

1 **ARTICLE 12: SAFETY CONDITIONS OF EMPLOYMENT**

2 **12.1** Any employee who observes a condition in the working environment that the
3 employee feels is unsafe shall have the duty to advise District Management at the
4 school site immediately of the condition and the grounds upon which it is alleged
5 to be unsafe.

6 **12.2** The Building Principal will acknowledge the filing of an employee’s safety complaint
7 in writing. The employee shall be advised of the completion of action to correct the
8 unsafe condition.

9 **12.3** In the event that District Management does not correct such alleged unsafe condition
10 within a reasonable period of time; the employee shall then have the right to report
11 the alleged unsafe condition to the California Safety and Health Agency.

12 **12.4** Except as provided by applicable law, unit members shall not perform medical
13 procedures on students.

14 **12.5** In light of increased concerns and awareness about the transmittal of infectious
15 diseases and their control, the District will provide information and in-service
16 regarding laws, procedures, and employee’s responsibilities as required.

17 **12.6** In the event of attack, assault, or physical threat, management shall strictly follow
18 Ed Code 44014. (Report Form to be included in Appendix “D” of Contract)

19 **ARTICLE 13: EARLY RETIREMENT**

20 **Fall River Teacher’s Association Retirement Benefit Plan**

21 A Fall River Joint Unified School District FRTA member may participate in the district’s Retirement
22 Plan. The criteria for participating in this plan include:

- 23 * Must submit a written request to the personnel office no later than March 1 of the
24 current school year preceding the desire year of participation.
- 25 * Must have worked 15 consecutive years with the district.
- 26 * Must be at least 55 years of age before retirement date.
- 27 * Employee shall resign his/her position with the district and may not return.
- 28 * Employee must retire and be a participant in the State Teachers Retirement System.
- 29 * Employee shall receive a cash payment of \$8062 or pro-rated amount of current FTE
30 at the time of retirement to be paid annually for three (3) consecutive years.
- 31 * Upon mutual agreement, the District and unit member may choose to divide and
32 disperse the benefit total (not to exceed \$24,186) over the course of one to five years
33 to maximize the utility of said benefit for individual retirement needs.
- 34 * Once an employee retires and chooses to discontinue coverage under the district
35 insurance carrier he/she shall not be eligible to reinstate coverage.

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**AGREEMENT BETWEEN
FALL RIVER JOINT UNIFIED SCHOOL DISTRICT
and
FALL RIVER TEACHER'S ASSOCIATION (FRTA)**

July 1, 2023 – June 30, 2024

**Board Approved:
June 21, 2023**

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1 **ARTICLE 1: AGREEMENT**

2 This Agreement is made and entered into between the Fall River Joint Unified School District,
3 hereinafter referred to as the "District" and the Fall River Teacher's Association Chapter of the
4 California Teachers' Association, an affiliate of the National Education Association, hereinafter
5 referred to as the "Association."

6 **ARTICLE 2: RECOGNITION**

7 **2.1** The District recognizes the Association as the exclusive representative for that unit of
8 employees consisting of all regular classroom teachers, special education teachers,
9 counselors, and District certificated speech/language specialists, excluding substitutes,
10 and vice-principals.

11 **2.2** This Agreement applies only to District certificated employees included in the above
12 representation unit.

13 **ARTICLE 3: EMPLOYER RIGHTS**

14 **3.1** It is understood and agreed that the District retains all of its powers and authority to
15 direct, manage, and control to the full extent of the law.

16 **3.2** The District's exercise of its powers, rights, authority, duties, and responsibilities; the
17 adoption of policies, rules, regulations, and practices in furtherance thereof; and the
18 use of judgement and discretion in connection therewith, shall be limited only by the
19 specific and express terms of this Agreement, and then only to the extent such specific
20 and express terms are in conformance with the law.

21 **3.3** It is also agreed and understood that a grievance may not be filed on the basis of an
22 alleged violation of this Article.

23 **ARTICLE 4: ASSOCIATION RIGHTS**

24 **4.1** All Association activities held on campus shall be conducted by unit members and
25 Association officials outside of employees' assigned work hours in such a way that those
26 activities will not interfere with school programs and/or duties of unit members nor with
27 the right of the employees to refrain from listening or speaking with Association
28 representatives. Prior to such contact with unit members, Association representatives
29 shall notify the Building Principal or designee regarding the time and nature of the
30 activity to be conducted.

31 **4.2** The Association may use District facilities with not otherwise in use for the purpose
32 of meetings concerned with the exercise of rights guaranteed by the Educational
33 Relations Act. District policies regulating the use of facilities must be followed.

34 **4.3** The Association may use the school mailboxes, FAX machines, e-mail, and bulletin
35 board spaces designated by the Superintendent or designee subject to the following
36 conditions:

37 **4.3.1** All postings for bulletin boards or items for school mailboxes must contain the date of
38 posting or distribution and the identification of the organization together with a
39 designated authorization by the Association President.

1 **4.3.2** A copy of such postings or distributions must be delivered to the Building Principal or
2 designee at the same time as posting or distribution.

3 **4.3.3** The Association shall not post or distribute information which is defamatory of the
4 District or its personnel

5 The District shall duplicate the first 25 copies of the ratified agreement at no cost to the
6 Association. Additional copies for each association member shall be provided at a cost
7 of SOC per copy.

8 **ARTICLE 5: PROCEDURE FOR PROCESSING GRIEVANCES**

9 **5.1 Definitions**

10 **5.1.1** A grievance is a formal, written allegation by the grievant that the grievant has been
11 adversely affected by a violation of the specific provisions of this Agreement or violation
12 of State Law where other recourse is not defined. Actions to challenge or change the
13 provisions of this Agreement or the policies of the District as set forth in the Board
14 Policies or Administrative Rules and Regulations must be undertaken through separate
15 legal processes. Other matters for which a specific method of review is provided by law,
16 by the policies of the Board of Trustees, or by the Administrative Regulations and
17 procedures of the District are not within the scope of this procedure.

18 **5.1.2** A grievant is defined as an employee of the District covered by the terms of this
19 Agreement or the Association.

20 **5.1.3** A day is defined as any day in which the District Office is open for business (Monday
21 through Friday except for classified employee holiday(s)).

22 **5.1.4** The immediate supervisor is defined as the administrator having primary jurisdiction
23 over the grievant and who has been designated to adjust grievances.

24 **5.1.5** A conferee is defined as a person who is not a party to a grievance who is asked by
25 either party to serve as that party's advisor.

26 **5.2 Informal Level-Immediate Supervisor**

27 Before filing a formal, written grievance, the grievant shall attempt to resolve it by an
28 informal conference with the immediate supervisor.

29 **5.3 Formal Level**

30 **5.3.1 Level I**

31 **5.3.1.1** Within twenty (20) days after the occurrence of the act or omission giving rise to the
32 grievance, the grievant must present the grievance, in writing on the appropriate form,
33 to the immediate supervisor.

34 **5.3.1.2** This account shall be a clear, concise statement of the grievance, the circumstances
35 involved, the specific contract provision alleged to have been violated, the decision
36 rendered at the informal conference, and the specific remedy sought.

1 **5.3.1.3** The immediate supervisor shall communicate the decision to their employee in writing
2 within ten (10) days after receiving the grievance. If the immediate supervisor does not
3 respond within the time limits, the grievant may appeal to the next level.

4 **5.3.1.4** Within the above time limits, either party may request a personal conference.

5 **5.3.2 Level II Superintendent**

6 **5.3.2.1** In the even the grievant is not satisfied with the decision at Level I, the grievant may,
7 within ten (10) days, appeal the decision on the appropriate form to the Superintendent
8 or designee.

9 **5.3.2.2** This statement shall include a copy of the original grievance and the decision rendered.

10 **5.3.2.3** The Superintendent or designee shall communicate the decision in writing within ten
11 (10) days after receiving the appeal. Either the grievant or the Superintendent or
12 designee may request a personal conference within the above time limits. If the
13 Superintendent or designee does not respond within the time limits, the grievant may
14 appeal to the next level.

15 **5.3.3. Level III Mediation**

16 If the grievant does not accept the District's decision at Level II, he/she must submit a
17 written request to the Superintendent within ten (10) days of the decision at Level II,
18 that the grievance be submitted to mediation. The District must respond to the
19 grievant's request within ten (10) days of receiving the written request. If the District
20 concurs that mediation would be helpful, the parties shall contact the California
21 Medication and Conciliation Service (CMCS) and request a mediator. As soon as
22 practicable, the mediator shall meet with the parties and attempt to resolve the
23 grievance mutually. During the pendency of such mediation, the time limits set forth
24 in this Article will be stayed.

25 **5.3.4 Level IV Advisory Arbitration**

26 **5.3.4.1** Within fifteen (15) days of the Level III decision, the Association may file an appeal on
27 behalf of the grievant to the Superintendent or designee on the appropriate form.

28 **5.3.4.2** This statement shall include a copy of the original grievance and appeal, and the
29 decisions rendered.

30 **5.3.4.3** The Association and District shall by mutual agreement select an arbitrator. If no
31 agreement can be reached within five (5) days of the above request of the Association,
32 the parties shall request the CMCS to supply a list of five (5) names of persons
33 experienced in hearing grievances in California public school districts. Each party shall
34 alternately strike a name until only one (1) remains. The order of strike shall be
35 determined by lot.

36 **5.3.4.4** In each dispute, the arbitrator shall, as soon as possible, hear evidence and render a
37 decision on the issue(s) so submitted. If the parties cannot agree under a submission
38 agreement, the arbitrator shall determine the issue(s) to the written grievance and the
39 answers thereto at each step.

- 1 **5.3.4.5** If the District contends that the grievance should be dismissed, the hearing shall be
2 conducted in two steps. First, the arbitrator shall hold a hearing and rule upon the
3 arbitrability of the grievance. Second, if the dispute is deemed arbitrable by the
4 arbitrator, the parties shall proceed to a hearing on the merits of the grievance.
5 However, if deemed necessary, the arbitrator may impose a suitable stay/continuance
6 between the two steps.
- 7 **5.3.4.6** After the hearing, and after both parties have been given the opportunity to make
8 written arguments, the arbitrator shall submit the findings and recommendations to the
9 Association and the District.
- 10 **5.3.4.7** Except as noted in Section 5.3.4.10, the recommendations and awards covering all
11 issues shall be advisory to the Superintendent.
- 12 **5.3.4.8** The arbitrator shall have no power to add to, subtract from, or modify the terms of the
13 Agreement, nor shall the arbitrator be empowered to render a decision upon issues
14 or facts not before the arbitrator. The power of the arbitrator to recommend the
15 awarding of back pay shall be limited to the pay period prior to the filing of the
16 grievance.
- 17 **5.3.4.9** The fees and expenses of the arbitrator and any stenographer employed for the
18 proceeding shall be borne as provided for in Section 5.3.4.11 of the Article except in
19 cases which arise out of a grievance filed by an employee who is not a member of the
20 Association, in which case, said employee shall pay the fees and expenses customarily
21 borne by the Association. The Association shall hold the District harmless for
22 enforcement or for collection of any fees and expenses incurred by said employee
23 pursuant to this paragraph.
- 24 **5.3.4.10** The decision of the arbitrator shall be final and binding on the parties only for
25 grievances concerning Article 14 Employee Discipline.
- 26 **5.3.4.11** The fees and expenses of the arbitrator and any stenographer employed for the
27 proceedings shall be borne equally by the District and Association.
- 28 **5.3.4.12** The Superintendent or designee shall communicate the decision in writing to the
29 parties involved and to the arbitrator within five (5) days from the receipt of the report.
- 30 **5.3.5 Level V Board of Trustees**
- 31 **5.3.5.1** In the event the grievant is not satisfied with the decision at Level IV, the grievant may
32 appeal the decision in writing within five (5) days to the Governing Board.
- 33 **5.3.5.2** The Board alone has the power to render a final and binding determination of a
34 grievance except as provided for in Section 5.3.4.10.
- 35 **5.4 General Provisions**
- 36 **5.4.1** Either party to a grievance may, at any level/step, have two (2) conferees present
37 during the proceeding. The number of representatives may be increased up to three
38 (3) at Levels IV and V of the above procedure. In any event, only two (2) additional
39 representatives, other than the grievant, shall be eligible to receive available District
40 release time. Unit members shall have the right of representation by the Association.

