

Tentative Agreement: HRUSD - CSEA-699

Pending ratification by the association membership and the Board of Trustees.

3/16/2021 10:57 AM

Appendix B - Salary Schedule & Health Benefit Cap

Salary Schedule Increase

A **2.25%** (two and a quarter percent) general increase to the salary schedule, effective starting with each employee's first paycheck of the 2020-2021 annual payroll cycle.

Health Benefit Cap Increase

A **\$500** increase to the health benefit cap, effective starting in the 2020-2021 school year.
(Prior benefit cap: \$9,000 per year; New benefit cap: \$9,500 per year)

Total Compensation Increase

- The health benefit cap increase of \$500 per year per eligible FTE represents the equivalent cost of a **1.0%** increase to the salary schedule.
- The combined value of the 2.25% general increase to the salary schedule and the 1.0% equivalent increase to the health benefit cap (\$500 increase per year per eligible FTE) equates to the cost of a **3.25%** increase to the salary schedule.
- The additional contributions made by the district to the PERS retirement system as a result of the salary schedule increase described above represent the equivalent cost of a **0.47%** increase to the salary schedule.
- The additional expenditures made by the district for statutory benefits as a result of the salary schedule increase described above represent the equivalent cost of a **0.21%** increase to the salary schedule.
- As described above, the overall total increase in compensation to the bargaining unit members in this package is equivalent to the cost of a **3.93%** increase to the salary schedule.

Article 6: Hours and Overtime

On 2/2/2021, the parties agreed to the following language:

6.7 Extra Time

6.7.1 "Extra Time" shall be defined as working outside the employee's regular assigned work hours and working within one or more of the employee's regularly assigned classification(s).

6.7.42 The work week for any classified employee having an average workday of less than eight (8) hours per day, during the work week on a regular basis, shall be compensated at their regular rate of pay up to a cumulative total of no more than eight (8) hours per day; a cumulative total of more than eight (8) hours per day shall be compensated at one and one-half (1½) time the employee's regular rate of pay.

6.7.23 Except in cases of emergency extra time if prior authorization is not possible, all extra time must be pre-approved in writing by the immediate supervisor or designee before the extra time may be worked.

6.7.34 Emergency extra time is defined as a sudden, unexpected occurrence or set of circumstances requiring immediate action. Emergency extra time must be reported to the immediate supervisor in writing by the next business day.

6.7.45 All extra time worked must be submitted to the immediate supervisor by the 1st day of each month on the District approved form.

On 2/2/2021, the parties agreed to the following language:

6.18 Substitute Hours

"Substitute Hours" as applied to bargaining unit members shall be defined as working outside the employee's regular assigned work hours and working in a classification other than the employee's regularly assigned classification(s). Substitute hours are unrepresented, non-classified employment.

Substitute hours shall be offered first to bargaining unit members in order of their seniority when appropriate. Appropriate shall be defined as not during a bargaining unit member's normally scheduled hours of work or workdays, nor at any time when substitute hours could be construed as requiring the District to pay a bargaining unit member overtime.

When an absence occurs, the district shall offer the available hours, in whole or in part, to current classified employees who are qualified and suitable to perform the work unless one or more shifts cannot be covered, at which time all shifts in the absent

employee's workday may be offered to one or more unrepresented substitutes who are qualified and suitable to perform the work. If the district is given less than twenty-four (24) hours notice of the absence, the district may offer the available work to one or more unrepresented substitutes who are qualified and suitable to perform the work.

"Substitute Hours" as applied to bargaining unit members shall be paid at the correct rate of pay for the classification in which the substitute hours are available, at the step which is closest in hourly wage to the employee's current rate of pay in the most similar position that they currently hold. This pay shall be the appropriate rate whether straight time or overtime.

Article 7: Compensation

On 3/16/2021, the parties agreed to the following language:

7.7 Longevity

7.7.1 On the salary schedule, longevity ~~steps~~ increments shall be as follows: Thirty-five cents (\$.35) an hour shall be added to the employee's hourly rate of pay beginning the tenth (10th) year of employment with the District. An additional fifty cents (\$.50) per hour shall be added to the basic salary rate of pay beginning the fifteenth (15th) year of employment with the District. An additional one dollar (\$1.00) per hour shall be added to the basic salary rate of pay beginning the twentieth (20th) year of employment with the District. The total longevity added to an employee's basic salary rate shall be one dollar and eighty-five cents (\$1.85) per hour. For the purposes of this subsection, "year of employment" shall be calculated based on the employee's total number of consecutive years of service with the District as a represented employee in any and all represented position(s) they have held, as clarified by the following subsections.

