

**Walnut Creek School District**

960 Ygnacio Valley Road  
Walnut Creek, CA 94596

**MASTER AGREEMENT**

**BETWEEN**

**WALNUT CREEK SCHOOL DISTRICT**

**AND**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**

**AND**

**WALNUT CREEK CHAPTER 202**

**2016 – 2017**

**2017 – 2018**

**2018 – 2019**

TENTATIVE AGREEMENT BETWEEN

WALNUTCREEK SCHOOL DISTRICT AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 202

The parties have concluded negotiations for a successor contract for July 1, 2016 through June 30, 2019.

The following are the salary agreements reached for 2016-2017 and 2017-2018:

1. 2016-2017 all bargaining unit employees will receive a one-time, off salary schedule bonus payment of 2.5% of annual salary for 2016-2017 for those employees who were employed in 2016-2017.
2. Effective July 1, 2017, an across the salary schedule increase of 1% for all bargaining unit employees.
3. A 1% of annual salary for 2017-2018, off salary schedule bonus for all bargaining unit employees who provide documentation of the completion of 12 hours of professional development by the end of the 2017-2018 school year.
4. Effective July 1, 2017 the following job classifications shall receive salary range adjustments as follows

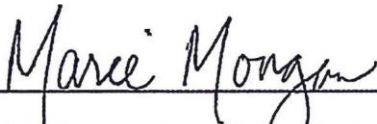
Classification	Current Range	New Range
Warehouse	25 26	
Custodial Supervisor	31 34	
Paraprofessional		
Medical/Behavioral	22	
Special Day Class	19 21	
Resource	19 20	
Clerk 1-Elem Attendance	10 12	

Secretary III - Accounts Payable 25 28

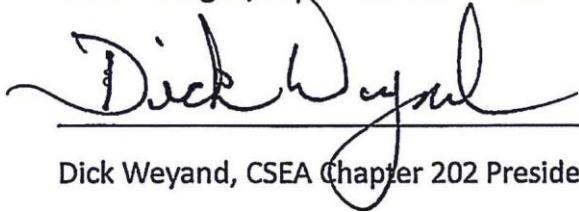
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5. Other than above, the contract is zippered for 2017-2018.

6. Negotiations for 2018-2019 will begin in Spring 2018. Other changes made to contract articles will be recorded in the new contract for 2016-2019.

  
\_\_\_\_\_  
Marie Morgan, Superintendent Date

4-18-17

  
\_\_\_\_\_  
Dick Weyand, CSEA Chapter 202 President

4-18-17

**Master Agreement  
Between  
Walnut Creek School District  
and  
California School Employees Association  
and  
Walnut Creek Chapter 202**

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ARTICLE I

RECOGNITION

- A. The Walnut Creek School District recognizes the California School Employees Association and its Walnut Creek Chapter 202 as the exclusive bargaining agent for classified employees, which includes the following positions:

**Maintenance/Custodial Family:**

Site Custodian

Custodian

Head Custodian - Elementary

Head Custodian - Intermediate

Custodial Supervisor

Maintenance

Warehouse Worker

Grounds Keeper

Craftsman I

Craftsman II

**Food Services Family:**

Food Services Support

Food Services Support

Elementary

Intermediate

Cook

Cook I

Cook II

Cook III

**Student Support Family:**

Campus Supervisor

Instructional Aide

Para Professional

Medical/Behavioral

Resource Support

Special Day Class

Student Support

ELD Specialist

Instructional Specialists  
    Art Music, PE, Science  
    Technology w/ Students  
Library Media Specialist  
Lead Library Media Specialist  
Technology  
    Technology Specialist  
    Network Systems Analyst

**Clerical Family:**

Clerk I  
    Elementary Attendance  
Clerk II  
Secretary I  
    Purchasing  
    DO Receptionist  
    Intermediate Attendance  
    Intermediate Counselor Tech  
    EL Secretary  
Secretary II  
    Special Education Department Secretary  
    Facilities and Maintenance Department Secretary  
    Elementary Office Manager  
Secretary III  
    Intermediate Office Manager  
    Accounts Payable  
    Accounts Receivable  
Data Analyst  
Fiscal Analyst

**Other:**

Occupational Therapist



ARTICLE II  
DISTRICT RIGHTS

- A. It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to determine its organization; direct the work of its employees; determine the time and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its educational policies, goals, and objectives; ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move, or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; contract-out work; and take action on any matter in the event of emergency. In addition, the Board retains the right to hire, classify, assign, evaluate, promote, discipline, and terminate employees.
  
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.
  
- C. The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement in cases of emergency. Emergency will be construed to be a natural disaster or other situation endangering the safety of students or employees as delineated in the Site Safety Plans. Within this definition, determination of whether or not an emergency exists is solely within the discretion of the Board and is expressly excluded from the provisions of the grievance procedure.

## ARTICLE III

### ASSOCIATION RIGHTS

- A. The field representative of the state CSEA shall be permitted to transact official Association business on school property at reasonable times, providing first he/she contacts the building principal or site administrator to inform him/her of the representative's presence on the site.
- B. The District shall place on the agenda for each regular Board meeting "CSEA Chapter 202 Report."
- C. The District shall furnish the Association with any requested public documents at cost which would enable the Association to fulfill its role as the exclusive bargaining agent.
- D. The Association shall designate not more than four (4) representatives who shall receive release time without loss of compensation to attend negotiations and impasse proceedings.
- E. If the District and the Association agree to discontinue interest-based bargaining, the Association may utilize the services of an outside Association-paid consultant to assist in negotiations at the bargaining table.
- F. The Association shall have the right to use institutional equipment, facilities, and buildings at reasonable times. However, any costs incurred by the District as a result of this section shall be reimbursed to the District by the Association.
- G. The Association shall present its proposal at a mutually agreed upon time.
- H. In full-contract years, within ninety (90) days of ratification of the Agreement by both parties herein, the District shall provide to the Association one hard-copy contract per bargaining unit member, plus an additional twenty (20) for Association use. In other years, the negotiated agreement will be updated on the District website.
- I. The District shall provide a copy of the contract to each new employee upon hire and a CSEA application.
- J. One (1) Association representative shall be granted a maximum of five (5) days each per school year at no loss of pay for attendance at the annual CSEA state conference subject to the following conditions:
  - 1. The Association shall reimburse the District for this released time at the daily substitute rate if a substitute is hired.
  - 2. Requests for such time shall be submitted in advance in writing through the employee's Immediate Supervisor to the Personnel Office.

K. The Union President or his/her designee can take up to five (5) days for CSEA business per year

L. PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS.

1. Any employee who has applied for membership has the right to have his/her Association dues deducted according to a schedule adopted by the Association, and may sign and deliver to the District an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the Association. With respect to all sums deducted by the District pursuant to authorization by the employee, the District agrees promptly to remit such monies to the Association. The matter of dues deductions, general assessments, and other fees is strictly a matter between the Association and its members.
2. Each employee who is a member of the Association or becomes a member during the contract period shall remain a member of the Association for the duration of the contract period. Employees who wish to discontinue membership in the Association shall exercise this right within a period of thirty (30) days following the expiration of the Agreement.
3. An employee who is not a member of the Association or who does not apply for membership within thirty (30) days of the effective date of this Agreement, or within thirty (30) days from the date of commencement of assigned duties within the bargaining unit, shall become a member of the Association or pay to the Association a fee in an amount equal to unified membership dues, initiation fees, and general assessments, payable to the Association in one lump sum payment in the same manner as required for the payment of membership dues, provided, however, that the member may authorize payroll deduction for such fee in the same manner as provided in paragraph 1 of this Article. In the event that a unit member shall not pay such fee directly to the Association or authorize payment through payroll deduction as provided in paragraph 1, the Association shall so inform the District, and the District shall immediately begin automatic payroll deduction in the same manner as set forth in paragraph 1 of this Article. There shall be no charge to the Association for such mandatory agency fee deductions.
4. An employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations, or who has demonstrated a bona fide conscientious objection to joining or financially supporting employee organizations, shall not be required to join or financially support the Association as a condition of employment; except that such unit member shall in lieu of a service fee, cause to have a payroll deduction made in sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under section 501 (c) (3) of Title 26 of the Internal Revenue Code:

- **American Red Cross**

- **Walnut Creek Education Foundation**
- **United Way**

Proof of paragraph 4 above shall be made on an annual basis to the District as a condition of continued exemption from the provisions of paragraphs 1 and 2 of this Article by either:

- a. A written statement of objection along with verifiable evidence of membership in a religious body whose traditional tenets or teachings object to joining or financially supporting employee organizations, or
  - b. A signed statement prepared by the District and the Association, and witnessed by a representative of the District and a representative of the Association, verifying conscientious objection to joining or financially supporting employee organizations.
5. With respect to all sums deducted by the District pursuant to paragraphs 1 and 2 above, whether for membership dues or agency fee, the District agrees promptly to remit such monies to the Association, accompanied by an alphabetical list of unit members for whom such 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. The agencies included in paragraph 4 to whom non-members are contributing shall also be included.
  6. Upon appropriate written authorization from the employee, the District will deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, insurance premiums, or charitable contributions.
  7. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- M. **Hold Harmless Clause.** CSEA shall indemnify and hold the District harmless from any and all claims, demands, or suits, or any other action arising from the dues and fees deduction provisions of this Article.

## ARTICLE IV

### GRIEVANCE PROCEDURE

#### A. PURPOSE:

1. This grievance procedure shall be used to process and resolve grievances arising under this Agreement.
2. The purposes of this procedure are:
  - a. To resolve grievances informally at the lowest possible level;
  - b. To provide an orderly procedure for reviewing and resolving grievances promptly.

#### B. DEFINITIONS:

1. A “grievance” is an alleged violation, misinterpretation, or misapplication of the express terms of this Agreement, which directly and adversely affect the grievant. Actions to challenge or change the terms of this Agreement shall not be considered a grievance.
2. A “grievant” is a classified employee of the District.
3. The “Immediate Supervisor” means the administrator who assigns, reviews, and directs the work of the grievant.
4. A “day” is any day in which the District Office is open for business.

#### C. TIME LIMITS:

Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure, but with the written consent of both parties, the time limitation for any step may be extended.

#### D. STEP 1:

Within fifteen (15) days after the grievant knew or should have known of the event or circumstances which occasioned the grievance, the grievant shall initially meet with his/her Immediate Supervisor in an attempt to resolve the grievance informally. In cases where the immediate supervisor lacks the authority to resolve the grievance and with the concurrence of the Superintendent or his/her designee, the employee may file the formal grievance at Step III with written notice to the Immediate Supervisor.

E. STEP 2:

1. If the informal discussion does not resolve the grievance to the satisfaction of the grievant, a formal grievance may be initiated. A formal grievance may be initiated no later than ten (10) days after the grievant has met with his/her Immediate Supervisor pursuant to Step 1.
2. A formal grievance shall be initiated, in writing, on a form prescribed by the District, as included as an appendix to this Agreement, and shall be filed with the Immediate Supervisor or principal, unless Step 2 has been waived by the Immediate Supervisor or principal pursuant to Step 1.
3. Within ten (10) days after the filing of the formal grievance, the Immediate Supervisor/principal shall investigate the grievance and give his/her decision, in writing, to the grievant.

F. STEP 3:

1. If the grievant is not satisfied with the decision rendered at Step 2, or if Step 2 has been waived by the Immediate Supervisor or principal, he/she may appeal the decision within ten (10) days to the Superintendent or his/her designee.
2. The appeal shall include a copy of the original grievance, the decision rendered at Step 2, and a clear, concise statement of the reasons for the appeal.
3. Within ten (10) days, the Superintendent or his/her designee shall investigate the grievance and give his/her decision, in writing, to the grievant.

G. STEP 4:

1. If the grievant is not satisfied with the findings of the Superintendent or designee, he/she may appeal the decision to the Governing Board within ten (10) days.
2. The Board shall conduct a hearing and render a decision on the grievance.
3. The decision shall be rendered no later than the third regularly scheduled meeting after the filing of the appeal.

H. STEP 5:

1. If CSEA is not satisfied with the decision rendered pursuant to Step 4, CSEA, with consent of the grievant, may submit a request, in writing, to the Superintendent for binding arbitration of the dispute.
2. Said request must be made within ten (10) days.
3. An impartial arbitrator shall be selected jointly by the grievant and the District within ten (10) days of receipt of the written request. Should they be unable to

agree on an arbitrator, submission of the grievance shall be made to the California State Conciliation Service. Selection of the arbitrator shall be done in accordance with the striking of names from a list of five names previously supplied by the California State Conciliation Service. The first party to strike a name shall be decided by the flip of a coin.

4. The fees and expenses of the arbitrator and a court reporter, if required by the arbitrator, shall be shared equally. Any additional expenses shall be borne by the party incurring such expenses.
5. The arbitrator shall have no authority to add to, delete, or alter any provisions of this Agreement, but shall limit his decision to the application and interpretation of its provision.
6. Neither the Employer nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party if known or reasonably should have been known at the time. The Arbitrator shall consider only those issues which have been carried through the prior steps as required by the provisions of this Article.
7. After hearing the evidence, the arbitrator shall submit his/her written finding and award, which shall be final and binding on all parties, to the District and to the grievant within thirty (30) days after the close of the hearing.

I. MISCELLANEOUS:

1. Response. If the District fails to respond to a grievance within the time limits specified for that Step, the grievant shall have the right to appeal to the next Step.
2. Conference. Grievants shall have the right to a conference with the appropriate Administrator, upon request, at each Step.
3. Records. All records of the proceedings shall be retained by the Personnel Department in a separate grievance file.
4. Reprisals. No reprisals shall be taken by or against any participant in a grievance procedure by reason of such participation.
5. Representation. Each party may be represented by a conferee at each Step of the Grievance Procedure. An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of this Agreement.
6. Pay. An Employee shall not suffer any loss of pay while appearing at the necessary times and places in the processing of the grievance.
7. Time Limitation. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision.

8. Employee-Processed Grievance. An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of this Agreement. Prior to any resolution of any grievance, CSEA shall be provided with a copy of the proposed resolution for review. CSEA shall be given an opportunity to file a written response to the proposed resolution.



## ARTICLE V

### LEAVES

#### A. SICK LEAVE:

Each classified employee accumulates one day of sick leave per month of employment, which may be accrued indefinitely. Employees working less than an eight-hour day accrue a pro-rata portion per day of sick leave per month.

Illness is defined as a state of being ill or sick, disease, ailment, malady, disorder of health, sickness. Injury is defined as damage of hurt done to or suffered by a person. Based upon these definitions, employees who need to absent themselves from the job, for optical or physical examinations for general health purposes, shall charge such lost time against their accumulated sick leave. All other physical disabilities qualify under the general term of sick leave and will be so charged.

When an employee is absent due to illness for five or more consecutive days, a statement from a licensed physician or a medical practitioner evidencing the employee's fitness for work shall be provided to the district.

The pay due an employee for each day of absence due to illness or injury shall be the same as the pay which would have been received had the employee served during that day, until sick leave entitlement is exhausted.

After exhaustion of accrued sick leave, accumulated compensatory time, vacation, or other paid leave, an employee shall be entitled to extended illness leave until the employee returns to work, but shall not exceed five (5) months inclusive of the above leaves. Such leave shall be compensated at the difference between the employee's regular wage and the amount actually paid a substitute employed to perform the duties regularly assigned to the absent employee.

When the employee has exhausted all accrued sick leave and is unable to return to duty, he/she will submit to the District a statement indicating that the employee is unable to return to duty, projecting the date of return. Such statement shall be signed by the employee's medical doctor or practitioner. Should the employee become aware of a change in the projected date of return, the District shall be notified by the employee. Two weeks prior to date of return, the employee shall communicate with the Business Office or Immediate Supervisor as to whether he/she shall return as previously indicated. Upon return to duty, the employee shall have the right to return to his/her position.

Any classified school employee who transfers to the school district, having been previously employed in another school district for at least one calendar year, and who terminates with that district to take employment in the Walnut Creek School District, shall bring with him such accumulated sick leave as may have been credited to him in his previous district of employment.

Unused sick leave accumulates from year to year indefinitely. Sick leave is designed

primarily to prevent loss of income while the employee is ill and should be used for this purpose. Sick leave entries are made on an hourly basis and should be reported by the hour on the absence report. “Unused, earned sick leave balances shall only be distributed pursuant to law, including Ed. Code §45202 (transfer to another agency) and Govt. Code §20963 (service credit).”

