

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE REDLANDS UNIFIED SCHOOL DISTRICT
WITH THE Redlands Educational Support Professionals Association BARGAINING UNIT (BU)

To be acted upon by the Governing Board at its meeting on : (enter Date) 2/13/2024
Budget Revisions to be INPUT no later than 45 days after approval: (will calc + 45 days) 3/29/2024
Estimated Agreement Payment Date (enter Date) 4/1/2024

GENERAL

Section 1: STATUS OF BARGAINING UNIT AGREEMENTS

This document is REQUIRED whenever a NEW or AMENDED agreement is ratified.

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status (whether settled or pending settlement) of the remaining units:

(Separate disclosures should be made for each bargaining unit agreement)

	# FTE Represented
Certificated: <u>Redlands Teachers Association - Settled</u>	<u>1,244.2</u>
Classified: <u>Redlands Education Support Professionals Association - Settled</u>	<u>952.0</u>

Section 2: PERIOD OF AGREEMENT

The proposed agreement covers the period beginning on: (enter Begin Date) 7/1/2023
and ending on: (enter End Date) 6/30/2025

If this agreement is part of a multi-year contract, indicate ALL fiscal years covered:

Fiscal Years:	<u>2023-24</u>	<u>2024-25</u>
Reopeners: Yes or NO ?	<u>No</u>	<u>Yes</u>
if Yes, what Areas?	<u>Health and Welfare Benefits for 2024-25</u>	

COMPENSATION PROVISIONS

Section 3: SALARIES: PERCENTAGE CHANGE IN SALARIES IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for salaries for the above-mentioned Bargaining unit:

Current Year Salary Cost Before Settlement
(Based on Year to Date (YTD) Actuals Projected through 6/30): \$ 46,686,467.00

Current Year Salary Cost After Settlement
(Include any retroactive pay increases or (decreases) or one time bonuses/stipends or (reductions), as applicable): \$ 49,487,655.02

Total Cost Increase or (Decrease): \$2,801,188.02
Percentage Increase or (Decrease): 6.00%

SALARY CHANGE FOR AN AVERAGE, REPRESENTED EMPLOYEE FROM PRIOR YEAR

(Includes annual step/column movement on schedule):

<u>Salary Increase or (Decrease)</u>	
% increase or (decrease) to existing schedule	<u>6.00%</u> per employee
% increase or (decrease) for one-time bonus/stipend or (salary reduction)	<u>0.00%</u> per employee
<u>Step & column</u>	
average % annual change over the prior year schedule	<u>1.25%</u> per employee
TOTAL PERCENTAGE CHANGE FOR AVERAGE REPRESENTED EMPLOYEE	<u>7.25%</u> per employee

Indicate Change in # of Work Days, Furlough or Additional, Related to % Change	<u>0</u>
Indicate Total # of Work Days to be provided for fiscal year:	<u>246</u>
Indicate Total # of Instructional Days to be provided for fiscal year:	<u>0</u>

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

Section 4: BENEFITS: PERCENTAGE CHANGE IN EMPLOYEE BENEFITS IN PROPOSED AGREEMENT:

The proposed agreement includes the following costs for employee statutory and health/welfare benefits:

Statutory Benefits: (object 3XXX less 34XX)

(STRS, PERS, Workers Compensation, Unemployment Insurance, Social Security, Medicare)

Total Statutory Benefit Costs:

Current Costs:	\$ 17,766,562.00
Proposed Costs:	\$ 18,832,555.72
Total Cost Increase or (decrease):	\$1,065,993.72
Percentage Change:	6.00%

District Health and Welfare Plans - Object 34XX (Medical, Dental, Vision, Life Insurance, Other)

Total Health and Welfare Costs:

Current Costs:	\$ 6,380,440.00
Proposed Costs:	\$ 6,495,465.00
Total Cost Increase or (decrease):	\$115,025.00
Percentage Change:	1.80%

Indicate if Health/Welfare Benefits are Capped: (Include details such as different caps per health plans or any super composite rates. Also, indicate if cap includes health benefits only or also other insurances.)

Cap is per FTE and cover vision, dental, health and life. Contribution is applied to Health last and any contribution required by the employee is for the H&W benefit

Current Cap:	\$ 13,116.00	
Proposed Cap:	\$ 13,331.00	
Average Capped Amount increase or (decrease) per employee	\$215.00	1.64%

TOTAL COST OR (SAVINGS) OF COMPENSATION CHANGES (REGARDLESS OF WHETHER PREVIOUSLY BUDGETED IN WHOLE OR IN PART)

Section 5: TOTAL COST INCREASE OR (SAVINGS) FOR SALARIES AND BENEFITS IN THE PROPOSED AGREEMENT:

Current Year Combined Cost Before Settlement: (data pulls from above)

(Based on YTD Actuals Projected through 6/30 and current agreement)

Salaries	\$ 46,686,467.00	
Benefits	\$ 24,147,002.00	
Total:		\$ 70,833,469.00

Current Year Cost After Settlement: (data pulls from above)

(Include any retroactive pay increases or (decreases) or one-time bonuses/stipends or (reductions)):

Salaries	\$ 49,487,655.02	
Benefits	\$ 25,328,020.72	
Total:		\$ 74,815,675.74

TOTAL COST INCREASE OR (DECREASE)	\$3,982,206.74
(This amount should tie to the multiyear projection sections for 1XXX-3XXX)	
PERCENTAGE CHANGE	5.62%
1% CHANGE IN SALARY AND STATUTORY BENEFIT COSTS (prior to any settlements):	\$ 644,530.29

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

OTHER PROVISIONS (COMPENSATION AND NON-COMPENSATION)

Section 6: The following are additional compensation and non-compensation provisions contained in the proposed agreement:
(Indicate, **IN DETAIL**, the terms of the agreement covered in each section)

A. OTHER COMPENSATION: Off-Schedule Stipends/Bonuses, Reductions, etc. (amounts, staff affected, total cost and/or savings).

District has agreed to change salary schedule placement of specific positions. The higher placement will result in the following increase which includes statutory benefits: \$136,805.84. see attached Comp Study for details.

B. NON-COMPENSATION: Class Size Changes (indicate before and after class sizes/grades affected; and, if applied for CDE waiver (attach copy)), Staff Development Days, Teacher Prep Time, etc..

N/A

C. REOPENERS, CONTINGENCY AND/OR RESTORATION LANGUAGE: Describe specific areas identified for Reopeners, Contingency, and/or Restoration (include triggers and timing). Provide copy of Board Action to BAS upon approval.

Refer to section 2 above.

Section 7: State Minimum Reserve Standard Calculation:

Total Expenditures and Other Uses: *(pulls from MYP Sec. 9)*
Minimum State Reserve Percentage **(input %)**
Minimum State Reserve Requirement: *(Formula includes Total Exp/Uses x Minimum Reserve %)*

\$	394,656,012.00
	3%
\$	11,839,680.36

FISCAL IMPACT IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS

Section 8: Date of governing board approval of budget revisions in Section 9, Col.2 (below)
in accordance with E.C. 42142 and Government Code 3547.5.
(Pulls from above Governing Board Date plus 45 days)

3/29/2024

Provide proof that board-approved budget revisions have been input within 45 days. Date budget revisions input/BT #'s:

BT #'s: mm/dd/yy

If the board-approved revisions input are different from the proposed budget adjustments in Col. 2 provide a detailed explanation of differences.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

Section 9: IMPACT OF PROPOSED AGREEMENT ON THE GENERAL FUND BUDGET IN CURRENT AND TWO SUBSEQUENT FISCAL YEARS. (Reflect both Unrestricted and Restricted General Fund Budget Amounts)
In-Lieu of this form, an updated Form MYP can be supplied which includes the results of the settlement over the most recent Form MYP filed with this office.

