

Rescue Union School District and CSEA Rescue #737

Negotiations Meeting Update

February 11, 2016
9:15 a.m. – 3:30 p.m. – District Office Board Room

Facilitator: Janice Araujo	Minutes: Both Groups
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Members Present:

Sid Albaugh	Charlene Feigles	Darrien Johnson
Janice Araujo	Larry Garcia	Skyler Porras
Judy Chance	Natalie Hadden	
John Diaz	Dustin Haley	

Negotiations between Rescue Union School District and the CSEA Rescue Chapter #737 commenced at 9:15 a.m. in the District Office Board Room on February 11, 2016.

1. Welcome/Review Agenda/Minutes/Norms
2. Budget Update
 - The Chief Business and Operations Official presented a budget information update.
See Appendix A.
3. Article VI Vacation
 - *After discussing Article VI Vacation, the District and CSEA agreed to leave the language as is.*
4. Article VIII Leaves
 - *After discussing Article VIII Leaves, the District and CSEA agreed to leave the language as is.*
5. Article XVI Salary - Section 16.6 Job Descriptions
 - District Proposal:

The process of securing information and updating job descriptions is executed by District management. The District would share updated job description with CSEA and negotiate

effects if necessary. The District provided CSEA with a table of job classifications and the last date of Board Approval. *See Appendix B*

The District shared that the updating of job descriptions are within the District's purview and the updated job descriptions does not require ratification. However, the effects of the updated job description would need to be negotiated.

- CSEA Response:

If there was not agreement on the changes, it would be necessary to negotiate the changes. After the updating of job description, CSEA would need to ratify the changes.

Both the District and CSEA agreed to continue the discussion at the next negotiations session.

The District and CSEA agreed on a Job Reclassification process. The District will make changes on the initial draft documents and bring it back for another reading. See Appendix C

6. Article XVI Salary - Retirement Incentive

- *CSEA requested this Article be tabled until the next negotiations session.*

7. Article XV Health Benefits &

8. Article XVI Salaries

- CSEA Proposal:

CSEA proposed a seven-percent (7%) increase in total compensation for the classified bargaining unit. *See Appendix D*

- District Response:

The District will provide a counter proposal at the next negotiation session.

9. Close: Summarize Agreements/Process Check/Review Homework

- CalPERS changes versus CalSTRS changes – *See Appendix E*
- Graphs and Tables of Classified Expenditures - *Tabled*
- Update on Educator Effectiveness Grant and Classified Employees - *Discussed*
- LCAP – Professional Development for Classified Employees - *Discussed*

