

DEFINITIONS AND GLOSSARY

Alternative Work Schedule: Any regularly scheduled work week in which a unit member may work more than 7.5 hours in a 24-hour period but not to exceed 9.5 hours in a work day or 37.5 hours in a work week.

Association: Your union; California School Employees Association (CSEA).

Authorized Designated Doctor Form: Available in Human Resources (HR), a form that, when completed in advance, will allow a unit member to be treated by a physician of their choosing, should they need medical attention due to an Industrial Accident or Illness as defined under Workers' Compensation laws.

Bargaining Unit: The bargaining unit includes all classified employees working part-time or full-time with the exception of confidential employees, classified management employees, substitutes, short-term employees, or other exclusions from the classified service pursuant to the Education Code. See Article 1 for the full list of classified positions covered under this agreement.

Bargaining Unit Member: An individual employee (CSEA Chapter member or Service Fee Payer) represented by CSEA in collective bargaining.

Bereavement Leave: Leave with full pay, in the event of a death in the unit member's immediate family. (See Article 14)

Break: A paid rest period, not to be used in conjunction with the lunch hour, morning, or evening departure.

CAL-OSHA: California Occupational Safety and Health Administration.

CBA: Collective Bargaining Agreement.

CBI: Community Based Instruction.

CFRA: California Family Rights Act.

COLA: Cost of Living Adjustment.

CSEA: California School Employees Association.

CSEA Member: A classified employee who has officially joined the CSEA by filling out and submitting a CSEA Membership and Salary Deduction Authorization form. A member has paid union dues to CSEA and Chapter dues to Chapter 634 (automatically deducted from his/her paycheck), and has the right to vote on contract ratification(s), and will be represented by CSEA for all matters relating to wages, hours and other terms and conditions of employment.

California Education Code: Ed. Code; Statutes regulating California education law.

CalPERS: California Public Employee Retirement System.

Catastrophic Leave: “Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off. (See Article 14)

Catastrophic Leave Bank: Donated hours that are available to eligible members to access, upon exhaustion of all other paid leave hours.

Chapter: The group of classified employees represented by CSEA and recognized by the Sutter County Superintendent of Schools Office (SCSOS); members of CSEA Chapter 634.

Chapter Member: See CSEA Member.

Classification: Each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the unit members in each such position, and the regular monthly salary ranges for each such position.

Classified Employee: Any position that is itemized in Article 1.

Collaboration Hours/Time: Additional time required, in addition to the normal workweek, for Para-Educator/Interpreters for the purpose of collaborating with classroom teacher to address student, program, or classroom issues.

Collective Bargaining: The process by which wages, hours, rules, and working conditions are negotiated and agreed upon by SCSOS and CSEA for the unit members whom it collectively represents.

Contract: The approved Collective Bargaining Agreement between SCSOS and CSEA.

Compelling Personal Importance Leave: Personal Necessity leave that may be used according to the requirements itemized in Article 14.

Conferee: Representative chosen by the grievant for CSEA or SCSOS.

DFEH: Department of Fair Employment and Housing.

Domestic Partners: An interpersonal relationship between two individuals who live together and share a common domestic life but are not married (to each other or anyone else).

EEOC: Equal Employment Opportunity Commission.

EERA: Educational Employment Relations Act.

EERC: Employer Employee Relations Committee.

Employee Injury/Incident Report : Form used for a work-related injury or incident.

ESY: Extended School Year.

Experience: Accrued hours of job specific duties an individual has obtained while employed in a similar field and/or occupation.

External Vacancy: A job posting that is open to all unit members and the public.

Extra Hours: See Overtime. (See Article 9)

Family School Leave: The Family-School Partnership Act is a California law that allows parents, grandparents, and guardians to take time off from work to participate in their children's school or childcare activities. (See Article 14)

FED-OSHA: Federal Occupational Safety and Health Administration.

FEPC: Fair Employment Practices Commission.

FMLA: Family and Medical Leave Act.

Flexible Work Schedule: An alternative to the regular established schedule that varies arrival and departure times no more than an hour either way to the required hours upon a unit member request. (See Article 9)

Grievance: Any complaint of a unit member, unit members, or CSEA involving the interpretation, application, or alleged violation of this Agreement. (See Article 7)

Grievant: One or more unit members or CSEA acting on behalf of the entire unit in pursuing a grievance.