		Current Fiscal Year 2023-2024			
		(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Please NOTE: The title reflected in Col. 1 can be modified if the agreement is being approved along with the Adopted Budget Process. In this case, Col. 4 should reflect the Adopted Budget including the salary agreement and Col. 1 would reflect the Adopted Budget less Col. 2, the actual cost of the agreement.		Latest Board- Approved Budget Before Settlement - As of 12/12/2023 (enter date)	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
OPERATING REVENUES: LCFF ADA		ADA= 18,952.38	CERT FTE: 1,244.2	CLASS FTE: 952	ADA= 18,952.38
LCFF Sources	(8010-8099)	261,957,010.00	0.00	0.00	261,957,010.00
Remaining Revenues	(8100-8799)	96,580,163.26	0.00	0.00	96,580,163.26
TOTAL		358,537,173.00	0.00	0.00	358,537,173.00
OPERATING EXPENDITURES					
1000 Certificated Salaries		157,852,225.00	0.00	4,594,225.66	162,446,450.66
2000 Classified Salaries		52,162,722.00	1,714,728.06	0.00	53,877,450.06
3000 Benefits		90,362,940.00	609,414.33	995,957.97	91,968,312.30
4000 Instructional Supplies		22,108,876.02	0.00	0.00	22,108,876.02
5000 Contracted Services		51,755,577.73	0.00	(1,500,000.00)	50,255,577.73
6000 Capital Outlay		13,207,766.27	0.00	(1,909,440.14)	11,298,326.13
7000 Other		2,701,020.00	0.00	0.00	2,701,020.00
TOTAL		390,151,127.00	2,324,142.00	2,180,743.00	394,656,012.00
OPERATING SURPLUS (DEFICIT)		(31,613,954.00)	(2,324,142.00)	(2,180,743.00)	(36,118,839.00)
Other Sources and Transfers In		0.00	0.00	0.00	0.00
Other Uses and Transfers Out		0.00	0.00	0.00	0.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE		(31,613,954.00)	(2,324,142.00)	(2,180,743.00)	(36,118,839.00)
BEGINNING FUND BALANCE 9791-92		108,689,026.75			108,689,026.75
Prior-Year Adjustments 9793-95		0.00		0.00	0.00
NET BEGINNING BALANCE		108,689,026.75		0.00	108,689,026.75
ENDING FUND BALANCE (EFB)		77,075,073.00	(2,324,142.00)	(2,180,743.00)	72,570,188.00
COMPONENTS OF ABOVE EFB:					
Nonspendable (9711-9719)		2,250,000.00	0.00	0.00	2,250,000.00
Restricted (9740)		50,904,855.06	0.00	0.00	50,904,855.06
Committed (9750/9760)		7,349,575.71	0.00	(4,697,315.44)	2,652,260.27
Assigned (9780)		4,866,108.22	0.00	0.00	4,866,108.22
Reserve Economic Uncertainties (9789)		11,704,533.81	69,724.26	65,422.29	11,839,680.36
Unassigned/Unappropriated (9790)		0.20	(2,393,866.26)	2,451,150.15	57,284.09
State Minimum Reserves %		3.00%	Meets		3.01%
Are budgets in balance?		In Balance			In Balance
Did you adjust reserves? s/b \$0		\$0.00	OK		\$0.00
FUND 17 RESERVES (9789) or N/A		\$ -			\$ -

If the total amount of the adjustment in Column 2 does not agree with the amount of the total cost shown in Section 5, Total Costs, please explain below. Also, list any other assumptions used or included in Column 3:

Expenses: Per agreement, 2% increase is effective 7/1/23 and another 2% as of 1/1/24. The additional 2% is effective 7/1/24, which is why the adjustment in column 2 does not agree with total cost in Section 5. District is using savings from SERP offered in 23-24 and non-renewal of temp positions to afford the increases in this AB1200. District will also use LCAP savings and CFD or RDA funds to help afford the increases in the 23-24 and out years.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

First Subsequent Year 2024 - 2025			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of 12/12/2023 (enter date)	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
ADA= 18,410.83	CERT FTE: 1,219.2	CLASS FTE: 950	ADA= 18,410.83
258,824,882.00	0.00	0.00	258,824,882.00
70,252,750.00	0.00	0.00	70,252,750.00
329,077,632.00	0.00	0.00	329,077,632.00

OPERATING EXPENDITURES

1000 Certificated Salaries	156,413,025.87	0.00	(2,130,560.36)	154,282,465.51
2000 Classified Salaries	52,701,483.80	2,983,415.81	(390,000.00)	55,294,899.61
3000 Benefits	86,659,397.00	1,054,959.40	(1,171,139.24)	86,543,217.16
4000 Instructional Supplies	10,301,108.00	0.00	0.00	10,301,108.00
5000 Contracted Services	25,617,991.00	0.00	0.00	25,617,991.00
6000 Capital Outlay	3,313,563.00	0.00	0.00	3,313,563.00
7000 Other	3,441,917.00	0.00	0.00	3,441,917.00
TOTAL	338,448,486.00	4,038,375.00	(3,691,700.00)	338,795,161.00

OPERATING SURPLUS/(DEFICIT)

	(9,370,854.00)	(4,038,375.00)	3,691,700.00	(9,717,529.00)
Other Sources and Transfers In	0.00	0.00	0.00	0.00
Other Uses and Transfers Out	0.00	0.00	0.00	0.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(9,370,854.00)	(4,038,375.00)	3,691,700.00	(9,717,529.00)

BEGINNING FUND BALANCE (9791)

(Pulls from prior year EFB)	72,570,188.00			72,570,188.00
Prior-Year Adjustments (9792-9795)				0.00
NET BEGINNING BALANCE	72,570,188.00			72,570,188.00

ENDING FUND BALANCE (EFB)

	63,199,334.00	(4,038,375.00)	3,691,700.00	62,852,659.00
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COMPONENTS OF EFB (above):

Nonspendable (9711-9719)	2,250,000.00	0.00	0.00	2,250,000.00
Restricted (9740)	40,690,796.77	0.00	0.00	40,690,796.77
Committed (9750/9760)	0.00	0.00	0.00	0.00
Assigned (9780)	3,000,000.00	0.00	0.00	3,000,000.00
Reserve Economic Uncertainties	10,153,454.58	121,151.25	(110,751.00)	10,163,854.83
Unassigned/Unappropriated (9790)	7,105,082.65	(4,159,526.25)	3,802,451.00	6,748,007.40
State Minimum Reserves %	5.10%			4.99%
Are budgets in balance?	In Balance		Meets	In Balance
Did you adjust reserves? s/b \$0	\$ -		OK	\$ -
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced staffing, etc., explain below:

All assumptions same as 2023-24 First Interim

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

Second Subsequent Year 2025 - 2026			
(Col. 1)	(Col. 2)	(Col. 3)	(Col. 4)
Latest Board- Approved Budget Before Settlement - As of 12/12/2023 (enter date)	Adjustments as a Direct Result of this Proposed Settlement	Other Revisions (Including Other Proposed BU Agreements) Required to support cost of agreement (i.e. "me-too")	Projected District Budget After Settlement of Agreement (Cols. 1 + 2 + 3)
ADA=18,125.06	CERT FTE: 1,204.2	CLASS FTE: 950	ADA= 18,125.06
LCFF Sources (8010-8099)	262,995,969.00	0.00	262,995,969.00
Remaining Revenues (8100-8799)	70,703,177.00	0.00	70,703,177.00
TOTAL	333,699,146.00	0.00	333,699,146.00

OPERATING REVENUES: LCFF ADA

LCFF Sources (8010-8099)	262,995,969.00
Remaining Revenues (8100-8799)	70,703,177.00
TOTAL	333,699,146.00

OPERATING EXPENDITURES

1000 Certificated Salaries	156,653,506.70	0.00	(2,000,121.11)	154,653,385.59
2000 Classified Salaries	53,307,579.90	3,019,216.80	(390,000.00)	55,936,796.70
3000 Benefits	87,525,679.00	1,067,618.91	(1,142,863.00)	87,450,434.91
4000 Instructional Supplies	10,301,108.00	0.00	0.00	10,301,108.00
5000 Contracted Services	27,939,232.00	0.00	0.00	27,939,232.00
6000 Capital Outlay	2,863,563.00	0.00	0.00	2,863,563.00
7000 Other	3,441,917.00	0.00	0.00	3,441,917.00
TOTAL	342,032,586.00	4,086,836.00	(3,532,984.00)	342,586,437.00

OPERATING SURPLUS/(DEFICIT)

	(8,333,440.00)	(4,086,836.00)	3,532,984.00	(8,887,291.00)
Other Sources and Transfers In	0.00	0.00	0.00	0.00
Other Uses and Transfers Out	0.00	0.00	0.00	0.00
CURRENT YEAR INCREASE/ (DECREASE) TO FUND BALANCE	(8,333,440.00)	(4,086,836.00)	3,532,984.00	(8,887,291.00)

BEGINNING FUND BALANCE (9791)

(Pulls from prior year EFB)	62,852,659.00			62,852,659.00
Prior-Year Adjustments (9792-9795)				0.00
NET BEGINNING BALANCE	62,852,659.00			62,852,659.00

ENDING FUND BALANCE (EFB)

	54,519,219.00	(4,086,836.00)	3,532,984.00	53,965,368.00
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COMPONENTS OF EFB (above):