**B. PERSONAL NECESSITY LEAVE:**

Classified employees of the District may use sick leave in cases of personal necessity in cases of the following:

1. Death of a member of his/her immediate family. Members of the immediate family as defined in this policy include the following: mother, father, mother-in-law, father-in-law, grandmother, grandfather, or the grandchild of employee or the spouse, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, or first cousin of the employee, or other person who stood in loco parentis to the employee, or any relative living in the immediate household of the employee, or any person who has lived in the immediate household for at least ninety (90) days.
2. Accident involving his/her person or property or the person or property of a member of his/her immediate family, as defined above, of such an emergency nature that the immediate presence of the employee is required during his/her work day.
3. Appearance in court as a litigant or as a witness.
4. Serious or critical illness of a member of the immediate family, as defined above, calling for the services of a physician, and of such emergency nature that the immediate presence of the employee is required during his/her work day. The district may require a verification of illness statement by a physician.
5. A classified employee shall be entitled to use seven (7) days of Personal Necessity Leave in order to take care of personal business which cannot be taken care of in off-duty hours, without having to state a reason. Such leave shall not be used for recreation or Association business.

A classified employee exercising his/her rights under this Section shall be required to request said leave in writing. In any school year, seven (7) days of accumulated sick leave may be used for such leave.

The Superintendent may grant personal necessity leave upon application by an employee for reasons other than those enumerated in this section.

**C. INDUSTRIAL ACCIDENT OR ILLNESS LEAVE:**

All classified employees covered under this Agreement shall be eligible for leave of absence because of industrial accident or illness as acknowledged by the District's workers' compensation insurance carrier.

This leave shall include the following provisions:

1. Allowable leave shall not be for less than 60 working days in any one fiscal year for the same accident.
2. Allowable leave shall not be accumulative from year to year.
3. Industrial accident or illness leave will commence on the first day of absence.
4. Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.
5. Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.
6. When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of sick leave entitlement. When entitlement to industrial accident or illness leave has been exhausted, entitlement or other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

D. SUBPOENA LEAVE AND JURY DUTY:

Employees receiving subpoenas for appearance in court as witnesses or notification to report for service as a juror will receive full pay for such absence from duty. In order to receive payment for these types of absences, it is necessary to comply with the three following regulations:

1. Notify the Immediate Supervisor so that the proper absence report record may be prepared.
2. Forward to the Business Office the actual subpoena or the actual notice of your selection for jury duty.
3. Any compensation received by an employee as a member of a jury shall be remitted to the District.
4. Before utilizing provisions of this Section as a witness, an employee must first exhaust two (2) days of Personal Necessity Leave under the provisions of B.3 of this Article.

5. Any employee assigned a shift which begins at/or after 1:00 P.M. who serves for a period of five (5) or more hours of jury duty on any day on which he/she is regularly assigned to work, shall be excused from his/her duties without loss of wages. An employee, assigned to a shift ending at/or before 5:00 P.M. shall upon completion of jury duty for that day prior to the end of such shift, return to his/her assignment.

E. BEREAVEMENT LEAVE:

1. A death in the immediate family of an employee covered under this Agreement shall entitle said employee to a leave of absence not to exceed three (3) days, or five (5) days (if over 300 miles of travel is required).
2. Immediate family shall be defined to include the following: mother, father, mother-in-law, father-in-law, grandmother, grandfather, or the grandchild of the employee or of the spouse, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, or first cousin of the employee, domestic partner, or other person who stood in loco parentis to the employee, or any relative living in the immediate household of the employee, or any person who has lived in the immediate household for at least ninety (90) days.
3. Leave may be granted to the employee by the Superintendent (a) for any individual not listed herein; and/or (b) under special circumstances, for any additional days.

F. MATERNITY LEAVE:

An employee who is pregnant may utilize sick leave during the period of time she is disabled subject to the provisions set forth under Paragraph 5, Section A, Sick Leave, of this Article. Disability shall begin at the written request of the employee accompanied by a statement from a duly-licensed physician indicating the period of time the employee shall not be physically able to perform her duties. Additionally, a certification of physical fitness to return to work may be required.

An employee who is pregnant and who requests a leave of absence without pay may be granted such leave as specified by the State & Federal Family Rights Acts.

G. MILITARY LEAVE:

An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

H. LEAVES OF ABSENCE:

Under certain specific conditions, classified employees may be granted paid or unpaid leaves of absence as directed by the Governing Board. Unpaid Leaves may be granted to employees who are permanent to the District. Leaves without pay are granted in order that the employee may maintain his/her position in the District and all rights and privileges that have accrued to him/her prior to the need for such leave.

An employee on unpaid leave of absence has the right to maintain current fringe benefits by voluntarily agreeing in writing to pay the District's usual and customary contribution to fringe health benefits he or she wishes to maintain while on this leave. Two weeks prior to the date of return the employee shall communicate with the Personnel Office or Immediate Supervisor as to whether he/she shall return as previously indicated.

I. STAFF DEVELOPMENT LEAVE:

Should funds be available, a classified employee may be granted one (1) or more days of paid leave each school year for the purpose of improving his/her performance, provided that the employee receives prior approval from his/her immediate supervisor and the leave is demonstrably related to the employee's current or future assignment.

J. PAID LEAVES EXHAUSTED:

The District will notify employees of the status of benefit participation. The employee, with carrier approval, may continue to participate in health plans at his/her expense.

K. STATE DISABILITY INSURANCE:

The District shall deduct from the wages of the bargaining unit members an amount equal to the premiums for the State Disability Insurance.

Members who are disabled shall apply for benefits as provided by the carrier. At the time of application for benefits, members may elect to coordinate sick leave, accumulated compensatory time, vacation, or other paid leave entitlements and SDI benefits so that the member receives for each day of absence an amount not to exceed the full day's wage of the member.

L. RE-EMPLOYMENT RIGHTS AFTER EXHAUSTING ALL LEAVES:

When all paid leaves are exhausted as a result of an accident or illness, and if the employee is not medically able to assume the duties of his/her position, the person shall, if not placed in another position, be placed on a re-employment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment, if the person is medically fit, over all other available candidates, except for a re-employment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

ARTICLE VI  
FRINGE BENEFITS

A. PAID VACATION:

1. All bargaining unit employees shall be provided with paid vacation. The number of days of vacation per contract year shall be determined by years of service with the District and according to the classification to which they are assigned, as follows:

Work-Year Category	Less Than 5 Years Service	More than 5 Years - Less Than 10 Years Service	10 or More Years Service
School-Year Employees	8 days	12 days	16 days
Ten-Month Employees	8 days	12½ days	16½ days
Ten-and-a Half-Month Employees	8½ days	13 days	17½ days
Eleven-Month Employees	9 days	14 days	18½ days
Twelve-Month Employees	10 days	15 days	20 days

Vacation entitlement for the contract year shall be determined by the years of service attained by the end of each contract year. Employees working less than an eight-hour day receive a vacation day in the same pro rata portion as their work day is to an eight-hour day.

Employees in their first year of employment who work less than the full work year as specified in work year category above, shall receive vacation entitlement for this first year of employment in the same pro rata portion as his/her total number of first year work months is to the regular number of work months specified for his/her work year category.

2.
  - a. Full-year employees may take vacation any time during the school year. However, all vacation requests must be considered in regards to work requirements of the District. Vacations must be approved in advance by the employee's work Supervisor.
  - b. Ten, Ten-and-a-Half, and Eleven-Month employee shall take vacations during the regular work year, during the winter and recess days.

- c. School Year employees shall NOT use vacation days on any days designated as teaching days, but shall receive vacation entitlements for the school year via payment on the June payroll warrant.
- 3. The actual vacation schedule will be arranged in advance with the Immediate Supervisor or the administrator in charge. He/She, in turn, will report to the Personnel Office the schedule for his/her department or school. In all cases, vacation will be arranged at the convenience of the District, but subject to the employee's wishes insofar as possible.
- 4. Vacation Carry-Over.
  - a. Any employee in the bargaining unit who has been employed for more than one (1) year may elect to carry over five (5) days of vacation to the following year.
  - b. At the commencement of the 9th year, an employee may elect to carry over up to ten (10) days of vacation to the following year. (Note that the carried-over days MUST then be used during that year.)
- 5. Vacation Pay. Pay for vacation days for all bargaining unit employees shall be the same as that which the employee would have received had he/she been in a working status.
- 6. Vacation Pay Upon Termination. When an employee in the bargaining unit is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination, when a regular employee. Earned vacation shall not become a vested right until completion of the initial six months of employment.
- 7. Interruption of Vacation. An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the employee supplies notice and supporting information regarding the basis for such interruption or termination.

**B. HOLIDAYS:**

Employees under this Agreement shall be entitled to the following paid holidays which fall within their work year, provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

Labor Day

Veteran's Day

Thanksgiving Day

The Day following Thanksgiving Day

Christmas Eve (The work day immediately preceding the day observed as the Christmas Holiday)

Christmas Day  
New Year's Eve (The work day immediately preceding the day observed as the New Year's Holiday)  
New Year's Day  
Martin Luther King Day  
Lincoln's Day  
Washington's Day  
Spring Vacation Day (TBD in calendar process)  
Memorial Day  
Independence Day  
One (1) Floating Holiday (in lieu of Admission Day), which needs to be used by June 30.  
The date is to be selected by the employee, subject to the approval of the employer.

Regular employees of the District who are not normally assigned to duty during the school holidays of December 25 and January 1, shall be paid for those two holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed.

- C. The District agrees to implement the PERS Pick-up Program.



## ARTICLE VII

### EMPLOYEE EXPENSES, MATERIALS, AND TRAINING

#### A. UNIFORMS:

1. Maintenance and Operations Personnel. All classified personnel provided uniforms by the District shall be required to wear the complete uniform when performing work for the District. The District shall be responsible for the cost of uniform upkeep.

The District does not provide uniforms for substitutes in these categories.

#### B. TOOLS:

The District agrees to provide all tools, equipment, supplies, and training necessary for bargaining unit employees to perform assigned duties. Employees provided with communication devices shall use them in accordance with District expectations.

#### C. SAFETY EQUIPMENT:

Should the employment duties of an employee in the bargaining unit reasonably require use of any equipment or gear to ensure the safety of the employee or others, the District agrees to furnish such equipment or gear, or to reimburse the employee for the full cost of procuring such, as determined by the Governing Board. Pre-authorization from the District shall be obtained when an employee is purchasing the equipment.

#### D. PHYSICAL EXAMINATIONS:

The District agrees to provide the full cost of any medical examination required as a condition of employment.

#### E. TRAINING:

The district agrees to provide paid training for bargaining unit employees as deemed necessary by the District to perform their assigned duties. Such trainings may be deemed mandatory as determined by the district.

Assessment(s) may be administered to determine whether further training is necessary. The goal of this training shall be to help each employee perform his/her assigned duties more effectively.

ARTICLE VIII

TRAVEL, MEALS, AND LODGING

A. TRAVEL (MILEAGE):

Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the amount allowed by the Internal Revenue Service (IRS).

B. MEALS:

Meal expenses are the responsibility of the employee within District boundaries, as well as when traveling to/from the Contra Costa County Office of Education.

C. LODGING:

With prior approval and upon submission of receipts, lodging shall be reimbursed for reasonable cost of expenses incurred while out of the District.

## ARTICLE IX

### CLASSIFIED EVALUATION PROCEDURE

#### A. PURPOSE:

The basic goal of the employer is to help each employee perform his/her present job more effectively to the mutual benefit of the employee and the employer. All classified employees are to be evaluated by their Immediate Supervisor. The focus of the employee evaluation process is:

1. To provide means of evaluating each employee's performance in the specific context of his/her job.
2. To provide job performance comments, commendations or special recognition and to determine individual needs for improvement and development.
3. To enhance continuing communication of individual needs between the Immediate Supervisor and employee.

#### B. FREQUENCY:

1. All probationary employees will have a one-year probationary period from date of hire with quarterly written evaluations prior to receiving permanent employee status.
2. Each permanent employee shall meet with his/her Immediate Supervisor prior to June 30th of each school year for review of the employee's evaluation, for ten month employees by the end of the work year.
3. For the evaluation of Instructional Assistants, Paraprofessionals, and Instructional Specialists, a Teacher Input Sheet may be requested by the Immediate Supervisor. The Teacher Input Sheet does not accompany the evaluation and may not go into the permanent file.
4. An employee's Immediate Supervisor may, at any time, prepare a special evaluation of commendation or unsatisfactory service.

#### C. PROCESS:

The Performance Evaluation Report shall be prepared by the Immediate Supervisor or administrator in accordance with this Article. The Immediate Supervisor is to present the completed performance report to the employee and discuss the report with the employee being evaluated.

#### D. DEFINITION OF RATINGS:

- **Satisfactory:**

Employee is qualified and is meeting most standards for the position.

- **Needs Improvement:**

Level of performance is less than expected of a qualified employee. Improvement is necessary.

- This rating will be discussed with the employee and specific suggestions should be mutually agreed upon.

- **Unsatisfactory:**

Level of performance does not meet standards for the position. A written improvement plan with specific suggestions will be mutually agreed upon.

1. After said review of the evaluation, the employee shall sign the evaluation. (Such signature does not indicate that he/she agrees with the report.)
2. The employee shall be given ten (10) days to provide a written response, which shall be attached to the evaluation prior to its placement in the personnel file, on any report containing information that can be viewed as being derogatory in nature.
3. An employee receiving an unsatisfactory rating will be given specific suggestions in a written plan for improvement in the deficient areas.
4. If an Employee receives an unsatisfactory evaluation they employee will be re-evaluated after 45 working days.
5. A repeat unsatisfactory evaluation is grounds for disciplinary action as determined in Contract Article XV.

E. MITIGATING CIRCUMSTANCES:

Any complaint which may influence the evaluation of an employee shall be discussed with the employee.

## ARTICLE X

### PERSONNEL FILES

- A. The personnel file of each employee shall be maintained at the District Office.
- B. Employees shall be provided with copies of any derogatory written material prior to its placement in the personnel file. Derogatory means any statement or material that detracts, disparages or diminishes the employee. At such time the employee shall have the opportunity to review such material and prepare written comments to be attached to the material prior to its placement in the personnel file. Such a review shall take place during normal business hours.
- C. An employee shall have the right at any reasonable time to examine and/or obtain one copy of any material from the employee's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the employee involved. Employee signature on any derogatory material shall be deemed solely for the purpose of verification that the employee has seen and received the material--not that it is deemed as agreement with the contents or material.
- D. Any person who places written material or drafts written material for placement in an employee's file shall sign the material and signify the date on which material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement
- E. No derogatory material, other than evaluations, more than two (2) years old shall be used in any disciplinary proceeding by the District against the unit member unless such materials were concealed or not disclosed by the employee.
- F. It is recognized that all personnel files are confidential and all efforts should be made to have such files stored and/or maintained in a manner which provides for such confidentiality. Access to evaluation material shall be limited to the members of the District administration or their authorized agent on a need-to-know basis, except that any employee may permit inspection of his/her file by an Association representative. Governing Board members may request the review of an employee's file.

## ARTICLE XI

### TRANSFERS

#### A. VOLUNTARY TRANSFER:

1. A voluntary transfer shall be defined as a change in geographical work location or assignment, but not job class or salary which is initiated at employee's request.
2. Vacancies for positions shall be posted for five (5) working days at all sites. Employees wishing to be considered for transfer shall file a letter with the Personnel Office.
  - a. Vacancy announcements shall include all qualifications of the positions and be limited to those qualifications contained within the job description.
  - b. When additional qualifications are desired for the successful applicant, the qualifications must be stated on the vacancy announcement.
3. Employees who are not full-year employees or employees absent from duty for vacation, leave, etc., who wish to apply for job vacancies during the period of their absence may do so by submitting a letter prior to absence to the Personnel Office. Letters shall be kept on file for the period of absence. If, after submittal of the letter, absence dates change, it shall be the employee's responsibility to submit a corrected letter to the Personnel Office.
4. When a vacancy is posted, it shall be the employee's responsibility to notify the Personnel Office and file such request by letter with the Personnel Office at the time the vacancy occurs.
5. Criteria for transfer shall include, but not be limited to, consideration of test scores, qualifications, evaluations, interview scores, and seniority. The most senior employee shall be accorded the position when all other factors are considered equal.
6. If a transfer is denied, upon request, an employee shall have the right to an informal confidential meeting with the Administrator or Human Resource Specialist and/or Immediate Supervisor to discuss such denial.
7. Transfers shall not be denied arbitrarily, capriciously, or without basis in fact.

#### B. INVOLUNTARY TRANSFER:

1. An involuntary transfer shall be defined as a change in geographical work location, but not job class or salary which is initiated by the District.
2. It shall be the responsibility of the Personnel Office to notify the employee by letter of the impending transfer. The employee may request, in writing, and be entitled

to meet with their Supervisor upon notification of an impending transfer, to discuss reasons for the transfer.

3. Notice of involuntary transfer shall be given to an employee at least five (5) working days prior to the transfer.
4. Criteria for involuntary transfers shall include, but not be limited to, test scores, qualifications, interview scores, seniority, and other justifiable needs of the District. Employees shall not be involuntarily transferred arbitrarily or capriciously.

