Questions? Call the Member Connection (877) 721-4YOU

www.seiu721.org

 facebook.com/seiu721  twitter.com/seiu721