Nonspendable (9711-9719)	2,250,000.00			2,250,000.00
Restricted (9740)	31,643,202.00		0.00	31,643,202.00
Committed (9750/9760)	0.00			0.00
Assigned (9780)	3,000,000.00	0.00		3,000,000.00
Reserve Economic Uncertainties	10,260,977.58	122,605.08	(105,989.52)	10,277,593.11
Unassigned/Unappropriated (9790)	7,365,039.42	(4,209,441.08)	3,638,973.52	6,794,571.86
State Minimum Reserves %	5.15%	Meets		4.98%
Are budgets in balance?	In Balance			Not in Balance
Did you adjust reserves? s/b \$0	\$0.00	Undesignated Amount		\$1.03
FUND 17 RESERVES (9789) or N/A	\$ -			\$ -

Assumptions used for LCFF Gap%, Unduplicated %, Other Revenue COLAs, Addl/Reduced Staffing, etc., explain below:

All assumptions same as 2023-24 First Interim

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

Section 10: MULTI-YEAR CONTRACT AGREEMENT PROVISIONS: The proposed agreement contains the following COLAs and other compensation/non-compensation provisions for subsequent years as follows *(text pulls into disclosure)*: Send copy of final Agreement to BAS upon Board Approval

See attached TA and Assumptions

Section 11:

FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS: The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years. *(Include any compensation/noncompensation provisions specified below.) (text pulls into disclosure):*

See attached TA and Assumptions

Section 12: NARRATIVE OF AGREEMENT: Provide a brief narrative of the proposed changes in compensation or health premiums, including percentage changes, effective dates, and comments and/or explanations. *(text pulls into disclosure):*

See attached TA and Assumptions

Section 13: SOURCE OF FUNDING FOR PROPOSED AGREEMENT: Provide a brief narrative of the funds available in the current year to provide for the costs of this agreement. *(text pulls into disclosure):*

LCFF Funding (General Fund Unrestricted and appropriate Restricted sources) exclusive of LCAP proportional dollars (except for a limited number of FTE's funded through Supp and Conc. Grant Funding) will be used to fund this agreement. The use of the Arts and Music Block Grant and the use of the Learning Recovery Emergency Block Grant are integral to this agreement. Savings from SERP will be used starting in 2024-25 fiscal year.

SUMMARY OF PROPOSED AGREEMENT

BETWEEN THE

REDLANDS UNIFIED

SCHOOL DISTRICT

ADDITIONAL FISCAL INDICATORS- CRITERIA AND STANDARDS A.5

This section is in response to the Criteria and Standards Additional Fiscal Indicators #A.5., which asks: "Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state cost of living adjustment."

Section 14: COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT LOCAL CONTROL FUNDING FORMULA (LCFF):

(A)	Current-year (CY) LCFF Average Rate per ADA: (CY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	Estimated \$13,806.00
(B)	Less Prior-Year (PY) LCFF BASC Calculator Rate per ADA: (PY LCFF Entitlement per ADA, FCMAT LCFF Calculator, Calculator Tab, Row 79)	\$12,865.00
(C)	= Amount of Current-Year Increase or (decrease): (A) minus (B)	941.00
(D)	= Percentage Increase or (decrease) in LCFF per ADA: (C) divided by (B)	7.31%
(E)	ADA Increase/(Decrease) from Prior Year as % Current year P-2 LCFF funded ADA (greater of PY guarantee or current year) Prior Year P-2 LCFF funded ADA (greater of PY guarantee or current year)	(2.76%)
	18,952.38	
	19,489.32	
(F)	Total LCFF % increase or (decrease) plus ADA % change	4.56%
(G)	Indicate Total Settlement Percentage Change from Section 5	5.62%

If proposed agreement % on Line G is greater than Line F, please provide explanation below:

District is able to afford the agreement using LCAP reduction plan, using LRBG to offset salaries, removing temporary positions, and offering SERP in 2023-24 (SERP will result in yearly savings of \$3,752,860 starting 2024-25).

CERTIFICATION

To be signed by the **District Superintendent AND Chief Business Official upon submission to the Governing Board** and by the **Board President upon formal Board action** on the proposed agreement.

Districts with a Qualified or Negative Certification : Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200, AB 2756, GC 3547.5, and GC 3540.2.

WE HEREBY CERTIFY THAT THE COSTS INCURRED BY THE SCHOOL DISTRICT UNDER THIS AGREEMENT CAN BE MET BY THE DISTRICT DURING THE TERM OF THE AGREEMENT.


District Superintendent - signature


Date


Chief Business Official - signature


Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on Tuesday, February 13, 2024 took action to approve the proposed Agreement with the Redlands Educational Support Professionals Association Bargaining Unit.

President, Governing Board - signature

Date

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

REDLANDS UNIFIED

SCHOOL DISTRICT

Government Code Section 3547.5: **Before** a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer.

Intent of Legislation: To ensure that members of the public are informed of the major provisions of a collective bargaining agreement before it becomes binding on the school district.

(This information is pulled from the SUMMARY section of this file which should be completed FIRST)

MAJOR PROVISIONS OF PROPOSED AGREEMENT WITH THE

Redlands Educational Support Professionals Association BARGAINING UNIT

To be acted upon by the Governing Board at its meeting on

02/13/24

A. PERIOD OF AGREEMENT:

The proposed bargaining agreement covers the period beginning and ending
for the following fiscal years **2023-24**

07/01/23

06/30/25

2023-24, 2024-25,

B. TOTAL COST CHANGE TO IMPLEMENT PROPOSED AGREEMENT (SALARIES & BENEFITS)

The total change in costs for salaries and employee benefits in the proposed agreement:

1. Current Year Costs Before Agreement

\$70,833,469.00

2. Current Year Costs After Agreement

\$74,815,675.74

3. Total Cost Change

\$3,982,206.74

4. Percentage Change

5.62%

5. Value of a 1% Change

\$644,530.29

C. PERCENTAGE SALARY CHANGE FOR AVERAGE, REPRESENTED EMPLOYEE

The total percentage change in salary, including annual step and column movement on the salary schedule (as applicable), for the average, represented employee under this proposed agreement:

1. Salary Schedule change
(% Change To Existing Salary Schedule)
(% change for one time bonus/stipend or salary reduction)

6.0%

2. Step & Column
(Average % Change Over Prior Year Salary Schedule)

1.3%

3. TOTAL PERCENTAGE CHANGE FOR THE
AVERAGE, REPRESENTED EMPLOYEE

7%

4. Change in # of Work Days (+/-) Related to % Change

5. Total # of Work Days to be provided in Fiscal Year

246

6. Total # of Instructional Days to be provided in Fiscal Year
(applicable to Certificated BU agreements only)

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
(Statutes of 2004, Chapter 25), Government Code 3547.5 & 3540.2)**

REDLANDS UNIFIED

SCHOOL DISTRICT

D. PERCENTAGE BENEFITS CHANGE FOR BOTH STATUTORY AND DISTRICT-PROVIDED EMPLOYEE BENEFITS INCLUDED IN THIS PROPOSED AGREEMENT:

1.	Cost of Benefits Before Agreement	\$24,147,002.00
2.	Cost of Benefits After Agreement	\$25,328,020.72
3.	Percentage Change in Total Costs	4.89%

E. IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

State-Recommended Minimum Reserve Level (after implementation of Proposed Agreement)

1.	Based On Total Expenditures and Other Uses in the General Fund of:	\$394,656,012.00
2.	Percentage Reserve Level State Standard for District:	3.0%
3.	Amount of State Minimum Reserve Standard:	\$11,839,680.36

SUFFICIENCY OF DISTRICT UNRESTRICTED RESERVES to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT:

GENERAL FUND RESERVES (Fund 01 Unrestricted ONLY)

4.	Reserve for Economic Uncertainties (Object 9789)	\$11,839,680.36
5.	Unassigned/Unappropriated (Object 9790)	\$57,284.09
6.	Total Reserves: (Object 9789 + 9790)	\$11,896,964.45

SPECIAL RESERVE FUND (Fund 17, as applicable)

7.	Reserve for Economic Uncertainties (Object 9789)	
----	--	--

TOTAL DISTRICT RESERVES, applicable to State Minimum Reserve Standard:

8.	General Fund & Special Reserve Fund:	\$11,896,964.45
9.	Percentage of General Fund Expenditures/Uses	3.01%
	Difference between District Reserves and Minimum State Requirement	\$57,284.09

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
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REDLANDS UNIFIED

SCHOOL DISTRICT

F. MULTIYEAR CONTRACT AGREEMENT PROVISIONS

See attached TA and Assumptions

G. FINANCIAL IMPACT OF PROPOSED AGREEMENT IN SUBSEQUENT FISCAL YEARS

The following assumptions were used to determine that resources will be available to fund these obligations in future fiscal years (including any compensation and/or noncompensation provisions specified below that have been agreed upon if the proposed agreement is part of a multi-year contract):

See attached TA and Assumptions

H. NARRATIVE OF AGREEMENT

See attached TA and Assumptions

I. SOURCE OF FUNDING FOR PROPOSED AGREEMENT

The following source(s) of funding have been identified to fund the proposed agreement

LCFF Funding (General Fund Unrestricted and appropriate Restricted sources) exclusive of LCAP proportional dollars (except for a limited number of FTE's funded through Supp and Conc. Grant Funding) will be used to fund this agreement. The use of the Arts and Music Block Grant and the use of the Learning Recovery Emergency Block Grant are integral to this agreement. Savings from SERP will be used starting in 2024-25 fiscal year.