- 1 **5.4.2** During the pendency of any proceeding and until a final determination has been
2 reached, all proceedings shall be private, and any preliminary disposition
3 shall not be made public without the written agreement of all parties.
- 4 **5.4.3** A decision rendered at any step in these procedures becomes final unless
5 appealed within the time limit specified.
- 6 **5.4.4** Time limits given in these procedures may be modified by written agreement of the
7 parties involved. During school recess periods, the District shall stay the above time
8 lines for processing a grievance during the out-of-town unavailability of the grievant,
9 Association president, or designee, for a maximum of twenty (20) days. A written
10 request shall be filed with the Superintendent or designee.
- 11 **5.4.5** If the same complaint or substantially the same complaint is made by more than one
12 (1) employee against one (1) part, only one (1) employee, on behalf of himself/herself
13 and the other complaints, may process the grievance or complaint through the
14 grievance procedures. Names of all aggrieved parties shall appear on all documents
15 related to the processing of the grievance. This provision may be waived by all parties
16 concerned.
- 17 **5.4.6** The filing of a grievance shall in no way interfere with the right of the District to
18 proceed in carrying out its management responsibilities subject to the final
19 determination of the grievance. In the event the alleged grievance involves an order,
20 requirement, or other directive, the grievant shall fulfill or carry out such order,
21 requirement, or other directive pending the final determination of the grievance.
- 22 **5.4.7** Any employee may present grievances in accordance with this Article without the
23 intervention of the Association prior to Level IV of the formal level so long as the
24 adjustment of the grievance is not inconsistent with the terms of this Agreement.
25 The District shall not agree to the final resolution of the grievance prior to Level IV of
26 the formal level until the Association has been provided a copy of the proposed
27 solution, and has been given an opportunity to file a response.

28 **ARTICLE 6: ORGANIZATIONAL SECURITY**

29 **6.1 Dues**

30 Any teacher who is a member of the Association, or who has applied for membership,
31 may sign and deliver to the District an assignment authorizing deduction of unified
32 membership dues, initiation fees, and general assessments in the Association.
33 pursuant to such authorization, the District shall deduct one-tenth (1/10th) of such
34 dues from the regular salary check of the teacher for ten (10) months. Deductions
35 for teachers who sign such authorization after commencement of the school year
36 shall be appropriately prorated to complete payments by the end of the school year.

37 **6.2 District Responsibilities**

38 All the funds collected by the County Office of Education as a result of dues deductions
39 shall be remitted promptly to the appropriate financial officer designated by the
40 Association no later than the 15th of each month.

1 **6.3 Association Responsibilities**

2 The Association agrees to furnish any information needed by the District to fulfill the
3 provisions of this Article.

4 **ARTICLE 7: HOURS OF EMPLOYMENT**

5 **7.1 Work Calendar**

6 **7.1.1** During each school year, unit members shall work one hundred-eighty-three (183)
7 days. Secondary counselors shall work one hundred ninety (190) days. Agricultural
8 teachers shall work two hundred-twenty (220) days. During each school year, two
9 (2) of these work days may be used for staff development workshops, in-service
10 training activities, visitations, staff meetings, or other activities as determined by the
11 District, provided that the number of days of classroom instruction totals one hundred
12 eighty (180) days. The remaining day shall occur the workday before student
13 instruction begins and shall consist solely of individual teacher classroom preparation
14 entirely free of any required District or site activities. If a special opportunity for
15 training should arise and create a scheduling conflict, the placement of the classroom-
16 preparation teacher workday may be moved if both parties agree.

17 **7.1.1.1** For purposes of the work calendar, agricultural teachers are defines as those teachers
18 working a full-time assignment in the agricultural program and must possess an
19 Agriculture Credential.

20 **7.1.2** The school calendar is recognized as an item for negotiations. It shall be established
21 annually by mutual Agreement of the Association and the District.

22 **7.1.3** All unit members must meet the District’s year-end “check out” procedures and
23 responsibilities. Secondary counselors one hundred ninety (190) day work year
24 calendar, which encompasses the one-hundred-eighty-three (183) work year about
25 for all unit members, shall be determined by the District.

26 If the elementary counselors’ work year of one hundred eighty-five (185) days is
27 exceeded by mutual agreement of the counselor and the District, the additional
28 time shall be compensated at the hourly rate established in Appendix A.

29 **7.2 Normal Work Day**

30 **7.2.1** All full-time unit members shall work on campus or as otherwise assigned by the
31 principal or designee.

K-3	Daily average of 290 instructional minutes per seven-hour (7) workday
4-6	Daily average of 310 instructional minutes per seven-hour (7) workday
7-12	Daily average of 365 instructional minutes per seven-and-one-half (7.5) workday

Multiple Site Assignment (Elementary/High School)		7.5 hour workday
Independent Study		7.5 hour workday
Continuation High Schools	180 instructional minutes	7.5 hour workday

Community Day School	360 instructional minutes	7.5 hour workday
Special Education Center	Instructional minutes vary	7.5 hour workday

- 1 **7.2.2** In the event it is necessary for a unit member to leave his/her work place during the
2 above-assigned duty times, the unit member shall notify the principal or designee in
3 advance for approval when leaving.
- 4 **7.2.3** It is recognized that the matter of an increase in student instructional minutes from the
5 existing base is an item for negotiations.
- 6 **7.2.4** All regular duties for unit members shall be scheduled during the normal workday
7 except for one (1) open house, one (1) back-to-school-night, sponsorship/advisement
8 of student organizations, and categorically funded advisory/site council committees.
- 9 Using the principles of Interest Based Bargaining, the Principal shall, at the beginning of
10 each school year, meet with the staff to generate the annual list of non-stipend school
11 activities requiring supervision. Items may be added to or deleted from the list as
12 agreed to by the parties. The parties shall determine amount of coverage for each
13 activity. Once the list is completed, the parties will determine the number of
14 assignments for which each member shall be responsible. Each staff member will
15 have the opportunity to sign up for assignments of their choice. Any vacancies left
16 after voluntary sign-up will be assigned to unit members in an equitable manner by the
17 Principal. Any activities that are scheduled after the start of the school year shall be
18 filled following the same process.
- 19 **7.2.5** District Principals shall not in any way act or interpret or apply the collective bargaining
20 contract regarding adjunct duties in an arbitrary, discriminatory, or capricious manner.
- 21 **7.2.5.1** All adjunct duties shall be assigned in a reasonable, consistent, and timely manner by
22 the site administrator after volunteers have signed up. Yearly assignments shall be
23 reviewed quarterly.
- 24 **7.2.5.2** To every extent possible, all adjunct duties beyond the regular workday shall be filled
25 on a voluntary basis. Those not filled by this method shall be assigned as above.
- 26 **7.2.5.3** All District certificated employees shall have the option of voluntary (i.e., assisting)
27 adjunct duties beyond the regular workday so long as such employees are
28 knowledgeable about the students, rules and regulations, and facilities. This shall not
29 pre-empt classified employees from volunteering as long as there are at least two (2)
30 certificated employees when there are three (3) or more required.
- 31 **7.2.6 Elementary School Coverage**
- 32 Regular education elementary school and alternative education teachers assigned the
33 duty of extra class coverage shall be compensated at the hourly student contact rate
34 in quarter-hour units. Such assignment shall be made *when no substitute is available*
35 *for that purpose and* by mutual agreement between the teacher and site administrator.

1 **7.3 Lunch Period**

2 All unit members shall be provided an uninterrupted forty-minute duty-free lunch
3 period during school days.

4 **7.4 Preparation of Periods**

5 **7.4.1** Elementary school (K-6) unit members shall be provided thirty (30) minutes during the
6 normal workday for preparation and conference with parents, students, and other staff
7 members. Such time shall be free from pupil contact, other than scheduled conferences.

8 **7.4.2** Continuation High School, and Community Day School unit members shall be provided
9 thirty (30) minutes during the normal workday for preparation and conferences with
10 parents, students, and other staff members. Such time shall be free from pupil contact,
11 other than scheduled conferences.

12 **7.4.3** Junior and senior high school unit members (7-12) working in a non-traditional schedule
13 (i.e., block or rotation) shall be entitled to the equivalent amount of preparation time
14 relative to instructional time at the conclusion of the schedule cycle as they would have
15 received under a traditional seven-period (7) schedule (i.e., seven (7) 60 consecutive
16 minute periods) for preparation: conference with parents, students, and other staff
17 members; and planning. Unit members assigned coverage during their preparation
18 period will be paid the hourly rate for direct student instruction for the first hour or any
19 portion thereof for each such coverage. This rate will be pro rated after the first hour.

20 **7.4.4** It is the intent of the District and Association to allow the sites flexibility to determine
21 their own instructional arrangements so long as the instructional minutes and work
22 hours cited above remain constant.

23 **7.4.5** It is further the intent of the District and Association that any decision regarding
24 instructional schedules be arrived at through a process of shared decision making at
25 the sites after having received input from staff (classified and certificated), students,
26 parents, community members, and feeder schools.

27 **NOTE:** Since any change in schedule at a site could affect employee-working conditions at that
28 site, a side letter agreement would be required.

29 **7.5 Non-student Days**

30 On workdays of non-student attendance, unit members shall report for duty as
31 designated by the principal or designee, except that the designated duty hours shall
32 not exceed those of a normal workday.

33 **7.6 Minimum Instruction Time Days**

34 The District may schedule minimum days at its discretion. At the K-6 level, the District
35 shall provide at least four (4) minimum days or two (2) full days for parent conferencing
36 per school year.

1 **7.7 Staff Development Advisory Committee**

2 **7.7.1** The District will establish a Staff Development/In-service Advisory Committee. The
3 Advisory Committee shall be composed of one (1) teacher representative from each
4 site and one (1) representative from alternative ed., who has been appointed by the
5 Association, with equal number of administrative representatives, which will include
6 the Superintendent or designee, selected by the District. The chairperson of the Staff
7 Development/In-service Advisory Committee shall be the Superintendent or designee.

8 **7.7.2** The Staff Development/In-service Advisory Committee members shall be provided
9 appropriate release time for the purposes of District committee meetings.

10 **7.7.3** All Staff Development/In-service Programs for unit members shall occur during the
11 normal work day/year.

12 **7.7.4** The cost of any program recommended by the Staff Development/In-service Advisory
13 Committee and approved by the Board shall be borne by the District.

14 **7.7.5** All Staff Development Days are at the discretion and approval of the Board.

15 **7.8 Teacher Training Remuneration**

16 For mutually-agreed training attendance outside of contractual work days, unit member
17 shall be compensated for hours in attendance (not including travel time) at the hourly
18 non-instructional extra-duty rate as found in Appendix B, as well as receiving mileage
19 (if District transportation is offered and declined, unit member shall not be reimbursed
20 for mileage). Lodging (to ensure reasonable travel safety) and meal stipends (unit
21 member shall not be compensated for meals offered as price of the conference) will
22 be negotiated on a case-by-case basis between unit member and site administration with
23 the understanding that an agreement package at one site shall not automatically be
24 extended to any other unit member at the same or any other site.

25 Unit member must offer proof of attendance (with hours of conference) to be reimbursed
26 for the training.

27 **ARTICLE 8: LEAVE POLICIES**

28 **8.1 Sick Leave**

29 **8.1.1** Unit members employed five (5) days per week shall be entitled to twelve (12) workdays
30 leave of absence for illness or injury, with full pay for the school year commencing on the
31 first day of District service. Unit members employed less than full time or five (5) days
32 per week shall be entitled to a proportionate amount of the sick leave. Unit members
33 employed in July and August shall be entitled to one (1) additional day of sick leave for
34 each such month of service of at least ten (10) teaching days. Unit members may
35 accumulate unused sick leave without limitation.

1 **8.1.2** The District may, for just cause, require a doctor's examination/verification following
2 any absence of a unit member due to illness or injury. Except in the event of a
3 concerted activity, the District shall bear the cost of such medical examination/verification.
4 The examining physician may be selected by the District.

5 **8.1.3** Except in the event of an emergency, which prevents the unit member from providing
6 advance notification of an absence, unit members shall notify their immediate supervisor
7 or designee in advance of taking any sick leave.