## ARTICLE XII

### EMPLOYEE SAFETY

Employees shall be required to submit a Safety Report form to their Immediate Supervisor all unsafe conditions as soon as they are discovered. Immediate Supervisors shall investigate and forward to the Business Office all such reports and a copy will be provided to the employee who filed the original report. The District will take corrective action.



## ARTICLE XIII

### STUDY AND PLACEMENT ON SALARY SCHEDULE

#### A. REGULAR RATES OF PAY:

Employees will be paid according to the type of classification to which they are assigned. (Classified Employees Salary Range Assignments Appendices A & B.)

#### B. SALARY STUDY:

As a part of its proposal, each year either party may submit a request that the Families listed below be reviewed:

- **Student Support**
- **Maintenance and Custodians**
- **Clerical**
- **Food Services**

The salary schedule is uniform for all classified employees working for the Walnut Creek schools. Entering salaries are always at the first step of the salary range except in certain specific classes where credit for experience outside the District may be allowed. The amount of credit to be granted for out-of-district experience will be determined by the Superintendent. A classified employee who wishes to receive credit for such outside experience is responsible for furnishing the Superintendent an official statement from at least one former employer verifying the experience claimed. It must be directly related to the work to be done for the Walnut Creek School District. Statements must be submitted no later than six (6) months after the initial employment to be considered.

#### C. POSITION ON SALARY FOR PROMOTION PURPOSE:

If an employee is promoted to a new position in a higher classification, he/she will be advanced to the minimum salary in the new range, or to a salary in the new range which is one step above his/her present salary, whichever is the higher. If the promotion is within the same job family, he/she is then eligible for the annual one-step adjustment through to the highest step. If the promotion is in a new job family, the new employee will continue in the normal progression.

#### D. TEMPORARY JOB ASSIGNMENTS:

Under certain circumstances, particularly during the summer vacation period, classified employees may be reassigned to tasks normally calling for a higher rate of pay than the employee is presently experiencing. Such reassignment shall not exist for more than five (5) working days in any fifteen (15)-day period without a change in the pay status or reclassification of the employee.

## ARTICLE XIV

### HOURS, OVERTIME, AND LAYOVER TIME

#### A. WORKDAY/WORKWEEK:

1. The length of the workday for full-time employees shall be eight (8) hours, exclusive of lunch period, and the workweek shall consist of five (5) consecutive days. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.
2. Nothing in this Article shall be deemed to bar the District from establishing a workday of less than eight (8) hours or a workweek of less than forty (40) hours.

#### B. ADJUSTMENT OF ASSIGNED TIME:

A classified employee who works a minimum of thirty (30) minutes per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis.

#### C. OVERTIME:

1. Overtime is defined to include any time required to be worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in a calendar week.
  - a. An employee who works four (4) hours or more per day shall be paid the appropriate overtime rate on the sixth and seventh consecutive days following the commencement of the workweek for any work required. Any employee who works less than four (4) hours per day shall be paid the appropriate overtime rate on the seventh consecutive day following the commencement of the workweek for any work required.
  - b. All work performed on holidays as listed elsewhere in this Agreement shall be compensated for at two and one-half times the employee's regular hourly rate (in addition to the employee's holiday pay). Sundays shall be compensated for at twice the employee's regular hourly rate. All overtime work on weekdays or Saturdays shall be paid for at the rate of time and one-half.
2. Unless advance approval has been granted by the Superintendent, or employee's Immediate Supervisor, no paid overtime activity shall be performed by the employee. Requests for paid overtime shall be made on the form supplied by the Personnel Office, or, in extreme emergencies, a telephone authorization with a written request to follow may be granted.

3. Compensatory Time In Lieu Of Overtime. Employee's compensation for extra time will be given on a basis of one and one-half hours for each hour worked. Such compensatory time shall be used within twelve months of the time earned. Compensatory time will be administered at the local level by the Immediate Supervisor or administrator.

D. LUNCH PERIODS:

All full-time employees covered by this Agreement shall be entitled to an uninterrupted lunch period, the length of which shall be for a period between .5 and one (1) hour and shall be scheduled at or about the midpoint of each work shift. Lunch is unpaid.

An employee required to work during his/her lunch period shall receive pay at the rate of time and one-half for all time worked during the normal lunch period, provided that such work results in more than one eight- (8-) hour day. Mutually agreeable arrangements may be made between employee and his/her Immediate Supervisor.

E. REST PERIODS:

All bargaining unit employees shall be granted two (2) fifteen- (15-) minute rest periods which, insofar as practicable, shall be in the middle of each four- (4-) hour work period. Rest periods shall not be accruable, and shall not be to shorten the work day.

F. CALL-IN/CALL-BACK:

An employee required or requested to return to the work site other than at a regularly-scheduled time shall be entitled to a minimum of two (2) hours' compensation.

G. SHIFT DIFFERENTIAL:

Any full-time employee whose assigned shift requires him/her to work at least two (2) hours past eight o'clock (8:00) P.M., shall be paid a shift differential of 5 percent (5%) above the regular rate of pay for all hours worked.

An employee receiving differential compensation on the basis of his/her shift shall not lose such compensation if he/she is temporarily, for twenty (20) working days or less, assigned to a shift not entitled to such compensation. When assigned to a shift not entitled to shift differential under this provision for a period of more than twenty (20) working days, the employee shall not be entitled to the shift differential for any days of the assignment.

H. SPLIT SHIFT COMPENSATION:

An employee whose assigned work shift contains periods of unpaid time of one (1) hour or more shall be paid an additional one-half (1/2) hour for that work day. Any split-shift compensation shall not be utilized for purposes of accruing sick leave, vacation, or other fringe benefits.

I. FOOD TRANSPORT – STIPEND:

The differential concept will be utilized for the Cook Manager I Cafeteria Driver position at \$35 per school run, per month, for each driver.

J. INSTITUTE DAY:

Classified will be paid for the number of hours they are in attendance.

K. PROFESSIONAL DEVELOPMENT LEARNING COMMUNITY DAY(S):

Classified will be paid for the number of hours they are in attendance.

L. SPECIAL EDUCATION TRAINING:

Paras attending special education required training beyond their regular hours will be paid at their hourly rate.

## ARTICLE XV

### DISCIPLINARY ACTION

#### A. DISCIPLINARY ACTION:

Discipline is defined as demotion (except in lieu of layoff), suspension with or without pay, or dismissal, or involuntary reassignment for punitive reasons, and shall be imposed on permanent employees only for just cause.

#### B. GROUND FOR DISCIPLINARY ACTION:

1. Failure to perform specified services as defined in the job specifications.
2. Legal inability to perform specified services.
3. The use of excessive and indiscriminate profanity on the job.
4. Immoral conduct which reflects unfavorably upon the District.
5. Dishonesty, as it relates to the job, including misappropriating of funds or materials.
6. Incompetency, in areas normally performed in the job.
7. Evident unfitness for service with the District.
8. Persistent violation or refusal to conform with the school district policies or state laws.
9. Conviction for a felony or any crime involving moral turpitude.
10. Conviction for narcotic offense.
11. Chronic absenteeism or tardiness.
12. Inability to work in harmony with other employees to the detriment of the District.
13. Certification of false statements or falsifications of answers made on employee's application form. (Limited to within six months of the date of District discovery.)
14. Leaving the District during in-duty hours except in response to a bona fide emergency or with prior approval of the employee's Immediate Supervisor.
15. Giving out confidential information (verbal or written) from cum folders regarding children, other than the employee's own.
16. Negligence resulting in damage to public property, waste or theft of equipment or materials.

17. Sexual Harassment.
18. Failure to report possible violations of the law.
19. Failure to attend mandatory meetings.

C. NOTICE OF PROPOSED DISCIPLINARY ACTION TO PERMANENT CLASSIFIED EMPLOYEES:

Notification to a permanent employee of proposed disciplinary action shall be deemed sufficient when it is delivered in person to the employee or when it is deposited in the U.S. Certified Mail, postage prepaid, and addressed to the last-known address of the employee. The notification shall contain the following:

1. A statement of the specific acts and omissions upon which the disciplinary action is based;
2. A statement of the ground, or grounds, for the action taken;
3. If it is claimed that the employee has violated a rule or regulation of the District, a statement of the rule or regulation;
4. A statement of the action proposed to the Board;
5. A statement that the employee has a right to a hearing on such charges, if demanded within ten (10) days after service of notification is made upon the employee;
6. A card or paper, the signing and filing of which with the Governing Board shall constitute a denial of all charges and a demand for a hearing;
7. All charges claiming that grounds exist for disciplinary action of a permanent employee shall be in writing, duly signed, with the burden of proof of such charges remaining with the District;
8. A copy of any notice of discipline shall be delivered to a CSEA designee, if authorized by the employee being disciplined.
9. Upon receipt of notification of proposed disciplinary action, an employee may request a meeting with the Superintendent, to respond to the charges and to request a change in the proposed disciplinary action.

D. HEARING OF SUSPENSION, DEMOTION, OR DISMISSAL OF PERMANENT CLASSIFIED EMPLOYEE:

After receipt of a demand for a hearing by a permanent employee who has been given notice of a proposed suspension, with or without pay, demotion, or dismissal, a hearing shall be scheduled. The Governing Board shall hold such hearing at a time and place

designated by the Board. The employee shall be given at least ten (10) days written notice of time and place of a hearing unless such notice is specifically waived by him/her.

The employee and the school administration shall be afforded equal opportunity to present evidence. After the close of the hearing, the Governing Board shall render its decision, which shall be final, but shall not preclude legal redress.

E. WAIVER OF HEARING ON SUSPENSION, DEMOTION, OR DISMISSAL OF PERMANENT CLASSIFIED EMPLOYEE:

If the employee fails to make a timely request for a hearing, the Governing Board may act upon said charges without a hearing and without notice to the employee of the time and place of the Board's meeting to act on the charges.

F. DISCIPLINARY PENALTIES IMPOSED BY THE BOARD:

The Board may affirm, reject, or modify the disciplinary action proposed by the Superintendent, or his/her designee. The Board's determination as to findings shall be final and binding upon the parties.

G. SUSPENSIONS:

Nothing in this section shall be construed to prohibit an immediate suspension, with or without pay, prior to notice and a conference where an immediate suspension is required in the best interest of the District.

1. The suspended employee is given written notice in person or by deposit in U.S. Certified Mail of the grounds upon which the suspension was based within one (1) working day after suspension;
2. The employee is notified of his right to file a written response or to have a conference with the appropriate administrator; the employee may make a verbal response in lieu of a written response.
3. An opportunity is afforded the employee to request a conference within five days from the date of suspension.

Notwithstanding the above, any employee charged with the commission of any sex offense, as defined in Education Code section 44010, or any narcotics offense, as defined in Education Code section 44011, by complaint, information, or indictment filed in a court of competent jurisdiction may be suspended subject to the conditions as provided for in Education Code section 45304.

H. MISCELLANEOUS:

1. The employee may be represented by CSEA at all levels of the disciplinary action.

2. Any hearing shall be closed, except that an employee may, at his/her election, request an open hearing. Such request for an open hearing shall be written and delivered to the Superintendent at least five (5) days prior to the date of the hearing.
3. The employee may, upon request, have copies of the material upon which the charges are based.
4. It is intended that the discipline shall be commensurate with the offense.



## ARTICLE XVI

### LAYOFF AND RE-EMPLOYMENT

#### A. DEFINITION:

1. Layoff shall be defined as either:
  - a. Elimination of employee due to either lack of work or lack of funds.
  - b. Reduction in hours due to either lack of work or lack of funds.
2. Employee shall be defined as a member of the bargaining unit.
3. Seniority:
  - a. Seniority for employees shall be all hours in paid status, including involuntary military service, but shall not include any hours compensated solely on an overtime basis. Such compensation shall exclude any hours worked as a substitute employee prior to the date of initial employment as a probationary employee.
  - b. If two or more employees subject to layoff have equal class seniority, the determination as to who shall be laid off will be made on the basis of hire date and if that be equal, the earliest substitute date; and if that be equal, then the determination shall be made by lot.

#### B. APPLICATION:

1. Employees shall be subject to layoff by the Governing Board for lack of work or lack of funds:
  - a. When, as a result of the expiration of a specially-funded program positions must be eliminated at the end of any school year, employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before May 29, informing them of their layoff effective the end of such school year. However, if the termination date of any specially-funded program is other than June 30, such notice shall be given no less than sixty (60) days prior to the effective date of their layoff.
  - b. When, as a result of a bona fide reduction or elimination of the service being performed by any department, employees shall be subject to layoff for lack of work, affected employees shall be given written notice of layoff not less than sixty (60) days prior to the effective day of layoff.
  - c. Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of employees nor

layoff for lack of work resulting from causes not foreseeable or preventable by the Governing Board, without the notice required by subsections (a) or (b) above.

2. Whenever an employee is laid off, the order of layoff within the class shall be determined by length of service. The employee with the least seniority in the affected classification plus seniority in a higher classification shall be laid off first.
3. An employee who is laid off from a class and who has previous service in an equal or lower class shall have the right to bump an employee with less seniority in that class. Seniority shall include the total of the previous service in the equal or lower class plus service in the class from which layoff occurs and in higher classes.
4. An employee displaced from his/her classification as a result of being bumped shall have the same bumping rights as set forth in (3) above.
5. An employee may voluntarily consent to an assignment to a lower classification in order to avoid layoff.
  - a. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present position rather than be reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for additional period of twenty-four (24) months.
  - b. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned times as vacancies become available and without limitation of time, but if there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority.
6. Employees laid off because of lack of work or lack of funds are eligible for re-employment for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants. In addition, such employees laid off have the right to participate in promotional examinations within the District during this period of time.
7. Employees re-employed from a valid re-employment list within the thirty-nine (39) months after a layoff shall retain all accumulated benefits accruing to him/her at the time of layoff.
8. Employees who wish voluntary demotions to classes not previously held in lieu of layoff may be appointed to positions for which they qualify. The determination of eligibility for appointment shall be made by the Governing Board on a class basis.

9. Retirement in lieu of layoff may be elected by any employee to accept a service retirement in lieu of layoff or voluntary demotion, or reduction in assigned time in connection with a layoff, subject to the rules of PERS.
  - a. Such employee shall, within ten (10) working days prior to the effective date of the proposed layoff complete and submit a PERS retirement form provided by the District for this purpose.
  - b. The employee shall then be placed on a thirty-nine (39) month re-employment list.
  - c. When an offer of re-employment is made to an eligible retired person under this Agreement, and the District receives within five (5) working days a written acceptance of the offer, the position shall not be filled by any other person, and the retired person shall be allowed sufficient time to terminate his/her retired status.
  - d. Any election to retire after being placed on a re-employment list shall be retirement in lieu of layoff within the meaning of this section, but in no event shall extend the period beyond the thirty-nine (39) month reemployment period.

C. NOTICE:

1. A written notice of layoff shall be given to affected employees no later than sixty (60) days prior to the effective date of the layoff by U. S. Certified Mail except as specified in Section B.1.c. of this Article.
2. The notice shall contain:
  - a. The employee's seniority.
  - b. The employee's displacement rights, if any.
  - c. The employee's reemployment rights.
  - d. The employee's right to discuss the layoff with the Superintendent.
  - e. The employee's right to apply for benefits under the unemployment insurance code.
3. Copies of layoff notices shall be provided to CSEA, upon request.
4. Employees who have been given notice of layoff shall respond in writing within five (5) working days, after receiving such notice by Certified Mail, of their intent to exercise seniority rights for displacement, to lateral or lower classification or reduction of assignment in hours, if eligible.

D. RE-EMPLOYMENT RIGHTS:

1. The names of employees laid off shall be placed on re-employment lists in the reverse order of layoff.
2. Re-employment shall be in the reverse order of layoff.
3. Offers of re-employment shall be made on the basis of re-employment lists based on the highest seniority. For offers of re-employment for vacancies which would constitute a promotion, laid-off employees shall be selected over outside candidates, all other things being equal.
4. Such employees shall be notified by U. S. Certified/Registered Mail at the last-known address of record.
5. An employee shall notify the District of his/her intent to accept or refuse re-employment within five (5) working days following notice of re-employment. Failure to respond by the employee shall be deemed a refusal of the re-employment offer.

An employee on a re-employment list may decline two offers of re-employment in his/her former classification. After the second refusal, no additional offers need be made except that an employee may, during the period of entitlement, notify the District of availability and shall thereafter be entitled to offers of employment for which the employee is eligible.

E. LAYOFF AND/OR DEMOTION IN LIEU OF LAYOFF SALARIES AND BENEFITS:

The current salary of the employee who is demoted to or voluntarily consents to a reassignment lower in classification, shall by Y-rated, that is maintained at the same hourly or monthly rate (whichever is applicable), until the salary appropriate to the reassignment exceeds the Y-rated hourly or monthly salary on succeeding salary schedules. This means the employee will receive no less than his/her current hourly or monthly rate (whichever is applicable) based on range and step at the time of action of demotion or reassignment pursuant to this Article.