**FORM FOR PUBLIC DISCLOSURE
OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
(AB1200 (Statutes of 1991, Chapter 1213) as revised by AB 2756
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REDLANDS UNIFIED

SCHOOL DISTRICT

CERTIFICATION

To be signed by the District Superintendent AND Chief Business Official when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

Districts with a Qualified or Negative Certification: Per Government Code 3540.2, signatures of the District Superintendent and Chief Business Official must accompany the Summary Disclosure sent to the County Superintendent for review 10 days prior to the board meeting that will ratify the agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirements of AB 1200, AB 2756 and GC 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.


District Superintendent - signature

2/8/2024
Date


Chief Business Official- signature

2/8/2024
Date

After public disclosure of the major provisions contained in this Summary, the Governing Board, at its meeting on 2/13/2024 took action to approve the proposed Agreement with the Redlands Educational Support Professionals Association Bargaining Unit.

President, Governing Board
(signature)

Date

AGREEMENT ADDENDUM

between the

BOARD OF EDUCATION

of the

REDLANDS UNIFIED SCHOOL DISTRICT

and the

REDLANDS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION/CTA/NEA

The following agreement has been reached by designated representatives of the Board of Education and the Redlands Education Support Professionals Association/CTA/NEA (“RESPA”) in accordance with the California Education Employment Relations Act and will be in effect from July 1, 2022, through June 30, 2025.

Sabine Robertson-Phillips
Representative
Board of Education

Candy Blanco
Representative
Redlands Education Support Professionals/CTA/NEA

Date

Date

Approved by the Board of Education:

Approved by the Redlands Education Support
Professionals Association/CTA/NEA:

Alex Vara
President
Board of Education

Sharon “Liz” Huerta-Brewster
President
Redlands Education Support Professionals
Association/CTA/NEA

Date

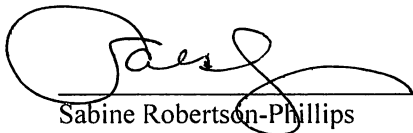
Date

TENTATIVE AGREEMENT
between the
BOARD OF EDUCATION
of the
REDLANDS UNIFIED SCHOOL DISTRICT
and the
REDLANDS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION/CTA/NEA
January 23, 2024

The designated representatives of the Redlands Unified School District and the Redlands Education Support Professionals Association/CTA/NEA do hereby agree that tentative agreement has been reached on the following Articles:

ARTICLE 1	AGREEMENT
ARTICLE 6	PAY AND ALLOWANCES
ARTICLE 7	HEALTH AND WELFARE BENEFITS
ARTICLE 8	LEAVES
ARTICLE 10	HOURS OF EMPLOYMENT AND OVERTIME
ARTICLE 13	EVALUATION PROCEDURES
ARTICLE 14	SELECTION/REASSIGNMENT/TRANSFER/PROMOTION
ARTICLE 16	CLASSIFICATION AND RECLASSIFICATION
ARTICLE 23	BUS DRIVERS HOURS AND ASSIGNMENTS
ARTICLE 25	SAFETY CONDITIONS OF EMPLOYMENT
ARTICLE 27	DISCIPLINARY PROCEDURE
APPENDIX A-1	CLASSIFIED SALARY SCHEDULE – 2023-24 EFFECTIVE JULY 1, 2023 EFFECTIVE JULY 1, 2024
APPENDIX B-1	EVALUATION OF CLASSIFIED EMPLOYEE'S WORK PERFORMANCE
APPENDIX B-2	CLASSIFIED ASSISTANCE PLAN FORMAT

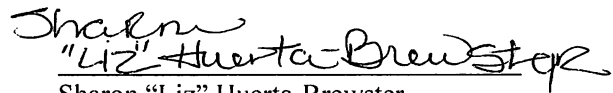
This constitutes the completion of all negotiations for the 2023-24 school year. These items shall remain in full force and effect through June 30, 2025, subject to final approval of the Tentative Agreement as per Article 4.7 – Negotiations Procedures, of the current Agreement.



Sabine Robertson-Phillips
Representative
Redlands Unified School District

1/23/24

Date



Sharon "Liz" Huerta-Brewster
Representative
Redlands Education Professionals
Association/CTA/NEA

1/23/24

Date

TENTATIVE AGREEMENT
between the
BOARD OF EDUCATION
of the
REDLANDS UNIFIED SCHOOL DISTRICT
and the
REDLANDS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION/CTA/NEA
January 23, 2024

The Agreement between the Redlands Unified School District ("RUSD") and the Redlands Education Support Professionals Association/CTA/NEA ("RESPA"), effective from July 1, 2022, to June 30, 2025, is hereby amended as follows. New language and provisions are shown in **bold**. Deleted language or provisions are shown in ~~strike through~~. All changes shall be effective upon final ratification by both the membership of RESPA and the Board of Education of RUSD, unless otherwise stated.

ARTICLE 1 – AGREEMENT

1.3 Reopeners

This Agreement shall be reopened ~~twice~~ **once** during its term for the purpose of renegotiating for the school years ~~2023-2024 and 2024-2025~~. During the ~~2023-2024 and 2024-2025~~ school years, only Articles Six, Seven (**except compensation and the District's contribution for health and welfare benefits**), and ~~Appendix A-1~~, plus ~~three~~ **two (2)** additional articles, each at the individual option of the respective parties, shall be reopened.

ARTICLE 6 – PAY AND ALLOWANCES

6.3 Lost Checks

Any paycheck for a member of the bargaining unit which is lost after receipt or which is not received within five (5) days, if mailed, shall be replaced no later than three (3) working days following the unit member's ~~demand~~ **request** of the payroll department for replacement of the check except when precluded by circumstances beyond the control of the District. The unit member must sign for receipt of the replaced check.

6.4 Promotion

Any member of the bargaining unit receiving a promotion **to a higher range** under the provisions of this Agreement shall be moved to the appropriate range and step of the new class to ensure an increase of not less than ~~one hundred twenty dollars (\$120.00) per month~~ **seventy cents (\$0.70) per hour** as a result of that promotion, except that the unit member may be placed on the last step of the appropriate range if that is the maximum allowable for that class. ~~This amount shall be prorated for employees working less than eight (8) hours per day.~~

6.8 Uniforms and Tools

Employee classifications identified below will be required to wear uniforms and/or appropriate footwear.

6.8.4 Maintenance and Operations/Transportation Uniforms

The District will provide uniforms to **unit members assigned to the Maintenance and Operations Department who perform their duties at various district sites, and the**

mechanics ~~and~~ /bus drivers/instructor(s) of the Transportation Department. ~~Each mechanic and bus driver/instructor~~ **Such unit members** will receive uniforms and the District will provide a laundry service option.

6.8.5 Footwear

CNS, Maintenance, **Custodians**, Grounds, and Warehouse employees are required to wear District approved footwear during their work hours that complies with the Cal/OSHA regulations. The District will provide up to two (2) pairs of appropriate footwear for CNS each year. **The District will provide a once a year voucher for one hundred fifty dollars (\$150.00) for Maintenance, Custodians, Grounds, and Warehouse employees to purchase District approved footwear that complies with the Cal/OSHA regulation. The voucher shall be redeemed at a vendor approved by the District.** Employees who provide their own footwear must have the footwear pre-approved by the Risk Management Department.

6.9 Compensation During Required Training Periods

A unit member who is required to attend training sessions or otherwise engage in training of any kind as a condition of ~~his/her~~ **the unit member's** employment in a position shall receive compensation as follows:

6.9.5 Annual Required Online Trainings

A unit member will be given access to appropriate technology at the site/department or the District Office, to complete mandatory trainings during their contractual hours. If the supervisor determines that access cannot be given during contractual hours, the unit member will be compensated at their regular hourly rate.

ARTICLE 7 – HEALTH AND WELFARE BENEFITS

7.9 Medical Examinations and Tests

7.9.2 A **fitness for duty** ~~physical or mental~~ examination may be required of any unit member, at **the** District's expense, anytime the employer has good reason to require such an examination.