8 **8.1.4** Unit members returning to work from sick leave from surgery or a serious illness will
9 provide the District with a doctor's release certifying medical permission to return to work.

10 **8.1.5** When a unit member's employment terminates and more sick leave has been used than
11 earned, the amount used by not earned shall be deducted from the final pay warrant.

12 **8.1.6** When a unit member is absent from duties on account of illness or accident for a period of
13 five (5) school months or less, the amount deducted from the salary due the employee for
14 any month in which the absence occurs shall not exceed the sum actually paid any
15 substitute employee hired to fill the position during the absence or, if no substitute
16 employee hired to fill the position during the absence or, if no substitute employee was
17 hired, the amount which would have been paid to the substitute had the substitute been
18 employed.

19 **8.2 Pregnancy Disability Leave**

20 A unit member may utilize accumulated sick leave for the purpose of a disability related
21 to pregnancy, miscarriage, childbirth, and the recovery there from. The length of such
22 leave, including the date on which the leave shall commence and the date on which the
23 unit member shall resume duties, shall be determined by the unit member and the unit
24 member's physician provided that such verification clearly demonstrated to the District
25 that such leave is for disability and is not just for purposed of child care or any purpose
26 other that pregnancy related disability. Such pregnancy disability leave with pay shall
27 be granted and administered in accordance with Section 8.1 of this Article.

28 **8.3 Child Care Leave**

29 **8.3.1** Unit members may be granted parental childcare leave not to exceed one (1) school year
30 at the discretion of the Board for the purpose of preparing or the caring of a newly born
31 or newly adopted child.

32 **8.3.2** Such leave is without pay and benefits of any kind including, but not limited to, any
33 Paid leaves.

34 **8.3.3** Application for such leave normally shall be made at least thirty (30) calendar days prior
35 to the requested beginning date. In the event of an emergency or an adoption without
36 advance notice, the request shall be made as far in advance as possible.

1 **8.4 Family Care Leave**

2 To the extent required by State or Federal law, the District will provide to eligible
3 employees unpaid family care/medical leave.

4 **8.4.1 Parental Leave**

5 Unit member may use accumulated sick leave for purposes of parental leave for a period
6 of up to 12 work weeks. If the sick leave and accumulated leave due the unit member is
7 exhausted before the conclusion of the allotted 12 weeks, the cost of a substitute will be
8 deducted from the unit member's salary whether a substitute is hire or not. Unit member
9 shall not be provided more than one 12-week period for parental leave during any
10 12-month period. For purposes of this section, "parental leave" includes the birth of a
11 child of a unit member, or the placement of a foster care or adopted child with the unit
12 member. Notwithstanding Subdivision (a) of Section 12945.2 of the Government code, a
13 person employed in a position requiring certification qualifications is not required to have
14 1,250 hours of service with the employer during the previous 12-month period in order to
15 take parental leave pursuant to this section. CA Education Code 44977.5.

16 Changes to federal, state, and Education Code guidelines and mandates supersede
17 particulars of contract language presented here.

18 **8.5 Industrial Accident or Illness Leave**

19 **8.5.1** Employees are eligible for leave of absence because of industrial accident or illness.
20 Allowable leave shall be for not more than sixty (60) service days in any one (1) fiscal
21 year for the same accident and shall commence the first day of absence.

22 **8.5.2** Leaves of absence under this provision shall not be accumulated from year to year.
23 When the industrial accident or illness leave overlaps into the next fiscal year, the
24 employee shall be entitled only to the amount of unused leave due the employee for
25 the same illness or injury.

26 **8.5.3** Unit members shall be paid such portion of the salary due them for any month in which
27 absence occurs as, when added to the temporary disability indemnity under the
28 California Labor Code, will result in payment to them of not more than their full salaries.
29 to be eligible for a District contribution pursuant to this section, the Worker's
30 Compensation carrier or a court of competent jurisdiction shall approve the claim.

31 **8.5.4** Leave of absence applied for under this provision shall be reduced by one (1) day for
32 each day of authorized absence regardless of a temporary disability indemnity award
33 to the employee.

34 **8.5.5** Upon termination of industrial accident leave, the unit member shall be entitled to
35 utilize available leave benefits under the sick leave section of this Agreement with the
36 provision that if the unit member continues to receive a temporary disability indemnity,
37 the unit member may elect to receive as much of the unit member's accumulated sick
38 leave which, when added to the temporary disability indemnity, will result in a payment
39 to the unit member of not more than the unit member's full salary. During any paid
40 leave of absence, the unit member shall endorse to the District the temporary disability

1 indemnity checks received because of the industrial accident of illness. The District, in
2 turn, shall issue the appropriate salary warrants for payment of salary and shall
3 deduct normal retirement and other authorized contributions.

4 **8.5.6** Unit members requesting such leaves under this provision shall furnish the Superintendent
5 a statement signed by a licensed physician verifying the nature of injury or illness and the
6 number of days of absence what will be needed for the leave of absence. A second signed
7 physician's statement will be required of the unit member at the end of the unit member's
8 leave of absence, certifying that he/she is medically able to return to service.

9 **8.6 Personal Necessity Leave**

10 **8.6.1** Unit members may use accumulated sick leave for the following purposes; and the
11 employee must notify the immediate supervisor as far in advance of the absences as
12 possible.

- 13 a. Death of a member of the immediate family when additional leave is required beyond
14 that or to attend the funeral of a friend not defined as immediate family in Article 8.9.3
15 provided under bereavement leave.
- 16 b. Accident involving the person or property of the employee or the person or property
17 of a member of the immediate family.
- 18 c. Appearance in any court or before any administrative tribunal as a litigant, party, or
19 witness under subpoena or any order made with jurisdiction. Excluded is any
20 appearance brought about through the connivance or misconduct of the employee.
- 21 d. Serious illness of a member of the immediate family, which requires medical care,
22 and the personal presence of the employee.
- 23 e. Member of the immediate family shall be as defined in the bereavement leave
24 provision of this Agreement.

25 **8.6.1.1** Unit members shall complete the District's absence affidavit, which shall verify that
26 the unit member's use of sick leave was for personal necessity as defined above. The
27 District and the Association shall meet annually, if requested by either party, to review
28 the effectiveness of the Absence Affidavit or the following contract related forms:
29 grievance, evaluation, absence affidavit and complaint.

30 **8.6.2 Personally and/or Professional Compelling**

31 Up to two (2) days may be used in each fiscal year for reasons, which are personally
32 compelling and/or professionally compelling. Advance notice is required except in
33 extraordinary circumstances so that pupils will not be disadvantaged. Advance
34 permission, however, is not required.

35 **8.6.2.1** Unit members shall complete the District's absence affidavit which shall verify the
36 unit member's use of leave.

1 **8.7 PC Incentive Days**

2 **8.7.1** Of the twelve (12) days of sick leave credited each year, the balance remaining at the
3 end of the year shall be multiplied by a factor of .2 to award incentive days.

4 **8.7.2** Incentive Days may accumulate up to five days and their use will not reduce sick leave.

5 **8.7.3** Any amount in excess of five (5) days and their use will not reduce sick leave.

6 **8.7.4** Upon termination or retirement any accumulated incentive days shall be credited
7 toward sick leave.

8 **8.7.5** Advance notice is required except in extraordinary circumstances so that pupils will
9 not be disadvantaged. Advance permission, however, is not required. These days
10 may be used for reasons personally compelling and or professionally compelling.

11 **8.7.6** The District and the Association shall establish a joint committee to monitor savings
12 or expense of the PC incentive program.

13 **8.8 Coverage Credit**

14 In lieu of monetary compensation, unit members may request coverage credit. One (1)
15 coverage credit shall be granted for each full class period, with one (1) day of earned
16 paid leave for each six (6) full class periods of coverage. Advance notice is required
17 except in extraordinary circumstances so that pupils will not be disadvantaged.
18 Advance permission, however, is not required. These days may be used for reason
19 personally compelling and or professionally compelling. No more than three (3) days
20 may be taken consecutively. These days may not be combined with PC days. Any
21 leftover coverage credit may be carried from year to year. Coverage credit will be
22 tracked and administered by the sites.

23 **8.9 Bereavement Leave**

24 **8.9.1** Unit members shall be entitled to a maximum of three (3) days leave of absence without
25 loss of salary for the death of any member of the unit member's immediate family.

26 **8.9.2** If out-of-state travel or more than three hundred (300) miles one way is required, a
27 unit member shall be entitled to a maximum of two (2) additional days paid bereavement
28 leave.

29 **8.9.3** Member of the immediate family is defined as the mother, father, grandmother,
30 grandfather, or a grandchild of the unit member or of the spouse of the unit member,
31 and spouse, son-in-law, daughter, daughter-in-law, foster child of whom the unit
32 member or spouse has legal guardianship, brother, brother-in-law, sister, sister-in-law,
33 of the unit member, or any relative living in the immediate household of the unit
34 member or of the spouse. At the discretion of the Superintendent and where
35 unusual circumstances exist, bereavement leave may be granted because of the death
36 of some other person than covered in the foregoing definition. Written request shall
37 be made by the employee to the District Superintendent.

1 **8.10 Jury Duty**

2 **8.10.1** A unit member is entitled to a leave to appear for jury duty. While on such leave, a
3 unit member shall receive his/her regular pay.

4 **8.10.2** The unit member shall submit to the principal an absence affidavit as soon as possible
5 following the receipt of a "Notice to Appear".

6 **8.10.3** In the even a unit member is released from jury duty in the Intermountain area and
7 has the equivalent of one-half of his/her hours of work remaining (allowing for an
8 applicable meal period and reasonable travel time from the court), he/she shall return
9 to work that day.

10 **8.10.4** In the event a unit member is released from jury duty out of the Intermountain area,
11 he/she will not be required to return to work that day.

12 **8.11 Leave for Association Officials**

13 The Association is entitled to a total maximum of twenty (20) days paid leave during
14 any school year to attend to Association business.

15 Both parties recognize the need to minimize the impact on the continuity of the
16 students' educational programs. Therefore, the Association will make every
17 reasonable effort to minimize this impact of the use of this leave.

- 18 a. The Association President shall give written notice to the Superintendent or
19 designee at least two (2) working days in advance of the leave of a unit member's
20 intent to take leave for this purpose unless an emergency prohibits such advance
21 notice. The notice shall include the name of the unit member; the name of the
22 unit member's immediate supervisor, the unit member's work site, and the date(s)
23 such leave is requested.
- 24 b. All such leave is non-accumulative and taken on an hourly basis.
- 25 c. Additional leave for Association officials may be granted as partially paid or
26 unpaid leave pursuant to Section 8.12 of the Agreement.
- 27 d. Such leave shall not be utilized to participate in concerted activities in this or
28 any other school district.

29 **8.12 Other Leave, Partially Paid or Unpaid**

30 **8.12.1** This leave is available for reasons not specified under other leave provisions of this
31 Agreement.

- 32 a. Partially paid leaves shall be based upon the difference between the employee's
33 regular salary and the cost of the substitute employee who was, or would have
34 been, hired during the absence.
- 35 b. The Superintendent or designee may approve such leaves of up to ten (10)
36 working days.

- 1 c. Only the Governing Board may approve requests for such leaves of greater
2 than ten (10) working days.
- 3 d. The following will qualify for partially paid leave:
- 4 i. Attend the graduation, wedding, or funeral of a family member. The time
5 actually required to attend the event shall be granted. Notwithstanding the
6 preceding sentence no more than the calendar day before and the calendar
7 day after the actual even shall be approved.
- 8 ii. Attend a required business appointment that cannot reasonably be
9 scheduled outside assigned hours of service.
- 10 iii. Other leaves are possible (either unpaid or partially paid) but are solely
11 at the discretion of the District.

12 **8.12.2** Advance approval is required. Requests for such leave shall be submitted to the
13 Superintendent or designee at least five (5) workdays prior to the desired leave.