Appendix A

With 2% on & 1% off

	Variance	2015-2016 Projected	Variance	2016-2017 Projection	Variance	2017-18 Projection	Variance
Revenue							
Revenue Limit Sources/LCFF		\$ 26,198,273		\$ 27,137,768		\$ 26,910,700	
Federal		\$ 729,205		\$ 639,100		\$ 639,100	
Other State - Unrestricted		\$ 3,957,844		\$ 2,482,682		\$ 1,719,772	Increase due to GASB 68 and One-Time Discretionary
Local		\$ 1,733,278		\$ 1,335,000		\$ 1,335,000	
Total Revenues	\$ 2,599,908	\$ 32,618,600	\$ 3,978,325	\$ 31,594,550	\$ (1,024,050)	\$ 30,604,572	\$ (989,978)
Expenditures							
Certificated Salaries		\$ 15,218,488		\$ 15,751,135		\$ 15,867,402	
Step & Column Costs			\$ 228,277.32		\$ 236,267.03		\$ 238,011.03
Other Adjustments	1% one time	\$ 152,185					
Classified Salaries	2.0%	\$ 304,369.76		\$ (120,000)		\$ (120,000)	
Staffing (FTEs)		\$ 5,402,625		\$ 5,591,717		\$ 5,675,593	
Step & Column Costs	1% one time	\$ 54,026	\$ 81,039.38		\$ 83,875.75		\$ 85,133.89
Other Adjustments	2.0%	\$ 108,052.50					
Employee Benefits							
Statutory Benefits (Fixed)		\$ 3,862,264		\$ 4,238,066		\$ 4,638,003	Increase due to GASB 68 and CalSTRS 1.85%
Health & Welfare Benefits		\$ 2,041,707		\$ 2,050,000		\$ 2,050,000	
Other Benefits		\$ 138,099	\$ 6,042,070	\$ 140,000		\$ 140,000	
Books and Supplies		\$ 1,822,157		\$ 1,362,921		\$ 1,391,616	
Services, Other Oper Exp		\$ 2,656,117		\$ 2,446,542		\$ 2,585,534	
Capital Outlay		\$ 201,092		\$ 125,000		\$ 125,000	
Other Outgo		\$ 228,074		\$ 234,602		\$ 234,602	
Transfers In (provide detail)							
Transfers (Out) (provide detail)							
Other Sources (provide detail)							
Indirect Costs		\$ (35,198)		\$ (87,000)		\$ (87,000)	
Misc.							
Total Expenditures	\$ 4,665,435	\$ 32,154,058	\$ 1,192,568	\$ 31,732,983	\$ (421,075)	\$ 32,500,750	\$ 767,767
Beginning Balance		\$ 5,728,403		\$ 6,192,945		\$ 6,054,512	
Excess Revenue (Expenditures)	\$ (2,065,527)	\$ 464,542	\$ 2,785,757	\$ (138,433)	\$ (602,975)	\$ (1,896,178)	\$ (1,757,745)
Adjustments							
Ending Balance	\$ (1,706,136)	\$ 6,192,945	\$ 464,542	\$ 6,054,512	\$ (138,433)	\$ 4,158,334	\$ (1,896,178)
Reserves as a % of Expenditures	18.40%		19%		19%		
	30-Jun-15		30-Jun-16		30-Jun-17		13% 30-Jun-18

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Classified Job Descriptions
2015 - 2016

JOB TITLE	YR BOARD ADOPTED	Year
Accountant	8/8/2006	2006
Accounts Payable Clerk	9/14/2004	2004
Bus Driver	2/12/2008	2008
Bus Driver Trainer	6/10/2003	2003
Community/School Liaison	5/11/2004	2004
Custodian	2/12/2008	2008
Dispatcher/Relief Bus Driver	5/10/2011	2011
Food Service Worker I	4/13/2004	2004
Food Service Worker II - Cook	4/13/2004	2004
Health Office Aide	9/15/1998	1998
Health Office Nurse (RN/LVN)	6/25/2013	2013
IA - Bilingual, Language Option	9/14/2004	2004
IA - Braille Translator	8/12/2002	2002
Resource Specialist Program Paraeducator	6/25/2013	2013
IA - Nurse (RN/LVN)	6/25/2013	2013
IA - Paraeducator	10/14/2008	2008
IA - Specialized Health Care Services	5/1/2008	2008
Itinerant Independence Facilitator	10/14/2008	2008
Lead Custodian	2/12/2008	2008
Lead Maintenance Technician	2/4/2003	2003
Lead Maintenance Technician, HVAC	12/6/2005	2005
Library/Media Coordinator	5/8/2012	2012
Mechanic	6/25/2013	2013
Assistant Mechanic	9/15/1998	1998
Media/Technology Services Clerk	4/11/2000	2000
Office Clerk	11/14/2006	2006
Special Day Class Paraeducator	5/8/2012	2012
School Secretary	2/12/2008	2008
Student Service Secretary	12/12/2008	2008
Support Services Secretary	2/12/2008	2008
Sign Language Interpreter	6/11/2002	2002
Technology support specialist	5/8/2012	2012
Utility/Maintenance Technician	2/4/2003	2003
Warehouse Person/Custodian	9/15/1998	1998

