

AGREEMENT

BETWEEN

SAN LUIS OBISPO COUNTY SUPERINTENDENT OF SCHOOLS

AND

**SAN LUIS OBISPO COUNTY EDUCATION ASSOCIATION,
CALIFORNIA TEACHERS ASSOCIATION/NATIONAL EDUCATION
ASSOCIATION**

2026-2028

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>Page</u>
I INTRODUCTION.....	1
II RECOGNITION.....	2
III SALARY.....	3
Salary Schedules.....	3
Salary Advancement – Step Increments.....	3
Salary Advancement – Column Movement	4
Compensation for Job Shares	5
Additional Compensation.....	5
IV HEALTH AND WELFARE BENEFITS.....	7
V HOURS OF EMPLOYMENT.....	9
Work Year for Alternative Education and Special Education	9
Work Year for Child Development Programs.....	9
Extended School Year (Special Education only)	9
Summer School (Community School only)	10
Alternative Work Schedules.....	10
Work day for Alternative Education and Special Education	11
Work day for Child Development Programs.....	12
Duty-free Lunch Period.....	12
Workplace Interruptions.....	12
Professional Duties – All Teachers	12
VI CLASS SIZE	15
VII VACANCIES, ASSIGNMENTS, AND REASSIGNMENTS	16
Vacant Positions	16
Extra Duty Assignments.....	16
Reassignments	17
Emergency/Short-Term Reassignments	18
Involuntary Reassignments	19
VIII LEAVES OF ABSENCE	20
Sick Leave	20
Personal Necessity Leave.....	21
Bereavement Leave	21
General Leave.....	22
Professional Organization Leave.....	22
Health Leave.....	22
Jury Duty	22
Elective Public Office Leave.....	23

	Professional Growth Leave	23
	Industrial Accident and Illness Leave	23
	Family Care and Medical Leave	24
	Catastrophic Leave	25
	Eligibility	25
	Requests for Sick Leave Donation	26
	Donations for Catastrophic Leave	27
	Hold Harmless	27
	Verification of Ability to Return to Work	27
	Provisions for Fringe Benefits	28
	Return from Leaves	28
	Concerted Activity	28
IX	CERTIFICATED EMPLOYEE EVALUATION PROCEDURES	29
X	PEER ASSISTANCE AND REVIEW PROGRAM (PAR)	33
	This section has been removed pursuant to tentative agreement/ratification (5/18/2026)	
XI	SAFETY CONDITIONS OF EMPLOYMENT	34
XII	EMPLOYEE/MANAGEMENT RIGHTS TO INFORMATION AND COMMUNICATIONS	36
XIII	GRIEVANCE PROCEDURE	39
	Definitions	39
	Formal Level One	40
	Formal Level Two	40
	Formal Level Three	41
XIV	CONCLUSION	42
	Completion of Negotiations	42
	Past Practices	42
	Severability	42
	Continuation of Economic Benefits	42
	Duration of Agreement	43
	ACCEPTED AND RATIFIED	44

APPENDICES

SALARY SCHEDULES

Teacher/Therapist/School Nurse	A-1
Certificated Counselor.....	A-2
Certificated State Preschool	A-3
Stipends and Hourly Rates	B

CATASTROPHIC LEAVE FORMS

Catastrophic Leave Form	C
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CERTIFICATED EVALUATIONS

Certificated Staff: Timeline for Evaluating Permanent and Probationary	D-1
Certificated Evaluation Definitions.....	D-2
Certificated Staff: Self Evaluation Form.....	D-3
Certificated Staff Evaluation Form	D-4
Certificated: Summative Evaluation Report Form	D-5
Certificated Staff: Classroom Observation Form	D-6
Certificated Staff: Informal Observation/Communication Form	D-7
Certificated Staff: Performance Improvement Plan	D-8
Certificated Staff: Nurse Evaluation Forms	D-9

ASSOCIATION DUES

Membership Dues E	
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ARTICLE I

INTRODUCTION

- 1.1 This Agreement and the provisions contained herein constitute a bilateral and binding agreement by and between the SAN LUIS OBISPO COUNTY SUPERINTENDENT OF SCHOOLS (hereinafter referred to as "Superintendent" or "Employer") and the SAN LUIS OBISPO COUNTY EDUCATION ASSOCIATION, CTA/NEA, an employee organization, (hereinafter referred to as "Exclusive Representative" or "Association") and pertain to unit members in the bargaining unit (hereinafter referred to as "employees" or "bargaining unit members(s)" or "unit member(s)").
- 1.2 This Agreement is entered into pursuant to Sections 3540-3549 of the California Government Code (hereinafter referred to as the "California Educational Employment Relations Act of 1976" or "EERA").

Amendment of Terminology

The parties agree that this Agreement shall be amended to reflect a change in terminology. Throughout the entire Agreement, the term "Teacher" (and its plural or possessive forms) is hereby deleted and replaced with "employees" or "bargaining unit member(s)" or "unit member(s)" (and its respective plural or possessive forms), wherever applicable, to align with the definition set forth in Article I regarding bargaining unit recognition. The parties agree that this change is non-substantive and intended to clarify and unify terminology.

ARTICLE II

RECOGNITION

- 2.1 The Employer recognizes the Association as the Exclusive Representative of certificated employees, as specified below:
 - 2.1.1 Included: All Occupational Therapists and non-management certificated employees serving in a position requiring a credential or certification from California Commission on Teacher Credentialing, unless otherwise excluded below.
 - 2.1.2 Excluded: All employees designated by the Employer as management, supervisory, confidential, certificated non-management employees employed for summer school or Extended School Year (ESY) only, and substitute teachers.
- 2.2 The parties to this Agreement recognize that circumstances may arise where the duties and work performed by the certificated employees in the bargaining unit described above may be contracted out to an independent contractor or Agency for continuity of services and/or avoid stoppage of services. When this occurs, the Employer will give notice to the Exclusive Representative of certificated employees.

ARTICLE III

SALARY

- 3.1 Effective July 1, 2025, a 3% salary increase shall be applied to all cells of the 2024-25 certificated bargaining unit salary schedules (Teacher/Therapist/School Nurse; Counselor; State Preschool). The 3% salary increase applied to the 2024-25 certificated salary schedules shall be paid retroactively to each bargaining unit member in employed paid status on June 1, 2026. The retroactive salary payment will be made no later than June 30, 2026 payroll. Once the 3% increase is applied to the 2024-25 certificated salary schedules, they will be referred to as the 2025-26 certificated salary schedules (Teacher/Therapist/School Nurse; Counselor; State Preschool).

Effective July 1, 2026, a 3% salary increase shall be applied to all cells of the 2025-26 certificated bargaining unit salary schedules (Teacher/Therapist/School Nurse; Counselor; State Preschool).

A one-time off schedule payment of \$2750 will be made to all unit members active at the time of ratification. The one-time off schedule payment shall occur no later than June 10, 2026.

Annually, during years when no salary schedule increase occurs, unit members who have been at the maximum salary step for at least one year or more are eligible for a one-time off-schedule payment of 3%. In the event of a salary schedule increase of less than 3%, eligible members will receive a one-time off-schedule payment for the difference, up to a maximum of 3%.

Salary Schedules

- 3.2 The salary schedules shall be attached as Appendix A1-A4. Certificated employees advance on the salary schedule based on years of experience (step increments) and units of education (column movement).
- 3.3 All certificated employees hired after July 1, 2026 will receive year for year credit in terms of experience and education.

Salary Advancement – Step Increments

- 3.4 Step increments shall be granted to those bargaining unit members who qualify. Bargaining unit members in paid status for 60% or greater of a 1.0 Full Time Equivalent (FTE) will receive a step increment every year. Bargaining unit members in paid status for less than 60% of a 1.0 FTE will receive a step increment every other year regardless of the percentage. There will be no accumulation of percentages from year to year.
- 3.5 Time spent in unpaid leave status shall not count toward advancement on the salary schedule.

Salary Advancement –Column Movement

- 3.6 Column movement shall be granted to those employees who qualify through the educational development process (progress toward advanced degree program and/or qualifying units/continuing education units.).

Educational Development Process

- 3.6.1 Notice of intent to qualify for column movement must be filed with the Employer by May 1st of each year. All work must be completed and verified through the submission of official transcripts by the following October 1st.
- 3.6.2 Each employee is responsible for:
- Obtaining prior approval from the appropriate principal or director
 - Submitting a Notice of Intent form prior to May 1st
 - Submitting official transcripts or documentation by the instructor to verify completion of all units prior to October 1st.
- 3.6.3 Employees who present official transcripts or documentation of qualifying units of credit earned which qualify the employee for a higher column on the salary schedule shall move to the higher column retroactive to their first work day of the current school year. In the event the institution of higher education is unable to furnish transcripts by September 1st, upon appropriate written notice from the employee, the Employer shall extend the deadline to September 15th. The employee shall be placed on the appropriate column of the salary schedule following written institutional verification of completion of the units.

Educational Development Requirements

- 3.6.4 All courses submitted for the purpose of advancement on the salary schedule must be substantially supportive of the teacher's current assignment in the San Luis Obispo County Office of Education and must have received prior approval from the appropriate principal or director.
- 3.6.5 All units which an employee seeks to have applied toward salary schedule advancement shall be in the employee's academic major or minor or shall be related to the employee's assignment.
- 3.6.6 Except for pass-fail courses, courses shall not be eligible for salary credit unless earned with a grade of "C" or higher.
- 3.6.7 Nothing in this Article precludes the Employer granting salary credit units at its discretion for in-service activities sponsored or conducted by the Employer.

Compensation for Job Shares

- 3.7 When employees "share" one regular contract, salaries will be based upon the ratio of each employee's hours of service to a full-time employee's hours e.g., three and one-half hours equals 50% of salary. (For more information on alternative work schedules, see Article V – Hours of Employment.)

Additional Compensation

- 3.8 The following qualify for additional compensation at the daily rate of pay, prorated on the ratio of hours worked to the employee's regular school year workday:
- Professional meetings (as defined in 5.15) requested by administration which occur on a day that the employee is not scheduled to work
 - Duties which are not professional duties as described in 5.15 and which occur outside of the normal scheduled onsite hours (examples include Home Hospital assignments, CPR training, participation in SLOCOE sponsored committees and extra projects requested by administration)
 - All SLOCOE initiated meetings shall be scheduled to start before the end of the unit member's normal work day schedule, whenever possible. If any meeting is scheduled to start after or continue beyond the end of the unit member's normal work day schedule, with prior approval by the supervisor, and mutual agreement of the employee and supervisor as to the start time, teachers will be compensated for all time until the end of the meeting at their daily rate of pay. All timecards submitted for additional compensation shall include supporting documentation for audit purposes, i.e., agendas, calendar invitations, sign in sheets, etc.
 - (See also 5.15.2)

Mileage - Use of Automobiles

- 3.8.1 Teachers who are assigned to use their own automobiles in the performance of their duties (including Individual Education Plans (IEPs), staffings, staff meetings, and other mandated meetings) and teachers who are assigned to more than one school per day shall be reimbursed for all such travel at the Internal Revenue Service rate for all driving done between the first school or designated headquarters (whichever is closer to the teacher's residence) and other schools or assignments. Travel assignments shall not be made to discipline teachers.

Extended School Year (Special Education only)

- 3.8.2 By March 1st of each school year, the Employer shall poll individual members of the staff to determine which employees desire to work during the Extended School Year (ESY). Employees may apply to work during ESY either in their current assignment or in another assignment within their credential limitations, if any. A \$500 stipend shall be awarded to unit member(s) who agree by March 1 to teach a full assignment for ESY. Where a job share occurs, those employees shall share the stipend which will be prorated accordingly.

- 3.8.2.1 Any Designated Instructional Service/Related Services Itinerant certificated employee who met the qualifications to receive the \$500 stipend, but whose services were not required the full nineteen or twenty days shall receive the full stipend, or prorated if job share, as an incentive to ensure services for the ESY program.
- 3.8.2.2 If the employer is not able to hire qualified staff, the DIS/RS employee will be requested to work the entire assignment as needed per management. If the DIS/RS employee chooses not to do that, he/she will not be awarded the stipend.
- 3.8.2.3 All bargaining unit members who work ESY and/or summer school as an on-call Certificated School Nurse shall be paid the substitute Teacher daily rate of pay.
- 3.8.3 All bargaining unit members who work ESY shall be paid their daily rate of pay for each day of ESY service. The daily rate of pay shall be prorated on the ratio of the employee's ESY workday to the employee's regular school year workday. (See also 5.7).

Summer School (Alternative Education)

- 3.8.4 All bargaining unit members who work summer school shall be paid their daily rate of pay for each day of summer school service. The daily rate of pay shall be prorated on the ratio of the employee's summer school workday to the employee's regular school year workday. If a unit member agrees and works the summer school full session assignment, the certificated summer school unit member will be eligible for a \$500 stipend. The same processes described in 3.8.2 and 3.8.3 for Extended School Year shall apply to summer school assignments.

Extra Periods for Special Education and Alternative Education

- 3.8.5 1.0 FTE teachers will be paid their daily rate of pay for teaching extra periods beyond their normal seven-hour workday. The daily rate of pay shall be prorated on the ratio of hours worked to the employee's regular school year work day.

Early Notification Retirement Incentive

- 3.8.6 An incentive of \$500 will be given to all certificated staff who turns in a signed retirement letter on or before March 1st. The letter needs to state that the certificated employee is retiring effective the end of the school year. Once the employee is retired in June, SLOCOE will send the employee \$500 (minus the applicable taxes, but not subject to retirement deductions).

ARTICLE IV

HEALTH AND WELFARE BENEFITS

- 4.1 Health and Welfare benefit packages are selected by the Cost Containment Committee. The Cost Containment Committee is comprised of representatives from CSEA, CTA, and management. Each year the Cost Containment Committee is charged with selecting health plans on behalf of their respective associations. The Cost Containment Committee is an advisory body for selecting health plans and health plan design and does not replace collective bargaining.

The Employer agrees to make a monthly contribution for the insurances set forth in paragraphs 4.1, 4.1.1-4.1.3 of this Article. The Employer's total annual contribution shall maintain an 70% of the 80-G SISC/Anthem Plan cost which will be the anchor to determine annual contributions for other SISC/Anthem plans. The Employer's contribution is a dollar amount contribution for the health and welfare benefits specified as follows:

- 4.1.1 Medical insurance for the employee and eligible dependent(s) pursuant to a self-funded plan administered by Self-Insured Schools of California (SISC).
 - 4.1.2 Dental insurance for the employee and eligible dependent(s) pursuant to a self-funded plan administered by the selected insurance provider.
 - 4.1.3 Vision insurance for the employee and eligible dependent(s) pursuant to a self-funded plan administered by SISC.
 - 4.1.4 Basic life insurance for the employee provided by Mutual of Omaha.
- 4.2 Should there be no agreement in regard to the Employer's contribution level for a successor agreement prior to September 15th of the current school year the Employer's contribution for the above-specified insurances shall be limited to the actual monthly amount contributed by the Employer as of September 1st of the prior year.
- 4.3 In return for the provision of health and welfare benefits and the payment of the premiums, the Employer shall be entitled to select the provider(s) of the above-specified benefits.
- 4.3.1 There shall be no change in provider(s) without prior notice to the Exclusive Representative and an opportunity for consultation.
 - 4.3.2 No change shall constitute an increase of premium to be paid for by the employee during the school year.
 - 4.3.3 Any change of provider(s) shall provide benefits and administration equivalent to or better than benefits currently in effect.

- 4.4 A certificated employee will be eligible for benefits in assignments of 90 days or longer, pro-rated for less than 1.0 FTE. An employee with an assignment of less than a .5 Full Time Equivalent (FTE) is not eligible for health and welfare benefits. For employees with an assignment of .50 or greater FTE, the Employer shall prorate its contribution for health and welfare benefits based upon the ratio of the employee's FTE. For a job share assignment, the SLOCOE health and welfare contribution shall be shared equally or in a percentage that matches the work year of each member of the job-sharing team. Any member contributions that are necessary to maintain coverage must be received by the office in a timely manner. It is recommended that the employee consult with the State Teacher's Retirement System (STRS) representative to determine the impact of the assignment on his/her retirement. (For more information on alternative work schedules, see Article V – Hours of Employment.)
- 4.5 No in-lieu payments or contributions to programs other than those that the Employer provides above shall be made by the Employer for any employees who elect not to subscribe to the benefits provided by this Article.
- 4.6 Employees hired on or after July 1, 1983, shall not be eligible for the insurance contributions set forth in SLOCOE Policy #4351.

ARTICLE V

HOURS OF EMPLOYMENT WORK YEAR

Work Year for Alternative Education and Special Education

- 5.1 The annual contract period shall consist of 186 days. Days beyond the state mandated days set for pupil contact may be used for staff development and class preparation.
- 5.2 Effective July 1, 2000, there is an additional 1.65% on-schedule salary increase in recognition of the addition of three (3) staff development days to teacher/therapist duty year for a total of 186 duty days per year. (Note: If the state eliminates or reduces funding, the salary schedule and workdays will be adjusted accordingly.)
- 5.3 A first-year employee's work year shall include attending a new employee orientation training for additional compensation at the daily rate of pay, prorated on the ratio of hours worked to the employee's regular school year workday. New employees may be required to work Extended School Year (ESY) for the first year of employment and on a rotating basis once every three years after that.
- 5.4 The work year for Juvenile Court School teachers is 186/187 days. These days may be scheduled over the 248 or 249-day instruction year with mutual agreement between the program manager and teacher. These modifications may include a year-round schedule such as forty-five/fifteen or changing the traditional summer break to other seasons, and other modifications that are mutually developed. Any schedule consideration is meant to provide the teacher with flexibility and the program with consistency and high professional standards.

Work Year for Child Development Programs

- 5.5 The work year for State Preschool Program unit members shall be 186 days, which includes 180 instructional days, three (3) staff development days, and three (3) work days (non-student). (Note: If the state eliminates or reduces funding, the salary schedule and workdays will be adjusted accordingly.)

5.6 *Section removed pursuant to TA June 2024.*

Extended School Year (Special Education only)

- 5.7 For ESY, classroom-based teachers will be paid a minimum of 5.5 hours/ day but no more than 7 hours/day dependent upon the needs of the program as determined by the Assistant Superintendent of Student Services. Acknowledging this commitment and service, teachers will have latitude and flexibility in the use of non-instructional time. (see also 3.8.2 and 3.8.3) Itinerant staff will be paid hourly on a time card based on a caseload and prorated at the staff member's daily rate with a minimum of being paid 5.5 hours per week.