14 **8.13 Sabbatical Leave**

15 The contractual provisions relating to such leave are available from the Association
16 or District upon request.

17 **8.14 Military Leave**

18 Any employee in a probationary or permanent position who enters the active military
19 service of the United States or of the State of California as designated in Education
20 Code Section 44800 during any period of National Emergency declared by the President
21 of the United States or during any war shall be entitled to be absent from duties as an
22 employee of the District as follows:

- 23 a. Such absence shall not affect in any way the classification of such employee.
- 24 b. A probationary employee shall not have the absence count toward time
25 required to serve as a condition of classification as a permanent employee.
- 26 c. The break in service for a probationary employee shall not affect time in
27 employment for the leave provisions of this Agreement.
- 28 d. A returning employee shall have up to six (6) months to return to a position
29 formerly held in the District prior to military activation pursuant to this section
30 beginning on the first day of release from active duty following an honorable
31 discharge.
- 32 e. A returning employee will receive the same salary range placement which was
33 formerly held prior to military activation or the salary range placement he or she
34 would have held had he or she not been called up for duty.

1 **ARTICLE 9: CLASS SIZE**

2 The parties agree that it is in the best interest of the students within the District’s
3 educational program to maintain reasonable class sizes considering such factors as
4 facilities, District financial resources and priorities, and subject area and grade level
5 of classes.

6 **9.1** The Association and the District recognize that it may become necessary to provide
7 assistance to an individual class except as noted in Sections 9.2 and 9.3 when the
8 class size exceeds the following:

- 9 a. Kindergarten through twelfth – 31 to 1 student to teacher ratio
- 10 b. Special Education – State Mandates
- 11 c. Independent Study – Not to exceed 24 students per teacher

12 **9.2** The maximum class size at each individual site shall not exceed the number of
13 workstations in the following subject areas: science, business education, art,
14 industrial arts, drafting, vocational education, and home economics.

15 The number of workstations will be mutually agreed upon by the teacher of the
16 content area and site administrator prior to the adoption of the site master schedule.

17 If consensus is not reached as to the number of workstations, a mutually agreed to
18 neutral third party will make the determination. Issues driving this decision shall be
19 based upon space, subject area, safety, grade level, and District curricular objectives
20 as well as teaching techniques.

21 **9.3** Except where the teacher and the principal have reached a mutually agreed upon
22 solution, the maximum class size shall not exceed those provided for in Section 9.1
23 9.2 about except for traditionally large group instruction (i.e., music, physical ed., etc.).

24 **9.3.1** At any time two (2) kindergarten teachers are assigned to the same classroom, the class
25 size maximums shall be applicable.

26 **9.4** If within any class after October 1, of any school year, the guidelines in Section 9.1 are
27 surpassed, excluding the above exceptions, the teacher and the principal shall meet
28 within ten (10) working days to review the problem and, unless otherwise agreed to
29 by the teacher, the principal and the District shall provide relief which may include, but
30 not limited to transfer of students, reassignment of students, classroom aide assistance,
31 and/or clerical assistance.

32 **9.5** If the class size subsequently drops below the maximum class size ratio, the District shall
33 be relieved of its responsibility to provide the above-stated assistance.

34 **9.6** In the event a student with exceptional needs is mainstreamed into a regular instructional
35 classroom for greater than 50% of the day, the student shall be included in the class size
36 calculation. The regular classroom teacher will be provided the opportunity to discuss the
37 impact of the mainstreaming and attempt to resolve related problems with a committee
38 comprised of the principal, the special education teacher who works with the student, and
39 the student’s parent(s).

1 **9.7** When a regular combination class is established composed of two or more grade levels,
2 the class size shall be no greater than, and preferably less than, the classes of the grade
3 levels, which make up the combination class at the same site.

4 **ARTICLE 10: TRANSFER PROCEDURES/REASSIGNMENT PROCEDURES**

5 **10.1 General Provisions**

6 **10.1.1** It is recognized by the Association and the District that it may be necessary for a unit
7 member to be transferred to another school in the District, serve at more than one (1)
8 school site within the District, or be reassigned to subject areas to grade levels within
9 an assigned school of the District.

10 **10.1.2** The District reserves the right to transfer/reassign unit members within the District or
11 within a school site, subject to provision of the Article.

12 **10.2 Definitions**

13 **10.2.1** A transfer is defined as the relocation of a unit member from one school to another
14 within the District.

15 **10.2.2** A reassignment is defined as the movement of a unit member from one grade level to
16 another grade level or from one subject area to another subject area within an assigned
17 school of the District.

18 **NOTE:** A reassignment (Section 10.2.2) and a transfer (Section 10.2.1) shall include any such
19 movement of a unit member whether for the commencement of a new school year or
20 during a school year.

21 **10.2.3** A vacancy is defined as a budgeted unfilled position where it is anticipated that the
22 position will become open.

23 **10.2.4** A voluntary transfer/reassignment is defined as one initiated by the unit member.

24 **10.2.5** An involuntary transfer/reassignment is one initiated by the District, unless agreed to
25 by the unit member.

26 **10.3 Voluntary Transfers/Reassignments**

27 **10.3.1** During the period of the beginning of the normal school year through June 30, the
28 District shall post on each school's bulletin board, and to FRJUSD teachers' group
29 email, position vacancies, as they become known to the District. The posting shall
30 contain a closing date, representative duties, and necessary qualifications to meet the
31 requirements of the position.

32 **10.3.2** Copies of all unit member position postings shall be mailed to the Association.

33 **10.3.3** Prior to announcing such vacancy outside of the District, the position shall be posted
34 internally for a period of five (5) working days to provide an opportunity for
35 qualified District certificated employees to apply and be considered.

1 To prevent a “round-robin” series of job vacancy postings, in an initial vacancy
2 announcement, the District may require employees wishing to transfer to another
3 school or to be reassigned, to indicate their desire. The District will consider all such
4 requests for any actual vacancies, which may result.

5 **10.3.4** A unit member who desires a transfer/reassignment may file a written statement of such
6 desire with the Superintendent or designee. Such statement will include the grade
7 and/or subject to which the unit member desires to be assigned and the school or
8 schools to which he/she desires to be transferred in order of preference. Requests
9 for transfers/reassignments shall be submitted no later than June 30 of each school
10 year. All such requests will be considered by the District as vacancies occur.

11 **10.3.5** In the determination of voluntary transfers/reassignments, the wished of the individual
12 shall be honored to the extent that the transfer/reassignment does not conflict with the
13 instructional requirements and best interests of the District. If more than one unit
14 member has applied for the same position, the determination of the assignment will be
15 made by the Superintendent or designee on the basis of qualification, experience,
16 successful performance in the District, length of District service, and effects of the
17 transfer on the sending and receiving schools. Seniority will prevail if all other factors
18 are equal.

19 **10.3.6** If a request for transfer/reassignment is not granted, the unit member may request
20 and, in that event, shall receive written reasons from the Superintendent or designee
21 as to why the transfer/reassignment was not granted.

22 **10.3.7** All such transfers/reassignments shall normally be completed by June 30 of each
23 school year. In the event of an occurrence after this date, such as death, unexpected
24 enrollment, or other circumstances, transfers/reassignments may be made or
25 changed by the District as necessary.

26 **10.4 Involuntary Transfers/Reassignments**

27 **10.4.1** A unit member may not be transferred until given an opportunity (written
28 communication or a telephone call, if the unit member is not available for a personal
29 interview) for a meeting with the Superintendent to discuss the reasons for the
30 transfer.

31 **10.4.1.1** The unit member shall also be given the opportunity to apply and be considered for
32 any vacancy for which he/she is qualified which may be available at the time of the
33 impending transfer.

34 **10.4.1.2** In making a transfer, the District shall apply the following criteria to the District-wide
35 pool of unit members who meet the credential requirements: length of District
36 service (seniority), major and minor fields of study, credentials, and experience.
37 The least senior member will be so transferred unless the District determines that
38 the other cited factors outweigh the sole factor of seniority.

39 If the District determines to transfer a unit member who is not the least senior
40 district-wide, either the Association and/or the affected unit member(s) may
41 request a written statement of reasons.

- 1 **10.4.1.3** Unit members who are to be involuntarily transferred shall be notified by June 30,
2 except in the event of such factors as stated in Section 10.3.7 above.
- 3 **10.4.1.4** An involuntary transfer may be made for any reason that will be in the best interests
4 of the District’s educational program. No transfer may be made arbitrarily,
5 capriciously, or discriminatorily.
- 6 **10.4.2 Reassignments**
- 7 **10.4.2.1** A District-initiated reassignment shall be effective only after a meeting between the
8 unit member and the Principal (or other administrator).
- 9 **10.4.2.2** Prior to reassignment, a unit member shall be given the opportunity to apply and be
10 considered for vacancies at other sites that exist at the time of the reassignment.
- 11 **10.4.2.3** Notice of reassignment for the following school year shall be given to teachers as
12 soon as possible, and not later than June 15, except when good cause exists.
- 13 **10.4.2.4** After the provisions set forth above have been complied with, a unit member may
14 be reassigned when the District determines what such a change is in the best
15 interest of the educational program.
- 16 **10.4.2.5** If the District rates relevant factors substantially equal, the least senior unit member
17 will be reassigned.
- 18 **10.4.3 Provisions Applicable to Both**
- 19 **10.4.3.1** If a unit member is transferred/reassigned during the school year, two (2) school
20 days of release time shall be provided for moving and preparation prior to the
21 effective date of the transfer/reassignment. Additional release time and moving
22 assistance may be granted upon joint request of the receiving Principal and the unit
23 member to the Superintendent or designee. In all cases, the Principal and the unit
24 member shall consult on the amount of instructional materials/equipment, which will
25 be required.
- 26 **10.4.3.2** No transfer/reassignment may be made arbitrarily, capriciously, or discriminatorily.
- 27 **10.4.3.3** The District shall provide the written statement of reasons, if requested, for any
28 involuntary transfer/reassignment.

29 **ARTICLE 11: EMPLOYEE EVALUATION PROCEDURES**

30 **11.1 General Provisions**

- 31 **11.1.1** It is acknowledged by all parties that the goal of evaluation is to improve instruction
32 and enhance performance. It is further acknowledged that the termination of
33 incompetent, unprofessional, unsatisfactory and/or inefficient teachers is a means
34 of improving education.
- 35 **11.1.2** Every probationary unit member shall be evaluated by the administration in writing
36 at least twice each school year, not later than December 1, for the first evaluation and
37 March 1, for the second evaluation.

- 1 **11.1.3** Every permanent unit member shall be evaluated by the administration in writing at
2 least every other year, except as noted in 11.1.4. The evaluation shall be completed
3 in writing on or before March 1, of a contract year. In the event that the prime
4 evaluator has not been able to complete the written evaluation on time and the
5 evaluation is satisfactory, the prime evaluator shall have an informal conference to
6 establish a reasonable date for completion of the evaluation but no later than April 1.
- 7 **11.1.4** Personnel with permanent status who have been employed at least ten (10) years
8 with the school district, are highly qualified, as defined in 20 U.S. C. Section 7801,
9 and whose previous evaluation rated the employee as meeting or exceeding standards
10 shall be evaluated at least every five (5) years, if the evaluator and certificate employee
11 being evaluated agree. The certificated employee or the evaluator may withdraw
12 consent at any time.
- 13 **11.1.5** The prime evaluator shall be the unit member's principal and/or administrative
14 designee, hereafter referred to as evaluator.
- 15 **11.1.6** Each evaluator shall, in September, hold one (1) or more staff meetings with unit
16 members to be evaluated during the year to review specific evaluation procedures
17 and time lines.
- 18 **11.1.7** The evaluator shall make no fewer than two (2) observations, one of which shall be
19 be a formal observation to include the pre-observation form and a post observation
20 conference. Each observation shall be conducted openly and with the knowledge of
21 the evaluatee. A signed copy of each observation shall be given to the evaluatee.
- 22 **11.1.8** A "Less than Satisfactory" evaluation shall be defines as four (4) elements marked
23 as "Needs Improvement" or two (2) elements marked as "Unsatisfactory" on the
24 final evaluation form.
- 25 **a.** Should the evaluatee be performing less than satisfactorily, the evaluator shall:
26 **b.** Hold a conference with the evaluatee at least twenty (20) school days before the
27 final evaluation summary and notify him/her of the area(s) in need of
28 improvement, with specific written recommendations to the evaluatee for
29 improvement and endeavor to assist in improving such performance.
30 **c.** Hold follow-up observation(s), one of which shall last the entire class period or
31 encompass forty-five (45) minutes and confer with teacher thereafter.
32 **d.** The evaluator shall also hold a conference with the evaluatee concerning the
33 final evaluation summary.
34 **e.** Evaluate performance at least once a year regardless of employee's status
35 until satisfactory performance is achieved.
36 **f.** See article 15.1.2 regarding subsequent step advancement if employee receives
37 an unsatisfactory evaluation.