The employee, in addition to any other benefits provided, shall be entitled to medical/dental coverage at no expense to the employee for a period of two (2) months from the effective date of layoff. The coverage shall be equal to that purchased by the District and/or the employee during active employment status.

In addition, the District shall advise the employee that he/she may continue with fringe benefits as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, beyond that provided under E.2. above, at employee expense, and subject to carrier approval. (See APPENDIX G. Shall not be subject to the GRIEVANCE PROCEDURE - ARTICLE IV.)

## ARTICLE XVII

### COMPLETION OF AGREEMENT

During the term of this Agreement, the Association expressly waives and relinquishes the right to meet and negotiate, except as provided in the Savings Provision, and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter, whether referred to or covered in this Agreement or not, even though each subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.

## ARTICLE XVIII

### SAVINGS PROVISION

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. However, the District agrees to meet and negotiate with the Association within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

ARTICLE XIX

COMPENSATION PACKAGE

A. MEDICAL, DENTAL AND VISION PLAN:

A Health Benefit Plan shall be established to include cost of medical, dental, and vision premiums as follows for employees who were hired after 3/30/93:

<b>EMPLOYEES WHO WORK</b>	<b>DISTRICT PAYS</b>
40 hours per week	Negotiated amount (see Appendix)
17-39 hours per week	Prorated for each coverage plan
Less than 17 hours per week	None

All employees who were enrolled in the medical, dental, and/or vision plans prior to 3/30/93 will continue to receive said benefits as follows:

<b>EMPLOYEES WHO WORK</b>	<b>DISTRICT PAYS</b>
20 or more hours per week plan	Full benefits for each said coverage
Less than 20 hours per week	Half benefits for each said coverage

If an employee chooses a Health Benefit Plan which exceeds his/her limit, he/she must pay the difference.

Once enrolled in the program, employees must participate in the District's dental and vision plans, as required by the carrier and regardless of the medical plan chosen.

The District and CSEA will continue to maintain a joint task force to study the issue of cost containment and alternative methods of providing health benefits.

The District will not change plans without negotiating with the bargaining unit.

For district paid benefits, the district cap shall first be applied to selected medical coverage. The remainder shall be applied to dental and then vision coverage.

CSEA members will participate in a Section 125.

B. LONGEVITY PAY:

School year longevity shall be paid as follows (one only):

<b>At the completion of:</b>	<b>Employees working four (4) hours or more per day</b>	<b>Employees working less than four (4) hours per day:</b>
10 years of service	\$58.00 per month	\$29.00 per month
15 years of service	\$88.00 per month	\$44.00 per month
20 years of service	\$118.00 per month	\$59.00 per month

C. EARLY RETIREMENT PLAN:

The District shall contribute four hundred dollars (\$400.00) per month for district-provided health benefits for an employee who retires after reaching the age of fifty-five (55) who has fifteen (15) years of service, ten (10) years of which are PERS eligible, prior to retirement, only to age sixty-five (65). This amount will be prorated to the percentage of full-time employment. [Ex: Four (4) hours = 50% of eight (8) hours (\$200.00).] Benefit will be based on an averaging of the service hours for the highest three (3) years (out of the last ten (10) years) of employment.

The District shall accept eligible employees for the four hundred dollars (\$400.00) per month health benefit incentive provided the number of bargaining unit members in the program does not exceed twelve percent (12%) of the total full-time equivalent bargaining unit members employed as of December 1 of the school year. Those employees leaving the program as of June 30 of the school year shall not be included in the twelve percent (12%). In the event that there are more applicants than the District is required to accept, applications shall be accepted on the basis of seniority.

Incentive Plan:

An employee accepted into the program and having ten (10) years service credit may receive a lump sum prorated to FTE status. (The age will be as of the last day of work.)

For ten (10) years of service age:

Age 60	\$3,000
Age 61	\$2,500
Age 62	\$2,000
Age 63	\$1,500
Age 64	\$1,000
Age 65	\$0



D. NON-SALARY STIPEND:

A classified employee who chooses not to participate in a provided medical plan may choose to have the District pay one hundred dollars (\$100.00) per month as a non-salary stipend. This option shall be pro-rated to the percentage of full-time employment. The payment shall be in lieu of medical plan coverage paid by the District and shall be initiated only following the classified employee's certification, on a form prescribed by the District, of alternative medical coverage. The "Waiver of Fringe Benefits for a Non-Salary Stipend" must be filed at open enrollment every year and returned no later than December 15.

## ARTICLE XX

### EFFECT OF AGREEMENT

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law and that in the absence of specific provision in this Agreement such practices and procedures are discretionary.

**WALNUT CREEK SCHOOL DISTRICT**

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**WALNUT CREEK SCHOOL DISTRICT**  
**Classified Employees**  
**Salary Range Assignments**  
**UPDATED AS OF 7/2017**

<u>JOB TITLE</u>	<u>RANGE</u>
<b>Custodial Family:</b>	
Site Custodian	
Custodian	18
Head Custodian - Elementary	23
Head Custodian - Intermediate	24
Custodial Supervisor	34
<b>Maintenance</b>	
Warehouse Worker	26
Grounds Keeper	26
Craftsman I	32
Craftsman II	34
<b>Food Services Family:</b>	
Food Services Support	12
Food Services Support	
Elementary	12
Intermediate	13
<b>Cook</b>	
Cook I	14
Cook II	18
Cook III	25
<b>Student Support Family</b>	
Campus Supervisor	8
Instructional Aid	10
Para Professional	
Medical/Behavioral	22
Resource Support	20
Special Day Class	21
Student Support	19
ELD Specialist	20
Instructional Specialist	
Art, Music, PE, Science	26
Technology w/students	26
Library Media Specialist	26
Lead Library Media Specialist	28
Technology	
Technology Specialist	34

**APPENDIX A**

Network Systems Analyst	34
<b>Clerical Family</b>	
Clerk I	
Elementary Attendance	12
Clerk II	
Secretary I	
DO Receptionist	25
Intermediate Attendance	25
Intermediate Counselor Tech	25
EL Secretary	25
Purchasing	25
Secretary II	
Special Education Department Secretary	25
Facilities and Maintenance Department Secretary	25
Elementary Office Manager	26
Secretary III	
Intermediate Office Manager	27
Accounts Payable	28
Accounts Receivable	25
Data Analyst	34
Fiscal Analyst	40

**WALNUT CREEK SCHOOL DISTRICT**

**CLASSIFIED EMPLOYEES - RANGE and STEP SCHEDULE 2017-2018**

**MONTHLY SALARY IS BASED ON FULL TIME EMPLOYMENT - 260 DAYS PER YEAR/8 HOURS PER DAY**

RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6*		STEP 7**		RANGE
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	
8	2,304	13.29	2,416	13.94	2,540	14.66	2,665	15.37	2,798	16.14	2,938	16.95	3,085	17.80	8
10	2,416	13.94	2,540	14.66	2,665	15.37	2,798	16.14	2,938	16.95	3,085	17.80	3,239	18.69	10
11	2,477	14.29	2,601	15.01	2,733	15.77	2,868	16.54	3,011	17.37	3,160	18.23	3,319	19.15	11
12	2,540	14.66	2,665	15.37	2,798	16.14	2,938	16.95	3,085	17.80	3,239	18.69	3,400	19.61	12
13	2,601	15.01	2,733	15.77	2,868	16.54	3,011	17.37	3,160	18.23	3,319	19.15	3,486	20.11	13
14	2,665	15.37	2,798	16.14	2,938	16.95	3,085	17.80	3,239	18.69	3,395	19.58	3,570	20.59	14
15	2,733	15.77	2,868	16.54	3,011	17.37	3,160	18.23	3,319	19.15	3,486	20.11	3,659	21.11	15
16	2,798	16.14	2,938	16.95	3,085	17.80	3,239	18.69	3,400	19.61	3,570	20.59	3,746	21.61	16
17	2,868	16.54	3,011	17.37	3,160	18.23	3,319	19.15	3,486	20.11	3,662	21.13	3,848	22.20	17
18	2,938	16.95	3,085	17.80	3,239	18.69	3,400	19.61	3,570	20.59	3,746	21.61	3,935	22.70	18
19	3,011	17.37	3,160	18.23	3,319	19.15	3,486	20.11	3,662	21.13	3,848	22.20	4,039	23.30	19
20	3,085	17.80	3,239	18.69	3,400	19.61	3,570	20.59	3,746	21.61	3,939	22.73	4,132	23.84	20
21	3,160	18.23	3,319	19.15	3,486	20.11	3,662	21.13	3,848	22.20	4,039	23.30	4,242	24.47	21
22	3,239	18.69	3,400	19.61	3,570	20.59	3,746	21.61	3,939	22.73	4,132	23.84	4,338	25.03	22
23	3,319	19.15	3,486	20.11	3,662	21.13	3,848	22.20	4,039	23.30	4,242	24.47	4,454	25.69	23
24	3,400	19.61	3,570	20.59	3,752	21.64	3,939	22.73	4,132	23.84	4,338	25.03	4,555	26.28	24
25	3,486	20.11	3,662	21.13	3,848	22.20	4,039	23.30	4,242	24.47	4,454	25.69	4,676	26.98	25
26	3,570	20.59	3,746	21.61	3,939	22.73	4,132	23.84	4,338	25.03	4,555	26.28	4,785	27.60	26
27	3,659	21.11	3,841	22.16	4,037	23.29	4,235	24.43	4,447	25.65	4,669	26.94	4,904	28.29	27
28	3,746	21.61	3,939	22.73	4,132	23.84	4,338	25.03	4,555	26.28	4,785	27.60	5,023	28.98	28
30	3,939	22.73	4,132	23.84	4,338	25.03	4,555	26.28	4,785	27.60	5,023	28.98	5,275	30.43	30
31	4,037	23.29	4,235	24.43	4,447	25.65	4,671	26.95	4,904	28.29	5,149	29.70	5,455	31.47	31
32	4,132	23.84	4,338	25.03	4,555	26.28	4,785	27.60	5,023	28.98	5,275	30.43	5,537	31.95	32
34	4,338	25.03	4,555	26.28	4,785	27.60	5,023	28.98	5,275	30.43	5,537	31.95	5,816	33.55	34
36	4,555	26.28	4,785	27.60	5,021	28.97	5,275	30.43	5,537	31.95	5,812	33.53	6,103	35.21	36
38	4,783	27.59	5,021	28.97	5,275	30.43	5,537	31.95	5,812	33.53	6,103	35.21	6,409	36.98	38
40	5,021	28.97	5,275	30.43	5,537	31.95	5,812	33.53	6,103	35.21	6,409	36.98	6,730	38.82	40

(5,6,7,8)

(9,10,11,12,13,14,15)

(16,17,18,19...)

\*/\*\* Employee shall receive their sixth (6th) step salary increment at the completion of eight (8) years of service/employment. Employees shall receive their seventh (7th) step salary increment at the completion of fifteen (15) years of service/employment.

1% negotiated raise effective 7-1-2017

Board Approved: 5-8-2017

**WALNUT CREEK SCHOOL DISTRICT  
CUSTODIAN**

Range 18

12 months - Classified 8 hrs/day




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**PRIMARY FUNCTION:** Under general supervision of the Head Custodian to perform routine cleaning work in schools, offices, and other buildings of the district, and to do related work as required.

**DIRECTLY RESPONSIBLE TO:** Principal/Custodial Supervisor

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Working from a prepared work schedule, cleans the facility appropriately.
- Picks up paper and other refuse on grounds and sweeps walks and entrances.
- Washes, scrubs, and disinfects restrooms.
- Cleans windows, door glass, and drinking fountains.
- Empties and cleans waste containers.
- Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment.
- Replaces light globes.
- Makes minor repairs or adjustments to classroom furniture.
- Maintains equipment used in the course of work.
- Reports safety, sanitary, and fire hazards.
- Assists in the restoration of buildings and grounds during summer vacation.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Modern cleaning methods, and the preferred methods of cleaning and preserving floors, walls, and fixtures.
- Cleaning materials, disinfectants, and equipment used in custodial work.
- Equipment and proper uses in minor maintenance work.
- Pass the physical fitness test including strength assessment.

Ability to:

- Quickly learn the schedules, procedures, and use of tools used in custodial work.
- Use common electrical cleaning equipment.
- Read and write, and carry out oral and written instructions.
- Work well with those contacted in the course of the work, and willingness to cooperate with faculty and other workers.
- Use the computer to access information.

**EXPERIENCE:**

- Six months of experience in janitorial, maintenance, or grounds-keeping work, or related experience.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT**  
**HEAD CUSTODIAN – ELEMENTARY**

Range 23

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under general supervision of the Principal to plan, assign, supervise and personally perform routine cleaning work in school, office and other buildings of the district; and to do related work as required.

This class is characterized by continuing over-all responsibility for the cleaning and care of a school plant, and day to day contact with school administrators, teachers and the general public.

**DIRECTLY RESPONSIBLE TO:** Principal/Custodial Supervisor

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Confers with Principal regarding care and cleaning program at the school plant.
- Prepares work schedules for custodians and sees that their work is done in accordance with instructions.
- At the request of the Principal, sees that rooms are set up for special events and meetings.
- Reports needed repair work to Principal.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Supervises and assists custodians in sweeping, scrubbing, waxing, and polishing floors and operating mechanical floor cleaners and polishers.
- Supervises and personally performs the cleaning of walls, furniture, woodwork and other equipment.
- Inspects the work of custodians and assists them in doing their work properly, giving instruction and training inexperienced personnel.
- Inspects buildings for fire, sanitary, and safety hazards, and makes report to Principal.
- Supervises and assists in arrangement of facilities, directs visitors, and safeguards school property.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Modern cleaning methods, and the use and care of cleaning materials and equipment
- Requirements for maintaining school buildings and grounds in a safe, clean, and orderly condition.
- Pass the physical fitness test including strength assessment

Ability to:

- Use cleaning materials and equipment with skill and efficiency
- Perform heavy physical labor
- Set up a work schedule and direct efforts of others in following same.

**EXPERIENCE:**

- Two years of experience in custodial work.

**EDUCATION:**

- High School Diploma.
- Basic computer literacy.



**WALNUT CREEK SCHOOL DISTRICT**  
**HEAD CUSTODIAN - INTERMEDIATE**

Range 24

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under general supervision of the Principal to plan, assign, supervise and personally perform routine cleaning work in school, office and other buildings of the district; and to do related work as required.

This class is characterized by continuing over-all responsibility for the cleaning and care of a school plant, and day to day contact with school administrators, teachers and the general public.

**DIRECTLY RESPONSIBLE TO:** Principal/Custodial Supervisor

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Confers with Principal regarding care and cleaning program at the school plant.
- Prepares work schedules for custodians and sees that their work is done in accordance with instructions.
- At the request of the Principal, sees that rooms are set up for special events and meetings.
- Reports needed repair work to Principal.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Supervises and assists custodians in sweeping, scrubbing, waxing, and polishing floors and operating mechanical floor cleaners and polishers.
- Supervises and personally performs the cleaning of walls, furniture, woodwork and other equipment.
- Inspects the work of custodians and assists them in doing their work properly, giving instruction and training inexperienced personnel.
- Inspects buildings for fire, sanitary, and safety hazards, and makes report to Principal.
- Supervises and assists in arrangement of facilities, directs visitors, and safeguards school property.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Modern cleaning methods, and the use and care of cleaning materials and equipment.
- Requirements for maintaining school buildings and grounds in a safe, clean, and orderly condition.
- Pass the physical fitness test including strength assessment.

Ability to:

- Use cleaning materials and equipment with skill and efficiency.
- Perform heavy physical labor.
- Set up a work schedule and direct efforts of others in following same.

**EXPERIENCE:**

- Two years of experience in custodial work.

**EDUCATION:**

- High School Diploma.
- Basic computer literacy.

**WALNUT CREEK SCHOOL DISTRICT  
CUSTODIAL SUPERVISOR**

Range 34

12 months - Classified 8 hrs/day



**PRIMARY FUNCTION:** Under general direction of Superintendent, supervise and coordinate custodial operations for District facilities. Organize and train the District custodians, develop performance standards, coordinate with school principals and custodians, and do related work as required.

**DIRECTLY RESPONSIBLE TO:** Superintendent and Site Principal

**SUPERVISION OVER:** Custodial Staff

**MAJOR DUTIES AND RESPONSIBILITIES:**

- As supervisor train custodians and substitute custodians in proper cleaning procedures, safety, and handling of various materials, including chemicals and equipment.
- Monitor and evaluate equipment for purchase, repair/replacement at each site to conform to uniform standards.
- Monitor custodians' job performance in conjunction with site administration evaluation procedures.
- Check on individual work sites and monitor job performance and compliance with District cleaning guidelines.
- In conjunction with site administration, investigate custodial discipline problems and be intermediary for personnel reflecting on work performance.
- Requisition custodial materials and supplies.
- Prepare work schedules for other custodial workers and see that their work is done in accordance with instructions.
- Keep records and prepare necessary reports.
- As custodian fulfills site custodial job description.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Modern cleaning methods, and the use and care of cleaning material and equipment.
- First aid and safety related to cleaning methods, practices and equipment.
- Principles of supervision.