An employee who is assigned to work an Extended School Year shall receive an additional

7 hours of sick leave for that year. (Also see 8.1)

- 5.8 The number of employees' workdays and the employees' working hours for the mandatory ESY program shall be finalized by the Employer following the completion of Individual Education Plans (IEPs) for all students.

Summer School (Community School only)

- 5.9 Teachers will be paid a minimum of 5.5 hours/day but no more than 7 hours/day dependent upon the needs of the program as determined by the Assistant Superintendent of Student Services. Acknowledging this commitment and service, teachers will have latitude and flexibility in the use of non-instructional time. An employee who is assigned to work summer school shall receive an additional 7 hours of sick leave for that year.

Alternative Work Schedules

- 5.10 Alternative work schedules may include, but are not limited to, job shares, reduced workloads, and the reduced work schedule program per Education Code 22713.

5.10.1 When employees "share" one regular contract, salaries will be based upon the ratio of each employee's hours of service to a full-time employee's hours (e.g., three and one-half hours equals 50% of salary) (Article III–Salary, 3.7)

5.10.2 An employee with an assignment of less than a .5 Full Time Equivalent (FTE) is not eligible for health and welfare benefits. For employees with an assignment of .50 or greater FTE, the Employer shall prorate its contribution for health and welfare benefits based upon the ratio of the employee's FTE, except where employees are participating in the reduced-workload program identified in 5.10.3 pursuant to Education Code Section 22713. For a job share assignment, the SLOCOE health and welfare contribution shall be shared equally or in a percentage that matches the work year of each member of the job-sharing team. Any member contributions that are necessary to maintain coverage must be received by the office in a timely manner. It is recommended that the employee consult with the State Teacher's Retirement System (STRS) representative to determine the impact of the assignment on his/her retirement.
(Article IV - Health and Welfare, 4.4)

5.10.3 Permanent (tenured) unit members who have satisfactory evaluations may apply to the Superintendent no later than March 1 of the preceding school year for consideration of an alternative work assignment. Employees shall be eligible for an Employer provided pre-retirement reduced-workload option pursuant to Education Code Section 22713. Under extenuating circumstances, the office will consider alternative work schedule assignments, including job share requests after the March 1st deadline referred to in this Article. Employees requesting alternative work schedules will be notified of the acceptance or denial of their request by April 30th. The following conditions must be met:

Job Shares:

- Each member of the team submitting job-sharing assignment request must meet all the credential and job description requirements for the requested position.
- If an individual requests a job-sharing assignment, the SLOCOE must be able to employ a suitable replacement in the position being left vacant.
- The job-sharing assignment request must include a work schedule accompanied by the recommendation of the principal and director. The request must be approved annually.

WORK DAY

Work day for Alternative Education and Special Education

5.11 LENGTH OF THE WORK DAY: During the regular school year, the length of the workday for special education and alternative education, including preparation time, relief periods, and time required before and after school, shall be seven hours, or 35 hours per week. The employee's workday shall begin 30 minutes before the first scheduled class or activity and continue until the specified number of hours of work has elapsed.

Release Time for Alternative Education and Special Education

5.11.1 At the discretion of the supervisor, teachers may, after making prior arrangements, be granted release time for the following:

- Home or school observation of a child who is recommended for possible placement in that teacher's program.
- Attending staffing and IEP meetings for the children in their classes.
- Preparation of IEP's by unit members. Unit members may schedule IEP meetings at flexible times during the day and/or after school, using non-instructional time, administrative/support staff assistance with flexible scheduling, and/or requesting substitute coverage, to ensure that IEP requirements are met without the necessity for routine work outside the school day. It is understood that all regulations regarding appropriate staff attendance and participation in IEP's will be met, as well as adequate supervision and classroom instruction of students in the classroom.

Flexibility in Non-Instructional Time

5.11.2 It is recognized that unit members perform many professional duties outside the identified seven-hour workday. Mandated duties such as IEP meetings, parent conferences, and staff meetings significantly extend the work day past seven hours. Acknowledging this commitment and service, unit members will have latitude and flexibility in the use of non-instructional time during their regular duty day. A duty

day, beginning time and ending time, will be established. By notifying the Program Administrator, the unit member may take non-instructional time for personal convenience. This flexibility is not intended to change the duty-day hours on a regular basis, or to be used when professional duties are scheduled during the non-instructional time.

Work day for Child Development Programs

5.12 The Child Development Programs are based upon available funding from the state. For Site Supervisors, the length of the workday, including preparation time, relief periods, and time required before and after school, shall be eight (8) hours per day for the purposes of a 1.0 FTE (full-time equivalent). The parties recognize that there may be other work day shifts prorated based upon the 1.0 FTE/8 hours per day.

Duty-free Lunch Period

5.13 There shall be a duty free lunch of no less than 30 minutes, which is not included in the workday.

Workplace Interruptions

5.14 To the extent repairs to classrooms and/or workplace facilities are under the control of the Employer, they will be scheduled after classes have been dismissed for the day and/or the workday, whenever possible. If repairs must be scheduled during class and/or worktime, the unit member will be given a 24-hour notice of the scheduled activity whenever possible. Any SLOCOE classroom, work location, and/or employee office shall be treated the same under the provision of this Article and under Education Code and/or California Code of Regulations.

Professional Duties - All Teachers

5.15 Each teacher is responsible for performing duties which are reasonably related to his/her regular assignment, depending upon the educational program and pupil needs.

5.15.1 Professional duties under the direction of the COE administration and required within the normal scheduled on-site hours (excluding lunch) include:

- Supervising pupils and activities related to the teacher's regular assignment.
- Participating in professional activities related to the teacher's regular assignment.
- Participating in staff development programs relating to the teacher's regular assignment.
- Other reasonable related duties as assigned.

5.15.2 Professional duties, which may routinely require work outside the described normal scheduled on-site hours, include:

- Planning and preparing lesson plans
- Selecting materials for instruction
- Reviewing and evaluating work of pupils
- Conferring with pupils and/or parents

- Keeping records
- IEP meetings
- Conferences with staff, teacher, parent and/or student
- Attendance at prescheduled staff meetings shall be limited to one per month except in unusual circumstances. (section 3.8 applies)
- Participating and supervising Back-to-School, Open House, information nights, and graduation/recognition ceremonies
- Child development parent education meetings

All SLOCOE initiated meetings shall be scheduled to start before the end of the unit member's normal work day schedule, whenever possible. If any meeting is scheduled to start after or continue beyond the end of the unit member's normal work day schedule, with prior approval by the supervisor, and mutual agreement of the employee and supervisor as to the start time, teachers will be compensated for all time until the end of the meeting at their daily rate of pay. All timecards submitted for additional compensation shall include supporting documentation for audit purposes, i.e., agendas, calendar invitations, sign in sheets, etc. (See also 3.8)

Child Development- Additional Responsibilities

5.15.3 Required staff meetings for afternoon child development teachers, including travel time to the meeting site, shall be scheduled during the regular workday whenever possible. Child development teachers will be reimbursed for mileage at the rate authorized by the County Superintendent of Schools.

5.15.4 Student testing and assessments shall be conducted during regular child development class hours.

5.15.5 All arrangements for yearly support service screenings (vision, hearing, and dental) shall be made by the child development teacher. Ongoing support services (speech therapy, etc.) may be coordinated by the child development unit member.

Special Education – Non-Instructional Program- Related Duties

5.15.6 It is recognized that teachers in some county-operated classes are required to supervise and/or arrange supervision of the students to a greater extent than regular education teachers. This student supervision time (contact time) has increased with the program directive that mandates that county-operated classes be aligned with district classes for the daily beginning and ending times.

To address the instructional, supervision, and teacher preparation requirements during the workday, it is acknowledged that there is teacher judgment on blending these components. Teachers, through collaboration with the program supervisors, shall identify regularly scheduled periods during the student day that will allow for non-instructional program-related work to be completed. It is also expected that there will be opportunities for the teacher to complete non-instructional program-related duties while students are on task and supervised by an Instructional Assistant

or other approved supervisory staff.

Nothing in these statements is intended to distract or encroach on the instructional minutes as set by statute, or decrease the quality of instruction. It is acknowledged that non-instructional program-related duties are an essential part of the instructional program. Detailed planning, the completion of records, and IEPs are fundamental to the educational program.

Alternative Education and Special Education – Staff Development/

- 5.15.7 No mandatory staff development at the end of the work day shall last longer than 90 minutes and start no later than 3:30 p.m. The COE may require unit members to attend staff development/in-service only during their contract workday and work year. The COE may offer voluntary workshops which unit members may attend outside the contract workday and work year (See article 3.8 for information regarding additional compensation).
- 5.15.8 No employee other than a TOSA (Teacher on Special Assignment) shall be required to plan, develop, and/or implement any staff development. Should the employee choose to provide preapproved staff development which occurs outside the normal scheduled onsite hours, the staff development work will qualify for additional compensation at the daily rate of pay, prorated on the ratio of hours worked to the employee's regular school year workday. (see 3.8)
- 5.15.9 The employer shall seek out ideas from employees regarding appropriate programs that will assist in fulfilling the professional needs of the staff.

ARTICLE VI

CLASS SIZE

- 6.1 The Association and the County Superintendent recognize that providing quality instruction and positive classroom environment is influenced by the support provided by federal and state governments, and the County Office of Education. It is further recognized that the County Office of Education has defined resources established through legislation at the federal and state levels, and that influence on future legislation will be a priority of the Association and County Superintendent. The County Superintendent and the Association leadership will continue to advocate support for education to the appropriate decision makers. Local education advocates and the County Office of Education staff will be informed and solicited for the purpose of influencing representatives to the state and federal governments regarding education-related legislation. Under the Master Plan, the Employer shall attempt to maintain special day classes consistent with state requirements.

ARTICLE VII

VACANCIES, ASSIGNMENTS AND REASSIGNMENTS

Vacant Positions

- 7.1 The Employer shall declare when a position is vacant.
When the Employer determines that a vacant position is to be filled, the Employer shall list criteria detailing unique needs of the students, required and desirable teaching skills relevant to the program, and other teacher duties that are required. The needs of students/clients will serve as the prime criterion when considering all applications. The appropriate credentials, certificates, permits, authorizations, training, knowledge, skills, abilities, performance, and experience will be considered. All requests for reassignment shall be considered, and the employee will be interviewed. If all criteria as listed above are met equally by two or more applicants, seniority (the employee's length of service to the SLOCOE) within the San Luis Obispo County Office of Education will be the deciding factor.
- 7.2 In planning for the upcoming school year, the Human Resources department will send an interest survey to all probationary and permanent certificated staff.
- 7.3 Upon the determination that a vacant position shall be filled, the Employer shall notify via e-mail (and U.S. mail if requested on the interest survey) all bargaining unit members of the vacancy. All notices of vacancies will be advertised for a minimum of ten (10) working days.
- 7.3.1 All announcements shall include the job title; a brief description of the position and duties; required minimum qualifications; the job location (if known); the number of hours per day; the regular hours of work, days per week, and months per year; the salary range; and the deadline for filing a letter of interest or application.
- 7.3.2 Employees may apply for a vacancy with the same job title by submitting a letter of interest to the Human Resources Department. All requests for vacancy shall be considered and the employee will be interviewed.
- 7.3.3 An employee applying for a position with a different job title must complete an application. All applicants will be considered.
- 7.3.4 No final selection shall be made until after the closing date.

Extra Duty Assignments

- 7.4 An extra duty assignment is defined as instructing students or mentoring staff on an on-going basis. Interest forms for voluntary extra duty assignments will be distributed at a minimum of twice a year (once near the start of the school year and again after the winter holiday break). Employees may submit an interest in writing at any time. All employees who have indicated an interest at the time of the needed assignment will be considered.

Employees will be notified of assignments for which they have indicated an interest and of the final hiring decision. The needs of the students/clients will serve as the prime criterion when considering all applications. The appropriate credentials, certificates, permits, authorizations, training, knowledge, skills, abilities, performance, experience and seniority will be considered.

Reassignments

- 7.5 “Reassignment” is defined as the movement of an employee within the site or from one site to another site within the current job title or from one subject discipline or age group to another subject discipline or age group.
- 7.6 The needs of students/clients will serve as the prime criterion when considering all applications. The appropriate credentials, certificates, permits, authorizations, training, knowledge, skills, abilities, performance, and experience will be considered. All requests for reassignment shall be considered, and the employee will be interviewed.

If all criteria as listed above are met equally by two or more applicants, seniority (the employee's length of service to the SLOCOE) within the San Luis Obispo County Office of Education will be the deciding factor.

- 7.7 Employees may apply for a reassignment by submitting a letter of interest to the Human Resources Department. All requests for reassignment shall be considered, and the employee will be interviewed.
- 7.8 If a request is denied, the applicant may request a meeting to discuss the decision to deny the transfer. The applicant shall be given, upon written request, reasons for the denial in writing.
- 7.9 When a class is split the existing teacher shall have first choice of either class that results from the split, as long as that teacher possesses the appropriate credentials, certificates, and authorizations for the assignment.
- 7.10 If an employee moves due to voluntary or involuntary reassignment, the employee shall receive at least a 15-calendar day notice before the actual move occurs. The employee shall receive two days of release time or be paid two days at their daily rate of pay to organize and move materials and supplies. The employee will also have the equivalent of two days of classroom Instructional Assistant time.
- 7.10.1 SLOCOE shall move a unit member’s materials and/or furniture whenever a unit member is reassigned. If an employee is moved in consecutive years or within the same year the employee shall be paid two days at their daily rate to organize and move materials and supplies. The employee will also have the equivalent of two days of classroom Instructional Assistant time.

Extended School Year

- 7.11 The Employer shall fill Extended School Year (ESY) positions based upon employee requests to the extent that those requests fulfill the Employer's requirements for the

educational program. Should the Employer be unable to fill any ESY positions with credentialed teachers through the polling process described above and in Article 3.8.3, new employees may be required to work ESY for the first year of employment and on a rotating basis every three years after that. Both parties agree to promote participation in ESY. Promotion may include, but is not limited to, flyers, posters, memos, e-mails, staff meeting discussions, etc. (see also Articles 3.8.2, 3.8.3, and 5.7)

Emergency/Short-Term Reassignments

- 7.12 In an immediate program emergency where the interests of the program and the safety and interests of the students has been compromised through circumstances which were unforeseen, unanticipated, through no fault of the administration, and for which adequate time was not allowed for a regular solution, an employee may be transferred or reassigned on an emergency short-term basis. The reassignment of an employee under this section will be done at the discretion of the Employer after an assessment has been made that determines that the selection will result in the least disruption of the existing program and the best possible solution for the students. Under no circumstances will this Emergency/Short-Term reassignment be arbitrary, capricious, or punitive. If, at the end of six (6) weeks, a permanent solution has not been implemented, the Emergency/Short-Term assignment shall not be extended by the Employer except in the case of a voluntary request from the employee. The employee shall be returned to his/her regular assignment. No employee may be assigned under this provision more than one time in any school year.
- 7.12.1 Emergency/Short-Term shall be defined as a period of time no longer than six (6) weeks. Every effort shall be made to terminate the Emergency Assignment sooner than six weeks and return the employee to his/her regular assignment.
- 7.12.2 Unforeseen shall be defined, in part, as a last minute resignation or termination of an employee, a catastrophic injury or illness that is expected to incapacitate the unit member for an extended period of time, or other incidents which are determined to be immediate and serious in nature.
- 7.12.3 The employee who is assigned under the Emergency/Short-Term provision shall be entitled to mileage reimbursement calculated round trip from their regular location to the Emergency location for the duration of the Emergency assignment at the standard rate that is established by the Employer at the time of the assignment.
- 7.12.4 The employee shall receive one day per week of the Emergency/Short-Term assignment up to a maximum total of three days of release time or be paid one day per week up to a maximum total of three days at their daily rate of pay, to organize materials and lesson plans for the Emergency assignment.
- 7.12.5 The employee who is assigned under the Emergency/Short-term provision will receive regular and frequent reports of the progress toward a solution and updated estimates of the end date of the assignment.

Involuntary Reassignments

7.13 An employee may be involuntarily reassigned by the Employer except as a reprisal for employee activity protected by the Rodda Act.

7.14 Reasons for the involuntary reassignment may include:

- Change in student enrollment
- Elimination/initiation or reduction/expansion of programs or services
- Accommodating the special staffing needs and/or requirements at any site

If none of these situations exists, an involuntary move shall be based upon least seniority.

7.14.1 Where the Employer determines that there is a justifiable need for an involuntary reassignment, the employee shall be moved to another location without any loss in compensation held prior to the reassignment.

7.15 For vacancies, volunteers shall be solicited prior to any involuntary reassignment.

7.16 An involuntary reassignment shall take place only after a meeting between the employee and the supervisor stating the reason for the reassignment. The Employer shall provide written notification to the employee specifying the reason(s) as indicated above in 7.14 as soon as possible. The employee shall have the right to representation by the Association at the meeting. An employee shall receive a minimum of a six (6) weeks written notice of the reassignment. The Employer shall make every effort to notify the employee prior to the end of the school year.

7.17 The employee to be involuntarily reassigned may indicate preference of positions from a list of available vacancies.

7.18 The employee who is involuntarily reassigned shall be assisted by SLOCOE in the movement of the employee's materials and supplies. If a classroom is to be moved, the employee shall receive at least a 15-calendar day notice before the actual move occurs. The employee shall receive two days of release time or be paid three days at their daily rate to organize and move materials and supplies. The employee will also have the equivalent of three days of classroom Instructional Assistant time.

7.19 An employee has the right to appeal the involuntary reassignment by contacting the Human Resources department within two weeks of receiving the written notice of reassignment and citing the reason for the appeal in writing.

ARTICLE VIII

LEAVES OF ABSENCE

ACCUMULATED LEAVE

Sick Leave

8.1 Every full-time employee shall be entitled to 10 days of sick leave for each year of employment. Part-time employees shall earn sick leave on the basis of the ratio of the part-time employment to full-time employment. An employee who is assigned to work an Extended School Year or summer school assignment shall receive an additional 7 hours of sick leave for that year.

8.1.1 An employee may use accumulated sick leave at any time during the school year for accident, illness, or quarantine and for medical examinations or treatments for self or immediate family members.

8.1.1.1 Unused sick leave shall accrue from school year to school year.

8.1.1.2 The Employer shall provide each employee with a written statement of accumulated and credited sick leave for the current school year as soon after the beginning of the school year as possible, but no later than November 1.