7.7.2 ~~An existing employee who obtains a new, additional, and/or different position shall progress through salary schedule steps 1-7 one year at a time as normal, starting with their initial salary schedule placement for that position. The year after reaching Step 7 in that position, the employee shall advance to Longevity Step 10 in that position if that is at least the employee's tenth consecutive year of service with the District as a represented employee. The year after reaching Step 10 in that position, the employee shall advance to Longevity Step 15 in that position if that is at least the employee's fifteenth consecutive year of service with the District as a represented employee. The year after reaching Step 15 in that position, the employee shall advance to Longevity Step 20 in that position if that is at least the employee's twentieth consecutive year of service with the District as a represented employee.~~

- 7.7.32** In the event of a voluntary demotion, an employee who was already placed on a longevity ~~step~~ **increment** in their preceding higher classification shall be initially placed at that same longevity ~~step~~ **increment** in their new lower classification, and will continue to progress on the salary schedule in their new classification on the basis of their total number of consecutive years of service with the District as a represented employee in any and all represented position(s) they have held.
- 7.7.43** An employee's first date of service upon initial employment with the District must be on or before the first scheduled workday in January of their first fiscal year of service, as designated on the work year calendar established for the first represented position that they held upon initial hire as a represented employee, in order for that year to count towards the calculation of eligibility for longevity ~~steps~~ **increments**.
- 7.7.54** In no case shall an employee be placed at a longevity ~~step~~ **increment** that is greater than the employee's total number of consecutive years of service with the District as a represented employee in any and all represented position(s) they have held.

On 2/2/2021, the parties agreed to the following language:

7.8 Compensation for an Employee Working Out of Classification

An employee shall not be required to perform duties not a part of his/her classification(s) during the employee's regular assigned work hours except as provided in this section.

7.8.1 "Working out of classification" shall be defined as working during the employee's regular assigned work hours and working in a classification other than the employee's regularly assigned classification(s).

7.8.12 An employee who is required to perform duties which are not fixed and prescribed for the position by the governing board, unless the duties reasonably relate to those fixed for the position by the governing board, for any period of time shall have his/her salary adjusted upward for the entire period he/she is required to work out of classification.

7.8.23 Bargaining unit members who work in a classification in a higher range other than their contracted classification(s) shall be paid that classification range at the bargaining unit member's step; longevity shall be applied as appropriate. ~~Extra time and/or overtime rates shall apply as is defined in sections 6.7 and 6.8.~~ In no case shall an employee who is assigned to work out of classification be paid less than their regular rate of pay for the regularly assigned position that they would otherwise be working at that time.

7.8.4 An overtime rate of pay shall be applied to the extent that an out-of-classification assignment requires the employee to work in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week. Any out-of-classification overtime hours must be preapproved in writing by the immediate supervisor or designee before the overtime hours may be worked.

7.8.5 In the event that an employee who is assigned to work out-of-classification is provided the opportunity to work additional hours in that classification beyond the employee's regular assigned work hours, those additional hours shall not be considered "working out of classification". Rather, those additional hours shall be considered "substitute hours", but the employee shall continue to be paid in accordance with the terms of Subsections 7.8.3 and 7.8.4 (above) for those additional hours.

Article 10: Vacation

On 1/21/2021, the parties agreed to the following language:

10.3 Accumulation Accrual

Vacation time shall be accrued at the beginning of the fiscal year and earned on a monthly basis in accordance with the following:

On 1/21/2021, the parties agreed to the following language:

10.7 Vacation Carry-Over

~~An~~ A twelve-month employee who has been employed from one (1) to five (5) years may elect to carry over a maximum of ten (10) days of vacation to the following fiscal year. Any twelve-month employee who has been employed from six (6) to fourteen (14) years may elect to carry over a maximum of fifteen (15) days of earned vacation to the following fiscal year. Any twelve-month employee who has been employed more than fifteen (15) years may elect to carryover a maximum of twenty (20) days of earned vacation to the following fiscal year. ~~An~~ A twelve-month employee must notify the District by May 1st if he/she wishes to carry any vacation over to the next fiscal year.