- 1 **11.1.9** Within fifteen (15) school days following receipt of the evaluation summary, the
2 evaluatee shall have the right to initiate a written reaction or response to the
3 evaluation, and such response shall become a permanent attachment to the
4 evaluatee's personnel file. In addition, the evaluatee shall have the right to meet
5 with the prime evaluator and discuss the evaluation. Any circumstances, which
6 give rise to evaluation after the deadline, shall be included in the evaluatee's file
7 for use in the next final evaluation summary.
- 8 **11.1.10** Self-evaluation will be on a voluntary basis only.
- 9 **11.1.11** The District retains sole responsibility for the evaluation and assessment of
10 performance of each unit member subject only to the above procedural requirements.
- 11 **11.2 Employee Personnel File**
- 12 **11.2.1** A unit member may inspect material in his/her confidential personnel file, which
13 may serve as a basis for affecting the status of the unit member's employment,
14 except materials, which were obtained prior to employment, were prepared by
15 identifiable examiner committee members, or were obtained in connection with a
16 promotional examination.
- 17 **11.2.2** A unit member may inspect such materials in his/her personnel file, with the
18 exception of the above-specified items, during the normal business hours of the
19 District Office and at times other than when the unit member is required to render
20 service. Such inspection shall take place in the presence of a District administrator
21 or designee.
- 22 **11.2.3** No materials of a derogator nature, except the above-specified items, may be placed
23 in a unit member's personnel file without allowing the unit member an opportunity to
24 review and comment thereon. Upon receipt by a unit member, he/she shall have the
25 right, within fifteen (15) school days, to enter and have attached to any such
26 derogatory statement, the unit member's own comments thereon. The review and
27 comment upon materials of a derogatory nature shall take place during the normal
28 business hours of the District Office and at times other than when a unit member is
29 required to render service.
- 30 **11.2.4** All materials placed in a unit member's personnel file shall be dated and signed by
31 the contributor, with any source identified.
- 32 **11.3 Complaints**
- 33 The District shall not utilize a complaint by any person in any manner which might
34 Affect the evaluation of a unit member without first providing the following rights:
- 35 **a.** The complaint must be reduced to writing.
- 36 **b.** The unit member has the right to confront the complaint.
- 37 **c.** The unit member has the right of Association representation in such meeting
38 with the complainant.
- 39 **d.** The unit member has the right to respond both orally and in writing to the
40 complainant.
- 41 **e.** Unit members shall be notified of complaints within ten working days.

1 **ARTICLE 12: SAFETY CONDITIONS OF EMPLOYMENT**

2 **12.1** Any employee who observes a condition in the working environment that the
3 employee feels is unsafe shall have the duty to advise District Management at the
4 school site immediately of the condition and the grounds upon which it is alleged
5 to be unsafe.

6 **12.2** The Building Principal will acknowledge the filing of an employee's safety complaint
7 in writing. The employee shall be advised of the completion of action to correct the
8 unsafe condition.

9 **12.3** In the event that District Management does not correct such alleged unsafe condition
10 within a reasonable period of time; the employee shall then have the right to report
11 the alleged unsafe condition to the California Safety and Health Agency.

12 **12.4** Except as provided by applicable law, unit members shall not perform medical
13 procedures on students.

14 **12.5** In light of increased concerns and awareness about the transmittal of infectious
15 diseases and their control, the District will provide information and in-service
16 regarding laws, procedures, and employee's responsibilities as required.

17 **12.6** In the event of attack, assault, or physical threat, management shall strictly follow
18 Ed Code 44014. (Report Form to be included in Appendix "D" of Contract)

19 **ARTICLE 13: EARLY RETIREMENT**

20 **Fall River Teacher's Association Retirement Benefit Plan**

21 A Fall River Joint Unified School District FRTA member may participate in the district's Retirement
22 Plan. The criteria for participating in this plan include:

- 23 * Must submit a written request to the personnel office no later than March 1 of the
24 current school year preceding the desire year of participation.
- 25 * Must have worked 15 consecutive years with the district.
- 26 * Must be at least 55 years of age before retirement date.
- 27 * Employee shall resign his/her position with the district and may not return.
- 28 * Employee must retire and be a participant in the State Teachers Retirement System.
- 29 * Employee shall receive a cash payment of ~~\$8062~~ \$10,000 or pro-rated amount of current FTE
30 at the time of retirement to be paid annually for three (3) consecutive years.
- 31 * Upon mutual agreement, the District and unit member may choose to divide and
32 disperse the benefit total (not to exceed ~~\$24,186~~ \$30,000) over the course of one to five years
33 to maximize the utility of said benefit for individual retirement needs.
- 34 * Once an employee retires and chooses to discontinue coverage under the district
35 insurance carrier he/she shall not be eligible to reinstate coverage.

1 **Consultancy Agreement**

2 A bargaining unit member shall be entitled to receive an early retirement consultancy
3 in accordance with the following:

- 4 **13.1** Upon written application, an individual unit member who is at least fifty-five (55)
5 years of age with fifteen (15) years of full-time service in the District in a position
6 requiring certification and who has achieved the required age may participate in
7 the following early retirement plan.
- 8 **13.2** Absent extraordinary circumstances, a written application to participate in the early
9 retirement plan must be submitted to the District personnel office no later than
10 June 15, of the school year preceding the desired year of retirement with consultant
11 services to begin during the school year immediately following retirement.
- 12 **13.3** The District and FRTA will collaborate on a list of priorities for services. Participation
13 shall be contingent upon the approval of a plan for the consultant to provide up to
14 one-hundred-sixty (160) hours per year performing services mutually agreed upon
15 by the consultant and the District (examples include, but are not necessarily limited
16 to, providing assistance with combination classes, in-service training, development
17 of curriculum, workshop presentations, grant writing or service as a substitute)
- 18 **13.4** A unit member participating in this early retirement plan shall resign his position with
19 the District any may not return.
- 20 **13.5** The consultant shall receive a District contribution toward the purchase of
21 medical/dental and/or vision insurance premiums of up to four thousand (\$4,000)
22 which will be prorated based on the actual number of hours served.
- 23 **13.6** Each consultant will submit a monthly district time card which has been approved by
24 a site administrator. Hours served will be computed and the amount earned per month
25 will be subtracted from the following month's insurance premium. Consultants will
26 receive a statement prior to the 10th of each month indicating the amount due.
- 27 **13.7** A Consultant Agreement under this program shall be entered into for a one (1) year
28 period and may be renewed annually at the employee's election for a period of
29 five (5) consecutive years. A retiring teacher who desires consultancy work may not
30 work for the district in any capacity resulting in compensation of any type for 180
31 calendar days from the date of retirement. The District may only cancel the agreement
32 for the just cause.
- 33 **13.8** To be eligible for this plan, the consultant must have retired from the District and be
34 a participant in the State Teacher's Retirement System.

35 **ARTICLE 14: EMPLOYEE DISCIPLINE**

- 36 **14.1** Unit members shall not be disciplined without just cause. Where appropriate,
37 disciplinary action of the District shall be corrective and progressive. The reason
38 for such discipline shall include, but not be limited to, failure or refusal to perform
39 duties as directed; abuse of leave provisions; repeated tardiness; impairment of

1 of an employee's ability to perform the job properly resulting from consumption of
2 alcohol or drugs or any such consumption during working hours; dishonesty;
3 unprofessional conduct; violation or disregard of law, District regulations, or Board
4 policy; physical assault to a student, parent, or other employee; and incompetence,
5 including persistent failure to maintain suitable classroom environment, provided that
6 the unit member is given prior notice through evaluations and/or conferences
7 concerning the unsatisfactory performance and a period in which to improve.

8 **14.2** The Association shall be given a copy of any disciplinary action against a unit member,
9 minus the unit member's name.

10 **14.3** Notice of suspension or term of suspension shall be served in person or by certified
11 mail to the unit member at the last known address. The notice shall include the
12 following information:

- 13 a. Statement of the nature of the disciplinary action
- 14 b. Effective date of the disciplinary action
- 15 c. Statement of the reason for the disciplinary action
- 16 d. Statement of advising the unit member of the right to be heard at a conference
17 with the Superintendent or designee and of the unit member's right to
18 representation by the exclusive representative at such conference

19 **14.4** Except in cases where immediate action is necessary or for infractions which
20 customarily do not require a warning, the District shall give the unit member a written
21 reprimand specifying the reasons for the reprimand which shall include a statement of
22 action required by the unit member to correct the problem or deficiency. The unit
23 member's immediate supervisor shall schedule a conference with the unit member to
24 discuss the subject of the reprimand. A representative of the Association may
25 accompany the unit member at the conference. If the problem is not corrected within
26 the period of time designated by the District, the Superintendent or designee may
27 suspend the unit member without pay pursuant to the procedures set forth in the
28 Article. A letter of reprimand pursuant to this Section is considered a form of discipline.

29 **14.5** The District may place a unit member on paid administrative leave pending the proceedings
30 of disciplinary action.

31 **14.6** Section 5.3.4 Advisory Arbitration shall not be applicable to a grievance filed resulting
32 from letters of reprimand.

33 **ARTICLE 15: COMPENSATION**

34 **15.1** Unit members covered by this Agreement shall be paid wages as provided in Appendix A.

35 It is the intent of FRJUSD to ensure that the total teacher compensation package be at or
36 above average compared to a representative set of Shasta County school districts.

37 Comparing Shasta County school districts shall include all extant unified school districts
38 plus an equal number of elementary and high school districts.

1 Each year, utilizing the most current J90 report from CDE website (including equivalent
2 data from Shasta County public schools listed but not reporting) excluding SCOE and
3 FRJUSD, a list of comparison districts shall be chosen to include the following:

- 4 1. All extant unified school districts
- 5 2. All high school districts
- 6 3. A number of elementary districts equal to the number of high school districts
7 as identified in number 2 above. These elementary districts shall be determined
8 by alternately eliminating the lowest and highest total BA+60 Step 10 salaries
9 associated with these districts until such number of aforementioned districts is
10 attained. In the event that an even number of school districts selected from a
11 list containing an odd number of schools, then these shall be selected, in equal
12 number, from immediately above and immediately below the median.

13 Compensation for the 2018-2019 school year and thereafter shall be determined by
14 calculating the percent difference between the most recent mean salaries (as soon as the
15 J90 is published and the two parties agree to meet in the current school year) at BA + 60
16 Step 10 of these school districts' and FRJUSD's salary schedules, and this difference, when
17 it results in an increase to FRTA, shall be applied to the salary schedule retroactively to
18 the beginning of the school year.

19 The Association and the District mutually agree to a **2.51% increase to the 2022-2023**
20 **current salary schedule retroactive to July 1, 2022.** Calculation of the increase will be
21 applied to the annual base salary including longevity. Employees must be in active status
22 on the date that the agreement is ratified by both parties.

23 The District Insurance Benefit Contribution (CAP) for the 2018-2019 school year and
24 thereafter shall be determined by calculating the percent difference between the most
25 recent District Insurance Benefit Contributions of aforementioned comparison of Shasta
26 County school districts and FRJUSD, and this difference, when it results in an increase to
27 FRTA, shall be applied to the CAP retroactively to the beginning of the school year. The
28 value of this difference shall be distributed as a rebate in equal amounts to each
29 employee and rolled into the CAP thereafter. When the chosen schools reflect a decrease
30 in CAP, it is agreed that the employees shall not take a decrease in district contribution
31 toward the CAP.

32 It is in the best interest and the intent of both parties to maintain fiscal solvency. It is in
33 the best interest and the intent of both parties to honor and uphold the philosophy
34 agreed-upon, whereby improvement to compensation is both automatic and defined.

35 **15.1.1 Original Placement on the Salary Schedule**

36 Units submitted must be from a regionally accredited college or university in upper
37 division or graduate courses (units completed to satisfy the requirements for a
38 baccalaureate degree shall be excluded).

