

AFT Guild, Local 1931
SDCCD Classified Bargaining Unit

Summary of Changes to Collective Bargaining Agreement
07/29/2014

ARTICLE I - RECOGNITION

1. Updated list of job classifications.

ARTICLE III – EMPLOYEE ORGANIZATION RIGHTS

1. Provides for notification if District accesses employee email accounts.
2. Encourages classified staff attendance twice per semester for on-site union meetings.

ARTICLE V – WORKWEEK

1. Clarifies who each employee's immediate supervisor is.
2. Allows for a rotation for third shift custodial assignments.
3. Unifies change in work schedule notifications for all unit members.
4. Clarifies length of time allowed for lunch breaks.
5. Provides compensatory time for IT staff working 24 hour "on call" shifts.
6. Clarifies how compensatory and vacation time need to be taken.
7. Conforms additional assignments outside of unit member's job classification with Fair Labor Standards Act.

ARTICLE VI – PAY AND ALLOWANCES

1. Clarifies salary placement rules for voluntary demotions.
2. Clarifies rules for ending of shift differential assignments during semester breaks.
3. Provides for a rotation of out-of-class assignments.
4. Unifies rules for out-of-class assignments for all unit members.
5. Allows work boots to be purchased from any vendor for M&O unit members.
6. Full reimbursement to food service workers for completion of food handler course.
7. Codifies current practice regarding parking availability and permits.

ARTICLE VII - BENEFITS

1. Clarification of medical benefits bridge for retired unit members over age 55 with 15 years of service.
2. Clarifies procedure for early retirement bonus and notification.
3. Adds dual benefit coverage exclusion.
4. Allows unit members to utilize District childcare facilities at full pay on a space available basis.

ARTICLE IX - HOLIDAYS

1. Updates language on major holidays for College Police Dispatchers.

ARTICLE X - VACATION

1. Clarifies how compensatory and vacation time need to be taken.
2. Modifies vacation scheduling exception for 10 and 11 month unit members.
3. Clarifies "sick leave while on vacation" language.

ARTICLE XI – SICK LEAVE AND PERSONAL NECESSITY LEAVE

1. Standardizes leave increments for all leaves throughout the CBA to 15 minute increments.
2. Changes sick leave reporting requirement to five days upon return to work.
3. Includes current practice on maternity leave.
4. Unifies personal leave provisions for all unit members.
5. Expands catastrophic leave to encompass care for family members.
6. Adds maternity leave as a qualifying event to accept catastrophic leave contributions.

ARTICLE XII – LONG TERM LEAVES OF ABSENCE

1. Expands Professional Study Leave to include all unit members.
2. Allows for Professional Study Leave of 32 weeks at 50% time.
3. Updates indemnity bond language for Professional Study Leaves.
4. Codifies current practice regarding Military Leaves.

ARTICLE XIII – SHORT TERM LEAVES OF ABSENCE

1. Clarifies Personal Leave Without Pay procedures.
2. Unifies Personal Business Leave with pay procedures for all unit members.
3. Expands parental leave provision to non-birthing parent.
4. Updates bereavement leave definitions.
5. Changes jury duty leave reporting to five days upon return to work.

ARTICLE XV – PROFESSIONAL GROWTH

1. Allows educational units earned in advance of promotion to be applied within 60 days of promotion.
2. Ensures unit members have reassigned time to attend staff development activities.
3. Provides adequate reassigned time for senate officers to attend Classified Senate meetings.
4. Combines Travel and Conference funds into one pool for use by all classified staff.

ARTICLE XVI – EVALUATION

1. Standardizes evaluation instruments to apply to all unit members.
2. Changes frequency of mutual feedback conferences for permanent employees.
3. Clarifies that evaluation materials shall not become part of the unit member's permanent personnel file.

ARTICLE XVIII - CLASSIFICATION

1. Updates reclassification request submission deadlines and requirements.
2. Ensures reclassification panel has sufficient information necessary to make informed decisions.
3. Clarifies salary placement rules for reclassification reductions.

ARTICLE XX – DISCIPLINE AND DUE PROCESS

1. Unifies disciplinary procedures for all unit members.
2. Codifies previously executed sideletter regarding investigation of complaints on unit members.

ARTICLE XXI – GRIEVANCE

1. Clarifies topics outside of scope of CBA where outside adjudication is required.
2. Updates language regarding selection of Arbitrator.

ARTICLE XXII – SAFETY

1. Identifies campus safety officer.
2. Provides guidelines for unit members whose safety is threatened.
3. Ensures emergency notification system where appropriate.
4. Codifies District legal defense for civil actions brought against unit members.
5. Codifies procedures for assaults on unit members.
6. Collaborative training to establish ergonomic standards.

ARTICLE XXVII – DURATION AND CONDITIONS

1. Legal/technical updates.
2. Term of agreement: September 1, 2014 through June 30, 2017.
3. Reopeners on economic items through the Resource Allocation Formula (RAF).