Ability to:

- Supervise and plan the work of others.
- Use cleaning materials and equipment with skill and efficiency.
- Perform heavy physical labor.
- Work without immediate supervision.
- Be on call in case of emergencies.
- Understand, follow and plan work schedules.
- Understand, carry out and give oral and written directions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Provide training in cleaning and safety standards.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Three years of experience as a site head custodian or relevant experience in supervisory capacity.

**EDUCATION:**

- High School Diploma or equivalent and basic computer literacy.

**WALNUT CREEK SCHOOL DISTRICT**  
**MAINTENANCE - WAREHOUSE WORKER**

Range 26

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Delivers mail, school supplies and other materials and/or equipment; assists in the receiving, storing, and issuing of supplies and equipment; assists in general maintenance and repair work on school district buildings and equipment, and does related work as required.

**DIRECTLY RESPONSIBLE TO:** Director of Construction and Maintenance.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Receives and delivers materials, mail, food, supplies and equipment.
- Operates a delivery truck, forklift, and scissor lift.
- Performs a variety of rough and finish carpentry work.
- Prepares for and applies touch-up painting.
- May do some cement and plaster work.
- Constructs articles and structures of wood.
- General plumbing work and minor electrical work.
- Makes minor repairs or adjustments to classroom furniture.
- Prepares for and applies striping on parking lots and playgrounds.
- Maintains and collects District Hazardous waste and surplus materials.
- Graffiti abatement.
- Works with Superintendent's Administrative Assistant for Board Room set-up.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Tools and their proper uses in minor maintenance work.
- Basic work and safety habits while working alone or with others.
- Safe driving habits.
- Basic computer literacy.
- Pass the physical fitness test including strength assessment.

Ability to:

- Understand and carry out oral and written directions.
- Operate or learn to operate all hand and power tools and machinery.
- Maintain cooperative working relationships with those contacted in the course of work.

**EXPERIENCE:**

- Must possess a valid California driver's license.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT  
 GROUNDS KEEPER**

Range 26

12 months - Classified 1.0 FTE, 8 hrs/day




---

**PRIMARY FUNCTION:** Performs routine and semi-skilled grounds maintenance and gardening work, and other work as required.

**DIRECTLY RESPONSIBLE TO:** Director of Construction and Maintenance.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Irrigates and mows lawns; removes and cuts up trees.
- Operates trucks, dump trailer, power mowers, tractors, sprayers, edgers, blowers, trimmers, and other hand tools.
- Follow prescribed schedules.
- Builds and repairs fences.
- Repairs sprinkler systems and programs timer as appropriate.
- Puts up barriers around newly planted areas.
- Sweeps walks and blows leaves and debris.
- Weeds and rakes lawns.
- Loads truck and trailer.
- Hauls trash and debris.
- Checks and clears storm drains, downspouts, and gutters as assigned.
- Plants, cultivates, fertilizes, and irrigates flowers, shrubs, trees, and lawns.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- The basic methods and tools used in planting, cultivation, and caring for lawns, shrubs, and trees.
- Basic computer literacy.

Ability to:

- Perform general gardening and grounds work.
- Perform heavy manual labor.
- Sharpen tools and tool upkeep as appropriate.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- One year of grounds keeping experience, performing duties similar to those listed above.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT**  
**MAINTENANCE - CRAFTSMAN I**

Range 32

12 months - Classified 1.0 FTE, 8 hrs/day




---

**PRIMARY FUNCTION:** Performs a wide variety of general maintenance work in carpentry, plumbing, electrical or painting on district facilities as assigned and to do other work as required.

**DIRECTLY RESPONSIBLE TO:** Director of Construction and Maintenance.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Performs minor general plumbing, minor electrical work, alters, repairs, or constructs articles and structures of wood, such as; partitions, counters, doors, window frames, sheds, scaffolds, forms and fences; and touch-up painting.
- Maintains and repairs woodwork of buildings, and ventilating & air conditioning equipment.
- Performs minor repairs to floors and roofs, including work with asphalt tile and other composition materials.
- Repairs stairways, closets, cases, and shelving.
- Fits doors, windows, sashes, screens and hardware.
- Operates lathes, planers, shapers, jointers, band saws, and other machinery.
- Sharpens hand tools and sees that tools and equipment are properly cared for.
- Assists in installing equipment constructed.
- Duplicates keys and repairs locks under supervision of Craftsman II.
- May do some welding and brazing repair work.
- Changes HVAC filters.
- Ensure gutters and downspouts are cleaned out.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Tools and their proper uses in minor maintenance work.
- Basic work and safety habits while working alone or with others.
- Able to apply principles, methods, materials, and equipment used in skill to which assigned.

Ability to:

- Understand and carry out oral and written directions.
- Operate or learn to operate all hand and power driver tools and machinery.
- Maintain cooperative working relationships with those contacted in the course of work.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of general maintenance experience.
- Must possess a valid California driver's license.

**EDUCATION:**

- High School Diploma or equivalent, supplemented by apprenticeship training.

**WALNUT CREEK SCHOOL DISTRICT  
MAINTENANCE - CRAFTSMAN II**

Range 34

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Performs a wide variety of general maintenance work in carpentry, plumbing, electrical or painting on district facilities as assigned and to do other work as required.

**DIRECTLY RESPONSIBLE TO:** Director of Construction and Maintenance.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supervises Craftsman I and Warehouse Maintenance.
- Performs minor general plumbing, minor electrical work, alters, repairs, or constructs articles and structures of wood, such as: partitions, counters, doors, window frames, sheds, scaffolds, forms and fences; and touch-up painting.
- Maintains and repairs woodwork of buildings, and ventilating & air conditioning equipment.
- Performs minor repairs to floors and roofs, including work with asphalt tile and other composition materials.
- Repairs stairways, closets, cases, and shelving.
- Fits doors, windows, sashes, screens and hardware.
- Operates lathes, planers, shapers, jointers, band saws, and other machinery.
- Sharpens hand tools and sees that tools and equipment are properly cared for.
- Graffiti abatement.
- Programs timers, clocks and bells.
- Cleans out storm drains and gutters.
- Assists in installing equipment.
- Duplicates keys and repairs locks.
- May do some welding and brazing repair work.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Tools and their proper uses in minor maintenance work.
- Basic work and safety habits while working alone or with others.
- Able to apply principles, methods, materials, and equipment used in skill to which assigned.

Ability to:

- Keep records, estimate the scope and cost of each work assignment.
- Order supplies and equipment.
- Maintain cooperative working relationships with those contacted in the course of work.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of general maintenance experience.
- Must possess a valid California driver's license.

**EDUCATION:**

- Equivalent to completion of High School or equivalent, supplemented by apprenticeship training.

**WALNUT CREEK SCHOOL DISTRICT  
FOOD SERVICES SUPPORT**

Range 12

10 months – Classified 2.5 hrs/day



**PRIMARY FUNCTION:** Under supervision, serves and monitors food items for consumption by students and school personnel. Maintains facilities in a sanitary condition. Assists other Food Service personnel as needed.

**DIRECTLY RESPONSIBLE TO:** Food Service Supervisor and Cook III

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Cleans utensils, equipment, and kitchen for the purpose of maintaining sanitary conditions.
- Monitors, serves and ensures the required amount of food for the purpose of meeting mandated nutritional standards.
- Stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items.
- Ability to work in a team.
- Perform other related duties as assigned.
- May be asked to transport food with district vehicle.

**DESIRABLE QUALIFICATIONS:**

Ability to:

- Follow oral and written communication and perform other related duties as assigned.
- Lift moderately heavy containers and stand for long periods of time.
- Works closely with adults and children.
- Pass the physical fitness test including strength assessment.

**EDUCATION:**

- High School Diploma or equivalent desired.

**EXPERIENCE:**

- None required – willing to train.

**OTHER:**

- California Driver's License desired.

**WALNUT CREEK SCHOOL DISTRICT**  
**FOOD SERVICES SUPPORT - ELEMENTARY**

Range 12

10 months - Classified 2.5 hrs/day



**PRIMARY FUNCTION:** Under supervision, prepares and distributes food items for consumption by students and school personnel and maintains facilities in a sanitary condition. Assists other Food Service personnel as needed.

**DIRECTLY RESPONSIBLE TO:** Food Services Supervisor and Cook I.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Cleans utensils, equipment, and kitchen for the purpose of maintaining sanitary conditions
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements.
- Responds to inquiries of students, staff, and the public for the purpose of providing information and/or direction regarding the type and/or costs of meals
- Serves appropriate amount of food for the purpose of meeting mandated nutritional requirements and records the information.
- Stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items.
- Ability to work in a team.
- Perform other related duties as assigned.
- May be asked to transport food with district vehicle.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Safety and sanitation principles.
- Nutritional guidelines.

Ability to:

- Perform basic arithmetic calculations, operate and care for institutional kitchen equipment, and work closely with adults and children.
- Follow oral and written communication and perform other related duties as assigned.
- Lift moderately heavy containers and stand for long periods of time.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- None required – willing to train

**EDUCATION:**

- High School Diploma or equivalent is desired

**OTHER:**

- California Driver's License desired.



**WALNUT CREEK SCHOOL DISTRICT**  
**FOOD SERVICES SUPPORT - INTERMEDIATE**

Range 13

10 months - Classified 4.25 hrs/day



**PRIMARY FUNCTION:** Under supervision, prepares and distributes food items for consumption by students and school personnel and maintains facilities in a sanitary condition. Assists other Food Service personnel as needed.

**DIRECTLY RESPONSIBLE TO:** Food Services Supervisor and Cook III

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Cleans utensils, equipment, and the kitchen for the purpose of maintaining sanitary conditions
- Prepares food and beverage items for the purpose of meeting mandated nutritional requirements.
- Responds to inquiries of students, staff, and the public for the purpose of providing information and/or direction regarding the type and/or costs of meals
- Serves appropriate amount of food for the purpose of meeting mandated nutritional requirements and records the information.
- Stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items.
- Operates the cash register collecting monies for all sales.
- Ability to work in a team.
- Perform other related duties as assigned.
- May be asked to transport food with district vehicle.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Safety and sanitation principles.
- Nutritional guidelines.

Ability to:

- Perform basic arithmetic calculations, operate and care for institutional kitchen equipment, and work closely with adults and children.
- Follow oral and written communication and perform other related duties as assigned.
- Lift moderately heavy containers and stand for long periods of time.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- One year of experience, paid or unpaid, in food preparation and kitchen maintenance and/or the willingness to learn.

**EDUCATION:**

- High School Diploma or equivalent.

**OTHER:**

- California Driver's License desired.

**WALNUT CREEK SCHOOL DISTRICT**  
**COOK I**

Range 14

10 months - Classified 5.25 FTE, 7 hrs/day



**PRIMARY FUNCTION:** Under general supervision, guides assigned personnel in food service operations; prepare and distribute food service items for consumption by students and school personnel; maintain records, project inventories of food service items; secure funds for daily meal transactions; adhere to accounting practices for monies handled, and maintain facilities in a safe and sanitary condition. Assists other Food Service personnel as needed.

**DIRECTLY RESPONSIBLE TO:** Supervisor of Food Services and Cook III

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintains sanitary conditions.
- Directs Food Service workers.
- Maintains student records using specialized software and computer for meals and money.
- Prepares and cooks food.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Reconciles transactions for the purpose of balancing accounts and adhering to basic accounting practices.
- Responds to inquiries of students, staff, and the public for the purpose of providing information and/or direction regarding the lunch program.
- Load/unload, inspect and inventory food, supplies, and cooking utensils.
- Notify students/parents of low or negative balance reports.
- Ability to work in a team.
- Perform other related duties as assigned.
- May be asked to transport food with district vehicle.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Basic computer literacy.
- Safety and sanitation principles, and basic cash handling procedures.

Ability to:

- Provide direction to others and make independent judgments, keep and maintain accurate records, understand and carry out oral and written instructions.
- Perform basic arithmetic calculations.
- Operate and care for institutional kitchen equipment.
- Work closely with adults and children.
- Lift moderately heavy containers and stand for long periods.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or institutional setting.

**EDUCATION:**

- High School diploma or equivalent.
- Valid CA Driver's License required.
- Must be certified by Health Department.

**WALNUT CREEK SCHOOL DISTRICT**  
**COOK II**

Range 18

10 months - Classified 7 hrs/day



**PRIMARY FUNCTION:** Perform duties for kitchens relating to food receiving and quantity preparation, storage, serving, record keeping, working with students to improve customer service. Assist in implementing and training of Food Base Meal planning.

**DIRECTLY RESPONSIBLE TO:** Supervisor of Food Services & Cook III

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Prepares and cooks food.
- Estimate the amount of food needed and place orders following established procedures.
- Maintain sanitary conditions.
- Operates cash register, collecting monies for all sales.
- Supervise and/or maintain records of food served and sold as required.
- Maintain student records using specialized software and computer for meals and money.
- Substitutes for Cook I or III as needed.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Meal program requirements.
- Basic Math.
- Basic principles of supervision.
- Computer literacy and cash handling procedures.

Ability to:

- Understand and follow oral and written directions.
- Bank monies.
- Operate a cash register.
- Lift moderately heavy containers and stand for long periods.
- Works closely with adults and children.
- Operate and care for institutional kitchen equipment.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Prior job related experience in food preparation, serving and basic kitchen activities, with increasing levels of responsibilities, preferably in school and/or institutional setting.

**EDUCATION:**

- High School Diploma or equivalent.
- Must be certified by Health Department.
- Valid CA Driver's License required.

**WALNUT CREEK SCHOOL DISTRICT**  
**COOK III**

Range 25

10 months - Classified 8 hrs/day



**PRIMARY FUNCTION:** Prepares, coordinates, organizes and supervises the preparation, staging, merchandising and delivery of a large quantity of food, with distribution to elementary site kitchens throughout the district.

**DIRECTLY RESPONSIBLE TO:** Supervisor of Food Services

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Prepares and cooks food
- Manage and direct the operation of a central kitchen facility, overseeing staff, organizing the bulk cooking, and scheduling for food preparation.
- Maintains sanitary conditions.
- Implements security measures to prevent vandalism and theft.
- Supervises and/or conducts monthly inventories and maintain associated records and inventory control.
- Outlines daily duties of staff and attend staff meetings as required.
- Operates cash register.
- Maintain student records using specialized software and computer for meals and money.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Basic nutrition and State and Federal School Lunch Program requirements.
- Procedures to cook food in large quantities.
- Basic principles of supervision.

Ability to:

- Perform mathematical calculations, basic computer skills or willingness to learn basic functions, and work closely with adults and children.
- Keep accurate and timely records.
- Carry out oral and written directions and maintains effective work relationships with those contacted in the performance of required duties.
- Lift moderately heavy containers of food and materials and stand for long periods of time.
- Operate and care for institutional kitchen equipment.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- A minimum of two - four years' experience as a skilled food service worker.

**EDUCATION:**

- High School Diploma or equivalent
- Health Certificate
- Valid CA Driver's License required.

**WALNUT CREEK SCHOOL DISTRICT  
CAMPUS SUPERVISOR**

Range 10

10 months - Classified 6 hrs/day



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**PRIMARY FUNCTION:** Under the supervision of the principal, supervises the campus, before, during and after school.

**DIRECTLY RESPONSIBLE TO:** Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supervises hallways, playgrounds, and paths at the intermediate school before, during and after school.
- Monitors students out of class.
- Monitors visitors to campus.
- Intervene in unsafe situations.
- Monitors lunch duty.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- School rules.
- CPR.
- Conflict Resolution techniques.
- Computer literacy.

Ability to:

- Stand and walk for extended periods of time.
- Oral and written communication skills.
- Acute vision.
- Pass the physical fitness test including strength assessment.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT**  
**PARA PROFESSIONAL – MEDICAL/BEHAVIORAL**

Range 22

10 Months – Classified



**PRIMARY FUNCTION:** Under the general supervision of the Resource Specialist or Special Day Class Teacher provides academic, medical and or behavioral support to special education students. Performs related paperwork and record keeping, as required.

**DIRECTLY RESPONSIBLE TO:** Principal, Special Day Classroom Teacher, General Education Classroom Teacher or Case Manager.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Under the direction of the supervisor assists in instruction of individual student or small groups.
- As directed by the supervising teacher or specialist, follow lesson plans, prepare and assist students in accessing instructional materials and equipment, and performs clerical duties related to special education.
- Assists in general supervision of special education students.
- Assists with meeting the IEP goals of students.
- Assist with a student's personal needs, including but not limited to, hygiene & skin care.
- Must be able to physically lift or aide a student, including changing clothes/diapers.
- Must work confidentially and with discretion.
- Ability to work as a team and collaborate with colleagues.
- Participate in professional development, team meetings, training, and workshops.
- May accompany students on special school activities as needed.
- Perform other related duties as assigned.