Twelve-month Employees may be required by the district to use some or all of their available vacation time in excess of the maximum carry-over during the year in which it was earned. Any vacation time accrued accumulated at the end of the fiscal year in excess of the maximum carry-over will be paid on June 30 or before July 31. Vacation time accrued accumulated within the maximum carry-over will not be paid on June 30 unless the employee has separated from employment with the district.

Article 11: Holidays and Minimum Days

On 3/16/2021, the parties agreed to the following language:

11.5 Minimum Days

The District agrees to provide minimum days to full time employees on the employee's last working day prior to Thanksgiving, Winter and Spring breaks, and on the last day of school.

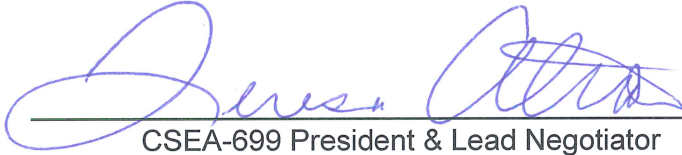
The minimum days for on the last 2 days of any school year may be adjusted to meet the needs of the employee and the District. Any adjustments made under this article section shall be mutually agreed upon by the affected bargaining unit member(s) and his or her immediate supervisor. Adjustments shall be made only to non-student days.

Appendix B: Salary Schedule

On 1/21/2021, the parties agreed to remove the "Longevity" columns from the salary schedule, and agreed in concept to include explanatory information about longevity increments in a separate table at the bottom of the salary schedule.

*On 2/2/2021, the parties agreed to the specific format of the table at the bottom of the salary schedule with explanatory information about longevity increments using the terms "Longevity Increment A", "Longevity Increment B", and "Longevity Increment C".
(See attached copies of the salary schedule as it was previously formatted, and the salary schedule as it will now be formatted, including the agreed 2.25% increase for 2020-2021 and the agreed \$500 increase to the health benefit cap.)*

Signatures of Tentative Agreement


CSEA-699 President & Lead Negotiator

3/17/2021
Date

CSEA Labor Relations Representative

Date


HRUSD Superintendent & Lead Negotiator

3/17/2021
Date

MS 3/17/2021

Previous Salary Schedule

HART-RANSOM UNION SCHOOL DISTRICT

Classified Salary Schedule 2019-2020

THIS SALARY SCHEDULE INCLUDES THE 3.0% NEGOTIATED SALARY INCREASE FOR FY19-20

RANGE	CLASSIFICATIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	L-STEP 10*	L-STEP 15*	L-STEP 20*
OO	Yard Duty	14.00	14.00	14.43	15.15	15.91	16.71	17.55	17.90	18.40	19.40
1 - (A)		14.00	14.67	15.40	16.17	16.98	17.83	18.72	19.07	19.57	20.57
2 - (B)		14.36	15.08	15.83	16.62	17.45	18.32	19.24	19.59	20.09	21.09
3 - (C)		14.65	15.38	16.15	16.96	17.81	18.70	19.64	19.99	20.49	21.49
4 - (D)	Instructional Aide (CHARTER) Instructional Aide Food Services Cashier-Clerk After School Program Leader	15.01	15.76	16.55	17.38	18.25	19.16	20.11	20.47	20.97	21.97
5 - (E)		15.42	16.19	17.00	17.85	18.74	19.68	20.66	21.01	21.51	22.51
6 - (F)		15.75	16.54	17.37	18.24	19.15	20.11	21.12	21.47	21.97	22.97
7 - (G)		16.13	16.94	17.79	18.68	19.61	20.59	21.62	21.97	22.47	23.47
8 - (H)	MOT Clerk Library Clerk Lead Cafeteria Clerk/Cook	16.55	17.38	18.25	19.16	20.12	21.13	22.19	22.54	23.04	24.04
9 - (I)	Custodian Groundskeeper One-On-One Instructional Aide Receptionist (CHARTER)	16.92	17.77	18.66	19.60	20.57	21.60	22.68	23.03	23.53	24.53
10 - (J)	School Secretary	17.37	18.24	19.15	20.11	21.12	22.18	23.29	23.64	24.14	25.14
11 - (K)	Resource Aide	17.77	18.66	19.60	20.57	21.60	22.68	23.81	24.16	24.66	25.66
12 - (L)	Data Analyst	18.16	19.07	20.02	21.02	22.07	23.17	24.33	24.68	25.18	26.18
13 - (M)		18.56	19.49	20.46	21.48	22.55	23.68	24.86	25.21	25.71	26.71
14 - (N)	Program Assistant (CHARTER)	19.00	19.95	20.95	22.00	23.10	24.26	25.47	25.82	26.32	27.32
15 - (O)	Bus Driver Principal's Secretary	19.59	20.57	21.60	22.68	23.81	25.00	26.25	26.60	27.10	28.10
16 - (P)	Maintenance Worker II	20.06	21.06	22.11	23.22	24.38	25.60	26.88	27.23	27.73	28.73
17 - (Q)		22.60	23.73	24.92	26.17	27.48	28.85	30.29	30.64	31.14	32.14
18 - (R)	After School Program Coordinator Maintenance-Mechanic	24.41	25.63	26.91	28.26	29.67	31.15	32.71	33.06	33.56	34.56