39 To count as a year of experience, at least seventy-five percent (75%) of the school year
40 must have been taught.

1 Regularly credentialed new hires shall be credited with one step on the salary schedule
2 for each full year of accredited public-school teaching experience (or the equivalent
3 teaching experience, at the discretion of the District) up to a maximum of 11 years,
4 provided the experience was gained within the previous 15 years.

5 **15.1.2 Subsequent Step Advancement on the Salary Schedule**

6 Unit members shall advance one step per year unless they have received an
7 unsatisfactory evaluation, as indicated on the teacher-negotiated evaluation form. In
8 the case of a less than satisfactory evaluation summary at the March 1 evaluation date,
9 the evaluatee will have until thirty (30) days before the last school day to raise the rating
10 to above unsatisfactory. Other qualified administrators, in addition to the prime
11 evaluator, shall be involved in the subsequent evaluation. Should the evaluation still
12 remain less than satisfactory, the evaluatee shall be frozen at his/her current salary level
13 for the first three (3) pay periods of the coming year. During that period, the unit
14 member will be re-evaluated. Should the evaluation be above that of less than
15 satisfactory, the evaluatee will be placed on his/her proper level of the current salary
16 schedule for the remainder of the school year.

17 Transcripts, official grade cards or verification of completion of courses, and district
18 intent forms containing evidence of units earned shall be turned in to the
19 Superintendent on or before September 10. In the event the above documents are not
20 available before September 10, the unit member may submit a temporary certificate.
21 This certificate will be a personal letter which indicates the title of the course, the grade,
22 the number of units earned, the name of the college or university, the date attended,
23 the instructor's name, and if units are quarter or semester. This letter shall be accepted
24 by the Superintendent as temporary verification for a period not to exceed ninety (90)
25 calendar days following September 10.

26 Placement and advancement on the appropriate salary schedule shall be determined
27 by semester units. For the purpose of converting quarter units to semester units, each
28 quarter shall constitute two-thirds (.666) of one (1) semester unit.

29 If an employee hired on January 1, or thereafter during the current school year, the
30 employee shall not advance a step during the next school year.

31 **15.1.3 Subsequent Column Advancement on the Salary Schedule**

32 The fifteen (15) units required to move from one column to another must be District
33 approved. If units are denied, appeal is to the Staff Development Committee pursuant
34 to Section 7.7. Should a unit member attend a workshop for which units later become
35 available, the unit member shall be about to apply the units for salary schedule
36 placement provided prior approval for the workshop was granted and the requested
37 is made within one year of the workshop participation.

38 Unit members who are less than full-time shall be paid prorated wages as provided
39 for in Appendix A of this Agreement.

1 **15.2 Insurance Coverage**

2 Each .90 FTE or more unit member shall participate in the District’s Health Insurance
3 plan. The District will pay up to but not exceed \$11,795 for the 2022-2023 school year
4 as the District’s contribution for each unit member’s health, dental, vision, and life
5 insurance. All sums in excess shall be paid monthly by the unit member through
6 automatic payroll withdrawal to fund the insurance plan selected by the unit
7 member. FRTA may, with the voted consent of its members, adopt an alternate
8 insurance plan pricing system that divides the total Unit insurance cost among members
9 in such a manner as they deem equitable. If, in the event that actual Unit costs exceed
10 (or are less than) the amount received by the District from FRTA, then the difference will
11 be charged to (or credited to) FRTA the following year. There shall be no refund made
12 individually to Unit members in the event that the maximum District contribution
13 exceeds the monthly premium of the plan selected by that member. All such refunds
14 shall be applied toward the reduction of the Unit insurance costs for the following year.
15 if a less than full-time member decides not to participate in the insurance plan, the CAP
16 is not credited to the unit.

17 **Medical Coverage:** each full-time unit member shall participate in the District’s Health Insurance
18 Plan options selected by the bargaining unit.

19 **Dental Coverage:** each full-time unit member shall participate in the Dental Plan selected by the
20 unit unless participation is prohibited by the 3rd party insurance provider.

21 **Vision Coverage:** each full-time unit member shall participate in the Vision Care Plan Coverage
22 selected by the unit unless participation is prohibited by the 3rd party
23 insurance provider.

24 **Life Insurance:** each full-time unit member shall be entitled to the CTA approved plan.

25 **15.2.1** Eligible unit members who are employed as .5 FTE and greater shall be entitled to a
26 proration of the District’s contributions as stated above.

27 **15.2.2** The District retains the right to select and/or change the insurance carrier or claims
28 administrators, become self-funded, or join a JPA or Trust for any and all insurance
29 benefit coverage, after consultation with the Association.

30 **15.2.3** Subject to the insurance carrier’s rules, a member of the unit on an unpaid leave of
31 absence may participate in the COBRA insurance plan offered by the insurance carrier,
32 at the unit member’s expense during the period of the leave.

33 **15.3 Automobile Mileage Expense Reimbursement**

34 A member of this representation unit who is authorized in advance to use his/her
35 personal automobile in the performance of duties shall be reimbursed at the IRS rate.

36 **15.4 Physical Examinations**

37 Except for leave verification purposes, unless otherwise specifically provided in
38 this Agreement, whenever the District requires a physical examination to be taken by
39 the unit member, the District, as it determines, will either provide the required
40 examination, cause it to be provided, or provide the unit member with reasonable
41 reimbursement for the required examination.

1 **15.5 Medicare**

2 Eligible unit members will have 1.45% of salary withheld from their pay warrant to
3 cover the employee cost of this program. The District will match the employee
4 contribution.

5 **15.6 Additional Credential Authorizations**

6 In the even the District requires that a unit member obtain an additional credential
7 authorization, the District will cover the cost of the training. If the unit member is
8 required to miss a day of instruction, the member shall receive one hour compensation
9 at the non-instructional extra duty rate. In the even the employee shall spend
10 non-calendar days participating in district or state mandated training, site administrators
11 shall consider release time as compensation.

12 **ARTICLE 16I CONCERTED ACTIVITES**

13 **16.1** It is agreed and understood that there will be no strike, work stoppage, slowdown,
14 picketing during assigned hours of service or any unlawful picketing, refusal or failure
15 to perform job functions and responsibilities fully and faithfully, or other interference
16 with the operations of the District by the Association or affiliated organizations or by
17 it officers, agents, or unit members during the term of this Agreement, including
18 compliance with the request of other labor organizations to engage in such activity.

19 **16.2** The Association recognized the duty and obligation of its representatives to comply with
20 the provisions of this Agreement and to make every effort toward inducing all unit
21 member to do so. It is agreed and understood that unit members violating this Article
22 may be subject to discipline up to and including termination by the District.

23 **16.3** It is agreed and understood that in the event this Article is violated, the District shall
24 entitled to withdraw any rights, privileges, or services provided for in this Agreement
25 from any unit member and/or the Association violating this Article.

26 **ARTICLE 17: SAVINGS PROVISIONS**

27 If any provisions of this Agreement are held to be contrary to law by a court of
28 competent jurisdiction, such provisions will not be deems valid and subsisting
29 except to the extent permitted by law, but all other provisions will continue in full
30 force and effect.

31 **ARTICLE 18: COMPLETION OF MEET AND NEGOTIATE**

32 **18.1** Except as specifically provided in this Agreement, during the term of this Agreement,
33 the Association expressly waives and relinquishes the right to meet and negotiate and
34 agrees that the District shall not be obligated to meet and negotiate with respect
35 with respect to any subject or matter, whether referred to or covered in this
36 Agreement or not, even though each subject matter may not have been within the
37 knowledge or contemplation of either or both District or the Association at the time
38 of negotiations and execution of this Agreement and even though such subject or
39 matter was proposed and later withdrawn.

1 **18.2** Before executing any agreement to contract out work for service, which has been
2 routinely performed by members of the bargaining unit, the District shall provide the
3 Association with notice and an opportunity to negotiate the effects of the proposed
4 contract on the mandatory subjects of bargaining.

5 **ARTICLE 19: REPORT OF CHILD ABUSE**

6 **19.1** Section 11166 of the Penal Code requires any child care custodian, medical practitioner,
7 nonmedical practitioner or child protective agency who has knowledge of or observes a
8 child, defined as a person under the age of 18 years, in her or her professional capacity
9 who he/she knows or reasonably suspects has been the victim of child abuse to report
10 the known or suspected instance of child abuse to a child protection agency immediately
11 or as soon as possible by telephone and to prepare and send a written report thereof
12 within 36 hours of receiving the information concerning the incident. A unit member's
13 duty is to report not investigate.

14 **19.2** Unit member's in the normal course and scope of their employment, are covered by the
15 District's liability policy in complying with this requirement.

16 **19.3** No later than the end of the first week of school, the District shall provide each unit
17 member with a copy and explanation of the laws regarding the teacher's
18 responsibilities of reporting child abuse. Upon request of the unit member, the
19 District will provide the necessary forms, information, procedures, and assistance.

20 **ARTICLE 20: JOB SHARING**

21 **20.1** **Definition**

22 A District teacher may share a full-time teaching position with another District teacher
23 or a temporary teacher, subject to the following provisions:

24 **20.2** **General Provisions**

25 **20.2.1** The site principal has the authorization to approve the request. In the event the
26 request is denied by the principal, the teacher(s) may appeal the decision to the
27 Superintendent and the School Board. Such job sharing is solely within the discretion
28 of the Board of Trustees, after considering the input of the District Management.

29 **20.2.2** The full-time teacher(s) must request and be granted a leave from the full-time position.

30 **20.2.3** A temporary teacher shall be hired to fill the vacated position or to participate in the
31 job share through the standard application/interview process. The site principal and
32 the teacher proposition the job share shall be on the selection committee.

33 **20.3** **Application Procedure**

34 **20.3.1** Teachers who wish to participate in the job-sharing program must submit a letter of
35 intent with a comprehensive written proposal to the appropriate Principal,
36 Superintendent, and then School Board prior to March 1, of the preceding school
37 year. Should extenuating circumstances arise after the March 1 date, a proposal
38 may be brought before the Principal, Superintendent, or School Board.

- 1 **20.3.2** The proposal must include the following information:
2
3 a. Compatibility of the teachers, including education philosophy, areas of
4 effectiveness, and experience. In the event that a temporary teacher must
5 be hired for the job share and has not yet been, the (proposing) teacher shall
6 state his/her education philosophy, areas of effectiveness and experience
7 to help in the hiring process.
8
9 b. Specifics as to the division of time.
10
11 c. A description of who will be responsible for teaching what subject areas.
12
13 d. A description of plans to deal with such duties as back-to-school night,
14 faculty meetings, parent conferences, in-service training, etc.
15
16 e. A Description of the basic rules for classroom behavior.

12 **20.4 Employment Conditions of Participants**

13 Participating teachers shall not be required to work more hours than the percentage
14 proposed. Intent: they will not be required to attend all staff meetings or all
15 in-services, but will share those responsibilities.

16 **20.4.1** Each approved job-sharing program shall be for no more than one (1) school year.
17 to continue such a program for the following year, the application procedure above
18 must be followed.

19 **20.4.2** At the conclusion of the program, the proposing teachers shall be assigned to the
20 position held by the temporary teacher or other available teaching positions as
21 determined by the District.

22 **20.4.3** In order to receive step advancement on the salary schedule, unit member must
23 accumulate a minimum of 75% of available hours, which may be accrued over
24 multiple years.

25 **20.4.4** Under no circumstances shall the combined benefits for both participants exceed
26 the costs of one full-time position.

27 **20.4.5** Each teacher's salary will be based on his/her placement on the salary schedule and
28 will be prorated based upon the portion of the working assignment of each
29 participant.

30 **ARTICLE 21: SICK LEAVE BANK**

31 **21.1** A unit member may request access to the Association sick leave bank from the
32 Association.

33 **21.2** Each case will be dealt with on an individual basis and the Association may make
34 more than one request on behalf of the same unit member.

35 **21.3** If approved, the Association will notify the District in writing to release a specified
36 number of days not to exceed 20 days per request on behalf of the unit member.