Classified Job Descriptions
2015 - 2016

JOB TITLE	YR BOARD ADOPTED	Year
Health Office Aide	9/15/1998	1998
Assistant Mechanic	9/15/1998	1998
Warehouse Person/Custodian	9/15/1998	1998
Media/Technology Services Clerk	4/11/2000	2000
IA - Braille Translator	8/12/2002	2002
Sign Language Interpreter	6/11/2002	2002
Bus Driver Trainer	6/10/2003	2003
Lead Maintenance Technician	2/4/2003	2003
Utility/Maintenance Technician	2/4/2003	2003
Accounts Payable Clerk	9/14/2004	2004
Community/School Liaison	5/11/2004	2004
Food Service Worker I	4/13/2004	2004
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Lead Maintenance Technician, HVAC	12/6/2005	2005
Accountant	8/8/2006	2006
Office Clerk	11/14/2006	2006
Bus Driver	2/12/2008	2008
Custodian	2/12/2008	2008
IA - Paraeducator	10/14/2008	2008
IA -Specialized Health Care Services	5/1/2008	2008
Itinerant Independence Facilitator	10/14/2008	2008
Lead Custodian	2/12/2008	2008
School Secretary	2/12/2008	2008
Student Service Secretary	12/12/2008	2008
Support Services Secretary	2/12/2008	2008
Dispatcher/Relief Bus Driver	5/10/2011	2011
Library/Media Coordinator	5/8/2012	2012
Special Day Class Paraeducator	5/8/2012	2012
Technology support specialist	5/8/2012	2012
Health Office Nurse (RN/LVN)	6/25/2013	2013
Resoruce Specialist Program Paraeducator	6/25/2013	2013
IA - Nurse (RN/LVN)	6/25/2013	2013
Mechanic	6/25/2013	2013

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Rescue Union School District

JOB ~~REC~~CLASSIFICATION REVIEW PROCESSPurpose of the Job ~~Rec~~Classification Review

The **Purpose** of the JOB ~~REC~~CLASSIFICATION review process is to study and determine the accuracy and appropriateness of the job description in the current class specification.

The **Criteria for class specifications** – when reviewing a job specification for comparison purposes, the following criteria is used:

- a. Job duties and responsibilities are substantially similar in scope;
- b. Classification is the same/similar);
- c. Experience and education requirements are similar (minor differences are acceptable).

Results of the Job Description Review ~~for~~ Reclassification

The **Final Job Description** is reviewed by *Director of Human Resources*, Supervisor and the ~~Job Description~~ *Reclassification* Committee (Negotiation Team Members). The change in classification is negotiated by the ~~Job Description~~ *Reclassification* Committee (Negotiation Team Members). The job description is created by the District and the effects (job title and salary ~~placement~~ *placement*) are ratified by CSEA and approved by the School Board.

Any request for **reclassification** through the Job ~~Rec~~Classification Review is a result of the employee ~~Reclassification Questionnaire survey~~ and with the agreement of the ~~Superintendent/Designee Supervisor and the Program's Director~~ *Superintendent/Designee Supervisor*. The reclassification of a position must be negotiated by the ~~Job Description~~ *Reclassification* Committee (Negotiation Team Members). Reclassification of positions are ratified by CSEA and approved by the School Board.

The following are considerations used in determining the extent to which a **reclassification of a position** is necessary:

- a. Permanency of duties
- b. Where duties come from (assigned by supervisor or assumed?)
- c. Knowledge/complexity requirements
- d. Impact on classes – up/down/lateral
- e. Organization charts
- f. Impact of technology – using technology (same level of work, more efficiency?)
- g. Have other duties gone away?

The following are not to be considered for **reclassifications**:

- a. Volume of work (same level)
- b. Amount of hours (CTO, OT)
- c. Longevity of employee

- d. Qualifications/abilities of employee beyond the scope of work
- e. Future/planned assigned duties

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Rescue Union School District
RECLASSIFICATION JOB DUTIES QUESTIONNAIRE

1. Employee's Name: _____

Last
First
M.I.
2. Position/Class Title: _____
3. Length of time in current classification: _____ Years _____ Months
4. Position's Immediate Supervisor: _____
5. Program/Department: _____ Work Site: _____
6. EMPLOYEE'S ASSESSMENT of the duties performed in relation to the attached class/position specification:

6.1 _____ My duties and responsibilities are SUBSTANTIALLY SIMILAR to those in the attached class/position specification.

6.2 _____ My duties and responsibilities DIFFER SUBSTANTIALLY from those described in the attached class/position specification in the following manner: (You may attach a separate sheet.)

Comments: _____

7. EMPLOYEE'S ASSESSMENT of education, training, and experience requirements:

7.1 _____ I AGREE with the minimum qualifications of my classification.