*Health benefits capped at \$9,000 annually

*Steps 10, 15, & 20 are longevity steps; Employees will remain on step 7 until their 10th year of service with the district.

Board Approved: 6/20/2019

Modified Due To Minimum Wage Increase, Effective: 1/1/2021

HART-RANSOM UNION SCHOOL DISTRICT

Classified Salary Schedule 2020-2021

THIS SALARY SCHEDULE INCLUDES THE 2.25% NEGOTIATED SALARY INCREASE FOR FY20-21

RANGE	CLASSIFICATIONS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
OO	Yard Duty	14.00	14.05	14.75	15.49	16.26	17.07	17.92
1 - (A)		14.28	14.99	15.74	16.53	17.36	18.23	19.14
2 - (B)		14.68	15.41	16.18	16.99	17.84	18.73	19.67
3 - (C)		14.98	15.73	16.52	17.35	18.22	19.13	20.09
4 - (D)	Instructional Aide (CHARTER) Instructional Aide Food Services Cashier-Clerk After School Program Leader	15.35	16.12	16.93	17.78	18.67	19.60	20.58
5 - (E)		15.77	16.56	17.39	18.26	19.17	20.13	21.14
6 - (F)		16.10	16.91	17.76	18.65	19.58	20.56	21.59
7 - (G)		16.49	17.31	18.18	19.09	20.04	21.04	22.09
8 - (H)	MOT Clerk Library Clerk Lead Cafeteria Clerk/Cook	16.92	17.77	18.66	19.59	20.57	21.60	22.68
9 - (I)	Custodian Groundskeeper One-On-One Instructional Aide Receptionist (CHARTER)	17.30	18.17	19.08	20.03	21.03	22.08	23.18
10 - (J)	School Secretary	17.76	18.65	19.58	20.56	21.59	22.67	23.80
11 - (K)	Resource Aide	18.17	19.08	20.03	21.03	22.08	23.18	24.34
12 - (L)	Data Analyst	18.57	19.50	20.48	21.50	22.58	23.71	24.90
13 - (M)		18.98	19.93	20.93	21.98	23.08	24.23	25.44
14 - (N)	Program Assistant (CHARTER)	19.43	20.40	21.42	22.49	23.61	24.79	26.03
15 - (O)	Bus Driver Principal's Secretary	20.03	21.03	22.08	23.18	24.34	25.56	26.84
16 - (P)	Maintenance Worker II	20.51	21.54	22.62	23.75	24.94	26.19	27.50
17 - (Q)		23.11	24.27	25.48	26.75	28.09	29.49	30.96
18 - (R)	After School Program Coord. Maintenance-Mechanic	24.96	26.21	27.52	28.90	30.35	31.87	33.46

*Health benefits capped at \$9,500 annually

*Longevity A, Longevity B, and Longevity C are special compensation increments. Employees will remain on step 7 until their 10th consecutive year of service with the district.

Board Approved: X/XX/2021

Longevity Increments (See Section 7.7 of the CBA)

Longevity A	10th Yr in Dist	+ \$0.35/hour	
Longevity B	15th Yr in Dist	+ \$0.50/hour	(0.35 + 0.50 = 0.85)
Longevity C	20th Yr in Dist	+ \$1.00/hour	(0.85 + 1.00 = 1.85)