7.12 Early Retirement

Any full-time unit member, plus ~~his/her~~ **their** dependent(s), who receives the District-provided health insurance plan (Article 7.3 and Article 7.16), will also receive said benefit as provided to current active employees after retirement. Retirees may continue to receive dental and vision benefits (Article 7.4 and Article 7.6) at their own cost in accordance with federal and state regulations in effect at the time. In order to qualify for these retirement benefits described in this section, unit members must have first met the following conditions:

7.12.8 Spousal Coverage

Contingent upon agreement of the carrier, when a retired unit member reaches ~~his/her~~ **their** 65th birthday, or when ~~s/he~~ **they** becomes eligible for full Medicare benefits, whichever comes first, the retired unit member's spouse and dependents will be eligible to continue health benefits in accordance with state and federal regulations in ~~affect~~ **effect** at the time. The premium will be paid by the retired unit member to the District.

7.12.9 Surviving Dependents

Contingent upon agreement of the carrier, when a unit member dies while under contract, ~~his/her~~ **their** spouse and dependents will be eligible to continue to be covered by the District health plan (Article 7.3) if the spouse is under the age of sixty-five (65) or not eligible for Medicare, in accordance with state and federal regulations in ~~effect~~ **effect** at the time. The premium will be paid by the spouse of the deceased unit member to the District. In the event that both spouses are retired employees of the District and the primary insured spouse pre-deceases the dependent spouse, the dependent spouse shall be until age sixty-five (65) entitled to the health insurance benefits the dependent spouse would have been entitled to under Article 7.12 at the time of their retirement, had they not received coverage through the primary insured spouse. This section does not apply to terms and conditions that fall under a Board Approved Early Retirement Program.

ARTICLE 8 – LEAVES

8.19 Administrative Leave

Administrative Leave is defined as a temporary release from duties. Employees on administrative leave may be directed to remain away from District facilities while the District is conducting an investigation. Such leave shall be without the loss of any compensation or benefits and is not considered disciplinary in nature. Such leave will not be deducted from any of the employee's leave accounts. Any investigation conducted by the District shall be completed as expeditiously as is practical under the circumstances.

ARTICLE 10 – HOURS OF EMPLOYMENT AND OVERTIME

10.3 Overtime Defined

Overtime is defined to include any District-authorized time required to be worked in excess of eight (8) hours in any one (1) day or in excess of forty (40) hours in any calendar week. Overtime shall also be defined as specified in Section 45131 of the Education Code.

10.3.1 Assigning of Overtime: Overtime opportunities shall be ~~offered~~ **rotated among available qualified employees in each department/work site, starting with the most senior unit member, as is most practicable** ~~as equally as is practical, among available qualified employees in each department/work site.~~

10.4 Compensation for Overtime

10.4.1 A regular member of the unit who works authorized overtime shall be paid at a rate equal to one and one-half (1-1/2) times ~~his/her~~ **the unit member's** regular rate of pay for the overtime worked. Shift and special assignment differentials regularly received by the unit member shall be included in determining ~~his/her~~ **the unit member's** regular rate of pay.

10.4.2 In accordance with the Fair Labor Standards Act and applicable State law, compensatory time may be allowed for overtime worked. No employee shall be permitted to work overtime without the prior approval of ~~his/her~~ **the unit member's** supervisor. The employee and supervisor must agree to the compensatory time prior to the work being performed. Compensatory time, for the purposes of overtime, is to be allocated as set forth in Section 10.4.4. Accrued compensatory time may be utilized within a reasonable period of time. The unit member shall submit a request for the use of such time to ~~his/her~~ **the unit member's** immediate supervisor. Requests shall be scheduled with the approval

of the unit member's immediate supervisor and shall be denied only for good and sufficient reason. Upon request, designated elected representatives of the Association shall have access to any compensatory time logs.

10.5 Call-In (Emergency) Time

Call-in time is non-scheduled working time for a guaranteed minimum of two (2) hours for reporting to work at the District's request. Call-in time must be authorized by the unit member's immediate supervisor/designee. ~~Employees~~ **Unit members** are not entitled to additional compensation for multiple calls received during the guaranteed two (2) hour time period.

10.14 Attendance and Punctuality

Unit members are expected to report to work whenever scheduled. Repeated and consistent abuse of leave shall be cause for an overall unsatisfactory performance evaluation. An unsatisfactory performance evaluation based on unsatisfactory attendance may be cause for termination of employment.

Unless extreme circumstances beyond the control of the unit members exist, unit members shall notify their supervisor in advance whenever they are unable to report **as outlined in Article 8.1**. As much advance notice as possible should be given to permit a replacement to be scheduled. Repeated failure to give proper notification may be grounds for disciplinary action.

10.14.1 ~~An employee~~ **Unit members** must be at ~~his/her~~ **their** workstation(s) at the starting hour and at the prescribed time after rest and lunch breaks. Employees who will be delayed more than a few minutes in reporting to work are required to call their supervisor promptly to explain the circumstances.

ARTICLE 13 – EVALUATION PROCEDURES

13.2 Timing Evaluation Cycle

~~The~~ District management shall evaluate all bargaining unit members no less than once every other work year. **The evaluation shall be given and explained by the evaluator in person, whenever practicable. Each rating must be supported by written comment.**

13.2.1 Probationary Unit Members

Probationary unit members will be evaluated within ninety (90) calendar days (based on the employees work year calendar) and again prior to their six (6) month anniversary.

~~13.2.1.1 A unit member who receives a promotion to a new classification will be evaluated during the first three (3) months and prior to six (6) working months after starting the new assignment as a probationary unit member in that assignment. Performance deficiencies shall be addressed with the unit member prior to the completion of the evaluation. This shall not be interpreted to affect a unit member's permanent status in the District.~~

13.2.1.21 All probationary unit members will be evaluated at least two (2) times before the end of the probationary trial period.

13.2.2 Permanent Unit Members

All permanent unit members will be evaluated using the formal District evaluation document at least every other year, to be completed no later than June 1. Ongoing

evaluative communications concerning performance appraisals and annual evaluations are permissible at any time.

13.2.2.1 A permanent unit member who receives a promotion to a new position will be evaluated at least once prior to six (6) working months after starting the new assignment as a probationary unit member in that assignment. Performance deficiencies shall be addressed with the unit member as they arise. This shall not be interpreted to affect the unit member's permanent status in the District.

13.2.3 Evaluation Document

An electronic copy of the completed evaluation, signed by the evaluatee and evaluator, shall be placed in the unit member's personnel file at the District Office. Evaluatees must electronically sign and submit their evaluation within three (3) days after receiving the document. The signature of the employee does not necessarily indicate agreement with the evaluation. It merely documents receipt of the evaluation as required by administrative regulation. The evaluatee may attach written comments that will be placed in the employee's personnel file.

13.3 The Review Process for Permanent Unit Members

13.5 Assistance Plan

In order to support ~~employees~~ **permanent unit members** in satisfactorily meeting performance factors, an Assistance Plan ~~shall~~ **may** be developed by the employee's immediate supervisor, or principal/designee for the purpose of assisting with positive action to correct any cited deficiencies ~~for on a~~ performance evaluation rated "~~Less than Satisfactory~~ **Partially Meets Standards**" or "Unsatisfactory." The Assistance Plan shall include specific recommendations for improvement.

13.6 Right of Rebuttal

The evaluatee has the right to submit a written reaction or response to the evaluation within fifteen (15) days of the date the unit member received such evaluation. Such response shall become a permanent attachment to the copy of the evaluation in the unit member's personnel file. If such response is filed within fifteen (15) days of the written evaluation, the evaluation document may be modified or corrected accordingly. This process may alter the final document before it is ~~inserted~~ **placed** in the personnel file.

ARTICLE 14 – SELECTION/REASSIGNMENT/TRANSFER/PROMOTION

14.1 Definitions

14.1.2 Reassignment – A change from one position or classification to another without a change in **the** work site.

14.1.7 Qualified – A unit member who has passed the applicable job skills test, met the minimum qualifications as stated in the job description, and who has received overall performance ratings of satisfactory or above on ~~his/her~~ **the unit member's** previous ~~two~~ work performance evaluations.

14.7 Procedures for Administrative Transfer and Reassignment

14.7.1 Permanent Transfer and Reassignment

Transfers or reassignments of bargaining unit members may be initiated by the District at any time, except for disciplinary purposes, whenever such transfer or reassignment is for good cause as determined by the District. The unit member to be transferred or reassigned shall be given a notice of no less than ~~three (3)~~ **five (5)** days, unless mutually agreed upon otherwise. A conference will be held between the appropriate management person and the unit member in order to discuss the reason for the transfer or reassignment.