37 **21.4** At the beginning of each school year, the District Office shall send out a notice and
38 donation form, which will contain a cut-off-date. In the event that the sick back
39 has insufficient days to cover a request, the District Office will send out another notice

- 1 and donation form with a new cut-off date.
- 2 **21.5** Certificated employees wishing to donate days need to complete and sign a form and
3 return it to the District Office by the cut-off date.
- 4 **21.6** Once days are donated, they are deducted first from the donor's prior year balance and
5 added to the Association sick bank.
- 6 **21.7** Prior to using any donated leave from the sick leave bank, all of the employee's sick leave
7 must be exhausted.
- 8 **21.8** The sick leave bank shall not confer benefit beyond the period of need.
- 9 **21.9** To the extent required by State of Federal law, the District will provide to eligible
10 employees unpaid family care/medical leave; it may run concurrently with paid leave.

11 **ARTICLE 22: TERM**

12 **22.1 Duration**

13 This Agreement shall remain in full force and effect from July 1, 2023 to June 30, 2024 and
14 thereafter shall continue in effect year by year unless one of the parties notifies the other
15 in writing not later than January 15 of its request to modify, amend, or terminate this
16 Agreement.

17 **22.2 Reopeners**

18 The parties agree to reopen on salaries, benefits and any others as mutually agreed on.
19 This Agreement does not preclude the possibility of further meeting and negotiating
20 when both parties agree that such sessions are necessary and/or useful. This contract
21 makes negotiations and compensation closed for the 2022-2023 school years.

CERTIFICATED CONTRACT AGREEMENT

This Agreement between the Fall River Joint Unified School District (District) and Fall River Teacher's Association (FRTA) contains all amendments, modifications, additions, and/or changes to the contract. This Agreement shall remain in full force and in effect year by year unless one of the parties notifies the other in writing no later than January 15 of its request to modify, amend, or terminate this agreement.

FALL RIVER JOINT UNIFIED SCHOOL DISTRICT

APPENDIX "A"

CERTIFICATED SALARY SCHEDULE – 2022-2023

Step	AB+30	AB+45	AB +60
1	\$ 49,974	\$ 50,836	\$ 51,563
2	\$ 50,755	\$ 52,451	\$ 53,498
3	\$ 51,535	\$ 54,068	\$ 55,431
4	\$ 52,316	\$ 55,685	\$ 57,365
5	\$ 53,097	\$ 57,305	\$ 59,300
6	\$ 53,879	\$ 58,919	\$ 61,232
7	\$ 54,660	\$ 60,536	\$ 63,173
8	\$ 55,439	\$ 62,151	\$ 65,105
9	\$ 56,223	\$ 63,768	\$ 67,037
10	\$ 56,223	\$ 65,386	\$ 68,971
11	\$ 56,223	\$ 67,004	\$ 70,904
12	\$ 56,223	\$ 67,004	\$ 72,838
13	\$ 56,223	\$ 67,004	\$ 72,838
14	\$ 56,223	\$ 67,004	\$ 74,556
15	\$ 56,223	\$ 67,004	\$ 74,556
16	\$ 56,223	\$ 67,004	\$ 76,272
17	\$ 56,223	\$ 67,004	\$ 76,272
18	\$ 56,223	\$ 67,004	\$ 77,987
19	\$ 56,223	\$ 67,004	\$ 77,987
20	\$ 56,223	\$ 67,004	\$ 79,703
21	\$ 56,223	\$ 67,004	\$ 79,703
22	\$ 56,223	\$ 67,004	\$ 81,417
23	\$ 56,223	\$ 67,004	\$ 81,417
24	\$ 56,223	\$ 67,004	\$ 83,134
25	\$ 56,223	\$ 67,004	\$ 83,134
26	\$ 56,223	\$ 67,004	\$ 84,881
27	\$ 56,223	\$ 67,004	\$ 84,881
28	\$ 56,223	\$ 67,004	\$ 86,565
29	\$ 56,223	\$ 67,004	\$ 86,565
30	\$ 56,223	\$ 67,004	\$ 88,249
31	\$ 56,223	\$ 67,004	\$ 88,249
32	\$ 56,223	\$ 67,004	\$ 89,933
33	\$ 56,223	\$ 67,004	\$ 89,933
34	\$ 56,223	\$ 67,004	\$ 91,617
35	\$ 56,223	\$ 67,004	\$ 91,617
36	\$ 56,223	\$ 67,004	\$ 92,460
37	\$ 56,223	\$ 67,004	\$ 92,460
38	\$ 56,223	\$ 67,004	\$ 93,302
39	\$ 56,223	\$ 67,004	\$ 93,302

Salary Schedule Time Base is Annual

* Steps will continue to be credited every 2nd year in column B + 60 after step 28 with the dollar amount of increase being the difference between 8 + 60 step 26 and 8 + 60 Step 28 until step 35

* Steps 36 and beyond will continue to be credited every 2nd year with the dollar amount of increase being the difference between B + 60 step 26 and B + 60 step 28 divided by 2

Employees who hold a Master's Degree from an accredited institution shall receive a maximum additional stipend of \$990 per full term of service.

Counselors shall each receive an additional 10% of their base salary. 190 work days.

Fulltime Agriculture Teacher shall each receive an additional 20% of their base salary.

*Agriculture teachers receiving a pro-rated stipend will work the proportionate share of the required 37 additional days of an Agriculture teacher. Base salary is equal to placement on the Salary Schedule plus Master's Degree Stipend.

Salaries shall not be pro-rated between longevity steps. Insurance benefit cap:

\$11,795 Board Approved - 3/8/2023 Contract Days = 183

RETIREMENT BENEFIT PLAN

A Fall River Joint Unified School District employee may participate in the district's Retirement Benefit Plan. The criteria for participating in this plan include:

- Must submit a written request to the personnel office no later than March 1 of the current school year preceding the desired year of participation.
- Must have worked 15 consecutive years with the district.
- Must be at least 55 years of age before retirement date.
- Employee shall resign his/her position with the district and may not return.
- Employee must retire and be a participant in the Retirement System.
- Employee shall receive a cash payment of ~~\$8062.00~~ \$10,000 or pro-rated amount of current FTE at the time of retirement to be paid annually for 3 consecutive years. *Upon mutual agreement, the District and unit member may choose to divide and disperse the benefit total (not to exceed ~~\$24,186~~ \$30,000) over the course of one to five years to maximize the utility of said benefit for individual retirement needs.*
- Once an employee retires and chooses to discontinue coverage under the district insurance carrier he/she shall not be eligible to reinstate coverage.

APPENDIX "B" EXTRA DUTY STIPENDS

The Hourly Rate for direct student instruction shall be **\$40.00**. The Hourly Rate for non-instructional extra duty shall be **\$30.00** Updated 6/1/23

HIGH SCHOOL VARSITY COACHES: 2 - Baseball (1 @ BHS / 1 @ FRHS) 4 - Basketball (2 @ BHS / 2 @ FRHS) 2 - Football (1 @ BHS / 1 @ FRHS) 2 - Soccer (1 @ BHS / 1 @ FRHS) 2 - Softball (1 @ BHS / 1 @ FRHS) 2 - Track & Field (1 @ BHS / 1 @ FRHS) 2 - Volleyball (1 @ BHS / 1 @ FRHS)	\$3,000.00 - Each
2 - Cheer (1 @ BHS / 1 @ FRHS) 2 - Cross Country (1 @ BHS / 1 @ FRHS) 2 - Golf (1 @ BHS / 1 @ FRHS) 2 -Wrestling (1 @ BHS / 1 @ FRHS)	\$2,250.00 - Each
HIGH SCHOOL JV OR ASSISTANT COACHES: 4 - Basketball (2 @ BHS / 2 @ FRHS) 5 - Football (2 @ BHS / 3 @ FRHS) 2 -Volleyball (1 @ BHS / 1 @ FRHS)	\$2,475.00 - Each
JUNIOR HIGH SCHOOL COACHES: 2 - Boys Basketball (1 @ BHS / 1 @ FRHS) 2 - Girls Basketball (1 @ BHS / 1 @ FRHS) 2 -Volleyball (1 @ BHS / 1 @ FRHS)	\$750.00 - Each
Activities Director	\$2,475.00
Drama Instructor (Per Production/ Maximum of two)	\$2,250.00
Senior Project Advisor	\$1,950.00
Marching Band / Choral or Pep Band	\$750.00
FFA	\$3,000.00
High School Yearbook	\$2,475.00
Elementary Yearbook	\$750.00
Sixth Grade Camp Advisor	\$750.00

Stipends shall be retroactive to 7/1/2022.

Board Approved 9/14/2022

All extra-duty Stipend positions shall be posted annually. Unit members shall have the first right of refusal, on a year-to-year basis, for the extra-duty positions specified in this appendix provided such unit member are competent and qualified to perform said duties. The District specifically reserves the right to determine whether a unit member is competent and qualified to perform the duties of the position sought. Upon Board approval the principal/or designee shall meet with the person selected for said position and establish a job description for that position. Stipend shall be paid upon satisfactory completion of said position.

APPENDIX “C” GATE Stipend

Base Contract \$1,200

Individual Site Management Duties to include:

1. Serve on District Wide GATE Committee (Meet 2 times/school year)
2. Complete all site paperwork including application
3. Complete all identification tasks for site (Testing, Teacher/parent recommendations, Identification Matrix)
4. Serve on District GATE Identification Committee
5. Hold one GATE Parent meeting per site
6. Monitor GATE student academic progress
7. Coordinate all GATE Student Services (Recruit & Monitor Contracts for Services for Site Programs)
8. Develop & Monitor Site Budget

Program for GATE students (beyond differentiated instruction provided in the regular classroom setting) provided on a Contract for Services (CFS) basis. The District GATE Administrator, in conjunction with the District GATE committee, will preview and approve all CFS.

To be effective 7/1/07

APPENDIX "D" Safety Reporting Form

FALL RIVER JOINT UNIFIED SCHOOL DISTRICT EMPLOYEE REPORT FORM ATTACK ON DISTRICT EMPLOYEE

CA EDUCATION CODE 44014

(a) Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Failure to make the report shall be an infraction punishable by a fine of not more than one thousand dollars (\$1,000).

(b) Compliance with school district governing board procedures relating to the reporting of, or facilitation of reporting of, the incidents specified in subdivision (a) shall not exempt a person under a duty to make the report prescribed by subdivision (a) from making the report.

(c) A member of the governing board of a school district, a county superintendent of schools, or an employee of any school district or the office of any county superintendent of schools, shall not directly or indirectly inhibit or impede the making of the report prescribed by subdivision (a) by a person under a duty to make the report. An act to inhibit or impede the making of a report shall be an infraction, and shall be punishable by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000).

(d) Neither the governing board of a school district, a member of the governing board, a county superintendent of schools, nor an employee of a school district or of the office of any county superintendent of schools shall impose any sanctions against a person under a duty to make the report prescribed by subdivision (a) for making the report.

DATE:
NAME OF PUPIL(\$) INVOLVED:
DATE OF INCIDENT:
LOCATION OF INCIDENT:
NARRATIVE OF INCIDENT:
DISCIPLINARY PROCEDURES FOLLOWED:
WITNESSES:
SIGNATURE OF PERSON MAKING REPORT

CERTIFICATED GRIEVANCE FORM - LEVEL I

Grievant(s) _____

Work Location _____

Job Title _____

SUBMISSION OF GRIEVANCE: All portions of this section must be completed by the grievant. Specific contract violation alleged (cite Article and Section)

Statement of Grievant (additional sheets may be attached):

Was this discussed in an informal conference? _____

Remedy requested

Date Signature of Named Grievant(s)

Upon completion of this section, grievant(s) shall present the original to his/her immediate supervisor. A copy should be retained by grievant(s).

Immediate Supervisor's response (additional sheets may be attached):

Date Signature

Upon completion of this section, the immediate supervisor shall retain the original and present one copy to grievant, forward a copy to the Superintendent, and forward a copy to the Association.

CERTIFICATED GRIEVANCE FORM - LEVEL II

Grievant(s) _____

Work Location _____

Job Title _____

APPEAL TO SUPERINTENDENT OR DESIGN EE: all portions of this section must be completed by the grievant. A copy of completed Grievance Form - Level I must be attached.

Article alleged to have been violated and remedy sought are as stated in Level I.

Reason for Appeal (additional sheets may be attached):

Date

Signature of Named Grievant(s)

Upon completion of this section, grievant(s) shall present the original to the Superintendent or designee. A copy should be retained by grievant(s).