Behavioral

- Manages students with significant behaviors in accordance with established guidelines.
- Assist in providing behavior change techniques and supports.
- Observes, monitors, and records student performance and behavior.
- Provides summary of behavioral data for input into IEP meetings.
- Implements Behavior Plan, intervention strategies, and maintains records and/or logs.

Medical

- Assists & monitors student's health & mobility needs and information.
- Assists school-appointed nurse.
- Reads and follows health plan.
- Maintains individual treatment and medication records as directed by district nurse or administrator.
- Maintains medical supplies and equipment necessary to serve the needs of the assigned student(s).
- Communicates with supervisor concerning supplies necessary to meet the physical health care needs of the assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, punctuation and basic arithmetic.
- Classroom procedures and acceptable pupil behavior.
- Pass the physical fitness test including strength assessment
- Basic computer skills.

Ability to:

- Follow written and oral directions.
- Communicate effectively orally and in writing with children and adults.

Master Agreement Between WCSD, CSEA, and CHAPTER 202

## APPENDIX C

- Establish good communication and cooperative working relationships with teaching staff and students.
- Demonstrate an understanding, patient, and receptive attitude toward children with special needs.
- Pass the physical fitness test including strength assessment.

### **EXPERIENCE:**

- Minimum one year's experience as a student support or special day class para professional is desirable.

### **EDUCATION:**

- High School Diploma or equivalent
- College Education desirable.

**WALNUT CREEK SCHOOL DISTRICT**  
**PARA PROFESSIONAL – RESOURCE SUPPORT**

Range 20

10 Months – Classified, Hours vary




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**PRIMARY FUNCTION:** Under the general supervision of the Resource Specialist provides various specialized instructional support and services to special education students. Performs related paperwork and record keeping, as required.

**DIRECTLY RESPONSIBLE TO:** Principal, Resource Specialist, or Classroom Teacher.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Under the direction of the supervisor assists in instruction of individual students or small groups.
- As directed by the supervising teacher or specialist, follow lesson plans, prepare and assist students in accessing instructional materials and equipment, and performs clerical duties related to special education.
- Assists in general supervision of special education students.
- Monitor and control student behavior in accordance with established guidelines.
- Assists with meeting the IEP goals of students.
- Works confidentially with discretion.
- Ability to work in a team and collaborate with colleagues.
- Participate in professional development, team meetings, training and workshops.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, punctuation and basic arithmetic.
- Classroom procedures and acceptable pupil behavior.
- Pass the physical fitness test including strength assessment.
- Basic computer skills.

Ability to:

- Follow written and oral directions.
- Communicate effectively orally and in writing with children and adults.
- Establish good communication and cooperative working relationships with teaching staff and students.
- Demonstrate an understanding, patient, and receptive attitude toward children with special needs.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Minimum one year's experience in a classroom as a volunteer, aide, or teacher is desirable.

**EDUCATION:**

- High School Diploma or equivalent.
- College education desirable



**WALNUT CREEK SCHOOL DISTRICT**  
**PARA PROFESSIONAL – SPECIAL DAY CLASS**

Range 21

10 Months – Classified, Hours vary



**PRIMARY FUNCTION:** Under the general supervision of the Special Day Class Teacher provides instructional support and services to special education students. Performs related paperwork and record keeping, as required.

**DIRECTLY RESPONSIBLE TO:** Principal, Special Day Class Teacher, General Education Classroom Teacher, or Case Manager.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Under the direction of the supervisor assists in instruction of individual students or small groups in a Special Day classroom.
- As directed by the supervising teacher or case manager, follow lesson plans, prepare and assist students in accessing instructional materials and equipment, and performs clerical duties related to special education.
- Provides support for students in general education classes.
- Assists in general supervision of special education students.
- Assists with meeting the IEP goals of students.
- Manage, monitor and control student behaviors in accordance with established guidelines.
- Assists students with physical needs.
- Works confidentially with discretion.
- Ability to work in a team and collaborate with colleagues.
- Participate in professional development, team meetings, training and workshops.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, punctuation and basic arithmetic.
- Classroom procedures and acceptable pupil behavior.
- Basic computer skills.

Ability to:

- Follow written and oral directions.
- Communicate effectively orally and in writing with children and adults.
- Establish good communication and cooperative working relationships with teaching staff and students.
- Work harmoniously with Special Education populations.
- Demonstrate an understanding, patient and receptive attitude toward children with special needs.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Minimum one year's experience in a classroom as a volunteer, aide or teacher is desirable.

**EDUCATION:**

- High School Diploma or equivalent.
- College education desirable

**WALNUT CREEK SCHOOL DISTRICT**  
**PARA PROFESSIONAL – STUDENT SUPPORT**

Range 19

10 Months – Classified, Hours vary




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**PRIMARY FUNCTION:** Under the general supervision of the Resource Specialist provides academic support and services to special education students. Performs related paperwork and record keeping, as required.

**DIRECTLY RESPONSIBLE TO:** Principal, Classroom Teacher, Case Manager or Resource Specialist.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Under the direction of the supervisor assists in instruction of individual student(s).
- As directed by the supervising teacher or Resource specialist, follow lesson plans, prepare and assist students in accessing instructional materials and equipment.
- Assists in general supervision of special education students.
- Monitor and control student behavior in accordance with established guidelines.
- Supports students in general education setting.
- Implementing modifications and accommodations as specified in the IEP.
- Acts as a liaison between general education & special education teacher.
- Assists with meeting the IEP goals of students.
- Ability to work in a team and collaborate with colleagues.
- Works confidentially with discretion.
- Participate in professional development, team meetings, training and workshops.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, punctuation and basic math.
- Classroom procedures and acceptable student behavior.
- Pass the physical fitness test including strength assessment
- Basic computer skills.

Ability to:

- Follow written and oral directions.
- Communicate effectively orally and in writing with children and adults.
- Establish good communication and cooperative working relationships with teaching staff and students.
- Demonstrate an understanding, patient, and receptive attitude toward children with special needs.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Minimum one year's experience in a classroom as a volunteer, aide, or teacher is desirable.

**EDUCATION:**

- High School Diploma or equivalent.
- College education desirable.

**WALNUT CREEK SCHOOL DISTRICT**  
**ELD SPECIALIST**

Range 20  
 10 months – Classified



**PRIMARY FUNCTION:** Under the general direction of site principals, ELD Coordinator, and ELD teacher supports the English Learner program at school sites. The ELD Specialist provides English language development instruction to individuals and small groups of students.

**DIRECTLY RESPONSIBLE TO:** Site Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Prepares instructional materials and lessons for English language development.
- Designs and implements learning centers for the purpose of supporting the English Learner program.
- Tracks student progress, organizes classroom materials and prepares student work areas.
- Work collaboratively with ELD teacher and classroom teachers.
- Perform other related duties as assigned.

**DESIRED QUALIFICATIONS:**

Knowledge of:

- Language acquisition and English language development.
- Instructional strategies for individual and small group instruction.
- English, spelling, grammar, language usage and conventions.
- Technology usage for the classroom and workplace.

Ability to:

- Develop plans in collaboration with ELD and classroom teachers and to carry them out independently.
- Teach designated ELD to individuals or small groups.
- Work with other school personnel and parents.
- Develop and maintain sensitivity to the needs of English Learners.
- Prepare instructional materials and lessons.
- Organize a working environment.
- Pass reading and writing competency exam.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- At least three years' experience in an elementary classroom as a volunteer, aide or teacher.
- At least two years' experience working with English Learners, desired.

**EDUCATION:**

- High School Diploma required.
- AA Degree desired.
- Advanced course work in the field related to the specialty.
- Specialized training in English Language Development, desired.

**WALNUT CREEK SCHOOL DISTRICT  
INSTRUCTIONAL SPECIALIST**

Range 26

10 months – Classified, varies 1-8 hrs/day



**PRIMARY FUNCTION:** Under the management and direction of the school Principal and/or other certificated personnel, to develop and coordinate a specialized instructional program for the classroom or lab; to introduce new skills into the classroom; to improve the quality and quantity of educational activities in the classroom.

**DIRECTLY RESPONSIBLE TO:** Principal and classroom teacher.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Prepares instructional materials and lessons for general and special needs, organizes and teaches small learning centers, assists the teacher in specialized demonstrations.
- Performs generalized activities such as tracking student progress, organizing classroom materials and preparing student work areas.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Basic classroom management.
- The community served by the school district.
- A particular curricular specialty such as P.E., science, computers, art, music, math, etc.

Ability to:

- Develop plans in collaboration with the principal or classroom teacher and to carry them out independently.
- Work with other school personnel and parents.
- Develop and maintain a sensitivity to the needs of the classroom students.
- Prepare instructional materials and lessons.
- Organize a working environment.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- At least one year's experience in an elementary classroom as a volunteer, aide or teacher.
- At least one year's experience in the subject area of the specialized instructional program.

**EDUCATION:**

- High School Diploma.
- Advanced course work in the field related to the specialty.

**WALNUT CREEK SCHOOL DISTRICT**  
**LIBRARY MEDIA SPECIALIST**

Range 26

10 months - Classified 6 hrs/day



**PRIMARY FUNCTION:** Under the general supervision of the principal/LLMS, the Library Media Specialist carries out all duties related to the library which include working with students, staff and volunteers, managing the library collection and its computerized database.

**DIRECTLY RESPONSIBLE TO:** Site Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Is in charge of site library operations.
- Is responsible for selecting and ordering library books, reference materials, magazines, and library supplies.
- Is responsible for processing new materials.
- Is responsible for circulation of library materials to school.
- Establishes operational and maintenance procedures for school libraries, e.g., circulation systems, shelf-reading, weeding and inventory procedures, etc.
- Works with jobbers', publishers', dealers', and binderies' representatives on acquisitions and/or services, handling any correspondence involved.
- Trains volunteers at the assigned school library site(s) in the operation of the library.
- Schedules the library for meetings, events, and daily usage.
- Instructs students and staff in information literacy.
- Repairs books as needed.
- Performs other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Standard library practices.
- Purchasing procedures.
- Children's literature.
- Computer applications.

Ability to:

- Lift moderate amounts and stand for long periods of time. Bending required.
- Compile and maintain accurate and complete records and reports.
- Administer the library budget and perform bookkeeping duties involved.
- Maintain cooperative relationships with children and adults.
- Coordinate volunteers.
- Work as a team.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of library and library-related clerical experience, including selection, cataloging and classification duties.

**EDUCATION:**

- B.S./B.A. degree required. Library Media courses desirable.

**WALNUT CREEK SCHOOL DISTRICT**  
**LEAD LIBRARY MEDIA SPECIALIST**

Range 28

10 months – Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION** as Lead: Supervises all Library Media Specialists and coordinates district library services.

**DIRECTLY RESPONSIBLE TO:** Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Fulfills the role as library Media Specialist at the Intermediate school.
- Is in charge of Site library operations.
- Is responsible for selecting and ordering library books, reference materials, magazines, and library supplies.
- Is responsible for processing new materials.
- Is responsible for circulation of library materials to school.
- Establishes operational and maintenance procedures for school libraries, e.g., circulation systems, shelf-reading, weeding and inventory procedures, etc.
- Works with jobbers', publishers', dealers', and binderies' representatives on acquisitions and/or services, handling any correspondence involved.
- Trains volunteers at the assigned school library site(s) in the operation of the library
- Schedules the library for meetings, events, and daily usage.
- Instructs students and staff in information literacy.
- Repairs books as needed.
- Performs other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Standard library practices.
- Purchasing procedures.
- Children's and young adult literature.
- Computer applications.

Ability to:

- Lift moderate amounts and stand for long periods of time. Bending required.
- Compile and maintain accurate and complete records and reports.
- Administer the library budget and perform bookkeeping duties involved.
- Maintain cooperative relationships with staff, children and, adults.
- Coordinate volunteers.
- Work as a team.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of library and library-related clerical experience, including selection, cataloging and classification duties.

**EDUCATION:**

- B.S./B.A. degree required. Library Media courses desirable.

**WALNUT CREEK SCHOOL DISTRICT  
TECHNOLOGY SPECIALIST**

Range 34

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Provide staff training on successful use of 21<sup>st</sup> century technology for curriculum design and delivery, assessment, differentiation, and communication. Position would work with staff to research and pilot applications, software, website, and technology devices to meet the district goals. The position would also support hardware and software in the classroom.

**DIRECTLY RESPONSIBLE TO:** Technology Coordinator

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Understands methods and strategies for planning, delivering, and assessing concepts and skills relevant to educational computing and technology literacy across curricula.
- Demonstrates knowledge of models for formal and informal educational technology professional development (e.g., providing in-classroom support, just in-time training, job-embedded activities, peer-to-peer coaching, workshops)
- Prepares documentation (e.g. instructions, memos, etc.) for the purpose of providing written support and/or conveying information.
- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding potential applications and purchases.
- Provides technical guidance and support to students and staff at school sites and District Office using independent judgment initiative.
- Performs technical support duties for the school in a highly technology-infused learning environment.
- Consults with teachers and site principal regarding integration of computers and technology into the classroom curriculum.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Computers (both PCs and Macintosh, Chromebook Tablets), including word processing and other software applications.
- Web-based applications including Goggle Apps for Educators.
- Factors involved in creating and maintaining effective learning environments using technology.
- Issues relating to software and hardware selection, installation and maintenance in the educational environment.
- Correct English usage, spelling, grammar, punctuation, and composition.
- Broad knowledge of educational software.

Ability to:

- Bend, kneel, twist to install or trouble shoot technical equipment in all settings.
- Work harmoniously with staff and students.
- Flexibility to work independently as well as under supervision.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Experience in technology in business and/or education.

**EDUCATION:**

- College education or equivalent education and work experience desirable.

**WALNUT CREEK SCHOOL DISTRICT  
NETWORK SYSTEMS ANALYST**

Range 34

12 months - Classified 1.0 FTE



**PRIMARY FUNCTION:** Manage all aspects of the data/communications/video network. Ensure reliability and security of network and server systems district wide.

**DIRECTLY RESPONSIBLE TO:** District Technology Coordinator

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintain network and systems integrity through proactive monitoring, maintenance, installation and upgrades.
- Ability to work in a team.
- Perform other related duties as assigned.

**Setup and Deployment of Technology:**

- Configure network services and equipment, routing equipment, network switches, and firewalls.
- Install, configure and maintain network phones.
- Install, test and maintain physical cabling including fiber optics.
- Setup and deploy servers.
- Create and maintain user accounts.
- Setup and deploy desktop computer systems through the use of media and images.
- Deploy, test, repair and inventory authorized software applications and database systems.

**Maintenance, Repair and Recovery:**

- Work with district technology coordinator to setup and maintain authentication, security, public web presence, backup, disaster recovery and Internet connectivity systems.
- Assess, diagnose and determine most efficient and cost effective modes for repair and maintenance of computers; as appropriate install, test, troubleshoot and maintain computer hardware and software and a variety of peripheral equipment; diagnose and resolve problems and malfunctions utilizing test programs and equipment; recommend the purchase of new and replacement hardware.
- Maintain district electronic communications systems including Exchange Server and other authorized systems. Troubleshoot user access problems and analyze user needs for future upgrades or purchases.
- Maintain, diagnose and repair district phone system as needed.
- Maintain documentation and control procedures for all network, communication, security and related systems.
- Understand and interpret manufacturer's maintenance and repair manuals and make necessary support service contacts.

**Planning:**

- Schedule system downtime with end users and technical staff to facilitate hardware and software upgrades, changeovers and backups.
- Coordinate with the site mentor teachers and principals on schedule and work plan priorities.
- Participate with application developers, vendors and programmers to analyze needs and design customer systems and access to meet strategic needs of the district.

**General:**

- Operate a variety of test equipment, hand tools and power tools.
- Attend workshops, conferences and seminars to maintain current knowledge of technological advances in the computer and network fields.
- Provide staff training as needed for network, systems and general IT topics.



**JOB QUALIFICATIONS:**

- Network maintenance experience.
- Two + years systems management.
- Programming experience.
- Demonstrate excellent organizational skills.
- Demonstrate respect for the confidential nature of the information encountered in the performance of network duties.

Ability to:

- Must be able to stand, walk, bend at the waist, kneel, crouch and sit for extended periods of time.
- Must be able to lift, carry, push and/or pull items weighing 50 pounds repeatedly.
- Must be able to hear and speak to exchange information in person and on the telephone.
- Must be able to read, interpret and apply complex technical information.
- Possess valid California Driver's License.
- Must own working vehicle and be prepared to use it on district business at standard rate of travel reimbursement.
- Must be willing to work irregular hour/days including evenings, weekends and holidays and on-call for emergencies.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years + systems work.

**EDUCATION:**

- Bachelor's Degree or equivalent.