8.1.1.3 For the purposes of sick leave, immediate family is defined as child, grandchild, parent, spouse, or registered domestic partner of the employee. "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a registered domestic partner, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.

8.1.2 Employees must contact the Employer as soon as the need to be absent is known.

8.1.3 When the employee informs the Employer that the absence will be greater than one day, the employee must notify the Employer of an intention to return by 4:00 p.m. on the workday prior to the day of return.

8.1.4 An employee who has been on sick leave for three or more consecutive days, or who has had any surgical procedure, may be required to furnish a physician's verification of ability to return to work and render service to the Employer.

8.1.5 Female employees shall be entitled to utilize sick leave for the period of time required to be absent due to pregnancy or childbirth. The period of leave, including the date upon which the leave shall begin, shall be determined by the employee and her doctor. A statement from the employee's doctor as to the beginning date of the leave shall be filed with the Superintendent. The date of the employee's return to service shall be based upon her doctor's analysis and written verification of the

employee's physical ability to render service to the Employer without limitations or restrictions.

- 8.1.6 If the employee has exhausted all available sick leave, the employee shall be entitled to an additional period of five school months extended sick leave/differential pay (See Ed. Code 44977). Upon written verification of a physician or practitioner, the amount of salary deduction in any month shall not exceed
- The sum which was actually paid a substitute in the position; or
 - If no substitute was employed, the amount which would have been paid to a substitute had one been employed for the remainder of the illness up to a total period of five school months.

OTHER LEAVES

Personal Necessity Leave

8.2 It is of mutual interest that the Personal Necessity Leave provides employees the opportunity to address circumstances which are serious in nature, cannot be expected to be disregarded, necessitate immediate attention, and cannot be dealt with outside the work day. It is further recognized that employees can, and will, be trusted to use personal integrity in determining the need for such leave. Finally, it is recognized that children learn best when their regular teacher is present in the classroom.

- 8.2.1 Up to ten days of sick leave may be used as Personal Necessity Leave per year. Personal Necessity Leave does not accumulate from year to year.
- 8.2.2 Whenever possible, employees must request this leave in advance to allow for adequate planning for coverage of duties.
- 8.2.3 The employer will not require employees to declare the specific reason of the use of this leave. The employee will complete a Request for Leave form indicating that the leave is a personal necessity.
- 8.2.4 Personal Necessity Leave shall be used for the purposes stated in 8.2 above and shall not be used for association business, personal gain, or recreational purposes.

Bereavement Leave

- 8.3 Every employee shall be entitled to six (6) days of paid noncumulative leave of absence because of the death of any member of the employee's immediate family
- 8.3.1 The Employer shall require the use of bereavement leave before other leave days are used for purposes allowed in this paragraph.
- 8.3.2 Bereavement leave shall not be deducted from sick leave.

- 8.3.3 Employees may receive up to one day of Bereavement Leave to attend the funeral of a student or former student.
- 8.3.4 If the Employer has cause to believe that an employee has improperly requested, received, or utilized bereavement leave authorized by this Article, the Employer may require that the employee provide acceptable substantiation that the employee was eligible to utilize the leave. Failure by the employee to provide acceptable substantiation shall result in the employee losing pay for any hours in question.
- 8.3.5 For the purposes of bereavement, immediate family shall be defined as: Spouse or Registered Domestic Partner. The “step”, “foster” and “in-law” of the employee or the employee’s spouse or registered domestic partner’s grandmother, grandfather, mother, father, sister, brother and child. A grandchild, including “step” and “foster” of the employee or the employee’s spouse or registered domestic partner. In addition, any relative of the employee or the employee’s spouse or registered domestic partner living in the immediate household of the employee. Reproductive loss events are also covered under this definition.

General Leave

- 8.4 An employee may apply for a leave of absence on an unpaid basis for up to one year. The application may include a request for consideration of a two-year program. Letters of application are due to the Employer by May 1. A scheduled conference with the Superintendent shall be held unless there are unforeseeable circumstances. The Employer may, at its discretion, grant an unpaid leave to an employee for one year and issue an intent to renew for a second year to allow for a two-year program. At the conclusion of the first year, the additional year would be granted. The length of the leave, including beginning and ending dates, shall be mutually agreed upon by the employee and the Employer. Upon request, the Employer may extend the leave beyond one year. No more than three employees will be granted leaves in a given school year.

Professional Organization Leave

- 8.5 An employee who is a state-level officer of an organization of professional employees in the employee's teaching field (e.g., speech pathology) shall be released for statewide meetings without loss of pay. The employee shall be responsible for one-half of the cost of a substitute, if one is used.

Health Leave

- 8.6 An employee may be granted a leave of absence without pay for reasons of poor health. Such leave is to be specified for a period not to exceed the employee's contract year. A written statement of need by a physician is required prior to the leave being granted. An extension of this leave can be granted at the discretion of the Superintendent.

Jury Duty

- 8.7 An employee shall receive leave without loss of pay for time the employee is required to be absent for jury duty. (San Luis Obispo Grand Jury duty is excluded from this provision.) An employee serving on jury duty shall receive regular salary for the period served. The fee

received for jury duty, except for mileage and meal allowances, shall be signed over to the Employer.

Elective Public Office Leave

- 8.8 An employee who is elected to a federal, state, or county office shall be granted a leave of absence without pay for the duration of the term of office.

Professional Growth Leave

- 8.9 An employee may receive up to two days of release time with full pay, including registration fees, per diem, and travel allowance, to be used for the following activities: (1) conferences directly related to the employee's teaching field and (2) observation of model programs. Request for professional leave must be submitted to the program director through the appropriate supervisor two weeks in advance of the leave date. Additional release time for the above activities shall be at the discretion of the appropriate supervisor. An employee may request to attend professional meetings or conferences without reimbursement of per diem and travel expenses.

Industrial Accident and Illness Leave

- 8.10 An employee shall be entitled to industrial accident or illness leave for any job-related illness in an amount of up to a maximum of 60 workdays in any one fiscal year for the same accident. Should the leave overlap into the next fiscal year, only those days remaining at the end of the fiscal year shall be available for utilization by the employee.
- 8.10.1 Such benefits shall be in addition to other sick leave benefits provided by the Employer.
- 8.10.2 When entitlement to this leave has been exhausted, other sick leave shall be utilized.
- 8.10.3 Employees will report all job-related injuries and illnesses to the Employer within 24 hours of the occurrence, regardless of whether or not medical attention is required or whether or not time is lost from work. In the event that the employee's injury or illness prevents the filing of the report within the time limit, the report shall be filed as soon as possible.
- 8.10.4 The employee's report of an industrial accident or illness shall be kept on file in the Employer's office.
- 8.10.5 An employee's industrial accident leave shall be suspended automatically for any period the employee is not within the State of California unless prior approval of the Employer has been granted.
- 8.10.6 The employee shall endorse all wage loss checks received under the Workers' Compensation Law to the Employer. The Employer, after receipt of the endorsed check, shall issue the employee appropriate salary warrants for payments of the employee's full salary, and shall deduct normal retirement and other authorized deductions.

Family Care and Medical Leave

8.11 The County Office of Education shall provide family and medical leave in compliance with the Family and Medical Leave Act of 1993 (FMLA) and the parallel California leave of absence statute of 1991 (CFRA) (Government Code 12945.2). The statutory leave will run concurrently with the leave(s) granted pursuant to the other sections of this Article.

8.11.1 Such statutory family and medical leave status includes up to 12 weeks per year (referring to the 12-month period beginning on the date any FMLA/CFRA commences) as leave of absence, due to:

8.11.1.1 childbirth, or adoption, commencement of foster care, or infant care of the employee's child

a. Leave taken to care for a newborn or foster or adopted child must be completed within one (1) year of the birth or placement. Also, in these circumstances, if both spouses are employed by the County Office of Education, the combined total FMLA/CFRA shall be limited to 12 weeks.

b. State-required leave of absence (CFRA/PDL) due to employee disability caused by pregnancy, childbirth and related conditions, is not credited against the 12 (FMLA) weeks of leave.

, 8.11.1.2 the serious illness or health condition of the employee

8.11.1.3 the serious illness or health condition of the employee's spouse (or registered Domestic Partner – CFRA only), the employee's child or the employee's parents.

Leave taken for any of the reasons listed in 8.11.1 will be counted against the employee's annual family and medical leave entitlements.

8.11.2 For the purposes of **Family Care and Medical Leave** only, the references to "child" in 2 above includes a biological, adopted or foster child, stepchild, legal ward, or other person under 18, or an adult dependent child (one who is incapable of self-care because of mental or physical disability) for whom the employee has primary care-giving responsibility, and the reference to "parent" includes biological, adoptive or foster parent, or any other person who had primary care-giving responsibility for the employee when the employee was a child.

8.11.3 The employee must have been employed by the County Office of Education at least one (1) full year and provided at least 1,250 hours of service immediately prior to such leave in order to qualify for the leave. Full-time teachers are presumed to work 1,250 hours.

- 8.11.4 The employee shall make a reasonable effort to schedule any such absence or related medical treatment so as to avoid disruption of the County Office of Education's operations, and shall give the County Office of Education at least 30 days advance notice of such leave plans. However, if the need for such leave is not foreseeable, the employee shall give notice within two (2) business days of learning of the need. Failure to provide timely notice may result in postponement of the protections of FMLA.
- 8.11.5 The County Office of Education may require written certification to be issued by the health care provider of the person with the serious health condition, including certification of the date on which the condition commenced, the probable duration of the condition, an estimate of the amount of time the employee is needed to care for the individual, if the leave is due to the serious health condition of a child, spouse or parent, and a statement that the illness warrants the participation of the employee or renders the employee unable to perform his or her job functions. The County Office of Education may also require medical certification of fitness to return to work. Failure to produce any required certification shall result in denial of FMLA/CFRA. If the County Office of Education doubts the validity of the certification, it may require that the employee or other disabled person obtain a second opinion of a health care provider selected by the County Office of Education, at the County Office of Education's expense. If the two opinions conflict, the County Office of Education may require a third opinion from a health care provider mutually agreed upon by the County Office of Education and the employee. The third opinion shall be final and binding on the County Office of Education and the employee. If the statutory leave is being granted concurrently with another leave under this Article, then the normal contract procedure shall prevail over the above special certification process.
- 8.11.6 To the extent required by applicable laws, employees returning from a FMLA/CFRA leave shall be returned to the same position, or to a position comparable to the position, they occupied prior to their leave.
- 8.11.7 The County Office of Education shall maintain the employee's coverage under any applicable health plan for the duration of any family leave under this section in the same manner as if the employee were working.
- 8.11.8 If the employee fails to return upon expiration of the leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would itself have met the qualifications for FMLA/CFRA, then the County Office of Education may recover health insurance premiums paid pursuant to the above leave provisions.

Catastrophic Leave

- 8.12 Section 1 – Eligibility: A probationary or permanent (temporary employees are not eligible) employee who suffers from a catastrophic injury or illness that is expected to incapacitate the unit member for an extended period of time (more than ten days), or who is required to

take time off from work to provide care for an immediate family member who suffers from a catastrophic injury or illness, shall be eligible to receive Catastrophic Leave donations from other unit members subject to the restrictions and conditions outlined below:

8.12.1 Before using donated sick leave, the employee must have exhausted all accrued sick leave.

8.12.2 The Catastrophic Leave Committee determines that the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury.

8.12.3 The maximum amount of donated leave shall not exceed five school months.

8.13 Section 2 - Requests for Sick Leave Donation: An employee who meets the eligibility requirements for Catastrophic Leave may request donation of sick leave from other unit members by submitting a "Catastrophic Leave Request for Donation Form" to the Human Resources Department. The request shall clearly specify the circumstances of the catastrophe and the amount of sick leave requested. Appropriate written verification of the catastrophic illness or injury must be included with the request. The unit member should be prepared to provide additional documentation on the nature and severity of the illness or injury, if requested. Catastrophic Leave will commence on the same day that the differential sick leave pay calendar begins. The employee will receive full pay, and the employee's differential pay rights will run concurrently with the Catastrophic Leave.

8.13.1 A committee consisting of two Employer representatives and two representatives appointed by the Association shall be established each fiscal year. One member shall serve as recorder. Minutes shall be kept. The committee shall consider all requests for sick leave donations. The committee may grant, partially grant, or reject a request. All deliberations are confidential and the decisions to grant or deny requests shall require mutual agreement. The decision of the committee is final and not grievable. A written copy of the committee's decision shall be provided to the requesting employee, to the Association, and to the Human Resources Department so that the sick leave can be transferred from the unit member donors to the member's account, if necessary.

8.13.2 Requesting employees should apply for donated sick leave prior to exhausting regular sick leave. At no time shall donated sick leave be applied to a pay period that has been closed and for which a pay warrant was issued.

8.13.3 Donated sick leave shall be established in an individual account for the recipient and will be utilized in a sequence that will use one day from each donor before utilizing the second day from each donor. Unused sick leave will be returned to the donor(s).

8.13.4 An employee who uses a donated sick leave day shall be paid at his/her regular daily rate. No distinction shall be made as to the differing pay rates of the donors or recipients.

8.13.5 An employee may not receive the benefits of this leave while receiving monies or leave from Workers' Compensation.

8.14 Section 3 - Donations for Catastrophic Leave:

8.14.1 Donated sick leave may not be used for industrial illness or injury accident.

8.14.2 Donations to the unit member will be made in one-day increments.

8.14.3 Unit members may only donate five (5) days per school year.

8.14.4 A sick leave donor may not donate sick leave that would cause his/her personal accrued sick leave to fall below (10) days.

8.14.5 The donor list shall be confidential.

8.15 Section 4 - Hold Harmless: The Association agrees that it will not file, on its own behalf or on behalf of any unit member, any grievance, claim, or lawsuit of any kind related to any attempt by a unit member to retrieve donated sick leave used by another unit member pursuant to this provision. The Association also agrees that it will not file, on its own behalf or on behalf of any unit member, any grievance, claim, or lawsuit of any kind which attempts to challenge in any way the legality or enforcement of this provision.

The Association agrees to indemnify and hold harmless the Employer from any loss or damages arising from the implementation of this provision. In the event of any grievance, claim, or lawsuit challenging the legality or enforcement of this provision, the Employer may terminate this provision upon written notice to the Association.

8.16 For the purposes of catastrophic leave, immediate family is defined as child, parent, spouse, or registered domestic partner of the employee. "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a registered domestic partner, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.

MISCELLANEOUS PROVISIONS

Verification of Ability to Return to Work

8.17 An employee absent under the provisions of paragraphs relating to extended illness, industrial accident leave, or health leave for 15 or more consecutive days, may be required to provide a physician's verification of ability to return to work and render service to the Employer without limitation or restriction prior to returning to work.

8.17.1 Notwithstanding the provisions of the above paragraph, an employee who is absent at any time for surgery shall be required to furnish a physician's verification of the employee's ability to return to work and render service to the Employer without limitation or restriction.

- 8.17.2 Employees on unpaid leaves of absence may, as long as the practice is allowed by the insurance company, continue their fringe benefit program eligibility by paying to the Employer the amount of money equal to the premiums for the various fringe benefit programs.

Provisions for Fringe Benefits

- 8.18 Employees on paid leaves of absence shall have all the Employer's contributions set forth in Article IV paid for them throughout the duration of the leave of absence.

Return from Leaves

- 8.19 An employee shall notify the Employer of his or her intent to return from a leave of absence no later than May 1 of the school year in which the leave is granted. Failure to notify the Employer by May 1 shall constitute the employee's resignation. Upon return from leave, the employee will return to the position held at the time leave was granted, or to as nearly identical a position as possible.

Concerted Activity

- 8.20 No employee may utilize or receive any leave provision when the employee or other employees engage in any concerted activity which interrupts the operation of the Employer.

ARTICLE IX

CERTIFICATED EMPLOYEE EVALUATION PROCEDURES

9.1 These provisions constitute the procedures to be utilized for the evaluation and assessment of the instructional performance of certificated employees as set forth in California Education Code Sections 44660, et seq., commonly referred to as the "Stull Bill," or its successor.

9.1.1 The evaluations shall relate to:

- The progress of pupils toward the established standards of expected student achievement.
- The instructional techniques and strategies used by the employee.
- The employee's adherence to curricular objectives.
- The performance of non-instructional duties and responsibilities as set forth on adopted evaluation forms.
- The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibility.
- Compliance with the Employer's rules, regulations, and policies and applicable state and federal laws and regulations.

9.1.2 It is the responsibility of the Superintendent or designee to evaluate or provide for the evaluation of each certificated employee. Evaluation and assessment of certificated employee competence pursuant to this Article shall not include the use of publisher's norms established by standardized tests (Education Code Section 44661(d)).

9.1.3 Effective the beginning of the 2007-2008 school year, both parties agree to implement the 2000 evaluation system (attached as Appendix D1-D8).

9.2 The basis for the evaluation includes the items in paragraph 9.1.1 of this Article and the forms listed for the Evaluation Systems. If the employee disputes the evaluator's decision on the basis of the employee's evaluation, the employee may appeal the evaluator's decision to the Superintendent or designee.

9.2.1 2000 Evaluation System

The evaluation cycle consists of a formal evaluation which must occur at least every other year. A permanent teacher who is not meeting SLOCOE's expectations

(unsatisfactory on any of the identified criteria) will be placed on a formal evaluation in the subsequent year(s), and referred to the Peer Assistance and Review Program. Probationary teachers will be on probationary-cycle evaluation for two years, or until permanent status is granted, or teacher is non-reelected. A complete copy of the 2000 Evaluation System is attached as Appendices C1-C8 and, by virtue of the attachment, becomes a permanent part of this section of the Agreement.

- Components of the 2000 Formal Evaluation
 - Individual Orientation Conference
 - Pre-Observation Contact
 - Formal Observations
 - Post-Observation (feedback) Conference
 - Other data/input may include:
 - Informal Classroom Observations
 - Work Samples
 - Other Job Specific Data
 - Self-Evaluation
 - Summative Evaluation Report/Conference
- 2000 Evaluation System Documents
 - Timeline for Evaluating Permanent and Probationary
 - Certificated Evaluation Definitions
 - Certificated Staff Self-Evaluation Form (SEF001)
 - Certificated Staff Evaluation Form (SERF001)
 - Pre-Observation Data Sheet/Post-Observation Report (FOF001)
 - Certificated Staff Information Observation/Communication Form (IOF001)

9.3 Probationary employee evaluations shall be made on a continuing basis at least once each school year per Form attached in Appendix D1, D4.