Response of Superintendent or Designee (additional sheets may be attached) :

Date

Signature

Upon completion of this section, the Superintendent or designee shall retain the original, present one copy to grievant, and forward a copy to the Association.

CERTIFICATED GRIEVANCE FORM - LEVEL III

Grievant(s) _____

Work Location _____

Job Title _____

REQUEST FOR MEDIATION: this section must be completed by the grievant. A copy of completed Grievance Forms - Levels I and II must be attached.

Date

Signature of Named Grievant(s)

Upon completion of this section, grievant(s) shall present the original to the Superintendent or designee. A copy should be retained by grievant(s).

CERTIFICATED GRIEVANCE FORM - LEVEL IV

Grievant(s) _____

Work Location _____

Job Title _____

ARBITRATION REQUEST: this section must be completed by the grievant. **A copy of completed Grievance Forms - Levels I and II must be attached.**

Check appropriate box:

- Advisory**
- Binding (Article 5)**

I hereby request that an arbitrator be secured to consider the grievance outlined on the attachments.

Date

Signature of Named Grievant(s)

Date

Signature of Association President or Designee

Upon completion of this section, grievant(s) shall present the original and attachments to the Superintendent. A copy should be retained by grievant(s) and a copy should be forwarded to the Association.

CERTIFICATED GRIEVANCE FORM - LEVEL V

Grievant(s) _____

Work Location _____

Job Title _____

APPEAL TO THE BOARD OF TRUSTEES: All portions of this section must be completed by the grievant.

A copy of completed Grievance Forms - Levels I, II, III, and IV must be attached.

I hereby request that the grievance outlined on the attachments be reviewed by the Board of Trustees for the following reasons: (additional sheets may be attached)

Date

Signature of Named Grievant(s)

Upon completion of this section, the grievant shall send the original to the Clerk of the Board, forward one copy to the Superintendent, forward a copy to the immediate supervisor, forward a copy to the Association, and retain one copy.

FALL RIVER JOINT UNIFIED SCHOOL DISTRICT

ABSENCE AFFIDAVIT

This request form must be completed in a timely manner in accordance with the contract. All absences must be approved by the immediate supervisor.

SITE _____

NAME _____ DATE _____

DATE(S) OF ABSENCE _____

LENGTH OF ABSENCE _____

SITE SPECIFIC CONTRACT ARTICLE AND SECTION _____

REASON FOR REQUEST _____

SIGNATURE OF EMPLOYEE _____

TO BE COMPLETED BY SUPERVISOR

TYPE OF LEAVE _____

SPECIFIC ARTICLE AND SECTION OF CONTRACT THAT APPLY

FREA _____ CSEA _____

PAY STATUS _____

APPROVED _____ DENIED _____

Fall River Joint Unified School District

STATEMENT OF INTENDED STUDY AND COURSE COMPLETION

Name	Date
Institution	Course Date
Course Name and Number	
Type and Number of Units	Semester: Quarter:
Will taking these units result in a change in salary?	

Prior to approval, I understand that it is my responsibility to present evidence from the university/college identifying the course work level. (Attach a copy of flyer or copy of catalog course/class description) Following completion of courses, I understand that it is my responsibility to send transcripts, official grade cards or verification of completed courses to the personnel office.

Signature of Unit Member

Site Administrator

- Approve
- Disapprove

Principal Signature _____ Date _____

This form to be returned to the Unit Member and a copy to be sent to the personnel office for placement in unit member's personnel file

Personnel Office

Date transcript, official grade cards or verification of completed courses received in the Personnel Office

PRE-OBSERVATION FORM

TEACHER _____

DATE _ _ _ _ _

SCHOOL _____

TIME/PERIOD _ _ _ _ _

GRADE/SUBJECT _____

Teachers

Please answer these questions prior to your observation.

1. What will you be teaching in this lesson; what will your students know and be able to do as a result of the lesson?
2. How did you approach the selection of instructional strategies used to deliver the curriculum?
3. How do you plan to assess the effectiveness of this lesson/plan?
4. If applicable, how do you address the needs of special needs learners?
5. What specific teaching standard would you like to improve on this school year?
6. Which content standard(s), if applicable, will be addressed in the lesson you will be teaching?
7. Other

CLASSROOM OBSERVATION FORM

Teacher _____ | Date _____

School _____ | Grade/Subject _____

Ratings:

1. Unsatisfactory- Does not meet Standards
2. Needs Improvement - Inconsistently Meets Standards
3. Satisfactory- Meets or Exceeds Standards

STANDARD I Engaging and Supporting All Students in Learning		Rating
1.1. Using knowledge of students to engage them in learning	Commendations/Recommendations/Evidence	
1.2. Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests		
1.3. Connecting subject matter to meaningful, real-life contexts		
1.4. Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs		
1.5. Promoting critical thinking through inquiry, problem solving, and reflection		
1.6. Monitoring student learning and adjusting instruction while teaching		
STANDARD II Creating and Maintaining Effective Environments for Student Learning		Rating
2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully	Commendations/Recommendations/Evidence	

2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe
2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students
2.5 Developing, communicating, and maintaining high standards for individual and group behavior
2.6 Employing classroom routines, procedures, norms and supports for positive behavior to ensure a climate in which all students can learn
2.7 Using instructional time to optimize learning

STANDARD III Understanding and Organizing Subject Matter for Student Learning	Rating
--	---------------

3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum framework
3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter
3.3 Organizing curriculum to facilitate student understanding of subject matter
3.4 Utilizing instructional strategies that are appropriate to the subject matter

3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students		
3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content		
STANDARD IV Planning instruction and Designing Learning Experiences for All Students		Rating
4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction	Commendations/Recommendations/Evidence	
4.2 Establishing and articulating goals for student learning		
4.3 Developing and sequencing long-term and short-term instructional plans to support student learning		
4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students		
4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students		
Standard V Assessing Student Learning		Rating
5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments	Commendations/Recommendations/Evidence	
5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction		

5.3 Reviewing data, both individually and with colleagues, to monitor student learning		
5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction		
5.5 Involving all students in self-assessment, goal setting, and monitoring progress		
5.6 Using available technologies to assist in assessment, analysis, and communication of student learning		
5.7 Using assessment information to share timely and comprehensible feedback with student and their families		
STANDARD VI Developing as a Professional Educator		Rating
6.1 Reflecting on teaching practice in support of student learning	Commendations/Recommendations/Evidence	
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development		
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning		
6.4 Working with families to support student learning		
6.5 Engaging local communities in support of the instructional program		

6.6 Managing professional responsibilities to maintain motivation and commitment to all students	
---	--

Signature of Evaluator

Feedback Form

For Administrators use

Classroom Observation

CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION

Engaging and Supporting All Students in Learning

Creating and Maintaining Effective Environment for Student Learning

Understanding & Organizing Subject Matter for Student Learning

Planning Instruction & Designing Learning Experiences for All Students

Assessing Student Learning

Developing as a Professional Education
Date

Teacher _____

Class/Period _____

FINAL EVALUATION FORM

Teacher _____

Date _____

School _____

Grade/Subject _____

Ratings:

1. Unsatisfactory- Does not meet Standards
2. Needs Improvement - Inconsistently Meets Standards
3. Satisfactory - Meets Standards

STANDARD I Engaging and Supporting All Students in Learning	1	2	3
1.1 Using knowledge of students to engage them in learning			
1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests			
1.3 Connecting subject matter to meaningful, real-life contexts			
1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs			
1.5 Promoting critical thinking through inquiry, problem solving, and reflection			
1.6 Monitoring student learning and adjusting instruction while teaching			
STANDARD II Creating and Maintaining Effective Environments for Student Learning.	1	2	3
2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully			
2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students			
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe			
2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students			
2.5 Developing, communicating, and maintaining high standards for individual and group behavior			

2.6 Employing classroom routines, procedures, norms and supports for positive behavior to ensure a climate in which all students can learn			
2.7 Using instructional time to optimize learning			
STANDARD III Understanding and Organizing Subject Matter for Student Learning.	1	2	3
3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum framework			
3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter			
3.3 Organizing curriculum to facilitate student understanding of subject matter			
3.4 Utilizing instructional strategies that are appropriate to the subject matter			
3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students			
3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content			
STANDARD IV Planning instruction and Designing Learning Experiences for All Students	1	2	3
4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction			
4.2 Establishing and articulating goals for student learning			
4.3 Developing and sequencing long-term and short-term instructional plans to support student learning			
4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students			
4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students			
Standard V Assessing Student Learning	1	2	3
5.1 Applying knowledge of the purposed, characteristics, and uses of different types of assessments			
5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction			
5.3 Reviewing data, both individually and with colleagues, to monitor student learning			
5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction			

5.5 Involving all students in self-assessment, goal setting, and monitoring progress			
5.6 Using available technologies to assist in assessment, analysis, and communication of student learning			
5.7 Using assessment information to share timely and comprehensible feedback with student and their families			
STANDARD VI Developing as a Professional Educator	1	2	3
6.1 Reflecting on teaching practice in support of student learning			
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development			
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning			
6.4 Working with families to support student learning			
6.5 Engaging local communities in support of the instructional program			
6.6 Managing professional responsibilities to maintain motivation and commitment to all students			

OVERALL EVALUATION

- 1 Unsatisfactory- Does Not Meet Standards
- 2 Needs Improvement- Inconsistently Meets Standards
- 3 Satisfactory- Meets Standards

SIGNATURES

Evaluator _____

Date _____

Teacher _____

Date _____

This report has been discussed with me in conference with the evaluator. An opportunity has been extended to me to attach comments regarding this evaluation.

A SIGNATURE ON THIS EVALUATION FORM DOES NOT NECESSARILY SIGNIFY AGREEMENT WITH THE EVALUATION

FALL RIVER JOINT UNIFIED SCHOOL DISTRICT

COACHING PERFORMANCE EVALUATION

Name: _____

School: _____

Sport: _____

Number of Years: _____

- Head Coach
- JV/Assistant Coach

Rating: M = Meets expectations, effective

NI = Needs Improvement

U = Unsatisfactory

NA = Not applicable/observed

(NI and/or U requires justification)

	Ratings	Comments
Communication: develops rapport with athletes, coaching staff, parents, teachers and administrators		
Commands respect by example in appearance, behavior, language, and conduct during practice and games		
Upholds athletic department policies, rules, and regulations and adheres to stated procedures and chain of command (including acceptance of duties assigned by the head of the program)		
Is open and receptive to constructive criticism		
Exercises self-control and poise		
Thorough knowledge of the sport, uses athletic setting as a teaching tool, promotes the concepts and values of citizenship/sportsmanship, and displays interest and intensity for the sport		
Is organized (practice, game, supervision)		
Report scores and stats to media and MaxPreps consistently		
Meets deadlines (inventory, eligibility, rosters, medical cards, program information, etc.)		
Discipline and control of athletes at games and practice sessions (is firm, fair and follows due process in dealing with discipline)		
Distributes, collects, and inventories uniforms and equipment in a timely manner		

COMMENTS

Areas of Strength:

Areas needing improvement:

Recommendations:

SIGNATURES

Athletic Director/Administrator		Coach signature does not indicate agreement. Reaction or written response may be attached to this evaluation within ten (10) days.
Signature/Title		Signature
Date		

ATHLETIC SEASON CHECK-OUT RECORD
FALL RIVER JOINT UNIFIED SCHOOL DISTRICT
HEAD COACH/ASSISTANT COACH

NAME: _____

DATE: _____

SPORT: _____

DATE: _____

- HEADCOACH
- JV/ASST COACH

Coach: Prior to receiving your season stipend, please meet with the Athletic Director or Administrator for Mandatory coaching performance evaluation. Then, check with other staff that will assist you Through the remaining check-out procedure and clear you of any further responsibility.

ATHLETIC DIRECTOR

Initial

Coaching Performance Evaluation

Athletic Director: _____

Budget Requests

Athletic Director: _____

Inventory

Athletic Director: _____

Repair Requests

Athletic Director: _____

Lost Equipment

Athletic Director: _____

First Aid Kits Turned In

Athletic Director: _____

STUDENT ACCOUNTS

Initial

Student Financial

ASS Accounts: _____

PRINCIPAL

Initial

Review of Check-Out Record

Principal: _____

Stipend Issued – Date

Principal's Exec. Asst: _____