ARTICLE 16 – CLASSIFICATION AND RECLASSIFICATION

16.3 Compensation for an Employee Working Out of Classification

16.3.1 Acting Assignment

If a unit member is assigned to substitute temporarily in a position that has a higher rate of pay, and the assignment is for a period of more than five (5) working days within a fifteen (15)-calendar-day period, ~~s/he the unit member~~ shall be paid at the range of the position in which ~~s/he the unit member~~ is serving commencing on the date the acting assignment began. If the unit member applies for and is selected for the same position, the unit member will receive credit for the time worked toward the six (6)-month promotional probationary period.

16.3.2 Duty Assignment

If a unit member is specifically assigned duties by ~~his/her the unit member's~~ supervisor which are significantly different from the duties listed on the unit member's classification placement description for a period of more than five (5) working days within a fifteen (15)-calendar-day period, ~~his/her the unit member's~~ salary shall be adjusted upward for the entire period if such duties are normally performed by unit members in a higher classification.

16.4 Reclassification Committee

A Reclassification Committee shall be established which shall include two (2) unit members appointed by the Association and two (2) additional committee members appointed by the Superintendent. Nothing in this Section shall preclude the combination of this committee with other such groups in the District, provided such combination of committees shall occur only with the agreement of all parties concerned.

16.4.1 The purpose of the committee shall be to review requests for reclassification by individual unit members and to inform the Superintendent/designee if it is determined by the committee that the request has merit. **The determination should be made within forty-five (45) working days, when practicable, and all parties shall be notified.**

16.5 Reclassification Requests

16.5.1 Where, as a result of the increase in the complexity of the duties being performed by an employee, and where the change in duties is of a permanent nature, the employee may submit a request to have ~~his/her their~~ classification reviewed. **Employees should review their current job descriptions prior to submitting a reclassification request.**

ARTICLE 23 – BUS DRIVERS HOURS AND ASSIGNMENTS

23.2 Definitions

23.2.2 Overbase Time (Extra Assignments) – Driving time in excess of daily base time. Where the needs of the District allow, overbase time shall be assigned on a voluntary basis. Overbase time is paid at the regular rate of pay up to eight (8) hours.

23.2.3 Vacancy – A vacancy is defined as a base-time assignment which is identified by bus number, route, number of hours, and time schedule. The determination as to whether or not to fill a vacancy is within the discretion of the District. **The District will consult with the Association in such situations.**

23.2.5 Field Trips – A field trip is any trip taken which requires driving outside the school district boundaries or any run which, for special circumstances, is designated as a field trip by the Transportation ~~Manager~~ **Director**.

23.2.9 Overflow – **A student within one school's boundary who is assigned to another school as a result of overflow and is eligible for and receives transportation.**

23.5 Increase in Base Time

When a unit member's work on regular runs is in excess of the driver's base time for a period of twenty (20) consecutive days, the driver's base time shall be **temporarily increased for the remainder of the current school year** and except under the following circumstances:

23.5.1 Assignment of a route to fill a driver's base time, not to exceed thirty (30) minutes of overbase time.

23.5.2 Temporarily assigned regular runs, such as overflow and special education runs. Such increases in base time assignments shall not exceed two (2) hours. Any increase in base time exceeding two (2) hours shall be subject to the provisions under Article 23.8.1 – Reassignment of Routes.

23.8 Vacancies

23.8.1 Reassignment of Routes

Nothing herein prevents the District from reassigning bus routes and bus numbers as is necessary prior to determination of the existence of a vacancy. **If the District deems a position as vacant and available, it shall be posted for rebidding within twenty-five (25) workdays. Each notice of vacancy for rebidding shall be posted in clear view of all unit members for a minimum of five (5) workdays.** A bidding process utilizing date of hire for purposes of priority of selection shall be implemented. In the event that two (2) or more unit members have the identical date of hire, ~~the tiebreaker shall be the greatest number of hours of District service.~~ **the method to determine the final selection shall be by lot.**

23.8.2 Existence of Vacancy

A vacancy shall be filled when the District determines the need to hire a person for a set number of hours. The determination as to whether or not to fill a vacancy and the duties of the person to fill that vacancy are within the discretion of the District. **The District shall consult with the Association in such situations.**

23.8.3 Notice

~~Each notice of vacancy shall be posted in clear view of all unit members and shall remain posted for at least five (5) days.~~ **Each notice of a vacancy that is not filled through the bidding process shall be in accordance with Article 14.4.1.**

23.8.5 Selection

~~The determination as to whether or not to fill a vacancy shall be at the discretion of the District.~~ In the event that the District's decision is to solicit outside applicants for a vacancy, unit members with application forms on file will be afforded the option of competing on an equal basis with all other candidates in the selection process. In filling vacancies, driving record, skills, knowledge, abilities, work habits, and job performance will be the factors considered. If the above considerations are equal, preference shall be given to the most senior unit member that applied.

23.10 Field Trip Assignments

23.10.1 Roster of Volunteers

The Transportation ~~Manager~~ **Director** shall maintain ~~an ongoing~~ **two (2) separate ongoing** rosters of drivers volunteering to drive on **weekday** field trips **and weekend field trips**, and will maintain and post a summation of the offered and accumulated field trip hours of each driver on a weekly basis.

23.10.2 Assignment Procedures

The following conditions shall prevail:

23.10.2.2 The Transportation ~~Manager~~ **Director** shall, whenever possible, assign each trip no less than seventy-two (72) hours prior to scheduled departure time.

23.10.2.3 The field trip shall be assigned to the eligible and available driver on the volunteer field trip rosters having the least chargeable field trip hours. If no drivers are available, Driver Instructors and Mechanics may be considered eligible and available on non-duty time with compensation to be paid at the Bus Driver rate of pay.

23.10.2.5 In the event the Transportation ~~Manager~~ **Director** is unable to provide at least seventy-two (72) hours' advance notice to the eligible driver, refusal to take the field trip will not cause the hours to be charged to the refusing driver.

23.10.2.6 When a field trip exceeds a driver's base, the Transportation ~~Manager~~ **Director** may assign the field trip driver's regular runs, if interrupted by the field trip, to a regular, pool, or substitute driver if it best serves the interest of the District.

23.11 Roster of Overbase/Extra Assignment Drivers

The ~~Transportation manager~~ **Director** shall maintain an ongoing roster of drivers volunteering to drive overbase/extra assignments not deemed to be overtime. Overbase/extra assignments shall be offered as equally as is practical among all qualified volunteering drivers.

ARTICLE 25 – SAFETY CONDITIONS OF EMPLOYMENT

25.1 Safe Working Conditions

The requirements for safe working conditions are established and maintained pursuant to District policy and State law, under the California Occupational Safety and Health Act of 1973 (CAL/OSHA). Enforcement and rule-making authority is lodged with the Department of Industrial Relations. The Division of Industrial Safety and the District have jurisdiction and responsibility for inspection and enforcement of standards. No grievance can be filed on this Article until every good faith attempt has been made to seek resolution ~~as follows:~~.

25.1.1 Safety Condition/Concern Committee

~~All initial complaints have been reviewed and acted upon by the Safety/Stress Reduction Committee. The District shall establish a bargaining unit shall be represented on the District Safety/Stress Reduction Condition/Concern Committee, comprised of ¶three (3) bargaining unit members will be appointed to the committee by the Association, and~~ **three (3) members appointed by the District.**

~~One of ¶The purposes of the committee shall be to review examine safety conditions and concerns not resolved at the site level. the possible causes of job related stress and to recommend, on a periodic basis, methods and strategies for its reduction including, but not limited to, use of District recreational facilities when not otherwise in use.~~

25.1.2 If dissatisfied with the Safety **Condition/Concern** Committee's action, the unit member **shall take** ~~has taken~~ all necessary steps to seek resolution through the procedures established by the Department of Industrial Relations.

25.2 Unit Member Responsibility

Unit members are required to use District-provided equipment and work site facilities in a prudent manner including, but not limited to, utilization of all safety guards and protective devices.

25.2.1 Unit members have the responsibility to ~~submit written recommendations~~ **report safety conditions or concerns** on the Report of Safety Condition/Concern ~~¶Form~~ to the unit member's immediate supervisor regarding the maintenance of safe working conditions, facilities and equipment, repairs and modifications, and other practices designed to ensure compliance with applicable safety standards.

25.3 District Responsibility

The District shall provide the equipment for employees to perform their assigned duties and make every reasonable effort to provide a place of employment which is as safe and sanitary as the nature of the assigned duties reasonably permits.

25.3.1 When a unit member submits a Report of Safety Condition/Concern ~~¶Form~~, the immediate supervisor shall respond within **five (5) workdays, acknowledging receipt of the form.** ~~¶Within ten (10) workdays of receipt of the completed form, the immediate supervisor will respond to the unit member with the plan of action to resolve the condition/concern in writing.~~ If the unit member is not satisfied with the response, the unit member may forward the form to the District's Risk Manager.