9.3.1 During the process leading to the formal written evaluation, a probationary employee shall have at least two formal observations. In addition, informal observations may be made.

9.3.2 Each formal observation by the evaluator shall last a minimum of 30 minutes and will be scheduled with the employee prior to the observation. If the evaluator is unable to observe the pre-scheduled lesson in its entirety, alternative arrangements may be made.

9.3.3 Each formal observation shall be followed by a conference within two workdays. At or before the conference, the employee shall receive a copy of the completed Classroom Observation Form (Appendix D6).

- 9.3.4 Each item marked as "needing improvement" or "unacceptable" shall be noted on the form, discussed with the employee, and a Certificated Performance Improvement Plan Form (Appendix D8) shall be written and implemented within 10 teaching days of the observation conference. A written list of specific recommendations for improvement shall be made.
- 9.4 Permanent employee evaluations shall be made on a continuing basis at least once every other school year and shall be concluded by the date set forth in the Stull Bill. Permanent employee evaluations that include "needs improvement" or "unacceptable" will be done yearly per form in Appendix D8.
- 9.4.1 During the evaluation process leading to the formal written evaluation, a permanent employee shall have at least one formal observation. In addition, informal observations may be made.
- 9.4.2 Each formal observation by the evaluator shall last a minimum of 30 minutes and will be scheduled with the employee prior to the observation. If the evaluator is unable to observe the pre-scheduled lesson in its entirety, alternative arrangements may be made.
- 9.4.3 Each formal observation shall be followed by a conference within two workdays. At or before the conference, the employee shall receive a copy of the completed Report of Classroom Observation Form.
- 9.4.4 Each item marked as "needing improvement" or "unacceptable" shall be noted on the form, discussed with the employee, and a Performance Improvement Plan Form (Appendix D8) shall be written and implemented within 10 teaching days of the observation conference. A written list of specific recommendations for improvement shall be made.
- 9.5 Eligible certificated employees will be evaluated at least every five years for personnel with permanent status who have been employed at least ten years with the San Luis Obispo County Office of Education, are highly qualified as defined in 20 U.S.C. Sec.7801, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time (Education Code 44664).
- 9.6 In the written evaluation for both probationary and permanent employees, the evaluator shall cite specific qualities, abilities, or deficiencies.
- 9.6.1 Any statement concerning instructional competency by a third party shall be submitted in writing and shall be verified by the evaluator prior to inclusion in the written evaluation.
- 9.6.2 The evaluation conference shall be conducted during non-student contact time unless appropriate supervision is provided.

- 9.6.3 Following the evaluation conference, the employee shall sign the evaluation to indicate that it has been reviewed and that the employee has received a copy. The employee's signature does not necessarily signify agreement with the evaluation.
- 9.6.4 The employee may prepare and submit a written response to the written evaluation within 10 workdays of the review.
- 9.6.5 Following the 10-day response period, the evaluation and response, if any, shall be placed in the employee's personnel file.
- 9.6.6 If deficiencies are noted, the evaluator may provide, or the employee may request, further continued periodic observations and conferences. An "Instructional Assistance Team" comprised of peers and/or other administrative personnel may be requested as a part of the remediation process.
- Participation in the Instructional Assistance Team is optional.
 - All members of the Instructional Assistance Team will be informed if they are included on the employee's improvement plan.
- 9.6.7 If subsequent remedial actions on the part of the employee sufficiently modify the employee's performance and identified deficiencies to the satisfaction of the evaluator, a notification to that effect shall be attached to the evaluation.
- 9.7 No grievance arising under this Article shall challenge the substantive objectives, standards, or criteria determined by the evaluator or Employer, nor shall it contest the judgment of the evaluator; any grievance shall be limited to a claim that the procedures of this Article have been violated.
- 9.8 Provided that the requirements of the law pertaining to dismissal have been met, a violation of the procedural steps of this Article shall not prevent the Employer from taking action on the dismissal of an employee. Any procedural violation may be raised by the employee in the dismissal hearing requested by the employee, if one is required by law to be held.

Public Charges

- 9.9 No unsatisfactory formal evaluation shall be predicated upon information or material of a derogatory or critical nature which has been received by the evaluator from students, parents, and/or citizens unless the following procedures have been followed: Nothing herein shall preclude an unsatisfactory evaluation where such evaluation is based in whole or in part on the other information or materials.
- 9.10 Any student, parent or citizen complaint about a unit member which may result in:
- Discipline;
 - A letter or reprimand;

- A derogatory entry into the personnel file;
- A negative comment on an evaluation;
- Or a negative evaluation

shall be reported to the unit member by the administrator receiving the complaint within ten (10) days of receipt.

9.11 Should the unit member or the immediate supervisor believe that the allegations warrant a meeting, the immediate supervisor believes that the allegations warrant a meeting, the immediate supervisor shall attempt to schedule a meeting between the unit employee, the complainant and the immediate supervisor.

9.12 If there is no meeting, or if the matter is not resolved at the meeting to the satisfaction of the complainant, the complainant may reduce the complaint to writing and submit the original to the unit member's immediate supervisor and a copy to the unit member. If no written complaint is received the matter shall be dropped.

9.13 Complaints which the County Office of Education concluded are without merit shall neither be placed in the unit employee's personnel file nor utilized in any evaluation or disciplinary action against the unit employee. Anonymous complaints shall not be placed in a Unit Member's personnel file. Anonymous complaints shall not be used for evaluation or disciplinary action, unless corroborating non-anonymous or investigative information demonstrates the merit of the complaint. The results of an investigation may be placed in a Unit Member's personnel file. "Anonymous complaints" does not apply to in-person complaints where the complainant refuses to sign a written complaint or to provide their identity.

9.14 Notwithstanding the above, nothing in this article will be construed to prevent the County Office of Education from investigating matters and, if appropriate, taking adverse action against an employee regarding matters involving criminal conduct and/or conduct in which the County Office of Education has legal obligation to pursue. (AR# 4312)

ARTICLE X

Article X – PEER ASSISTANCE AND REVIEW PROGRAM has been deleted in its entirety pursuant to the Tentative Agreement accepted and ratified on May 18, 2026.

ARTICLE XI

SAFETY CONDITIONS OF EMPLOYMENT

- 11.1 Employees of the San Luis Obispo County Office of Education shall be safety conscious in their own conduct and actions and shall cooperate with the Employer in the implementation of its safety program.
The following best practices shall be followed at Community Schools:
 - 11.1.1 Classroom doors shall remain locked during the school day.
 - 11.1.2 SLOCOE will provide unit members with operable, necessary equipment (such as radios and work cell phones) prior to the unit member starting their job duties. Unit members will carry a working radio at all times.
 - 11.1.3 It is the teacher's right upon his/her personal safety being threatened by a student to request the student be searched prior to entering the school. Searches cannot be random or arbitrary and will follow SLOCOE's Search and Seizure Policy #5145.12 (Referenced in Appendix) Searches must meet the legal standard of reasonable suspicion. Reasonable suspicion shall be based on the specific and objective facts that the search will produce evidence related to the alleged violation. Administration will determine whether the request meets this legal standard and proceed accordingly.
- 11.2 Employees shall report any unsafe or unhealthy conditions directly to their supervisors without reprisal.
 - 11.2.1 Upon reporting any unsafe or unhealthy conditions, the SLOCOE shall respond or report back in writing to the reporter within three working days. The report will contain either the action or the planned action.
- 11.3 The Certificated unit shall have representation on the SLOCOE safety committee. The committee shall:
 - 11.3.1 Meet on a monthly basis on release time to review any accident reports and make recommendations for new programs of in-service safety training.
 - 11.3.2 Receive and review reports of possible dangerous situations and make recommendations to the proper person for corrective action.
 - 11.3.3 Determine which safety equipment is reasonably necessary or required to be furnished by the Employer.

- 11.4 The Employer shall not discipline an employee for the proper exercise of physical control over a student unless an investigation shows that the employee exceeded his or her authority under the provisions of Education Code Section 44807 or violated the provisions of Education Code Section 49001. The Employer will make training in the area of student control available.

ARTICLE XII

EMPLOYEE/MANAGEMENT RIGHTS TO INFORMATION AND COMMUNICATIONS

- 12.1 The Association's Bargaining Team shall be granted reasonable release time for negotiating without loss of compensation.
- 12.2 The Association shall have the right to:
 - 12.2.1 Access at reasonable times employee work areas.
 - 12.2.2 Use the County Office of Education's mailboxes and duplication machines.
 - 12.2.3 Use other reasonable means of communication with employees.
 - 12.2.4 Release time for the Association President or designee to represent Bargaining Unit Members and to attend County Board of Education meetings. Substitute costs will be borne by the Employer.
 - 12.2.5 The association President or designee shall be provided no more than Twelve (12) days release time, with no loss of salary or other benefits, for Association business per school year. Written notification shall be provided to the Superintendent as soon as the need is known. The Association shall reimburse SLOCOE for the cost of substitutes secured while the employee is on release time at the substitute rate of pay.
- 12.3 The Employer will provide the Association with a complete Board agenda and minutes prior to the Board meetings, public information (class size, statistical reports, budgetary information, etc.), and relevant fiscal information provided to the State Department of Education. The costs of duplication of documents shall be borne by the Association.
- 12.4 There will be payroll deduction of Association dues upon receipt of a signed authorization or email from a certificated employee.
 - 12.4.1 "With respect to all sums deducted by the Employer for payment of dues to the Association. The Employer agrees to remit such moneys promptly to the Association accompanied by an alphabetical list of bargaining unit members for whom deductions have been made, categorizing them as to membership or non-membership in the Association, and indicating any changes in personnel from the list previously furnished. This list shall be provided a minimum of once annually, as soon as possible after the start of the school year but no later than September 10th. The Association and the Employer agree to furnish to each other any information needed to fulfill the provisions of this Article."

12.5 The Association and the County Superintendent of Schools recognizes and supports the San Luis Obispo County Office of Education's Vision, statement, Mission statement, Organizational Philosophy, and Standards and Expectations for staff.

12.5.1 All employees have a shared responsibility to create and maintain a positive climate within the workplace. To this end, the following standards and expectations shall apply to all staff in the performance of their duties:

- Treat each individual with dignity and worth.
- Assist each individual to realize her/his greatest potential in the use of talent and skills.
- Support teamwork and initiative.
- Interact with others in a professional, responsible, and respectful manner.
- Promote high expectations for performance and accountability to achieve established goals.
- Value quality, excellence, and continuous improvement.
- Support innovation and creativity.
- Model and promote clear, frequent, and honest communication within the organization.
- Recognize and reward excellence in performance.
- Utilize participatory decision-making and problem solving.

12.5.2 It is of mutual interest that the San Luis Obispo County Office of Education be competitive in attracting and hiring qualified teachers through salary, benefits, and work environment. It is also of mutual interest that the County Office of Education be equally competitive in retaining qualified teachers by adherence to the Standards and Expectations for staff.

12.6 New Bargaining Unit Member Orientation

The County Office of Education shall provide a new bargaining unit member orientation at least seven (7) calendar days prior to the first day of work, except when there is an urgent or critical need to organizational operations that is not reasonably foreseeable.

12.6.1. The County Office of Education shall provide written notice of the date, time and location of all bargaining unit member orientations/onboarding meetings, by electronic mail, to the Association president and vice president no later than ten (10) calendar days in advance of the orientation/onboarding meetings, or with as much notice as possible when there is an urgent critical need to organizational operations that is not reasonably foreseeable.

12.6.2. The Association shall be provided no less than fifteen (15) minutes of uninterrupted time to communicate with bargaining unit members at all new bargaining unit member orientations/onboarding meetings. County Office of Education

administration shall not be present during Association time, unless the Association requests specific administrators remain present.

- 12.6.3. The Association president or designee shall have County Office of Education-paid release time if any orientation/onboarding meeting is held during contractual work hours, or their hourly rate of pay if the meeting takes place on non-duty time, to attend and participate in new bargaining unit member orientations/onboarding meetings.

12.7 Employee Information

Within thirty (30) days of hire, the County Office of Education shall provide the Association president with the name, job title, department, work location, telephone number, home address, and personal email address of a newly hired unit member. The County Office of Education shall also provide the Association president with a list of the same contact information described above for all unit members, upon request by the Association.

ARTICLE XIII

GRIEVANCE PROCEDURE

13.1 **Definitions**

13.1.1 "Grievance" shall mean an allegation by an employee that there has been a violation of one or more express provisions of this Agreement. No issues outside this contract may be subject to the grievance procedure.

13.1.2 "Grievant" shall mean an employee who is a member of the bargaining unit. The Association may grieve, with written authorization, on behalf of a unit member.

13.1.3 "Day" shall mean a day when the County Office of Education is normally open for business.

13.1.4 "Immediate supervisor" is the administrator having immediate jurisdiction over the grievant.

13.2. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances filed by unit members. The grievant may elect to be represented by the Exclusive Representative at all formal levels of the grievance procedure and must inform the Employer in writing of such election prior to the first meeting. Grievances may be consolidated by mutual agreement between SLOCOE and the Association.

13.2.1 The grievant, a designated bargaining unit representative, and witnesses, if any, participating in the processing of the grievance, shall suffer no loss in pay if meetings or appointments are mutually scheduled by the Employer and the Exclusive Representative.

13.2.2 An employee may present a grievance to the Employer and have such grievance adjusted without the intervention of the Exclusive Representative.

- Any adjustment shall be consistent with the terms of this Agreement.
- The Employer shall not agree to a resolution of the grievance until the Exclusive Representative has received a copy of the grievance and the proposed resolution and has been given an opportunity to file a response.

13.2.3 At all levels of the grievance procedure, the grievant shall provide the Exclusive Representative with all details and copies of correspondence relative to the grievance.

- 13.3 Once a grievance has been initiated, all matters of dispute relating to it which occur during the processing of the grievance shall become a part of and be resolved in the grievance proceeding.
Once a grievance has been resolved, or a final decision rendered, a grievant shall not be entitled to initiate a new grievance on any matter or occurrence which properly could have been included in the first grievance.
- 13.4 Time limits provided at each level shall begin the day following receipt of the written grievance or appeal. The grievant may request an extension of the timeline if the time limit is extended beyond her/his work year. Failure of the grievant or the grievant's representative to adhere to the time limits of this Article shall constitute waiver of the grievance and acceptance of the Employer's action or decision at the appropriate level.
- 13.5 No reprisal will be taken by the Employer against any grievant or participant in the grievance procedure by virtue of such participation. All written materials pertinent to a grievance, except decisions which affect the employee's employment status, shall be filed separately from the personnel file of the grievant or any participant.
- 13.6 Until final disposition of the grievance takes place, the grievant shall conform to the original direction of the Employer.

Formal Level One

- 13.7 An employee may discuss any grievance with the immediate supervisor by requesting a meeting in writing within 10 days of the alleged violation. The immediate supervisor shall attempt to adjust the grievance and shall respond verbally within two days of the meeting.

Formal Level Two

- 13.8 Within 10 days of the occurrence or of first knowledge of the occurrence of the alleged violation of the Agreement, or within 10 days of the Level One meeting, the grievant shall present the grievance in writing to the immediate supervisor.

13.8.1 The written grievance shall contain the following minimum information:

- The grievant's name.
- The date of filing.
- The date of the alleged violation.
- The specific Article(s) or section(s) violated.
- A brief description of the alleged violation.
- A brief synopsis of the informal conference.

- The specific relief requested.
- 13.8.2 Grievances not containing the required information shall be rejected as being improperly filed.
- 13.8.3 The grievant may request a conference with the immediate supervisor. The conference shall be held within 10 days of the request.
- 13.8.4 Within 10 days of receipt of the grievance by the supervisor or within 10 days of the conference, if one is requested, a written decision shall be issued to the grievant. If the supervisor does not respond within the time limit, the grievance is denied and the grievant may appeal to the next level.

Formal Level Three

- 13.9 In the event that the grievance is denied at Level Two, a written appeal to the Superintendent or designated representative shall be filed within 10 days of the issuance of the Level Two denial decision.
- 13.9.1 The appeal shall contain all materials utilized in the prior level, including the decision rendered, if any, and a specific and concise statement of the reason for the appeal.
- 13.9.2 No new information, statements, or charges, if known at an earlier level, may be introduced by the grievant in any appeal. The issue shall be determined on the basis of one, and only one, set of facts and allegations.
- 13.9.3 The Superintendent or designated representative shall meet with the grievant within 10 days of the receipt of the appeal.
- The Superintendent or designee shall, within 10 days of the meeting, issue a written decision which shall be final and binding on the parties.
 - Nothing contained herein shall deny an employee the right to seek judicial review.

ARTICLE XIV

CONCLUSION

Completion of Negotiations

- 14.1 This Agreement represents complete collective bargaining and full agreement by the parties in respect to wages, hours of employment, and other terms and conditions of employment which shall prevail during the term or terms hereof. Any matter or subject not herein covered has been satisfactorily adjusted, compromised, or waived by the parties for the life of this Agreement.

Past Practices

- 14.2 The specific provisions of this Agreement shall prevail over any past practice or procedure of the Employer.

14.2.1 Since prior to the ratification of this Agreement, any past practice or procedure of the Employer was discretionary on the part of the Employer subject to Board policy, in the absence of a specific provision in this Agreement, any past practice or procedure is agreed to continue to be discretionary on the part of the Employer.

14.2.2 When references are made to statutes (e.g., Education Code), such references are informational only and do not subject the provisions of such statutes to the grievance processes of this Agreement.

- 14.3 It is agreed and understood that the Employer retains all rights, powers, prerogatives, privileges, duties, and authorities vested in it by any source to manage, control, and direct the operation and affairs of the Employer except to the extent that such rights, powers, prerogatives, privileges, duties, and authorities are limited by express terms of this Agreement. The exercise of the rights, powers, prerogatives, privileges, duties, and authorities by the Employer, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion therewith shall be limited only by the express terms of the Agreement.

Severability

- 14.4 In the event that any portion of this Agreement is found to be unlawful by a court of competent jurisdiction, the rest of the Agreement shall remain in full force and effect. Should a federal or state agency with jurisdiction invalidate any portion of this Agreement, the parties shall meet to negotiate over the affected provision(s).