**WALNUT CREEK SCHOOL DISTRICT  
CLERK I – ELEMENTARY ATTENDANCE**

Range 12

10.5 months - Classified 1.5 hrs/day district funded



**PRIMARY FUNCTION:** To assist the Office Manager in any and all of her duties and to serve as a primary back up in her absence.

**DIRECTLY RESPONSIBLE TO:** School Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Registers incoming students.
- Maintains school records, including attendance, enrollment, cumulative records, requisitions, and work orders.
- Compiles reports related to school programs, operations, and activities, and the status of students and school staff.
- Updates the District Student Database System, maintaining computerized accounting and issuing reports of students' attendance.
- Monitors Independent Study Contracts.
- Contacts parents or guardians concerning students' health and attendance.
- Maintains confidentiality as appropriate.
- Administers first aid and medication as prescribed by a physician; monitors lice control.
- Orders supplies.
- In the absence of the Office Manager, is responsible for the school office. If an emergency arises, contacts an available administrator for assistance.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and composition.
- Standard office organization, procedures and practices.
- Filing system and record keeping.
- Computer based skills – programs necessary include Microsoft Office, the District's student database program.

Ability to:

- Relate District and school programs, policies, and procedures to students and parents.
- Assess priorities.
- Work efficiently under pressure with constant interruptions.
- Perform mathematical calculations with accuracy and speed.
- Possess a mastery of office equipment and demonstrate the ability to work independently with minimal supervision.
- Maintain cooperative working relationships with those contacted in the course of work.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of clerical experience, preferably in a school office or an equivalent combination of training and experience.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT  
CLERK II - PURCHASING**

Range 25

12 months - Classified .5 FTE, 4 hrs/day



**PRIMARY FUNCTION:** Under the general supervision of the Chief Business Official, perform a variety of administrative support duties.

**DIRECTLY RESPONSIBLE TO:** Chief Business Official

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Process requisitions and purchase orders.
- Perform all other purchasing related activities.
- Handle inventory control: compliance and reporting.
- Assist in the training of Office Managers and District staff members in the basic components of MUNIS software program.
- Serve as receptionist, answering telephone calls, directing calls to appropriate personnel and greet and assist visitors as needed.
- Perform clerical duties for CBO Budget reports.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Office machines and procedures, including word processing, spreadsheet, and database management.
- Correct English usage, spelling, grammar, and punctuation.
- Basic components of the MUNIS software program.

Ability to:

- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Do arithmetic calculations easily.
- Maintain cooperative relationships with those contacted in the course of work.
- Prepare and maintain accurate and complete records and reports.
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of financial clerical experience, preferably in a school administration environment utilizing data processing equipment.

**EDUCATION:**

- Completion of twelfth grade or equivalent, including or supplemented by courses in accounting and data processing.

**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY I - DISTRICT OFFICE RECEPTIONIST**

Range 25

12 Months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under general supervision, to serve as receptionist, telephone operator, and mail clerk and to perform routine clerical tasks.

**DIRECTLY RESPONSIBLE TO:** Superintendent

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Takes and transmits messages and places outgoing calls.
- Receives and greets office callers and refers them to appropriate persons and offices.
- Performs assigned clerical tasks such as filing, typing, copying, preparing forms, proofreading, and assembling and distributing materials for administrators and other staff.
- Supports the Curriculum Office in purchasing and clerical.
- Serves as information source for school boundaries and registration.
- Supports the Business Office as needed.
- Aids Human Resources Department by handing out applications, entering data for fingerprinting and collecting fees if applicable.
- Sorts and distributes incoming and outgoing mail.
- Operates a variety of office machines including postage meter, copier, typewriter, and computer and ensures their proper working order.
- Maintains adequate supplies for central work location.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Possess a high level of correct English usage, spelling, grammar and punctuation.
- Understand and carry out oral and written instructions.
- Punctuality.
- Give routine information in response to inquiries.

Ability to:

- Maintain a high level of ethical behavior and confidentiality of information as well as display superior phone skills.
- Communicate a positive public relations image for the District.
- The ability to perform a variety of clerical work using modern office equipment and involving the use of independent judgment and requiring accuracy and speed.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Previous clerical experience or a combination of training and experience.
- Keyboarding skills.
- Knowledge of Word and Excel.

**EDUCATION**

- High School Diploma.

**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY I - INTERMEDIATE ATTENDANCE**

Range 25

10.5 Months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under general supervision, perform clerical work involved in compiling and posting attendance records and reports, assist students, parents and teachers in matters relating to attendance accounting activities, and do related work as required.

**DIRECTLY RESPONSIBLE TO:** Intermediate School Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Offers clerical support to Vice Principals.
- Computes and records hours of attendance for students and computes average daily attendance.
- Follows procedures for printing attendance forms, distributing to teachers, and monitoring the daily completion of attendance for each period of the school day.
- Verifies excuses and tardies on a daily basis. Answers telephones calls from teachers, parents, or school officials and provides information from attendance files. Contacts parents to verify absences.
- Monitors student Independent Study Contracts.
- Supervises student aides, maintains emergency cards and health files for students.
- Oversees medical forms and medications.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Office methods and procedures.
- Filing systems and record keeping.
- Software applications such as spreadsheets, word processing and data collection.

Ability to:

- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Operate standard office equipment.
- Make arithmetical calculations with accuracy and speed.
- Post, check records, file and alphabetize rapidly and accurately.
- Read, understand, and explain technical policies and material.
- Understand, carry out and give oral and written directions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Office experience desirable.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY I – INTERMEDIATE COUNSELOR TECH**

Range 25

11 Months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under supervision, perform data entry work maintaining student schedules, class programs, grades, and student history information and to do related work as required.

This position requires computer literacy and familiarity with class scheduling and tracking data from teacher contact logs onto database.

**DIRECTLY RESPONSIBLE TO:** Intermediate School Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Site coordinator for AERIES program.
- Compiles, maintains and generates reports related to student records, scheduling, report cards, and student history.
- Balances class size and reschedules students as needed.
- Manages the counseling office and is responsible for office functions under the direction of the school administrator, which include secretarial, clerical, public relations, and related work as required.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Computer application for preparing, revising, and generating schedules, report cards, history files and other AERIES programs.
- Common office machines and their operation.
- Departmental educational programs.
- Correct English usage, spelling, grammar and punctuation.
- Standard office organization, procedures, and practices.
- Concepts of word processing.

Ability to:

- Use initiative and perform with minimal supervision, including duties to be performed while the counselor is absent from the office.
- Utilize AERIES software in developing the school master schedule, student schedules, report cards and other programs.
- Understand and carry-out oral and written directions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Work efficiently under pressure with constant interruptions.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of clerical work, preferably in a school office or equivalent combination of training and experience.

**EDUCATION:**

- High School Diploma required.
- Two years or more of Business College is desirable.

**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY II – SPECIAL EDUCATION DEPARTMENT SECRETARY**

Range 25

11 Months - Classified 1.0 FTE, 8 hrs/day




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**PRIMARY FUNCTION:** District Office support to the Director of Special Education; to perform a wide variety of clerical work in support of the Special Ed staff.

This position is often required to answer questions from the public and teacher personnel and act as liaison in Director's absence

**DIRECTLY RESPONSIBLE TO:** Director of Special Services

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Manage Director's calendar; create correspondence and schedule meetings; assist with paraprofessional placements.
- Maintain all Special Education program records in compliance with state and federal guidelines and district policies.
- Coordinate IEP meetings between parents and staff.
- Maintain accuracy of Special Education caseloads in SEIS and AERIES databases.
- Arrange transportation for Special Ed students; work with County to keep transportation lists current.
- Handle all telephone communication regarding Special Ed students and programs.
- Request Special Ed files for transfer students.
- Point of contact for assessment referrals.
- Extended School Year coordinator.
- Process invoices.
- Create contracts with individual and non-public school vendors.
- Communicate with SELPA for updates on Special Ed procedures and policies.
- Assist with MAA/LEA/Medi-Cal processes.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Basic modern office methods.
- Correct English usage, spelling, grammar, and punctuation.
- Basic computer skills.

Ability to:

- Carry out complex oral and written instructions.
- Deal effectively and responsibly with a wide variety of situations and personalities requiring tact and diplomacy.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Five years of experience as an office secretary.

**EDUCATION:**

- High School Diploma.
- Two years or more of Business College is desirable

**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY II – FACILITIES/MAINTENANCE DEPARTMENT**  
**SECRETARY**

Range 25

12 Months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Acts as secretary to a department. Performs a wide variety of responsible work, which includes secretarial, clerical, school relations, and management of specific projects under supervision of the District Director. Acts as liaison between the District Office, the school sites, the public, maintenance employees and contractors.

**DIRECTLY RESPONSIBLE TO:** Department Supervisor.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Ability to use initiative and perform with minimal supervision, at times while the director is absent from the office.
- Assess priorities and make decisions.
- Make competent and tactful judgments in public relations.
- Work well in a collaborative environment.
- Prioritize in emergency situations
- Maintains office records, including budget, entering requisitions, processing purchase orders, data bases, and systems.
- Maintains confidentiality as appropriate.
- Implements procedures for clerical operations in conformance with standardized procedures (SACS, MUNIS, ASSIST)
- Maintains records of all work in progress.
- Prepares memos, agendas, and other correspondence.
- Maintains master calendar of scheduled meetings for supervisor.
- Process invoices for payment.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, grammar, punctuation, composition, and ability to draft routine correspondence.
- Standard office organization, procedures, and practices.
- Expert use of word processing, database, spreadsheet (preferably Microsoft Office), desk top publishing, office machines.
- DSA procedures.

Ability to:

- Understand and relate District and school programs, policies, and procedures to staff and community.
- Maintain cooperative working relationships with those contacted in the course of work.
- Work efficiently under pressure.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of secretarial experience:
- With responsibility for developing and maintaining systems.
- With responsibility for developing procedures for work flow.

**EDUCATION:**

- High School Diploma.
- Experience in Construction/Maintenance desirable.



**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY II - ELEMENTARY OFFICE MANAGER**

Range 26

10.5 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under the general supervision of the School Site Principal, the Office Manager manages the school office and is responsible for office functions, performing a wide variety of responsible work, which includes secretarial, clerical, public relations, and related work as required. Acts as secretary to the principal and may assist other members of the staff within that capacity.

**DIRECTLY RESPONSIBLE TO:** School Site Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintains school records, including attendance, enrollment, medical records, cumulative records, school bookkeeping, requisitions, and work orders.
- Compiles reports related to school programs, operations, and activities, and the status of students and school staff.
- Maintains confidentiality as appropriate.
- Registers incoming students.
- Is responsible for documentation of registration and transferring student records.
- Is Site Coordinator for the District Student Database System, maintaining computerized accounting and issuing reports of students' attendance in cooperation with teachers, including total school ADA, and verifying daily with parents' reasons for students' absences.
- Arranges for/follows up on contracts for students who are absent for reasons other than health, generating ADA.
- Trains and directs student office aides and parent volunteers.
- Orders supplies and maintains an accounting of buy-out items.
- Maintains master calendar of the school, scheduling meetings and activities with the principal; makes arrangements for use of school facilities.
- In the absence of the principal, is responsible for the school office. If an emergency arises, contacts an available administrator for assistance.
- Administers first aid and medication as prescribed by a physician; monitors lice control.
- Contacts parents or guardians concerning students' health and attendance.
- In the absence of the principal, may deal with students sent to the office for inappropriate behavior.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and composition.
- Standard office organization, procedures and practices.
- Filing system and record keeping.
- Methods used in preparing reports on computer.
- Word processing skills.
- Concepts of laws and regulations of the Education Code and District in the registration of students/or attendance.
- Extensive technological and computer based skills – programs necessary including: Microsoft Office, the District's student database program, and the District accounting program.

Ability to:

- Relate District and school programs, policies, and procedures to students and parents.
- Assess priorities.
- Make mathematical calculations with accuracy and speed.
- Read, understand and explain technical policies and materials.

## **APPENDIX C**

- Possess a mastery of office equipment and demonstrate the ability to work independently with minimal supervision.
- Maintain cooperative working relationships with those contacted in the course of work.
- Work efficiently under pressure with constant interruptions.
- Pass the physical fitness test including strength assessment.

### **EXPERIENCE:**

- Two years of clerical experience, preferably in a school office or an equivalent combination of training and experience.

### **EDUCATION:**

- High School Diploma required.

**WALNUT CREEK SCHOOL DISTRICT**  
**SECRETARY III - INTERMEDIATE OFFICE MANAGER**

Range 27  
 11 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under the general supervision of the Site Principal, the Office Manager manages the school office and is responsible for office functions, performing a wide variety of responsible work, which includes secretarial, clerical, public relations, and related work as required. Acts as a liaison with staff and parents.

**DIRECTLY RESPONSIBLE TO:** School Site Principal

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintains school records, including attendance, enrollment, medical records, substitutes, cumulative records, school bookkeeping, requisitions, and work orders.
- Compiles reports related to school programs, operations, and activities, and the status of students and school staff.
- Maintains confidentiality as appropriate.
- Registers incoming students.
- Is Site Coordinator for the District Student Database System.
- Orients and instructs other school staff in procedures and use of office equipment and other related resources.
- Trains and directs student office aides and parent volunteers.
- Orders supplies and maintains an accounting of buy-out items.
- Maintains master calendar of the school.
- Makes arrangements for use of school facilities.
- In the absence of the principal, is responsible for the school office. If an emergency arises, contacts an available administrator for assistance.
- In the absence of the principal, may deal with students sent to the office.
- Oversees attendance office and counseling office managers.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and composition.
- Standard office organization, procedures and practices.
- Filing system and record keeping.
- Extensive technological and computer based skills – programs necessary include Microsoft Office, the District's student database program, and the District accounting program.

Ability to:

- Relate District and school programs, policies, and procedures to students and parents
- Assess priorities.
- Do mathematical calculations with accuracy and speed.
- Read, understand and explain technical policies and materials.
- Possess a mastery of office equipment and demonstrate the ability to work independently with minimal supervision.
- Maintain cooperative working relationships with those contacted in the course of work.
- Work efficiently under pressure with constant interruptions.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of clerical experience, preferably in a school office or an equivalent combination of training and experience.

**EDUCATION:**

- High School Diploma required

**WALNUT CREEK SCHOOL DISTRICT**  
**ACCOUNTS PAYABLE**

Range 28

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under the general supervision of the Chief Business Official, perform a variety of complex and responsible accounting work in the keeping of financial and statistical records, and other work as assigned.

**DIRECTLY RESPONSIBLE TO:** Chief Business Official

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Ensure timely and accurate payment of district obligations.
- Ensure payments to vendors are made in accordance with contract terms, policies, and district guidelines.
- Examine purchase orders and invoices for accuracy of prices, charges, bid terms, and materials and/or services ordered.
- Batch and prepare materials for input and payment; and reconcile documents to the warrant register.
- Calculate, post, balance and maintain accounts payable subsidiary ledgers.
- Prepare Tax and EDD Reporting for Independent Contractors.
- Ensure W-9 and 1099 - MISC are prepared.
- File Sales and Use Tax Quarterly Reporting.
- Year-End Closing (Accruals) and Audit Preparation.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Laws and regulations governing school accounting procedures.
- Accounts payable methods and terminology.
- Office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Software applications such as spreadsheets, word processing and data collection.

Ability to:

- Do arithmetic computations rapidly and accurately.
- Operate office equipment, such as adding machines, calculators and computers.
- Compile and maintain accurate and complete records and reports.
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two years of increasingly responsible experience in financial record keeping work.

**EDUCATION:**

- Completion of twelfth grade or equivalent, including or supplemented by courses in financial record keeping.
- Bachelor's Degree desirable.

**WALNUT CREEK SCHOOL DISTRICT**  
**ACCOUNTS RECEIVABLE**

Range 25

12 months - Classified 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under the general supervision of the Chief Business Official, performs a variety of complex and responsible accounting work in the keeping of financial and statistical records, and other work as assigned.

**DIRECTLY RESPONSIBLE TO:** Chief Business Official

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintain Food Service Program Accounting System, review all Lunch applications and determine eligibility for Free and Reduced Lunch.
- Prepare monthly food service program reimbursement claims in compliance with the National School Lunch Program Regulations.
- Verify budget classifications, and funds, and audit expense vouchers. Correct irregularities in accounts payable Food Service Invoices.
- Accounts Receivable Input; receive and log district income, prepare deposits for bank, input and balance deposited funds with County Office Records.
- Prepare district invoices and maintain accounts receivable records.
- Maintain the Revolving Cash Fund.
- Assist with Year End Closing of Financial Records.
- Monitor Facility Permits.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Bookkeeping and financial record keeping principles and procedures, preferably involving double-entry bookkeeping as it pertains to governmental and school district accounting.
- Recent laws and District procedures pertaining to the collection of developer fees.
- State and Federal school lunch program regulations and requirements.
- Rules, regulations and policies of District insurance carrier as they pertain to facility use.
- Basic software applications such as word processing, spreadsheet, and database management.