~~25.9~~ Bus Radios

~~All District Bus Drivers shall have their assigned vehicles equipped with two-way radios in order that emergency service contact can be maintained as needed. *Move to Transportation Article 23.4.1*~~

25.409 Identification (ID) Badges

Employees shall ~~prominently~~ **visibly** wear their District provided ID Badge at all times during their workday. **The District will provide clear plastic sleeves and break-away lanyards to all unit members, upon request. Employees shall immediately report to the Human Resources Department stolen, lost, or damaged ID Badges.**

25.10 Keys

Employees will safeguard district assigned work keys at all times during their workday. Lost, stolen, or damaged keys will be immediately reported by the employee to their direct supervisor.

25.11 District Provided Radios

Employees who are required to carry district assigned radios, will carry them at all times during their workday. Lost, stolen, or damaged radios will be immediately reported by the employee to their direct supervisor.

25.12 Employee Dress Standards

Classified employees are required to wear suitable clothing reflecting their standing as professional support staff. Clothing and/or accessories shall not constitute a safety hazard and must be neat, clean, and in a good state of repair. Dress should reflect the position of the classified employee and be appropriate to their assignment.

ARTICLE 27 – DISCIPLINARY PROCEDURE

27.3 Procedures for Discipline of Permanent Unit Members

27.3.2 Timing

Upon initiation of this Article, the immediate supervisor shall notify the unit member of their right to representation before proceeding with any action in regard to this Article.

~~27.3.2.1 Upon initiation of this Article, the immediate supervisor shall notify the unit member of their right to representation before proceeding with any action in regard to this Article.~~

27.3.3 Progressive Discipline

Progressive discipline shall follow the steps set forth below except where the severity of the offense or conduct justifies skipping steps. Except for prior similar conduct within a previous twenty-four (24) month period where the conduct giving rise to a cause for discipline could **have been** remediated through progressive discipline, such discipline shall consist of some or all of the following, depending upon, **as noted above**, the seriousness of the conduct **or offense at issue**:

27.3.3.1 An oral warning shall be administered.

~~27.3.3.2 Conference(s) summary document(s) for counseling the unit member regarding expectations (assistance program) and that outline consequences~~

of non-compliance inappropriate or improper conduct including, if appropriate, oral warning(s).

27.3.3.23 Written warning(s).

27.3.3.34 Written reprimand(s).

27.3.3.45 Suspension with or without pay.

~~27.3.4 Immediate Suspension With Pay~~

~~Upon receipt by the unit member's supervisor of information which constitutes cause for discipline, the unit member will be provided an opportunity to meet with the supervisor to explain the circumstances of the allegations. If after a preliminary investigation of the circumstances it is determined that the unit member must be immediately removed from the work site in order to protect students, employees, or property, the unit member may be immediately suspended with pay.~~

Renumber rest of Article 27.

APPENDIX A-1 – SALARY SCHEDULE

A total compensation package (including health and welfare benefits) for the 2023-24 and 2024-25 school years, which includes:

- ✓ 3.5%, retroactive July 1, 2023
- ✓ 2.5%, effective July 1, 2024

The District's maximum contribution for health and welfare benefits to be increased by \$215.00 per eligible unit member, effective July 1, 2024, prorated for part-time.

The *Reclassification Committee* will convene to review the Class and Compensation Study and mutually agree to an acceptable range increase for the following positions, effective July 1, 2023:

- ✓ Help Desk Technician
- ✓ Painter
- ✓ State Preschool Instructor

This concludes all compensation and health and welfare benefit negotiations for the 2023-24 and 2024-25 school years. RESPA shall have the right to reopen compensation and health and welfare benefits for the 2024-25 school year as follows:

The basis for per-student funding for the 2024-25 school year changes from the current ADA-based formula resulting in more than a 3% increase in per-student funding over what the previous formula would have yielded.

Each party will have the right to re-open Articles 6 and 7 (except compensation and the District contribution for health and welfare benefits), along with two other articles for 2024-25 only.



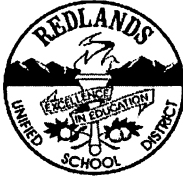
**REDLANDS UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE - DRAFT
FY 2023-24**

BOARD APPROVAL DATE:
EFFECTIVE DATE: July 1, 2023

3.50%

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	LONGEVITY				
							A-1 (2%)	A-2 (4%)	A-3 (6%)	A-4 (8%)	A-5 (10%)
12	18.71	19.71	20.63	21.64	22.74	23.91	24.39	24.87	25.34	25.82	26.30
13	19.17	20.14	21.11	22.20	23.27	24.47	24.96	25.45	25.94	26.43	26.92
14	19.59	20.60	21.62	22.73	23.89	25.05	25.55	26.05	26.55	27.05	27.56
15	20.15	21.13	22.22	23.31	24.47	25.75	26.27	26.78	27.30	27.81	28.33
16	20.63	21.64	22.74	23.91	25.10	26.36	26.89	27.41	27.94	28.47	29.00
17	21.13	22.22	23.31	24.47	25.75	26.97	27.51	28.05	28.59	29.13	29.67
18	21.66	22.75	23.93	25.12	26.37	27.63	28.18	28.74	29.29	29.84	30.39
19	22.25	23.33	24.48	25.78	27.02	28.41	28.98	29.55	30.11	30.68	31.25
20	22.75	23.93	25.12	26.37	27.63	29.05	29.63	30.21	30.79	31.37	31.96
21	23.33	24.48	25.78	27.02	28.41	29.86	30.46	31.05	31.65	32.25	32.85
22	23.95	25.13	26.41	27.73	29.08	30.53	31.14	31.75	32.36	32.97	33.58
23	24.52	25.78	27.02	28.42	29.87	31.31	31.94	32.56	33.19	33.81	34.44
24	25.13	26.41	27.73	29.08	30.53	32.11	32.75	33.39	34.04	34.68	35.32
25	25.79	27.07	28.42	29.87	31.32	32.89	33.55	34.21	34.86	35.52	36.18
26	26.44	27.76	29.12	30.58	32.13	33.75	34.43	35.10	35.78	36.45	37.13
27	27.09	28.46	29.90	31.35	32.91	34.62	35.31	36.00	36.70	37.39	38.08
28	27.76	29.12	30.59	32.15	33.75	35.43	36.14	36.85	37.56	38.26	38.97
29	28.46	29.90	31.35	32.91	34.62	36.32	37.05	37.77	38.50	39.23	39.95
30	29.12	30.59	32.15	33.75	35.43	37.18	37.92	38.67	39.41	40.15	40.90
31	29.91	31.38	32.94	34.63	36.32	38.17	38.93	39.70	40.46	41.22	41.99
32	30.64	32.16	33.79	35.45	37.21	39.07	39.85	40.63	41.41	42.20	42.98
33	31.38	32.94	34.63	36.32	38.17	40.06	40.86	41.66	42.46	43.26	44.07
34	32.18	33.81	35.49	37.25	39.14	41.10	41.92	42.74	43.57	44.39	45.21
35	32.98	34.63	36.36	38.19	40.06	42.09	42.93	43.77	44.62	45.46	46.30
36	33.81	35.50	37.25	39.16	41.17	43.14	44.00	44.87	45.73	46.59	47.45
37	34.63	36.36	38.19	40.06	42.09	44.22	45.10	45.99	46.87	47.76	48.64
38	35.50	37.25	39.16	41.17	43.14	45.32	46.23	47.13	48.04	48.95	49.85
39	36.37	38.20	40.11	42.11	44.24	46.42	47.35	48.28	49.21	50.13	51.06
40	37.27	39.17	41.17	43.17	45.33	47.60	48.55	49.50	50.46	51.41	52.36
41	38.28	40.17	42.17	44.30	46.50	48.81	49.79	50.76	51.74	52.71	53.69
42	39.19	41.20	43.19	45.34	47.62	50.01	51.01	52.01	53.01	54.01	55.01
43	40.17	42.17	44.30	46.50	48.81	51.24	52.26	53.29	54.31	55.34	56.36
44	41.21	43.22	45.36	47.65	50.02	52.56	53.61	54.66	55.71	56.76	57.82
45	42.19	44.31	46.55	48.87	51.27	53.87	54.95	56.02	57.10	58.18	59.26
46	43.22	45.40	47.66	50.03	52.57	55.21	56.31	57.42	58.52	59.63	60.73
47	44.36	46.60	48.88	51.28	53.90	56.61	57.74	58.87	60.01	61.14	62.27
48	45.43	47.70	50.10	52.61	55.26	57.96	59.12	60.28	61.44	62.60	63.76
49	46.61	48.90	51.36	53.91	56.62	59.45	60.64	61.83	63.02	64.21	65.40
50	47.72	50.14	52.62	55.27	57.99	60.93	62.15	63.37	64.59	65.80	67.02