Continuation of Economic Benefits

- 14.5 Upon expiration of this Agreement, or of any interim salary or fringe benefit payment Article, employees who are reemployed for the following year shall be paid the same salary as for the final (or interim) year of the Agreement, and Employer contributions for fringe

benefits shall remain the same, until such time as a new Agreement is ratified by the parties or the duty to bargain has been completed.

Duration of Agreement

14.6 This Agreement shall be in full force and effect from the date of ratification by the parties to June 30, 2028, at which time this Agreement shall expire and become null and void. For contract years 2026-2027 (2 Articles) and 2027-2028, the parties may each re-open two (2) Articles in addition to Article III - Salary.

14.6.1 The parties recognize the possibility that the Superintendent's ability to meet certain obligations set forth in this Agreement may be impaired, restricted, or limited by statutory or constitutional changes of which effects would reduce state and/or local income.

a. Should the Superintendent determine that such a situation has occurred and take action to implement modification of any provisions of this Agreement, the Superintendent shall notify the Exclusive Representative.

b. The Exclusive Representative shall have the right to negotiate the effect of such a modification only if it serves written notice to the Superintendent within five days of notice to the Exclusive Representative.

14.6.2 The parties agree that the salary schedules are attached as Appendix A1-A4.

RECOMMENDED FOR RATIFICATION

For the Employer:



THOMAS E. ALVAREZ
Chief HR Officer

DATE: 5/14/26

For the Association:



GREG MURPHY
CTA President

DATE: 5-14-26

ACCEPTED AND RATIFIED

By their signatures below, the signatories certify that they are authorized representatives of either the Employer or the Exclusive Representative as the contracting parties; that all actions necessary for the Employer or the Exclusive Representative to ratify and accept this Agreement as a binding and bilateral agreement have been completed in the manner required by that party and the law; and that this Agreement is hereby entered into without the need for further ratification and acceptance.

**SAN LUIS OBISPO COUNTY
SUPERINTENDENT OF SCHOOLS**



JAMES J. BRESCIA, Ed.D.

DATE: 5/18/26

**SAN LUIS OBISPO COUNTY
EDUCATION ASSOCIATION,
CTA/NEA**



GREG MURPHY, President

DATE: 5-18-26

Appendix A-1

**San Luis Obispo County Office of Education
Certificated Teacher/Therapist/School Nurse Salary Schedule
Salary Schedule Effective 7/1/26 - 6/30/27**

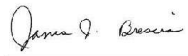
	Pre-Credential	Column I	Column II	Column III	
	(Emergency/ Provisional)	B.A. < 45 Semester units Fully Credentialled	B.A. + 45 Semester units or M.A. Fully Credentialled	B.A. + 60 Semester units or MA + 15 Semester units Fully Credentialled	
STEP	Daily	Daily	Daily	Daily	STEP
1	\$326.12	\$326.12	\$326.12	\$326.12	1
2	\$326.12	\$326.12	\$326.12	\$335.90	2
3	\$326.12	\$326.12	\$335.90	\$345.98	3
4	\$326.12	\$335.90	\$345.98	\$356.36	4
5	\$335.90	\$345.98	\$356.36	\$367.05	5
6		\$356.36	\$367.05	\$378.06	6
7		\$367.05	\$378.06	\$389.40	7
8		\$378.06	\$389.40	\$401.08	8
9		\$389.40	\$401.08	\$413.12	9
10		\$401.08	\$413.12	\$425.51	10
11			\$425.51	\$438.28	11
12			\$438.28	\$451.42	12
13			\$451.42	\$464.97	13
14			\$464.97	\$478.92	14
15			\$478.92	\$493.28	15
16			\$493.28	\$508.08	16
17			\$508.08	\$523.32	17
18			\$523.32	\$539.02	18
19			\$539.02	\$555.19	19
20			\$555.19	\$571.85	20
21			\$571.85	\$589.01	21
22			\$589.01	\$606.68	22
23			\$606.68	\$624.88	23
24			\$624.88	\$643.62	24
25			\$643.62	\$662.93	25
26			\$662.93	\$682.82	26
27			\$682.82	\$703.30	27
28			\$703.30	\$724.40	28
29			\$724.40	\$746.14	29
30			\$746.14	\$768.52	30

Based on 186 duty days including 3 staff development days.

7 hour daily work schedule

\$600 annually will be awarded for a Doctorate from an accredited university or college as recognized by the U.S. Department of Education.

Approved by the County Superintendent of Schools



James J. Brescia, Ed. D.

May 26, 2026

Date

JP

MLK

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

**San Luis Obispo County Office of Education
Certificated Teacher/Therapist/School Nurse Salary Schedule
Salary Schedule Effective 7/1/26 - 6/30/27**

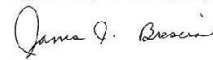
	Pre-Credential (Emergency/ Provisional)	Column I B.A. < 45 Semester units Fully Credentialled	Column II B.A. + 45 Semester units or M.A. Fully Credentialled	Column III B.A. + 60 Semester units or MA + 15 Semester units Fully Credentialled	
STEP	Annual	Annual	Annual	Annual	STEP
1	\$60,658	\$60,658	\$60,658	\$60,658	1
2	\$60,658	\$60,658	\$60,658	\$62,478	2
3	\$60,658	\$60,658	\$62,478	\$64,352	3
4	\$60,658	\$62,478	\$64,352	\$66,283	4
5	\$62,478	\$64,352	\$66,283	\$68,271	5
6		\$66,283	\$68,271	\$70,319	6
7		\$68,271	\$70,319	\$72,429	7
8		\$70,319	\$72,429	\$74,602	8
9		\$72,429	\$74,602	\$76,840	9
10		\$74,602	\$76,840	\$79,145	10
11			\$79,145	\$81,519	11
12			\$81,519	\$83,965	12
13			\$83,965	\$86,484	13
14			\$86,484	\$89,078	14
15			\$89,078	\$91,751	15
16			\$91,751	\$94,503	16
17			\$94,503	\$97,338	17
18			\$97,338	\$100,258	18
19			\$100,258	\$103,266	19
20			\$103,266	\$106,364	20
21			\$106,364	\$109,555	21
22			\$109,555	\$112,842	22
23			\$112,842	\$116,227	23
24			\$116,227	\$119,714	24
25			\$119,714	\$123,305	25
26			\$123,305	\$127,004	26
27			\$127,004	\$130,815	27
28			\$130,815	\$134,739	28
29			\$134,739	\$138,781	29
30			\$138,781	\$142,945	30

Based on 186 duty days including 3 staff development days.

7 hour daily work schedule

\$600 annually will be awarded for a Doctorate from an accredited university or college as recognized by the U.S. Department of Education.

Approved by the County Superintendent of Schools



James J. Brescia, Ed. D.

May 26, 2026

Date

Revision - May 18, 2026 - 3% increase effective July 1, 2026.

Revision - May 18, 2026 - 3% increase retroactive to July 1, 2025.

Revision - July 1, 2024 3% increase

Revision - July 1, 2024 new annual salary amount of \$57,176 will be represented in the Pre-Credential column steps 1-4; Column I steps 1-3, Column II steps 1-2 and Column III step 1

Revision - July 1, 2023 3% increase

Revision - July 1, 2023 uniformity of steps 1-10 in columns I, II, III with 3% difference between each step

Revision - July 1, 2023 Steps 26-30 added to columns II & III

Revision - July 1, 2022 additional Steps 21-25 added. 4% increase retroactive to July 1, 2021.

Revision - January 1, 2021 1% increase retroactive to July 1, 2020

Revision - May 3, 2018 1% increase retroactive to July 1, 2017

Revision - January 15, 2016 retroactive to July 1, 2015. Column III, Step 1 increased 2.5%, 2.5% progression for steps 2-10, 3% progression for steps 11-20, Column II adj to 97% of Column III, Column I adj to 97% of Column II. Additional 5 steps added to Pre-Credential Column.

Revision - March 12, 2015 4% increase retroactive to July 1, 2014.

JP

MK

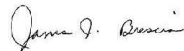
Appendix A-2

**San Luis Obispo County Office of Education
Counselor Salary Schedule
Salary Schedule Effective 7/1/2026 - 6/30/2027**

	Pre-Credentialial (Emergency/ Provisional)	Column I B.A. < 45 Semester units Fully Credentialed	Column II B.A. + 45 Semester units or M.A. Fully Credentialed	Column III B.A.+ 60 Semester units or MA + 15 Semester units Fully Credentialed	
STEP	Annual	Annual	Annual	Annual	STEP
1	\$58,437	\$60,190	\$61,996	\$63,856	1
2	\$60,190	\$61,996	\$63,856	\$65,771	2
3	\$61,996	\$63,856	\$65,771	\$67,744	3
4	\$63,856	\$65,771	\$67,744	\$69,777	4
5	\$65,771	\$67,744	\$69,777	\$71,870	5
6		\$69,777	\$71,870	\$74,026	6
7		\$71,870	\$74,026	\$76,247	7
8		\$74,026	\$76,247	\$78,534	8
9		\$76,247	\$78,534	\$80,890	9
10		\$78,534	\$80,890	\$83,317	10
11			\$83,317	\$85,817	11
12			\$85,817	\$88,391	12
13			\$88,391	\$91,043	13
14			\$91,043	\$93,774	14
15			\$93,774	\$96,587	15
16			\$96,587	\$99,485	16
17			\$99,485	\$102,470	17
18			\$102,470	\$105,544	18
19			\$105,544	\$108,710	19
20			\$108,710	\$111,971	20
21			\$111,971	\$115,330	21
22			\$115,330	\$118,790	22
23			\$118,790	\$122,354	23
24			\$122,354	\$126,025	24
25			\$126,025	\$129,805	25
26			\$129,805	\$133,700	26
27			\$133,700	\$137,711	27
28			\$137,711	\$141,842	28
29			\$141,842	\$146,097	29
30			\$146,097	\$150,480	30

Based on 195 duty days including 3 staff development days. 7 hour daily work schedule
\$600 annually will be awarded for a Doctorate from an accredited university or college as recognized by the U.S. Department of Education.

Approved by the County Superintendent of Schools



James J. Brescia, Ed.D.

May 26, 2026

Date

Revision July 1, 2026 3% increase
Revision May 18, 2026 3% increase retroactive to July 1, 2025
Revision July 1, 2024 3% increase





San Luis Obispo County Office of Education
Counselor Salary Schedule
Salary Schedule Effective 7/1/2026 - 6/30/2027

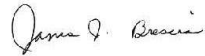
	Pre-Credential	Column I	Column II	Column III	
	(Emergency/ Provisional)	B.A. < 45 Semester units Fully Credentialed	B.A. + 45 Semester units or M.A. Fully Credentialed	B.A. + 60 Semester units or MA + 15 Semester units Fully Credentialed	
STEP	Daily	Daily	Daily	Daily	STEP
1	\$299.68	\$308.67	\$317.93	\$327.47	1
2	\$308.67	\$317.93	\$327.47	\$337.29	2
3	\$317.93	\$327.47	\$337.29	\$347.41	3
4	\$327.47	\$337.29	\$347.41	\$357.83	4
5	\$337.29	\$347.41	\$357.83	\$368.56	5
6		\$357.83	\$368.56	\$379.62	6
7		\$368.56	\$379.62	\$391.01	7
8		\$379.62	\$391.01	\$402.74	8
9		\$391.01	\$402.74	\$414.82	9
10		\$402.74	\$414.82	\$427.27	10
11			\$427.27	\$440.09	11
12			\$440.09	\$453.29	12
13			\$453.29	\$466.89	13
14			\$466.89	\$480.89	14
15			\$480.89	\$495.32	15
16			\$495.32	\$510.18	16
17			\$510.18	\$525.49	17
18			\$525.49	\$541.25	18
19			\$541.25	\$557.49	19
20			\$557.49	\$574.21	20
21			\$574.21	\$591.44	21
22			\$591.44	\$609.18	22
23			\$609.18	\$627.46	23
24			\$627.46	\$646.28	24
25			\$646.28	\$665.67	25
26			\$665.67	\$685.64	26
27			\$685.64	\$706.21	27
28			\$706.21	\$727.39	28
29			\$727.39	\$749.22	29
30			\$749.22	\$771.69	30

Based on 195 duty days including 3 staff development days.

7 hour daily work schedule

\$600 annually will be awarded for a Doctorate from an accredited university or college as recognized by the U.S. Department of Education.

Approved by the County Superintendent of Schools



James J. Brescia, Ed. D.

May 26, 2026

Date





Appendix A-3

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
CERTIFICATED STATE PRESCHOOL SALARY SCHEDULE
Salary Schedule Effective 7/1/2026 - 6/30/2027

Step	40 Sem. Units*	80 Sem. Units	B.A. / B.S. or 120 Sem Units	B.A./B.S. + 15 Sem.Units or 135 Sem Units	B.A./B.S. + 30 Sem.Units or 150 Sem Units	Step
	I Annual	II Annual	III Annual	IV Annual	V Annual	
1	\$47,884	\$48,842	\$49,819	\$50,815	\$51,831	1
2	\$50,278	\$51,284	\$52,309	\$53,356	\$54,423	2
3	\$52,792	\$53,848	\$54,925	\$56,023	\$57,144	3
4	\$55,432	\$56,540	\$57,671	\$58,825	\$60,001	4
5	\$57,095	\$58,237	\$59,401	\$60,589	\$61,801	5
6	\$58,808	\$59,984	\$61,183	\$62,407	\$63,655	6
7	\$60,572	\$61,783	\$63,019	\$64,279	\$65,565	7
8	\$62,389	\$63,637	\$64,909	\$66,208	\$67,532	8
9	\$64,261	\$65,546	\$66,857	\$68,194	\$69,558	9
10	\$66,188	\$67,512	\$68,862	\$70,240	\$71,644	10
11	\$68,174	\$69,537	\$70,928	\$72,347	\$73,794	11
12	\$70,219	\$71,624	\$73,056	\$74,517	\$76,008	12
13	\$72,326	\$73,772	\$75,248	\$76,753	\$78,288	13
14	\$74,496	\$75,986	\$77,505	\$79,055	\$80,636	14

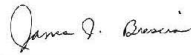
Annual rate based on 186 duty days, 8 hours per day.

*Column I (40 semester units): is required for Teacher Permit (24 ECE + 16 General Education)

Note: Semester units must be approved through the salary schedule advancement process in order to move columns.

\$600 annually will be awarded for a Doctorate from an accredited university or college as recognized by the U.S. Department of Education.

Approved by the County Superintendent of Schools



James J. Brescia, Ed. D.

May 26, 2026

Date

Revision May 18, 2026 - 3% increase effective July 1, 2026. 8 days added to the work year for a total of 186 duty days per year.

Revision May 18, 2026 - 3% increase retroactive to July 1, 2025

Revision July 1, 2024 - 3% increase



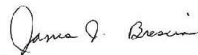

Appendix B

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
SALARY SCHEDULE FOR SUPPLEMENTAL JOB ASSIGNMENTS
 Effective 7/1/26 - 6/30/27

Certificated			
Assignment / Position	Pay		Comments
Evening Parenting Instructors	\$1,000		Per 10 week session
Administrative Advisor - Certificated	\$35.01	~ \$115.64	Per Hour
Apprenticeship Candidate Recruiter	\$35.01	~ \$75.32	Per Hour
Educational Advisor - Certificated	\$35.01	~ \$115.64	Per hour as approved by Human Resources
CASC Program Coach	\$2,500		Rate per Administrator Mentored
TIP Mentor	\$1,500		Rate per teacher mentored
University Intern Teacher Mentor	\$1,500		Rate per teacher mentored
21st Century CSLA Coach	\$4,060		Per candidate
Administrative Coach	\$80.63		Per Hour
Literacy Expert	\$68.96		Per Hour
Certified Wellness Coach Supervisor	\$6,250.00		Rate per employee supervised
Williams Monitoring Advisor	\$200.00	~ \$300.00	Per Day
Workshop Presenter - Administrator	\$550.00		Per workshop day
Workshop Presenter - Teacher	\$450.00		Per workshop day
Panel Interview Participants	Normal position per hour rate, or one half their full day pay, whichever is greater.		No additional pay if panel is during their normal, paid work day.

Classified			
Assignment / Position	Pay		Comments
Administrative Advisor - Classified	\$35.01	~ \$115.64	Per Hour
Educational Advisor - Classified	\$35.01	~ \$115.64	Per hour as approved by Human Resources
Fiscal Advisor	\$98.66	~ \$145.34	Per Hour
Instructor- ESS Conversational Spanish Program	\$40.31	~ \$71.08	per 10 week session
MSW Intern Supervisor	\$1,500.00		Rate per candidate supervised
Panel Interview Participants	Normal position per hour rate, or one half their full day pay, whichever is greater.		No additional pay if panel is during their normal, paid work day.

Approved by the County Superintendent of Schools:



Dr. James J. Brescia, Ed.D.

Jul 1, 2026

Date

Revision July 1, 2026 3% increase hourly positions, Certified Wellness Coach and MSW Intern Supervisor positions added.

Revision September 1, 2025 County Administrator removed

Revision July 1, 2025 TIP Induction Special Education Credentialed Mentor, and Early Learning Specialist positions removed.

Revision July 1, 2025 3% increase hourly positions.

Revision July 1, 2024 3% increase hourly positions. 21st Century CSLA Candidate Stipend Added.

Revision January 1, 2024 Addition of University Intern Mentor Teacher position.

JP

MK

APPENDIX C



San Luis Obispo County Office of Education
HUMAN RESOURCES DEPARTMENT

**CATASTROPHIC LEAVE
CERTIFICATED REQUEST FORM**

Name (*print*): _____ Position: _____

How many days are being requested? _____ Site: _____

Status (*check one*) Full-time: _____ Part-time: _____

Signature: _____ Date: _____

I hereby request Catastrophic Leave for the following reasons: (attached additional page if necessary) _____

I have read the San Luis Obispo County Office of Education's Catastrophic Leave Policy as provided in the CTA Contract (*the full text from the CTA Contract is attached for your reference*) and believe I meet all the eligibility requirements regarding myself and my immediate family (**for the purposes of catastrophic leave, immediate family is defined as:** child, parent, spouse, or registered domestic partner of the employee. "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a registered domestic partner, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian).

I understand that it is necessary to provide the appropriate written verification from the attending physician stating the catastrophic illness or injury, type of leave needed, and projected length of leave needed (*please attach to this form*). Return this form with attachment(s) to the attention of Beth Summers at the San Luis Obispo County Office of Education Human Resources Department.