7.2 _____ I DISAGREE with the minimum qualifications of my classification and have indicated below the minimum qualifications for successful performance. (You may attach a separate sheet.)

Comments: _____

Indicate the qualifications and requirements for successful performance which should be required in filling a future vacancy in your classification. Describe what qualifications you think are necessary, not necessarily your own. Indicate your reasons for selecting these requirements.

Minimum Formal Education: _____

Specialized Training (Years and Type): _____

Previous Experience (Years and Type): _____

Licenses, Certification, or Registration: _____

Training Period (required for a new employee possessing the qualifications above). _____

COMPLETE AND SIGN OTHER SIDE

*Draft Only**Reclassification* Job Description Questionnaire

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KNOWLEDGE AND SKILLS - List the specific knowledge and skills a person must have to successfully perform your job i.e., communication skills; equipment operation skills; supervisory skills; knowledge of technical areas; knowledge of rules, regulations, etc.).

OTHER FACTORS - If you wish to present additional information about your job, use this space. Additional sheets may be attached.

Employee's Signature_____
Date**RETURN TO SUPERVISOR BY**

8. IMMEDIATE SUPERVISOR'S ASSESSMENT of the duties performed in relation to the attached class/position specification and the Employee's assessment:

- 8.1 _____ I AGREE with the Employee's assessment that duties and responsibilities are SUBSTANTIALLY SIMILAR to those in the attached class/position specification.
- 8.2 _____ I AGREE with the Employee's assessment that duties and responsibilities DIFFER SUBSTANTIALLY from those described in the attached class/position specification and recommend a reclassification.
- 8.3 _____ I DISAGREE with the Employee's assessment because:

Comments: _____

Immediate Supervisor's Signature_____
Date

9. *DIRECTOR OF HUMAN RESOURCES* ~~PROGRAM DIRECTOR'S~~ ASSESSMENT of the duties performed in relation to the attached class/position specification and the Employee's and Immediate Supervisor's assessments:

- 9.1 _____ I AGREE with the employee's and his/her supervisor's assessment that duties and responsibilities are SUBSTANTIALLY SIMILAR to those in the attached class/position specification.
- 9.2 _____ I AGREE with the employee's and his/her supervisor's assessment that duties and responsibilities DIFFER SUBSTANTIALLY from those described in the attached class/position specification and recommend a reclassification.
- 9.3 _____ I DISAGREE with the employee's and his/her supervisor's assessment because:

Comments: _____

Director of Human Resources ~~Program Director's~~ Signature_____
Date

10. *SUPERINTENDENT'S* ~~UNIT SUPERVISOR'S~~ REVIEW (Attach comments if necessary)

Superintendent's ~~Unit Supervisor's~~ Signature_____
Date**RETURN TO PERSONNEL SERVICES BY**

Employer Contribution Comparison Rates 2004-Present

	<u>PERS</u>	<u>STRS</u>	<u>Variance</u>
2004-05	9.952	8.25	1.702
2005-06	9.116	8.25	0.866
2006-07	9.124	8.25	0.874
2007-08	9.306	8.25	1.056
2008-09	9.428	8.25	1.178
2009-10	9.709	8.25	1.459
2010-11	10.707	8.25	2.457
2011-12	10.923	8.25	2.673
2012-13	11.417	8.25	3.167
2013-14	11.442	8.25	3.192
2014-15	11.771	8.88	2.891
2015-16	11.847	10.73	1.117
	10.3952	8.5091667	22.632
	AVG	AVG	Total

2/11/16

February 11, 2016 3:30 pm

From: Rescue Chapter #737

To: Rescue Union School District

Re: Salary and Benefits Counter Proposal for 2015/2016 Year

CSEA Rescue Chapter #737 proposes a 7% compensation increase across the (whole) salary schedule for all classified bargaining unit members. This increase will be divided between salary and health benefits as determined by Rescue #737 and will be retro-active to July 1, 2015.

Additionally, should any other bargaining unit within the Rescue Union School District either negotiate or receive a greater total compensation increase for the 2015 – 2016 year, CSEA will receive the same total compensation increase.