Ability to:

- Prepare clear and accurate financial statements and reports and analyze accounting data, including estimates, invoices, and reports.
- Make arithmetical calculations with speed and accuracy.
- Understand and carry out oral and written directions, and direct the work of assistants.
- Learn and apply complex accounting procedures, including application of data processing systems.
- Establish and maintain cooperative working relationships.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Four years of increasingly responsible experience in financial record keeping.

**EDUCATION:**

- High School Diploma or equivalent required; supplemented with advanced level courses in bookkeeping and/or elementary accounting. Bachelor's Degree desirable.

**WALNUT CREEK SCHOOL DISTRICT  
DATA ANALYST**

Range 34

10.5 months - Classified .6 FTE, 5 hrs/day



**PRIMARY FUNCTION:** Assist with data analysis and support activities including analysis, programming and modifying data base management systems; student information, management and assessment systems; student enrollment and staffing data; and independently planning and reporting on a variety of complex statistical research activities.

**DIRECTLY RESPONSIBLE TO:** Director of Curriculum

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Work with WCSD staff to obtain, maintain, clean, and process data retrieved from the student information, management and assessment systems, staffing data, etc.
- Respond to and fulfill data requests from school sites and district administrators and the State and provide follow-up and subsequent request support directly.
- Compile and process information from a variety of sources, including WCSD data systems and external data systems, to fulfill requests.
- Review reports prepared with WCSD data.
- Maintain student enrollment numbers.
- Create Attendance Report for monthly school site attendance tracking; State Reporting for P-1, P-2 and Annual District Attendance Reports.
- Process Interdistrict/Intradistrict Transfers for the district.
- Monitor enrollment.
- Maintain CALPADS data/reporting/certification.
- Update and maintain electronic report card, assign passwords and maintain report card records.
- Update student data information in CALPADS, a minimum of one time per week.
- Ability to work in a team.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Planning, organization and direction of procedural guidelines of the district's and State's assessment programs.
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Use Microsoft Office software including Word, Excel, Access and PowerPoint.
- Use data processing and statistical software.
- Demonstrate excellent written and verbal communication skills, including presentations.
- Demonstrate excellent organizational skills.
- Possess interpersonal skills such as tact, patience and courtesy.
- Must be able to work independently and meet schedules, timelines and deadlines.
- Must be able to operate a variety of office equipment including a calculator, scanner, fax machine, telephone, copier, computer and assigned software; respond to computer hardware and software problems as necessary.
- Must be able to hear and speak to exchange information in person and on the telephone.
- Must be able to read, interpret and apply complex statistical information.
- Pass the physical fitness test including strength assessment.

**EXPERIENCE:**

- Two + years data analyst background.

**EDUCATION:**

- High School Diploma or equivalent.

**WALNUT CREEK SCHOOL DISTRICT**  
**FISCAL ANALYST**

Range 40

12 months - Classified, 1.0 FTE, 8 hrs/day



**PRIMARY FUNCTION:** Under the direction of the Chief Business Official, perform a variety of technical and analytical duties in the areas of budgetary analysis and development and accounting management. This job requires technical knowledge of all areas of budgeting, purchasing, school accounting, bookkeeping, computer terminal skills, attendance service and is responsible for accurate and timely work production.

**DIRECTLY RESPONSIBLE TO:** Chief Business Official

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Fiscal Administration of Categorical Programs;
- Ensures Proper Closing of the General Ledger for Year- End Financial Reporting and Preparation for Audit;
- Monitor and Analyze the Utilization of funds, including those from general, grant, capital and categorical resources;
- Calculating amounts and timing cash payments due from government programs, contracts and grants and ensuring timely receipt;
- Audit of school site checking accounts, student body and petty cash to determine compliance with audit and district policies;
- Provides assistance and support to the CBO in the budget development process;
- Reconcile complex budget records control accounts;
- Provide technical assistance and guidance to account clerks.
- Perform other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Principles and procedures of public agency budgetary and fiscal management.
- Working knowledge of California Education Codes, State Accounting manual, Government Codes, and Federal, State, County mandated requirements.
- Financial and/or budgetary reports and statements for District funds.

Ability to:

- Plan and coordinate a variety of complex fiscal operations.
- Analyze, generate, evaluate and implement financial and/or budgetary procedures for effectiveness and efficiency.
- Prepare clear, concise and comprehensive reports and recommendations verbally and in writing.
- Demonstrate proficiency in the use of microcomputers including electronic spreadsheet and data base utilization.
- Establish and maintain cooperative professional working relationships with District personnel.
- Meet District standards of professional attitude and effective leadership
- Pass the physical fitness test including strength assessment.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or any combination equivalent to: bachelor's degree in accounting, finance, business administration or closely related field and three years' professional experience in accounting, budgeting and/or financial management, or closely related field.



**WALNUT CREEK SCHOOL  
DISTRICT  
Performance Evaluation Report for  
CLASSIFIED EMPLOYEES**

Performance Evaluation For: \_\_\_\_\_  
Evaluation Due Date: \_\_\_\_\_

Employee Name: _____	Employee Status: Probationary <input type="checkbox"/> Regular <input type="checkbox"/>
Classification: _____	Location: _____
Type of Evaluation: 1 Month <input type="checkbox"/> Annual <input type="checkbox"/>	
6 Month <input type="checkbox"/> Other <input type="checkbox"/>	

**Section A: (mandatory) CRITERIA RATING CHECK LIST** (Immediate supervisor must check each factor in the appropriate column.) For final marking use ink.

Please review job description before completing this form	Performance Standards			Comments-Commendations-Special Recognition
	Satisfactory	Needs Improvement	Unsatisfactory	
<b>Knowledge of Work:</b> - Knows and understands all phases of this job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Quality of Work:</b> - Neat/Accurate - Manages time	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Attendance and Punctuality:</b> - Attends regularly - Punctual - Adheres to work schedule	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Work Characteristics:</b> - Shows initiative and is resourceful - Adaptable - Positive attitude	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Dependability:</b> - Minimum supervision required - Follows oral and written instructions	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Working Relationships:</b> - Courtesy and tact - Uses discretion - Cooperative relationship with staff - Cooperative relationship with supervisor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Safety Practices:</b> - Follows safe work procedures - Follows universal precautions	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Personal Appearance:</b> - Well groomed and dressed appropriately for the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Other Evaluation Factors:</b>	<b>Performance Standards</b>			Page 2
	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	Performance Evaluation For: _____  Evaluation Due Date: _____
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Comments-Commendations-Special Recognition:</b>  _____  _____

<b>For Instructional Aides, Instructional Specialists and Paraprofessionals Only:</b>				
- Works well with students individually and in small groups - Uses positive reinforcement, motivates and encourages students to achieve - Demonstrates consistency in assisting teacher in classroom management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Comments-Commendations-Special Recognition:</b>  _____  _____

**Section B: Professional/Personal Goals:**

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**Supervisor's Comments:**

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**Employee's Comments (optional):**

**Section C: (mandatory)**

**Employee:**

- I have
- read this completed evaluation.
  - discussed this evaluation with the Evaluator on \_\_\_\_\_ (date).
  - received a copy of the evaluation.
  - I understand that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Immediate Supervisor:**

- I have
- direct observation and knowledge of the employee's performance.
  - discussed this evaluation with the employee.
  - given a copy of the evaluation to the employee.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## WALNUT CREEK SCHOOL DISTRICT

## TEACHER INPUT SHEET

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**Instructional Assistant/Paraprofessional/Instructional Specialist in your classroom**

NAME: \_\_\_\_\_

Job Title: \_\_\_\_\_

**For the evaluation of Instructional Assistant, Paraprofessionals, and Instructional Specialists, a Teacher Input Sheet may be requested by the immediate supervisor. The Teacher Input Sheet does not accompany the evaluation and may not go into the personnel file.**

Please provide information for relevant areas.	COMMENTS
<b>Knowledge of Work:</b> - Knows and understands all phases of this job.	
<b>Quality of Work:</b> - Neat/Accurate - Manages time	
<b>Attendance and Punctuality:</b> - Attends regularly - Punctual - Adheres to work schedule	
<b>Work Characteristics:</b> - Shows initiative and is resourceful - Adaptable	
<b>Dependability:</b> - Minimum supervision required - Follows oral and written instructions	
<b>Working Relationships:</b> - Courtesy and tact - Uses discretion - Cooperative relationships with staff - Cooperative relationship with supervisor	
<b>Safety Practices:</b> - Follows safe work procedures - Follows universal precautions	
<b>Personal Appearance:</b> - Well groomed and dressed appropriately for the workplace	
<b>Classroom Management:</b> - Works well with students individually and/or in groups - Uses positive reinforcement, motivates and encourages students to achieve - Assists teacher in classroom management	
<b>ADDITIONAL COMMENTS:</b>	

WALNUT CREEK SCHOOL DISTRICT

TEACHER INPUT SHEET

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**Instructional Assistant/Paraprofessional/Instructional Specialist in your classroom**

**NAME:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Strengths/Challenges:**

**Relationships with parents/guardians, school staff and others:**

**Responsibility and dependability:**

**Other**

**Signature:**

**Date:**

WALNUT CREEK SCHOOL DISTRICT

STATEMENT OF GRIEVANCE

To: \_\_\_\_\_

STEP: \_\_\_\_\_

From: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Nature of Grievance:**

Give details, time, date and place. State specific section of the Agreement alleged to have violated.

-----  
Give remedy sought to satisfy your grievance:  
(Use additional sheets if necessary)

Signature \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dated Signed \_\_\_\_\_

-----  
Statement of Decision  
(To be rendered within 10 working days)

Date Submitted: \_\_\_\_\_

Signature \_\_\_\_\_  
Job Title \_\_\_\_\_  
Dated Signed \_\_\_\_\_

-----  
This form should be completed in quadruplicate:

- Copy 1: To the Immediate Supervisor
- Copy 2: To be returned to the employee, with a statement of the decision
- Copy 3: To the Business Manager
- Copy 4: To be retained by the employee

**WALNUT CREEK SCHOOL DISTRICT  
HEALTH PLAN RATES  
2016  
CLASSIFIED**

<b>KAISER HMO- HIGH PLAN</b>			
<b>\$20.00 co-pay</b>	<b>SINGLE</b>	<b>Employee + 1 dep</b>	<b>Employee +2 or more</b>
Kaiser Premium	667.92	1335.83	1890.21
Dental Premium	126.86	126.86	126.86
Vision Premium	22.28	22.28	22.28
<b>Total Premium</b>	<b>817.06</b>	<b>1484.97</b>	<b>2039.35</b>
Current Contribution Cap	622.08	622.08	622.08
Employee Monthly Out Of Pocket	<b>194.98</b>	<b>862.89</b>	<b>1,417.27</b>

<b>KAISER HMO-LOW PLAN</b>			
<b>** deductibles apply with this option**</b>	<b>SINGLE</b>	<b>Employee + 1 dep</b>	<b>Employee +2 or more</b>
Kaiser Premium	405.72	811.44	1148.18
Dental Premium	126.86	126.86	126.86
Vision Premium	22.28	22.28	22.28
<b>Total Premium</b>	<b>554.86</b>	<b>960.58</b>	<b>1297.32</b>
Current Contribution Cap	622.08	622.08	622.08
Employee Monthly Out Of Pocket	<b>0</b>	<b>338.50</b>	<b>675.24</b>

<b>SUTTER HMO \$ 10 copay</b>			
	<b>SINGLE</b>	<b>Employee + 1 dep</b>	<b>Employee +2 or more</b>
Sutter Premium	735.34	1470.77	2044.63
Dental Premium	126.86	126.86	126.86
Vision Premium	22.28	22.28	22.28
<b>Total Premium</b>	<b>884.48</b>	<b>1619.91</b>	<b>2193.77</b>
Current Contribution Cap	622.08	622.08	622.08
Employee Monthly Out Of Pocket	<b>262.40</b>	<b>997.83</b>	<b>1,571.69</b>

<b>SUTTER HMO \$20 Copay</b>			
	<b>SINGLE</b>	<b>Employee + 1 dep</b>	<b>Employee +2 or more</b>
Sutter Premium	723.99	1448.07	2013.08
Dental Premium	126.86	126.86	126.86
Vision Premium	22.28	22.28	22.28
<b>Total Premium</b>	<b>873.13</b>	<b>1597.21</b>	<b>2162.22</b>
Current Contribution Cap	622.08	622.08	622.08
Employee Monthly Out Of Pocket	<b>251.05</b>	<b>975.13</b>	<b>1,540.14</b>

<b>Sutter Health Plus (DHMO)</b>			
<b>2500 Ded, \$20 Copay</b>	<b>SINGLE</b>	<b>Employee + 1 dep</b>	<b>Employee +2 or more</b>
Sutter Premium	592.40	1184.89	1647.26
Dental Premium	126.86	126.86	126.86
Vision Premium	22.28	22.28	22.28
<b>Total Premium</b>	<b>741.54</b>	<b>1334.03</b>	<b>1796.4</b>
Current Contribution Cap	622.08	622.08	622.08
Employee Monthly Out Of Pocket	<b>119.46</b>	<b>711.95</b>	<b>1,174.32</b>

**WALNUT CREEK SCHOOL DISTRICT  
SCHOOL CALENDAR 2017-2018**

Elementary/TC only dates are represented by E  
WCI only dates are represented by IN

	M	T	W	TH	F
<b>Aug.</b>	1	2	3	4	
7	8	9	10	11	
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

	M	T	W	TH	F
<b>Sept.</b>					1
20	(4)	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

	M	T	W	TH	F
<b>Oct.</b>	2	3	4	5	6
21	(9)	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

	M	T	W	TH	F
<b>Nov.</b>			1	2	/3/
16	6	7	8	9	(10)
	13	14	15E	16E	17E
	(20)	(21)	(22)	(23)	(24)
	27	28	29	30	

- 1 to 18 Staff Development: Floating Day(in contract)
- 18 New Teachers Report
- 21 Institute Day
- 22 Teacher Work Day
- 23 Students Return to School
- 29 Back-to-School Night (TK-5)
- 30 Back-to-School Night: TC (K-8)
- 31 Back-to-School Night: WCI

- 1 Shortened Day (TK-8)
- 4 Labor Day Holiday

- 9 District Staff Development Day/non-student day

- 3 End of 1st grading period (TK-8)
- 3 Shortened Day (TK-8)

- 10 Veterans Day Holiday observance
- 15-17 Parent conferences (TK-5 and TC K-8) Shortened Day
- 20-21 Parent conference (TK-8) Non-Student Days
- 22-24 Thanksgiving Holiday observance

	M	T	W	TH	F
<b>Dec.</b>					1
11	4	5	6	7	8
	11	12	13	14	15
	(18)	(19)	(20)	(21)	(22)
	(25)	(26)	(27)	(28)	(29)

- 15 Shortened Day -student/staff
- 18-29 Winter Break

	M	T	W	TH	F
<b>Jan.</b>	(1)	2	3	4	5
21	8	9	10	11	12
	(15)	16	17	18	19
	22	23	24	25	/26 IN/
	29	30	31		

- 1 New Years Day Holiday
- 2 School Resumes
- 15 Martin Luther King, Jr Holiday
- 26 End of second quarter (6-8)
- 26 Shortened Day (6-8) WCI only

	M	T	W	TH	F
<b>Feb.</b>				1	2
18	5	6	7	8	9
	11	13	14	15	(16)
	19	20	21	22	23
	26	27	28		

- 5-15 TK & Kindergarten Registration
- 16 Site Staff Development Day\* (\*non-student day)
- 19 President's Day Holiday

	M	T	W	TH	F
<b>Mar.</b>				1	/2E/
22	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	/30 IN/

- 2 End of 2nd grading period (TK-5 and TC K-8)
- 2 Shortened Day (TK-5 and TC K-8)
- 30 Shortened Day (6-8) WCI only

	M	T	W	TH	F
<b>Apr.</b>	(2)	(3)	(4)	(5)	(6)
16	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

- 2-6 Spring Break
- 2 Classified spring holiday

	M	T	W	TH	F
<b>May</b>		1	2	3	4
22	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	(28)	29	30	31	

- 22 Open House (6-8 WCI)
- 23 Open House TC (K-8)
- 24 Open House (TK-5)
- 25 Shortened Day (TK-8)
- 28 Memorial Day Holiday

	M	T	W	TH	F
<b>Jun.</b>					1
6	4	5	6	7	/8/
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

- 8 Last Day of School
- 8 Minimum Day (TK-8)

Holiday	( )	Teacher Workday
End Qtr.	/ /	Shortened Day
<b>Number of Student Workdays</b>		
		180
<b>Total Teacher Workdays</b>		
		187
<b>Total New Teacher Workdays</b>		
		188
<b>Total Teacher Contract Days</b>		
		187
<b>Total Student Workdays</b>		
		180