If this application is approved (*check one*):

- () I will solicit donations for leave on my own and want this application kept confidential.
- () I authorize Human Resources to release only my name to other SLOCOE employees in a request for donation to unit members.

Date reviewed: _____

Request approved ()

Request denied () Reason: _____

Catastrophic Leave Committee Designee Signature : _____

Date: _____

Attachment: CTA Contract-Catastrophic Leave

Catastrophic Leave

8.12 **Section 1 – Eligibility:** A probationary or permanent (temporary employees are not eligible) employee who suffers from a catastrophic injury or illness that is expected to incapacitate the unit member for an extended period of time (more than ten days), or who is required to take time off from work to provide care for an immediate family member who suffers from a catastrophic injury or illness, shall be eligible to receive Catastrophic Leave donations from other unit members subject to the restrictions and conditions outlined below:

8.12.1 Before using donated sick leave, the employee must have exhausted all accrued sick leave.

8.12.2 The Catastrophic Leave Committee determines that the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury.

8.12.3 The maximum amount of donated leave shall not exceed five school months.

8.13 **Section 2 - Requests for Sick Leave Donation:** An employee who meets the eligibility requirements for Catastrophic Leave may request donation of sick leave from other unit members by submitting a "Catastrophic Leave Request for Donation Form" to the Human Resources Department. The request shall clearly specify the circumstances of the catastrophe and the amount of sick leave requested. Appropriate written verification of the catastrophic illness or injury must be included with the request. The unit member should be prepared to provide additional documentation on the nature and severity of the illness or injury, if requested. Catastrophic Leave will commence on the same day that the differential sick leave pay calendar begins. The employee will receive full pay, and the employee's differential pay rights will run concurrently with the Catastrophic Leave.

8.13.1 A committee consisting of two Employer representatives and two representatives appointed by the Association shall be established each fiscal year. One member shall serve as recorder. Minutes shall be kept. The committee shall consider all requests for sick leave donations. The committee may grant, partially grant, or reject a request. All deliberations are confidential and the decisions to grant or deny requests shall require mutual agreement. The decision of the committee is final and not grievable. A written copy of the committee's decision shall be provided to the requesting employee, to the Association, and to the Human Resources Department so that the sick leave can be transferred from the unit member donors to the member's account, if necessary.

8.13.2 Requesting employees should apply for donated sick leave prior to exhausting regular sick leave. At no time shall donated sick leave be applied to a pay period that has been closed and for which a pay warrant was issued.

8.13.3 Donated sick leave shall be established in an individual account for the recipient and will be utilized in a sequence that will use one day from each donor before utilizing the second day from each donor. Unused sick leave will be returned to the donor(s).

8.13.4 An employee who uses a donated sick leave day shall be paid at his/her regular daily rate. No distinction shall be made as to the differing pay rates of the donors or recipients.

8.13.5 An employee may not receive the benefits of this leave while receiving monies or leave from Workers' Compensation.

8.14 Section 3 - Donations for Catastrophic Leave:

8.14.1 Donated sick leave may not be used for industrial illness or injury accident.

8.14.2 Donations to the unit member will be made in one-day increments.

8.14.3 Unit members may only donate five (5) days per school year.

8.14.4 A sick leave donor may not donate sick leave that would cause his/her personal accrued sick leave to fall below (10) days.

8.14.5 The donor list shall be confidential.

8.15 Section 4 - Hold Harmless: The Association agrees that it will not file, on its own behalf or on behalf of any unit member, any grievance, claim, or lawsuit of any kind related to any attempt by a unit member to retrieve donated sick leave used by another unit member pursuant to this provision. The Association also agrees that it will not file, on its own behalf or on behalf of any unit member, any grievance, claim, or lawsuit of any kind which attempts to challenge in any way the legality or enforcement of this provision.

The Association agrees to indemnify and hold harmless the Employer from any loss or damages arising from the implementation of this provision. In the event of any grievance, claim, or lawsuit challenging the legality or enforcement of this provision, the Employer may terminate this provision upon written notice to the Association.

8.16 For the purposes of catastrophic leave, immediate family is defined as child, parent, spouse, or registered domestic partner of the employee. "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a registered domestic partner, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian.

Appendix – D1

CERTIFICATED STAFF

Timeline for Evaluating Permanent and Probationary

PROBATIONARY EMPLOYEES CYCLE (2 Years)	
Activities	Timeline
1. Group Orientation	Within 10 days of hire or the beginning of school, whichever is sooner.
2. Orientation Conference	Prior to October 1
3. Pre-Observation Conference (minimum of two)	One prior to December 20 One prior to March 1
4. Formal Observation (<i>Form: FOF001</i>)	One prior to January 15 One prior to March 1
5. Post Observation (<i>Form: FOF001</i>)	Within five working days of Formal Observation
6. Informal Observation Notation (<i>Form: IOF001</i>) (<i>Minimum of two in probationary period</i>)	It is expected that there will be informal contacts throughout the school year including professional observations such as parent conferences, IEPs, student meetings, agency meetings, or other opportunities outside the instructional setting.
7. Summative Report (<i>Form: SERF001</i>)	Due prior to Summative Conference (30 calendar days before the end of the school year)
8. Self-Evaluation Verification (<i>Form: SEF001</i>)	Due on or before April 1
9. Summative Conference	
10. Upon successful completion of probation, the first year as a permanent employee, the teacher shall not be formally evaluated.	None.

PERMANENT EMPLOYEES FORMAL EVALUATION	
Activities	Timeline
· Individual Orientation Conference	November 15
· Formal Observation Cycle (<i>Form: FOF001</i>) *	Prior to March 1
· Informal Observation (<i>Form: IOF001</i>)	Ongoing (see Definitions)
· Self-Evaluation Verification (<i>Form: SEF001</i>) · Summative Evaluation -	Due 30 days before the end of the school year

Appendix D2
CERTIFICATED EVALUATION DEFINITIONS

(Alphabetically)

EVALUATION TERM	DEFINITION/REQUIREMENTS	FORM (IF APPLICABLE)
Data Collection File (Evaluator document)	· <i>Data collected by evaluator (e.g., client satisfaction surveys, bulletins, correspondence, observations, etc.)</i> · <i>All contents must be signed by both evaluatee and evaluator at the time item is placed in file</i> · <i>Signature indicates knowledge only and does not indicate agreement</i> · <i>Contents retained through the current 2-year cycle only.</i> · <i>New Data Collection File shall be established at the beginning of a new cycle.</i> · <i>For a period of two (2) years the evaluator shall keep the data collection file with the exception of the work sample file, which will be kept by the evaluatee.</i> · <i>Do not send to Human Resources Department.</i>	
Evaluation Year (Permanent staff only)	· <i>School Year/Fiscal Year</i>	
Formal Observation/Contacts	· <i>Time of observation/contact to be mutually established</i> · <i>Length: Minimum of 30 minutes</i> · <i>Post-Observation Conference must be held within five 5 working days following formal observation/contact.</i>	Pre-Observation Data Sheet/Post-Observation Report <i>Form: FOF001</i>
Informal Observation- (2 in probationary period)	<i>It is expected that there will be informal contacts throughout the school year including professional observations such as parent conferences, IEP, student meetings, agency meetings, or other opportunities outside the instructional setting.</i>	Informal Observation/Communication <i>Form: IOF001</i>
Orientation Conference (individual or group)	· <i>Purpose: Explain and clarify evaluation system and timelines</i> <i>If hired at start of school, at first staff meeting (Probationary)</i> · <i>If hired after the beginning of school, make appointment with Human Resources Director (Probationary)</i> · <i>First staff meeting (Permanent)</i>	
Pre-Observation Conference	· <i>Purpose to review the lesson plan and mutually establish the focus of the observation based on</i>	<i>Form: FOF001</i>

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

EVALUATION TERM	DEFINITION/REQUIREMENTS	FORM (IF APPLICABLE)
	<i>criteria.</i> • <i>Contact may be facilitated by phone conference, email, fax, or U.S. Mail.</i> • <i>Precedes all formal observations</i>	
Probationary Period	• <i>Two complete consecutive years (Ed. Code 44929.21) (Complete school year for probationary employee, defined in Ed. Code 44908)</i>	
Retention/Re- placement on Evaluation Year Cycle	<i>An employee who is deemed unable or unwilling to meet the SLOCOE's standards will be placed (or retained) on the Evaluation Year Cycle.</i>	
Self Evaluation:	• <i>Pre-Observation Contact</i> • <i>Formal Observations</i> • <i>Post-Observation (feedback) Conference</i> • <i>Other data/input may include:</i> ➤ <i>Informal Classroom Observations</i> ➤ <i>Work Samples</i> ➤ <i>Other Job Specific Data</i> <i><u>Required:</u> Verification form certifying self-evaluation must be turned in on or before the Permanent Summative Evaluation Conference. The actual self-evaluation document may be shared with evaluator at the discretion of evaluatee but is not retained in the Data Collection File.</i>	Form: SEF001
Summative Evaluation Components	1. <i>Written Report</i> ➤ <i>Due at conclusion of formal evaluation</i> ➤ <i>Placed in Personnel File</i> 2. <i>Conference</i>	

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

EVALUATION TERM	DEFINITION/REQUIREMENTS	FORM (IF APPLICABLE)
	➤ <i>Scheduled at mutually agreed upon time, but not later than 30 days before end of school</i>	

Appendix-D3
CERTIFICATED STAFF
SELF-EVALUATION FORM

By my signature below, I certify that I have completed a self-evaluation using the criteria listed on Form SERF001. I understand that the actual self-evaluation may be shared with my evaluator at my discretion (optional), but will not be retained in the Data Collection File.

Employee's Name *(Please type or Print)*

Social Security No.

Employee's Signature

Date

Appendix – D4
CERTIFICATED STAFF EVALUATION FORM

Evaluatee:

Classification:

Department:

Rating Period:

OVERALL EVALUATION RATING

(Complete all three pages)

Check one:

☐ **Formal Evaluation**

☐ **Temporary**

The employee is to be given a general rating which is felt to best describe his/her overall performance. Comments in support of the rating should be included.

PROBATIONARY:

- ☐ 1. At this time the employee's overall performance meets or exceeds the standards and requirements of the San Luis Obispo County Office of Education. The employee will be recommended for employment/reemployment.
- ☐ 2. The employee is not meeting the standards and requirements of the San Luis Obispo County Office of Education. The employee will not be recommended for employment/reemployment.

PERMANENT:

- ☐ 1. At this time the employee's overall performance meets or exceeds the standards and requirements of the San Luis Obispo County Office of Education. The employee will be recommended for employment/reemployment.
- ☐ 2. At this time the permanent employee's overall performance is deficient in meeting the standards and requirements of the San Luis Obispo County Office of Education. The employee exhibits potential for improvement and will be placed/or continue on formal evaluation.
- ☐ 3. At this time, the permanent employee has an unsatisfactory evaluation in one or more areas of subject matter knowledge, instructional strategies, or classroom management, and is referred to the Peer Assistance and Review Program. The employee will be placed/or continue on formal evaluation.
- ☐ 4. The employee is not meeting the standards and requirements of the San Luis Obispo County Office of Education. The employee will not be recommended for employment/reemployment.

NOTE: Prior to completing the final probationary evaluation, the supervisor must review the evaluation with the Human Resources Director. To Schedule an appointment with the Human Resources Director, call the Human Resources Division Secretary at 782-7233.

Narrative Summary Evaluation:

Response: (Employee has the right to initiate a written rebuttal to the performance appraisal within five (5) working days. Such response shall become a permanent attachment to the employee's personnel file.)

Evaluatee's Signature: _____ **Date:** _____

(Note: A signature on this performance appraisal does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance appraisal and has been given the opportunity for discussion, comments, and written response.)

Evaluator's Signature: _____ **Date:** _____

HR Director Signature: _____ **Date:** _____

Original: Personnel Department Copy: Employee Copy: Personnel File

Appendix- D5 CERTIFICATED

SUMMATIVE EVALUATION REPORT FORM

DIRECTIONS: Place a check mark on the appropriate line for the rating of each criterion. A comment space has been provided. Use of this space is encouraged. When a Distinguished or Unsatisfactory rating is given, comments must be written. Each criterion is to be rated.

DEFINITIONS: **Distinguished:** There is evidence that this effective behavior and/or professional responsibilities exceeds expectations.

Accomplished: There is evidence that this effective behavior and/or professional responsibilities is consistently exhibited.

Growth Area: There is evidence that many of the components of effective behavior and/or professional responsibilities have not been met yet, growth is needed.

Unsatisfactory: There is evidence that this effective behavior and/or professional responsibilities is not exhibited with any degree of quality.

CRITERIA	LEVELS OF PERFORMANCE (MARK ONE)							
	DISTINGUISHED	X	ACCOMPLISHED	X	GROWTH AREA	X	UNSATISFACTORY	X
PERFORMANCE AREA I: PLANNING								
1. Demonstrates effective planning skills.	Demonstrates flexibility and creativity within an overall plan.	☐	Plans the use of teaching resources including time, materials, and equipment effectively.	☐	Plans the use of teaching resources ineffectively.	☐	Does not plan the use of teaching resources.	☐
Comments:								
2. Displays a thorough knowledge of prescribed curriculum.	Shows initiative and leadership in the review and development of curriculum.	☐	Learning content relates to approved curriculum	☐	Learning content is marginally related to approved curriculum.	☐	Learning content does not reflect approved curriculum.	☐
Comments:								
3. Provides opportunities for individual differences.	Diagnoses individual student learning styles and provides instruction accordingly.	☐	Provides for individual rates of learning and student capabilities.	☐	Shows little concern for individual differences.	☐	Does not provide for individual differences.	☐
Comments:								
4. Sets high expectations for student achievement.	Uses student achievement data daily for setting high expectations for student achievement.	☐	Effectively sets high expectations for student achievement.	☐	Uses data about student achievement which is marginal when setting expectations.	☐	Does not set high expectations for student achievement.	☐
Comments:								
PERFORMANCE AREA II INSTRUCTION								
5. Implements the lesson plan.	Implements the lesson plan in a manner that could serve as an	☐	Implements the lesson plan effectively.	☐	Marginally implements the lesson plan.	☐	Inappropriately implements the lesson plan.	☐

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

	exemplary model.							
Comments:								
6. Motivates students.	Motivates students to achieve beyond previous performance levels.	☐	Clearly motivates students to perform assigned tasks according to their abilities.	☐	Inconsistently requires students to perform according to their abilities.	☐	Unrealistic expectations dissuade students from performing to their abilities.	☐
Comments:								
7. Communicates effectively with the students.	Uses a variety of verbal and nonverbal techniques effectively	☐	Communications are clear and relevant dialogue is encouraged.	☐	Communications are clear but student input is not encouraged.	☐	Communications are unclear; students appear confused.	☐
Comments:								
PERFORMANCE AREA III MANAGEMENT	DISTINGUISHED	X	ACCOMPLISHED	X	GROWTH AREA	X	UNSATISFACTORY	X
8. Organizes the classroom for effective use of instructional time and resources.	Demonstrates exemplary individual and collaborative use of time, materials, and resources	☐	Utilizes carefully structured instructional practices to organize the classroom environment.	☐	Organization is evident only occasionally.	☐	Organization is ineffective.	☐
Comments:								
9. Sets high standards for student behavior.	Promotes student self-management.	☐	Establishes rules which are fair.	☐	Inconsistently sets high standards for student behavior.	☐	Does not set high standards for student behavior.	☐
Comments:								
10. Meets established standards for student performance.	Concentrates on high standards for <u>all</u> students to meet.	☐	Challenges <u>all</u> students to meet performance standards.	☐	Occasionally meets established standards for student performance.	☐	Does not attempt to meet established standards.	☐
Comments:								
PERFORMANCE AREA IV POSITIVE INTERPERSONAL RELATIONS	DISTINGUISHED	X	ACCOMPLISHED	X	GROWTH AREA	X	UNSATISFACTORY	X
11. Demonstrates effective interpersonal relationships	Involves students in activities to create an understanding and acceptance of all individuals.	☐	Maintains effective interpersonal relationships with others.	☐	Intermittently demonstrates effective interpersonal relationships.	☐	Does not demonstrate effective interpersonal relationships.	☐
Comments:								
12. Promotes positive self-concept, responsibility, and self-discipline in students.	Encourages all students to demonstrate responsible behaviors in a wide variety of settings.	☐	Provides opportunities for students to demonstrate positive self-concept, responsibility, and self-discipline.	☐	Inconsistently provides opportunities for students to demonstrate positive self-concept, responsibility, and self-discipline.	☐	Discourages students from being self-disciplined through constant exposure to activities requiring supervision.	☐
Comments:								
PERFORMANCE AREA V								

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

PROFESSIONAL RESPONSIBILITIES	DISTINGUISHED	X	ACCOMPLISHED	X	GROWTH AREA	X	UNSATISFACTORY	X
13. Demonstrates collegial teamwork and collaboration.	Promotes collegial teamwork and collaboration with others	☐	Regularly participates as a team member.	☐	Habitually needs to be reminded about collegial teamwork and collaboration.	☐	Does not participate in teamwork activities.	☐
Comments:								
14. Supports organizational regulations and policies.	Informs, participates, and assists in the development and review of regulations and policies.	☐	Supports all regulations and policies.	☐	Intermittently supports regulations and policies.	☐	Openly refuses to comply with regulations and policies.	☐
Comments:								
15. Effectively utilizes professional growth opportunities.	Initiates and encourages other staff members to utilize professional growth opportunities.	☐	Seeks out and voluntarily participates in relevant professional growth opportunities.	☐	Is involved in professional growth opportunities when directed.	☐	Shows no interest in professional growth opportunities.	☐
Comments:								

Evaluatee's Signature: _____ **Date:** _____

(Note: A signature on this performance appraisal does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance appraisal and has been given the opportunity for discussion and written comment. The employee has the right to initiate a written rebuttal to all or part of the performance appraisal within five (5) working days. Such response shall become a permanent attachment to the employee's personnel file.)

Evaluator's Signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____

CERTIFICATED STAFF
Appendix-D6
CLASSROOM OBSERVATION FORM
(FILLABLE)

Evaluatee: **Location:** **Date:** **Time:**

PRE-OBSERVATION DATA (*briefly list three (3) work behaviors from the criteria.*):

3.

4.

5.