Ranges 1-7 were eliminated, effective July 1, 2019
Ranges 8-11 were eliminated, effective July 1, 2022



**REDLANDS UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE - DRAFT
FY 2024-25**

BOARD APPROVAL DATE:
EFFECTIVE DATE: July 1, 2024

2.50%

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	LONGEVITY				
							A-1 (2%)	A-2 (4%)	A-3 (6%)	A-4 (8%)	A-5 (10%)
12	19.18	20.20	21.15	22.18	23.31	24.51	25.00	25.49	25.98	26.47	26.96
13	19.65	20.64	21.64	22.76	23.85	25.08	25.58	26.08	26.58	27.09	27.59
14	20.08	21.12	22.16	23.30	24.49	25.68	26.19	26.71	27.22	27.73	28.25
15	20.65	21.66	22.78	23.89	25.08	26.39	26.92	27.45	27.97	28.50	29.03
16	21.15	22.18	23.31	24.51	25.73	27.02	27.56	28.10	28.64	29.18	29.72
17	21.66	22.78	23.89	25.08	26.39	27.64	28.19	28.75	29.30	29.85	30.40
18	22.20	23.32	24.53	25.75	27.03	28.32	28.89	29.45	30.02	30.59	31.15
19	22.81	23.91	25.09	26.42	27.70	29.12	29.70	30.28	30.87	31.45	32.03
20	23.32	24.53	25.75	27.03	28.32	29.78	30.38	30.97	31.57	32.16	32.76
21	23.91	25.09	26.42	27.70	29.12	30.61	31.22	31.83	32.45	33.06	33.67
22	24.55	25.76	27.07	28.42	29.81	31.29	31.92	32.54	33.17	33.79	34.42
23	25.13	26.42	27.70	29.13	30.62	32.09	32.73	33.37	34.02	34.66	35.30
24	25.76	27.07	28.42	29.81	31.29	32.91	33.57	34.23	34.88	35.54	36.20
25	26.43	27.75	29.13	30.62	32.10	33.71	34.38	35.06	35.73	36.41	37.08
26	27.10	28.45	29.85	31.34	32.93	34.59	35.28	35.97	36.67	37.36	38.05
27	27.77	29.17	30.65	32.13	33.73	35.49	36.20	36.91	37.62	38.33	39.04
28	28.45	29.85	31.35	32.95	34.59	36.32	37.05	37.77	38.50	39.23	39.95
29	29.17	30.65	32.13	33.73	35.49	37.23	37.97	38.72	39.46	40.21	40.95
30	29.85	31.35	32.95	34.59	36.32	38.11	38.87	39.63	40.40	41.16	41.92
31	30.66	32.16	33.76	35.50	37.23	39.12	39.90	40.68	41.47	42.25	43.03
32	31.41	32.96	34.63	36.34	38.14	40.05	40.85	41.65	42.45	43.25	44.06
33	32.16	33.76	35.50	37.23	39.12	41.06	41.88	42.70	43.52	44.34	45.17
34	32.98	34.66	36.38	38.18	40.12	42.13	42.97	43.82	44.66	45.50	46.34
35	33.80	35.50	37.27	39.14	41.06	43.14	44.00	44.87	45.73	46.59	47.45
36	34.66	36.39	38.18	40.14	42.20	44.22	45.10	45.99	46.87	47.76	48.64
37	35.50	37.27	39.14	41.06	43.14	45.33	46.24	47.14	48.05	48.96	49.86
38	36.39	38.18	40.14	42.20	44.22	46.45	47.38	48.31	49.24	50.17	51.10
39	37.28	39.16	41.11	43.16	45.35	47.58	48.53	49.48	50.43	51.39	52.34
40	38.20	40.15	42.20	44.25	46.46	48.79	49.77	50.74	51.72	52.69	53.67
41	39.24	41.17	43.22	45.41	47.66	50.03	51.03	52.03	53.03	54.03	55.03
42	40.17	42.23	44.27	46.47	48.81	51.26	52.29	53.31	54.34	55.36	56.39
43	41.17	43.22	45.41	47.66	50.03	52.52	53.57	54.62	55.67	56.72	57.77
44	42.24	44.30	46.49	48.84	51.27	53.87	54.95	56.02	57.10	58.18	59.26
45	43.24	45.42	47.71	50.09	52.55	55.22	56.32	57.43	58.53	59.64	60.74
46	44.30	46.54	48.85	51.28	53.88	56.59	57.72	58.85	59.99	61.12	62.25
47	45.47	47.77	50.10	52.56	55.25	58.03	59.19	60.35	61.51	62.67	63.83
48	46.57	48.89	51.35	53.93	56.64	59.41	60.60	61.79	62.97	64.16	65.35
49	47.78	50.12	52.64	55.26	58.04	60.94	62.16	63.38	64.60	65.82	67.03
50	48.91	51.39	53.94	56.65	59.44	62.45	63.70	64.95	66.20	67.45	68.70

Ranges 1-7 were eliminated, effective July 1, 2019
Ranges 8-11 were eliminated, effective July 1, 2022



Appendix B-1

REDLANDS UNIFIED SCHOOL DISTRICT

EVALUATION OF CLASSIFIED EMPLOYEE'S WORK PERFORMANCE

NAME _____ SITE _____ DATE _____

POSITION _____ PROBATIONARY _____ PERMANENT _____

Instructions: Indicate on the rating scale after each performance factor your evaluation of that factor in the employee's performance. Each rating must be supported by written comment. 4 = Exceeds Standards, 3 = Meets Standards, 2 = Partially Meets Standards, 1 = Unsatisfactory

PERFORMANCE FACTOR	RATING SCORE				EVALUATOR'S COMMENTS
	1	2	3	4	
1. Job Skills and Knowledge: Demonstrates proficiency of the essential functions as outlined in the job description; utilizes appropriate tools in carrying out assigned duties and responsibilities; incorporates feedback and training regularly to enhance job performance.					
2. Quality/Quantity of Work: Performs duties as assigned consistently, efficiently, and in a timely manner; seeks methods to improve productivity and pays attention to detail; shows initiative and employs necessary and job-appropriate tools to carry out assigned tasks.					
3. Attendance and Punctuality: Arrives and leaves designated work location, as defined by supervisor, at the assigned times; uses available and permissible leave in a contractually appropriate manner.					
4. Professional Communication and Relationships: Effectively communicates and builds professional rapport with colleagues, supervisors, District staff, parents, guardians, and community members; receptive to feedback from others.					
5. Professional Work Habits: Maintains professional standards of dress and hygiene; presents an image consistent with their job responsibilities and assignment; dresses in a manner that is conducive to the health and/or safety of themselves and/or others.					
6. Initiative: Demonstrates creativity, follow-through, and the ability to identify problems and develop solutions in a timely and efficient manner.					
General Comments: 					

_____ The overall performance evaluation of this employee meets or exceeds the standards.

_____ The overall performance evaluation of this employee does not meet the standards and is not a satisfactory level.

_____ Check here if Assistance Plan will be attached, as required.

Signature of Evaluatee

Date

Signature of Evaluator

Date

Note: The signature of the employee does not necessarily indicate agreement with the evaluation. It merely documents receipt of the evaluation as required by administrative regulation. The evaluatee may attach comments. A copy of this document will be placed in the employee's personnel file.

_____ Check here if comments of the evaluatee or evaluator are attached



Appendix B-2

REDLANDS UNIFIED SCHOOL DISTRICT CLASSIFIED ASSISTANCE PLAN FORMAT

Name:

Site:

Date:

Position:

~~Probationary:~~

~~Permanent:~~

Purpose Statement

The purpose of this Assistance Plan is to facilitate your growth as a classified employee in (state the purpose of the Assistance Plan).

Areas of Needed Improvement

(List the areas of improvement related to performance factors on the evaluation form.)

Specific Performance Expectations

(List expected performance expectations to be met related to performance factors on the evaluation form.)

Assistance Received to Date

(List specific trainings or assistance that have provided to the employee.)

Additional Assistance and Support to be Provided

(List assistance and support that will be provided to the employee to help achieve their performance expectations.)

Method of Re-evaluation and Timeline

This Assistance Plan outlines the expectations and support that is made available to successfully meet the performance expectations by _____ (List the date.)

Follow-Up Conferences

(List the dates of the follow-up conferences. *A minimum of two conferences required.*)

Date _____

Date _____

Date _____

Supervisor's Signature

Date

Employee's Signature

Date

My signature acknowledges that I have seen and discussed this Assistance Plan. A copy of this Assistance Plan will be attached to your evaluation and will be placed in your personnel file after ten (10) days. You have the right to respond pursuant to EC 44031. A copy of your response will be attached and placed in your personnel file.