POST-OBSERVATION/FEEDBACK

OVERALL PERFORMANCE

STRENGTHS:	CONCERNS:
-------------------	------------------

Evaluatee

Date

Evaluator

Date

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

Appendix-D7

CERTIFICATED STAFF

INFORMAL OBSERVATION/COMMUNICATION FORM

School: **Teacher:** **Period/Time:** **Date:**

Supervisor's Signature

Original-Teacher

Copy-Supervisor

CRITERIA

Performance Area I, Planning:

- Demonstrates effective planning
- Displays a thorough knowledge of prescribed curriculum
- Provides opportunities for individual differences
- Sets high expectations for student achievement

Performance Area II, Instruction:

- Implements the lesson plan
- Motivates students
- Communicates effectively with the students

Performance Area III, Management:

- Organizes the classroom for effective use of instructional time and resources
- Sets high standards for student behavior
- Meets established standards for student performance

Performance Area IV, Positive Interpersonal Relations:

- Demonstrates effective interpersonal relationships
- Promotes positive self-concept, responsibility, and self-discipline in students

Performance Area V, Professional Responsibilities:

- Demonstrates collegial teamwork and collaboration
- Supports organizational regulations and policies
- Effectively utilizes professional growth opportunities

CRITERIA

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

Julian D. Crocker, Superintendent

Appendix-D8

CERTIFICATED STAFF

PERFORMANCE IMPROVEMENT PLAN

Evaluatee	Assignment	Date						
<table border="1"> <tr> <td> Performance area needing improvement: <i>(Check one)</i> ☐ Planning ☐ Instruction ☐ Management ☐ Positive Interpersonal Relations ☐ Professional Responsibilities </td> <td> Criterion from Summative Evaluation Report on Performance Improvement Plan is based: </td> </tr> <tr> <td> I. GOAL (General Intent) (Focus statement is necessary for “Needs Improvement.”) </td> <td></td> </tr> <tr> <td> II. ACTIVITIES (Specific & Measurable) TIMELINE <i>(Sequence activities, and indicate when it will be addressed or completed.)</i> </td> <td> Timeline </td> </tr> </table>			Performance area needing improvement: <i>(Check one)</i> ☐ Planning ☐ Instruction ☐ Management ☐ Positive Interpersonal Relations ☐ Professional Responsibilities	Criterion from Summative Evaluation Report on Performance Improvement Plan is based:	I. GOAL (General Intent) (Focus statement is necessary for “Needs Improvement.”)		II. ACTIVITIES (Specific & Measurable) TIMELINE <i>(Sequence activities, and indicate when it will be addressed or completed.)</i>	Timeline
Performance area needing improvement: <i>(Check one)</i> ☐ Planning ☐ Instruction ☐ Management ☐ Positive Interpersonal Relations ☐ Professional Responsibilities	Criterion from Summative Evaluation Report on Performance Improvement Plan is based:							
I. GOAL (General Intent) (Focus statement is necessary for “Needs Improvement.”)								
II. ACTIVITIES (Specific & Measurable) TIMELINE <i>(Sequence activities, and indicate when it will be addressed or completed.)</i>	Timeline							

This PIP was:

- ☐ **Fully Accomplished**
☐ **Partially Accomplished**
☐ **Not Accomplished**

EVALUATOR'S COMMENTS:

(Include reference to and comments regarding evidence that the PIP was met in the comments above.)

Signature

Date

EVALUATEE'S COMMENTS:

Signature

Date

Appendix D-9

CERTIFICATED STAFF

Timeline for Evaluating Permanent and Probationary

PROBATIONARY EMPLOYEES CYCLE (2 Years)	
Activities	Timeline
1. Group Orientation	Within 10 days of hire or the beginning of school, whichever is sooner.
2. Orientation Conference	Prior to October 1
3. Pre-Observation Conference (minimum of two)	One prior to December 20 One prior to March 1
4. Formal Observation (<i>Form: FOF001</i>)	One prior to January 15 One prior to March 1
5. Post Observation (<i>Form: FOF001</i>)	Within five working days of Formal Observation
6. Informal Observation Notation (<i>Form: IOF001</i>) (<i>Minimum of two in probationary period</i>)	It is expected that there will be informal contacts throughout the school year including professional observations such as parent conferences, IEPs, student meetings, agency meetings, or other opportunities outside the instructional setting.
7. Summative Report (<i>Form: SERF001</i>)	Due prior to Summative Conference (30 calendar days before the end of the school year)
8. Self-Evaluation Verification (<i>Form: SEF001</i>) 9. Summative Conference	Due on or before April 1
10. Upon successful completion of probation, the first year as a permanent employee, the teacher shall not be formally evaluated.	None.

PERMANENT EMPLOYEES FORMAL EVALUATION	
Activities	Timeline
· Individual Orientation Conference	November 15
· Formal Observation Cycle (<i>Form: FOF001</i>) ★	Prior to March 1
· Informal Observation (<i>Form: IOF001</i>)	Ongoing (see Definitions)
· Self-Evaluation Verification (<i>Form: SEF001</i>) · Summative Evaluation -	Due 30 days before the end of the school year

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
CERTIFICATED SCHOOL NURSE EVALUATION FORM

Employee Name: _____

Classification: _____

Department: _____

Rating Period: _____

OVERALL EVALUATION RATING
(COVER page)

Check one:

☐ **Formal Evaluation**

☐ **Temporary**

The employee is to be given a general rating which is felt to best describe his/her overall performance. Comments in support of the rating should be included.

PROBATIONARY:

- ☐ 1. At this time the employee's overall performance meets or exceeds the standards and requirements of the San Luis Obispo County Office of Education. The employee will be recommended for employment/reemployment.
- ☐ 2. The employee is not meeting the standards and requirements of the San Luis Obispo County Office of Education. The employee will not be recommended for employment/reemployment.

PERMANENT:

- ☐ 1. At this time the employee's overall performance meets or exceeds the standards and requirements of the San Luis Obispo County Office of Education. The employee will be recommended for employment/reemployment.
- ☐ 2. At this time, the permanent employee has an unsatisfactory evaluation and does not meet the standards in one or more performance areas. A Performance Improvement Plan will be completed for unsatisfactory areas of performance and areas needing improvement. Also, the employee will be referred to the Peer Assistance Program.

NOTE: Prior to completing the final probationary evaluation, the supervisor must review the evaluation with the Chief Human Resources Officer. To Schedule an appointment with the Chief Human Resources Officer, call the Human Resources Division Secretary at 782-7233.

Narrative Summary Evaluation:

Response: (Employee has the right to initiate a written rebuttal to the performance evaluation within five (5) working days. Such response shall become a permanent attachment to the employee's personnel file.)

Employee's Signature: _____ **Date:** _____

(Note: A signature on this performance evaluation does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance evaluation and has been given the opportunity for discussion, comments, and written response.)

Evaluator's Signature: _____ **Date:** _____

Chief HR Officer Signature: _____ **Date:** _____

Original: Human Resources Department Copy: Employee Copy: Personnel File

CERTIFICATED SCHOOL NURSE SUMMATIVE EVALUATION REPORT FORM

DIRECTIONS:

Place a check mark on the appropriate line for the rating of each criterion. A comment space has been provided. Use of this space is encouraged. When a Needs Improvement or Unsatisfactory rating is given, comments must be written. Each criterion is to be rated.

DEFINITIONS:

Meets/Exceeds Job Expectations: There is evidence that this effective behavior and/or professional responsibilities meets and/or exceeds job expectations.

Needs Improvement/Growth Area: There is evidence that many of the components of effective behavior and/or professional responsibilities have not been met and needs improvement/growth. Growth areas are identified to improve areas needing improvement.

Unsatisfactory: There is evidence that this effective behavior and/or professional responsibilities is not exhibited with any degree of quality and performance is unsatisfactory.

PERFORMANCE AREAS/ CRITERIA	LEVELS OF PERFORMANCE (MARK ONE)					
1. Demonstrates effective planning skills. Uses nursing time, materials and resources appropriately; Prioritizes student needs and nursing responsibilities in planning each day; meets deadlines.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Plans effective workday schedule to maximize efficiency; uses the right material for the needs of the students; completes assigned work on or before deadlines.	☐	Work schedule is not consistently planned to meet the needs of students; materials used do not address needs/issues or are not effective; deadlines are inconsistently met.	☐	No work schedule exists to meet student needs; lacks knowledge or planning skills to use materials effectively; consistently fails to meet deadlines or completes work.
Comments:						
2. Manages Communicable Disease and Immunization Surveillance Programs. Collaboration with Public Health Department and community health providers including reports, exclusions and professional updates.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Responds promptly when aware of communicable diseases; makes timely reports to health department, administration, affected individuals and families, and physicians (as necessary); assures that communicable disease letters/notifications are sent out in a timely manner; keeps accurate list of students with immunization waivers; follows up on illness exclusion and follows procedures for student to return to school; reviews health trends to assist with planning; assures immunization records are up to date.	☐	Inconsistent response to communicable diseases; does not provide timely reports to health care providers on a consistent basis; does not consistently follow up on exclusions; fails to monitor health trends; immunization records are not kept up to date.	☐	Fails to report communicable diseases or consistently does not follow protocols for reporting.
Comments:						
3. Provides strategic planning and input. Contributes to the development or revision of the school health program, policies and procedures; developing new opportunities or trainings; able to	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Attends and actively participates in planning meetings; provides usable input for planning; completes	☐	Inconsistently attends planning meetings and rarely participates in discussions; does not complete assigned planning tasks as	☐	Does not participate in planning; does not demonstrate an understanding of the

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

meet changing needs of the program.		assigned planning tasks; provides input on trainings for nursing needs as well as classroom nursing needs.		required and makes errors; does not demonstrate a strong understanding of department/classroom nursing needs.		needs of the classrooms or department.
Comments:						
4. Provides Nursing Care. Episodic triage; collaboration with families, staff and community resources; documentation, assessments, interventions, referrals, reporting, and evaluations that follow standards of practice.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Able to prioritize care (episodic triage); collaborates with families, staff and the community to meet the needs of the individual child; coordinates care; demonstrates competent nursing skills; demonstrates an ability to effectively assess and intervene when student needs health care; writes effective and appropriate healthcare plans; demonstrates effective evaluation used in the IEP process (e.g., initial assessments, annual assessments, and triennial assessments).	☐	Demonstrates marginal nursing skills; healthcare plans do not meet the needs of students; does not adequately address everyday student healthcare needs; does not write descriptive or useful assessments as required by the IEP process	☐	Does not demonstrate effective nursing skills; actions taken place students at risk; does not have the ability to effectively address everyday student healthcare needs; healthcare plans are poorly written and do not address the needs of the students.
Comments:						
5. Coordinates and complies with mandated health screenings, procedures, and regulations. Scheduling; notices; conducting; documentation; reporting; referrals and follow-ups; accurately documents medical care provided for children and students; and related case management documentation.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Coordinates mandated health screenings following education code requirements; coordinates screenings with outside healthcare providers; appropriately documents screenings and assures that these are filed in correct place; assists and follows up with families when screenings identify student healthcare issues; works with community providers to help children and families receive necessary care.	☐	Inadequate planning for screenings; inconsistent follow up with families; does not file reports in a timely manner; does not consistently share information with school staff; does not consistently follow up with community health care providers; inconsistently follows education code regulations.	☐	Fails to plan mandated screenings; fails to follow education code regulations; does not follow up with families or community health care providers; does not provide written documentation of screenings; fails to assure that documentation is placed in student's permanent file.
Comments:						
6. Provides health and safety teaching/counseling to staff, students and families. All staff presentations; individual and site information and trainings; notices regarding health issues; pregnancy and birth control counseling; health counseling for families (medication, treatments, etc.)	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Plans and coordinates all-staff, and site/classroom specific training; Adapting health notices and sending them out in a timely manner; counseling regarding illnesses, medications, medication administration, other health related issues such as pregnancy counseling and birth control; provides information and assistance for mental health	☐	Presentations and trainings are not organized and not effective; demonstrates a lack of relevancy or information is not up to date/current.	☐	Fails or refuses to provide all-staff, individual staff, or site/ classroom specific training; fails to adapt or send out notices; fails or refuses to provide appropriate and valid medical counseling/ presentations; fails or refuses to provide

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

		referrals; provides information and assistance for diabetes, allergies, asthma, dental concerns, epi-pens, classroom sanitation, communicable disease prevention, obesity, and nutrition.				accurate and up to date medical information.
Comments:						
7. Follows SLOCOE organizational regulations and policies; and state related laws, regulations, education codes.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Completes mandated paperwork in a timely manner; follow health and safety protocols and laws related to school nursing; follows organizational policies and procedures	☐	Does not complete paperwork by deadlines or in a timely manner; inaccurate log entries; inconsistently follows safety protocols and laws related to school nursing;	☐	Does not complete paperwork; does not follow safety protocols; does not go to assigned school sites; fails or refuses to follow school nursing laws, regulations, and organizational policies and procedures.
Comments:						
8. Nursing Case Management. Uses nursing time, materials and resources appropriately; Prioritizes student needs and nursing responsibilities in planning each day; meets deadlines.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Determines level of care/licensure necessary to assure student safety and care; works with staff to develop schedules for medications, feeding, and other health care delivery; develops individualized health care plans and trains staff on their implementation; continuously evaluates health care plans and assessments; assures staff competence regarding medication administration and health care procedures; provides accurate input at IEP meetings.	☐	Does not accurately determine necessary levels of care on a consistent basis; schedules for medication administration, feeding and other health care delivery is disorganized and/or ineffective; does not write health care plans with appropriate amounts of detail or does not write accurate health care plans; does not continuously monitor health care plans and assessments; inconsistent evaluation of staff for competence regarding medication administration and health care procedures.	☐	Determination of necessary student health care is consistently inaccurate; refuses to write or consistently writes inaccurate and/or sloppy individualized health care plans; does not evaluate staff for competence; does not participate in IEP meetings or information shared is consistently inaccurate.
Comments:						
9. Demonstrates appropriate student advocacy that supports a quality school health program. Reasonable accommodation; access to care issues; clarifies physician orders when necessary; maintains confidentiality; motivates others to support and deliver student healthcare.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Assures that identified student health needs are appropriately accommodated within the school program; assures that all families and students are able to navigate and access health care; clarifies or questions physicians' orders when appropriate or necessary; honors student confidentiality; supports others to accurately deliver student health care.	☐	Inconsistently works with staff and families to appropriately accommodate student health care needs; does not follow through with student and family needs to navigate and access student health care; reluctant to clarify or question physician orders which may be inappropriate; does not maintain confidentiality on a consistent basis; inconsistently supports others to accurately deliver student health care.	☐	Does not work to develop student health accommodations; does not assist families in navigating or accessing health care; does not advocate for student health and safety; does not maintain confidentiality; inconsistently supports others to

						deliver health care.
Comments:						
10. Seeks professional growth opportunities. Attends continuing education and seeks professional collaboration to update knowledge and stay current with school nursing standards, laws, resources, and evidenced based practices; builds strong relationships with the medical community to support professional growth and development.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Attends continuing education and seeks professional collaboration to update knowledge on current school nursing standards, laws, resources, and evidence based practices; Maintains licensure; builds and maintains relationships with the medical community including physicians, county department of health, county mental health, CCS, hospitals, clinics, dentists, etc.	☐	Does not keep current on school nursing standards, laws, resources, and evidenced based practices by participating in professional growth opportunities; Licensure lapses; does not cultivate relationships with the local medical community.	☐	Fails to maintain license; does not participate in professional growth opportunities and/or stay current on school nursing standards, laws, resources, and evidenced based practices which affects their knowledge to be effective; struggles to build effective relationships with the local medical community.
Comments:						
11. Collaboration, Interpersonal Skills, and Professionalism. Collaborates with others to build consensus and teamwork; maintains effective interpersonal relationships; communicates effectively; acts in a professional, respectful and caring manner sensitive to the needs of families and children; treats others with respect.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Collaborates with others to build consensus and teamwork; maintains effective interpersonal relationships; communicates effectively with nurses, other staff, administration, families, and the medical community in general; acts in a professional manner; shows respect and care for others; sensitive to the needs of families and children; follows the SLOCOE civility policy.	☐	Does not consistently collaborate with others to build consensus and teamwork; does not show respect and care for others on a consistent basis; does not build consensus around solutions; does not support positive relationships with others; at times lacks sensitivity to the needs of families and children; inconsistently follows the SLOCOE civility policy.	☐	Does not build teamwork or consensus with others; has a negative impact on the team and operations; fails or refuses to communicate in a positive and respectful manner with other staff, parents, students and the medical community; fails to show sensitivity to the needs of families and children; fails to follow the SLOCOE civility policy.
Comments:						

Employee's Signature: _____ **Date:** _____

(Note: A signature on this performance evaluation does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance evaluation and has been given the opportunity for discussion and written comment. The employee has the right to initiate a written rebuttal to all or part of the performance evaluation within five (5) working days. Such response shall become a permanent attachment to the employee's personnel file.)

Evaluator's Signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____

CERTIFICATED NURSING STAFF PERFORMANCE IMPROVEMENT PLAN

Employee	Assignment	Date
----------	------------	------

Unsatisfactory Performance Areas: <i>(Check one or more)</i> ☐ Demonstrates Effective Planning Skills ☐ Manages Communicable Disease and Immunization Surveillance Programs ☐ Long term planning ☐ Provides Nursing Care ☐ Coordinates and Complies with Mandated Health Screenings, Procedures and Regulations ☐ Provides Health and/or Safety Teaching/Counseling to Staff, Students and Families	☐ Follows SLOCOE organizational regulations and policies; and state related laws, regulations, and Ed Code ☐ Nursing Case Management ☐ Demonstrates Appropriate Student Advocacy that supports a Quality School Health Program ☐ Seeks Professional Growth Opportunities ☐ Collaboration, Interpersonal Relationships, and Professionalism
---	--

PERFORMANCE IMPROVEMENT PLAN DETAIL

Performance evaluation factor(s) or area(s) of concern:
Job expectation(s) related to performance evaluation factor(s) or area(s) of concern:
Supervisor's assessment (description of specific performance deficiencies):
Specific improvement(s) required (include date for follow-up & timeframe for improvement):

PERFORMANCE IMPROVEMENT PLAN DETAIL

Performance evaluation factor(s) or area(s) of concern:
Job expectation(s) related to performance evaluation factor(s) or area(s) of concern:
Supervisor's assessment (description of specific performance deficiencies):
Specific improvement(s) required (include date for follow-up & timeframe for improvement):

Performance evaluation factor(s) or area(s) of concern:
Job expectation(s) related to performance evaluation factor(s) or area(s) of concern:
Supervisor's assessment (description of specific performance deficiencies):
Specific improvement(s) required (include date for follow-up & timeframe for improvement):

--

USE ADDITIONAL SHEETS, IF NECESSARY

This PIP was:

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

- ☐ **Fully Accomplished**
☐ **Partially Accomplished**
☐ **Not Accomplished**

EVALUATOR'S COMMENTS:

(Include reference to and comments regarding evidence that the PIP was met in the comments above.)

Signature

Date

EMPLOYEE'S COMMENTS:

Signature

Date

CERTIFICATED STAFF

Timeline for Evaluating Permanent and Probationary

PROBATIONARY EMPLOYEES CYCLE (2 Years)	
Activities	Timeline
1. Group Orientation	Within 10 days of hire or the beginning of school, whichever is sooner.
2. Orientation Conference	Prior to October 1

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

3. Pre-Observation Conference (minimum of two)	One prior to December 20 One prior to March 1
4. Formal Observation (Form: FOF001)	One prior to January 15 One prior to March 1
5. Post Observation (Form: FOF001)	Within five working days of Formal Observation
6. Informal Observation Notation (Form: IOF001) (<i>Minimum of two in probationary period</i>)	It is expected that there will be informal contacts throughout the school year including professional observations such as parent conferences, IEPs, student meetings, agency meetings, or other opportunities outside the instructional setting.
7. Summative Report (Form: SERF001)	Due prior to Summative Conference (30 calendar days before the end of the school year)
8. Self-Evaluation Verification (Form: SEF001) 9. Summative Conference	Due on or before April 1
10. Upon successful completion of probation, the first year as a permanent employee, the teacher shall not be formally evaluated.	None.

PERMANENT EMPLOYEES FORMAL EVALUATION	
Activities	Timeline
· Individual Orientation Conference	November 15
· Formal Observation Cycle (Form: FOF001) ★	Prior to March 1
· Informal Observation (Form: IOF001)	Ongoing (see Definitions)
· Self-Evaluation Verification (Form: SEF001) · Summative Evaluation -	Due 30 days before the end of the school year

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
CERTIFICATED SCHOOL NURSE EVALUATION FORM

Employee Name: _____

Classification: _____

Department: _____

Rating Period: _____

OVERALL EVALUATION RATING
(COVER page)

Check one:

☐ **Formal Evaluation**

☐ **Temporary**

The employee is to be given a general rating which is felt to best describe his/her overall performance. Comments in support of the rating should be included.

PROBATIONARY:

- ☐ 1. At this time the employee's overall performance meets or exceeds the standards and requirements of the San Luis Obispo County Office of Education. The employee will be recommended for employment/reemployment.
- ☐ 2. The employee is not meeting the standards and requirements of the San Luis Obispo County Office of Education. The employee will not be recommended for employment/reemployment.

PERMANENT:

- ☐ 1. At this time the employee's overall performance meets or exceeds the standards and requirements of the San Luis Obispo County Office of Education. The employee will be recommended for employment/reemployment.
- ☐ 2. At this time, the permanent employee has an unsatisfactory evaluation and does not meet the standards in one or more performance areas. A Performance Improvement Plan will be completed for unsatisfactory areas of performance and areas needing improvement. Also, the employee will be referred to the Peer Assistance Program.

NOTE: Prior to completing the final probationary evaluation, the supervisor must review the evaluation with the Chief Human Resources Officer. To Schedule an appointment with the Chief Human Resources Officer, call the Human Resources Division Secretary at 782-7233.

Narrative Summary Evaluation:

Response: (Employee has the right to initiate a written rebuttal to the performance evaluation within five (5) working days. Such response shall become a permanent attachment to the employee's personnel file.)

Employee's Signature: _____ **Date:** _____

(Note: A signature on this performance evaluation does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance evaluation and has been given the opportunity for discussion, comments, and written response.)

Evaluator's Signature: _____ **Date:** _____

Chief HR Officer Signature: _____ **Date:** _____

Original: Human Resources Department Copy: Employee Copy: Personnel File

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
**CERTIFICATED SCHOOL NURSE
 SUMMATIVE EVALUATION REPORT FORM**

DIRECTIONS:

Place a check mark on the appropriate line for the rating of each criterion. A comment space has been provided. Use of this space is encouraged. When a Needs Improvement or Unsatisfactory rating is given, comments must be written. Each criterion is to be rated.

DEFINITIONS:

Meets/Exceeds Job Expectations: There is evidence that this effective behavior and/or professional responsibilities meets and/or exceeds job expectations.

Needs Improvement/Growth Area: There is evidence that many of the components of effective behavior and/or professional responsibilities have not been met and needs improvement/growth. Growth areas are identified to improve areas needing improvement.

Unsatisfactory: There is evidence that this effective behavior and/or professional responsibilities is not exhibited with any degree of quality and performance is unsatisfactory.

PERFORMANCE AREAS/ CRITERIA	LEVELS OF PERFORMANCE (MARK ONE)					
1. Demonstrates effective planning skills. Uses nursing time, materials and resources appropriately; Prioritizes student needs and nursing responsibilities in planning each day; meets deadlines.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Plans effective workday schedule to maximize efficiency; uses the right material for the needs of the students; completes assigned work on or before deadlines.	☐	Work schedule is not consistently planned to meet the needs of students; materials used do not address needs/issues or are not effective; deadlines are inconsistently met.	☐	No work schedule exists to meet student needs; lacks knowledge or planning skills to use materials effectively; consistently fails to meet deadlines or completes work.
Comments:						
2. Manages Communicable Disease and Immunization Surveillance Programs. Collaboration with Public Health Department and community health providers including reports, exclusions and professional updates.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Responds promptly when aware of communicable diseases; makes timely reports to health department, administration, affected individuals and families, and physicians (as necessary); assures that communicable disease letters/notifications are sent out in a timely manner; keeps accurate list of students with immunization waivers; follows up on illness exclusion and follows procedures for student to return to school; reviews health trends to assist with planning; assures immunization records are up to date.	☐	Inconsistent response to communicable diseases; does not provide timely reports to health care providers on a consistent basis; does not consistently follow up on exclusions; fails to monitor health trends; immunization records are not kept up to date.	☐	Fails to report communicable diseases or consistently does not follow protocols for reporting.
Comments:						
3. Provides strategic planning and input. Contributes to the development or revision of the school health program, policies and procedures; developing new opportunities or trainings; able to	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Attends and actively participates in planning meetings; provides usable input for planning; completes	☐	Inconsistently attends planning meetings and rarely participates in discussions; does not complete assigned planning tasks as	☐	Does not participate in planning; does not demonstrate an understanding of the

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

meet changing needs of the program.		assigned planning tasks; provides input on trainings for nursing needs as well as classroom nursing needs.		required and makes errors; does not demonstrate a strong understanding of department/classroom nursing needs.		needs of the classrooms or department.
Comments:						
4. Provides Nursing Care. Episodic triage; collaboration with families, staff and community resources; documentation, assessments, interventions, referrals, reporting, and evaluations that follow standards of practice.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Able to prioritize care (episodic triage); collaborates with families, staff and the community to meet the needs of the individual child; coordinates care; demonstrates competent nursing skills; demonstrates an ability to effectively assess and intervene when student needs health care; writes effective and appropriate healthcare plans; demonstrates effective evaluation used in the IEP process (e.g., initial assessments, annual assessments, and triennial assessments).	☐	Demonstrates marginal nursing skills; healthcare plans do not meet the needs of students; does not adequately address everyday student healthcare needs; does not write descriptive or useful assessments as required by the IEP process	☐	Does not demonstrate effective nursing skills; actions taken place students at risk; does not have the ability to effectively address everyday student healthcare needs; healthcare plans are poorly written and do not address the needs of the students.
Comments:						
5. Coordinates and complies with mandated health screenings, procedures, and regulations. Scheduling; notices; conducting; documentation; reporting; referrals and follow-ups; accurately documents medical care provided for children and students; and related case management documentation.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Coordinates mandated health screenings following education code requirements; coordinates screenings with outside healthcare providers; appropriately documents screenings and assures that these are filed in correct place; assists and follows up with families when screenings identify student healthcare issues; works with community providers to help children and families receive necessary care.	☐	Inadequate planning for screenings; inconsistent follow up with families; does not file reports in a timely manner; does not consistently share information with school staff; does not consistently follow up with community health care providers; inconsistently follows education code regulations.	☐	Fails to plan mandated screenings; fails to follow education code regulations; does not follow up with families or community health care providers; does not provide written documentation of screenings; fails to assure that documentation is placed in student's permanent file.
Comments:						
6. Provides health and safety teaching/counseling to staff, students and families. All staff presentations; individual and site information and trainings; notices regarding health issues; pregnancy and birth control counseling; health counseling for families (medication, treatments, etc.)	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Plans and coordinates all-staff, and site/classroom specific training; Adapting health notices and sending them out in a timely manner; counseling regarding illnesses, medications, medication administration, other health related issues such as pregnancy counseling and birth control; provides information and assistance for mental health	☐	Presentations and trainings are not organized and not effective; demonstrates a lack of relevancy or information is not up to date/current.	☐	Fails or refuses to provide all-staff, individual staff, or site/ classroom specific training; fails to adapt or send out notices; fails or refuses to provide appropriate and valid medical counseling/ presentations; fails or refuses to provide

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

		referrals; provides information and assistance for diabetes, allergies, asthma, dental concerns, epi-pens, classroom sanitation, communicable disease prevention, obesity, and nutrition.				accurate and up to date medical information.
Comments:						
7. Follows SLOCOE organizational regulations and policies; and state related laws, regulations, education codes.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Completes mandated paperwork in a timely manner; follow health and safety protocols and laws related to school nursing; follows organizational policies and procedures	☐	Does not complete paperwork by deadlines or in a timely manner; inaccurate log entries; inconsistently follows safety protocols and laws related to school nursing;	☐	Does not complete paperwork; does not follow safety protocols; does not go to assigned school sites; fails or refuses to follow school nursing laws, regulations, and organizational policies and procedures.
Comments:						
8. Nursing Case Management. Uses nursing time, materials and resources appropriately; Prioritizes student needs and nursing responsibilities in planning each day; meets deadlines.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Determines level of care/licensure necessary to assure student safety and care; works with staff to develop schedules for medications, feeding, and other health care delivery; develops individualized health care plans and trains staff on their implementation; continuously evaluates health care plans and assessments; assures staff competence regarding medication administration and health care procedures; provides accurate input at IEP meetings.	☐	Does not accurately determine necessary levels of care on a consistent basis; schedules for medication administration, feeding and other health care delivery is disorganized and/or ineffective; does not write health care plans with appropriate amounts of detail or does not write accurate health care plans; does not continuously monitor health care plans and assessments; inconsistent evaluation of staff for competence regarding medication administration and health care procedures.	☐	Determination of necessary student health care is consistently inaccurate; refuses to write or consistently writes inaccurate and/or sloppy individualized health care plans; does not evaluate staff for competence; does not participate in IEP meetings or information shared is consistently inaccurate.
Comments:						
9. Demonstrates appropriate student advocacy that supports a quality school health program. Reasonable accommodation; access to care issues; clarifies physician orders when necessary; maintains confidentiality; motivates others to support and deliver student healthcare.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Assures that identified student health needs are appropriately accommodated within the school program; assures that all families and students are able to navigate and access health care; clarifies or questions physicians' orders when appropriate or necessary; honors student confidentiality; supports others to accurately deliver student health care.	☐	Inconsistently works with staff and families to appropriately accommodate student health care needs; does not follow through with student and family needs to navigate and access student health care; reluctant to clarify or question physician orders which may be inappropriate; does not maintain confidentiality on a consistent basis; inconsistently supports others to accurately deliver student health care.	☐	Does not work to develop student health accommodations; does not assist families in navigating or accessing health care; does not advocate for student health and safety; does not maintain confidentiality; inconsistently supports others to

						deliver health care.
Comments:						
10. Seeks professional growth opportunities. Attends continuing education and seeks professional collaboration to update knowledge and stay current with school nursing standards, laws, resources, and evidenced based practices; builds strong relationships with the medical community to support professional growth and development.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Attends continuing education and seeks professional collaboration to update knowledge on current school nursing standards, laws, resources, and evidence based practices; Maintains licensure; builds and maintains relationships with the medical community including physicians, county department of health, county mental health, CCS, hospitals, clinics, dentists, etc.	☐	Does not keep current on school nursing standards, laws, resources, and evidenced based practices by participating in professional growth opportunities; Licensure lapses; does not cultivate relationships with the local medical community.	☐	Fails to maintain license; does not participate in professional growth opportunities and/or stay current on school nursing standards, laws, resources, and evidenced based practices which affects their knowledge to be effective; struggles to build effective relationships with the local medical community.
Comments:						
11. Collaboration, Interpersonal Skills, and Professionalism. Collaborates with others to build consensus and teamwork; maintains effective interpersonal relationships; communicates effectively; acts in a professional, respectful and caring manner sensitive to the needs of families and children; treats others with respect.	X	MEETS/EXCEEDS JOB EXPECTATIONS	X	NEEDS IMPROVEMENT/ GROWTH AREA	X	UNSATISFACTORY JOB PERFORMANCE
	☐	Collaborates with others to build consensus and teamwork; maintains effective interpersonal relationships; communicates effectively with nurses, other staff, administration, families, and the medical community in general; acts in a professional manner; shows respect and care for others; sensitive to the needs of families and children; follows the SLOCOE civility policy.	☐	Does not consistently collaborate with others to build consensus and teamwork; does not show respect and care for others on a consistent basis; does not build consensus around solutions; does not support positive relationships with others; at times lacks sensitivity to the needs of families and children; inconsistently follows the SLOCOE civility policy.	☐	Does not build teamwork or consensus with others; has a negative impact on the team and operations; fails or refuses to communicate in a positive and respectful manner with other staff, parents, students and the medical community; fails to show sensitivity to the needs of families and children; fails to follow the SLOCOE civility policy.
Comments:						

Employee's Signature: _____ **Date:** _____

(Note: A signature on this performance evaluation does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance evaluation and has been given the opportunity for discussion and written comment. The employee has the right to initiate a written rebuttal to all or part of the performance evaluation within five (5) working days. Such response shall become a permanent attachment to the employee's personnel file.)

Evaluator's Signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____

CERTIFICATED NURSING STAFF PERFORMANCE IMPROVEMENT PLAN

Employee

Assignment

Date

Unsatisfactory Performance Areas:
(Check one or more)

- ☐ **Demonstrates Effective Planning Skills**
- ☐ **Manages Communicable Disease and Immunization Surveillance Programs**
- ☐ **Long term planning**
- ☐ **Provides Nursing Care**
- ☐ **Coordinates and Complies with Mandated Health Screenings, Procedures and Regulations**
- ☐ **Provides Health and/or Safety Teaching/Counseling to Staff, Students and Families**

- ☐ **Follows SLOCOE organizational regulations and policies; and state related laws, regulations, and Ed Code**
- ☐ **Nursing Case Management**
- ☐ **Demonstrates Appropriate Student Advocacy that supports a Quality School Health Program**
- ☐ **Seeks Professional Growth Opportunities**
- ☐ **Collaboration, Interpersonal Relationships, and Professionalism**

PERFORMANCE IMPROVEMENT PLAN DETAIL

Performance evaluation factor(s) or area(s) of concern:

Job expectation(s) related to performance evaluation factor(s) or area(s) of concern:

Supervisor's assessment (description of specific performance deficiencies):

Specific improvement(s) required (include date for follow-up & timeframe for improvement):

PERFORMANCE IMPROVEMENT PLAN DETAIL

Performance evaluation factor(s) or area(s) of concern:
Job expectation(s) related to performance evaluation factor(s) or area(s) of concern:
Supervisor's assessment (description of specific performance deficiencies):
Specific improvement(s) required (include date for follow-up & timeframe for improvement):

Performance evaluation factor(s) or area(s) of concern:
Job expectation(s) related to performance evaluation factor(s) or area(s) of concern:
Supervisor's assessment (description of specific performance deficiencies):
Specific improvement(s) required (include date for follow-up & timeframe for improvement):

USE ADDITIONAL SHEETS, IF NECESSARY

This PIP was:

- ☐ **Fully Accomplished**
☐ **Partially Accomplished**
☐ **Not Accomplished**

EVALUATOR'S COMMENTS:

(Include reference to and comments regarding evidence that the PIP was met in the comments above.)

Signature

Date

EMPLOYEE'S COMMENTS:

Signature

Date

APPENDIX E

MEMBERSHIP DUES STRUCTURE 2022-23

CATEGORY 1

For those faculty whose teaching assignment is more than 60% of a normal assignment, except for faculty employed as pre-school, head start, child care, adult education, and substitute teachers whose salaries are less than the minimum teacher salary for the district in which they are employed.

State Dues	\$ 768.00
NEA Dues*	\$ 204.00

CATEGORY 2A

For those faculty whose teaching assignment is greater than 1/3 but not more than 50% of a normal assignment.

State Dues	\$ 394.00
NEA Dues*	\$ 113.50

CATEGORY 2B

For those faculty whose teaching assignment is greater than 50% but not more than 60% of a normal assignment, or faculty employed as pre-school, head start, child care, adult education, and substitute teachers whose salary in the district in which they are employed is less than the minimum salary paid regular teachers in such district.

State Dues	\$ 394.00
NEA Dues*	\$ 204.00

CATEGORY 3A

For those faculty or substitutes whose teaching assignment is 25% or less than a normal assignment, including faculty on unpaid leave.

State Dues	\$ 207.00
NEA Dues*	\$ 68.50

CATEGORY 3B

For those faculty whose teaching assignment is greater than 25% but not more than 1/3 of a normal assignment or those faculty employed in private higher educational institutions or the University of California for whom no representation by the Association in employer-employee relations exists or is immediately contemplated.

State Dues	\$ 207.00
NEA Dues*	\$ 113.50

CATEGORY 4

For those adult education and community college employees employed only on a part-time/hourly basis.

State Dues	\$ 94.80
NEA Dues*	\$ 68.50

Notification of Local chapter dues will be provided separately.

NOTE: Those eligible for membership in more than one school district shall be enrolled in their primary place of employment.

CTA dues at each category includes a \$20 Voluntary Dues Contribution to support CTA advocacy and the CTA Foundation for Teaching and Learning. Members not wishing to contribute may request a refund.

Voluntary Contribution:

NEA-Fund – suggested amount \$ 50.00 - (NEA – Fund for Children and Public Education)

*Adopted by the NEA Board of Directors in February 2022

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