HEW: Department of Health Education and Welfare.

HR: Human Resources Department.

IEP: Individualized Education Plan for a student.

Immediate family: Includes husband, wife, domestic partner, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepmother, stepfather, stepson, stepdaughter, foster son, foster daughter, brother-in-law, sister-in-law, grandparent, grandchild, niece, nephew, uncle, aunt, or any relative living in the immediate household of the unit member. (See Article 14)

Industrial Accident or Illness: An accident or illness that arises out of and in the course and scope of his/her employment.

Internal Vacancy: A job posting that is open to permanent unit members only.

Lateral Transfer: When a unit member moves within the same classification and remains at the same pay range.

LEA: Local Educational Agency.

Lunch Period: A duty-free meal period that is normally not less than one-half hour and no longer than one hour, without pay, not to be used in conjunction with morning or evening arrival and departure.

Monthly Log: Used by Para-Educator/Interpreters to briefly outline weekly meeting topics covered in Collaboration Hours/Time. (See Addendum E)

MOU: Memorandum of Understanding (MOU) is a collective bargaining agreement that is not part of the underlying or primary Collective Bargaining Agreement (CBA), and which the parties to the contract utilize to reach agreement on issues the CBA does not cover, to clarify issues in the CBA, or to modify the CBA (permanently or temporarily).

“No Tell” Days: See Compelling Personal Importance Leave. (See Article 14)

Organization: Your union, California School Employees Association (CSEA).

OSHA: Occupational Safety and Health Administration.

Overtime: Any hours in excess of seven and half (7 ½) hours per day, or thirty-seven a half (37 ½) hours in any work week for those unit members whose work day is seven and a half (7 ½) hours or less; For unit members whose work day is eight (8) hours per day, overtime is defined as any hours in excess of eight (8) hours per day or forty (40) hours per week; Overtime during the Alternative Work Week will be after 9.5 hours per day or 37.5 hours per week as established under Article 9 Section C, Subsection 4. Overtime hours shall be recorded on the “Extra Hours Request/Authorization form” (See Appendix B).

Past Practices: Exists when the practice was clear and applied consistently; the practice was not a special, one-time benefit or meant at the time as an exception to a general rule; both the union and management knew the practice existed and both parties agreed with the practice or, at least, allowed it to occur; the practice existed for a substantial period of time and it had occurred repeatedly.

PERB: Public Employee Relations Board.

PERS: See CalPERS.

PPE: Personal Protective Equipment; equipment, gear, or apparatus to ensure the safety of the unit member or others.

Permanent Employee: A unit member who has successfully completed their initial probationary period. (See Article 22)

Personal Necessity Leave: sick leave allotment that may be used during each school year in the cases itemized in Article 14.

Probationary Employee: This is the status of a newly hired or promoted unit member who has not passed their probationary period and can be released from his/her position without cause.

Probationary Period: Nine (9) months. (See Article 22)

Promotion: A unit member initiated action, which may result in movement to a higher classification or new classification under the same salary range. (See Article 8)

Reassignment: Any SCSOS action which results in the movement of a unit member from the position held immediately preceding such action to another position within the same classification. (See Article 8)

Reclassification: The upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position. (See Article 23)

Reduction (in assigned time): A decrease in hours of employment or assignment to a class or grade lower than that in which the unit member has permanence, voluntarily consented to by the employee, may be in order to avoid interruption of employment by layoff; reductions in hours are subject to negotiation.

Representation: A representative chosen by the unit member may be present at any level of a grievance procedure or discipline issue; such representative shall be a duly authorized representative of the Association.

Rest Period: See Lunch Period; See Break.

Rhodda Act: Statute that governs collective bargaining.

Right of Refusal: The right to reject any offer or request such as for overtime or Extended School Year (ESY).

RSAI: Regional Specialized Academic Instruction.

RSP: Resource Specialist Program.

SCSOS: Sutter County Superintendent of Schools.

SELPA: Special Education Local Plan Area.

Seniority: The length of service with the SCSOS measured from the date of hire.

Service Fee Payer (SFP): A unit member who must pay CSEA union dues (automatically deducted from their paycheck), but has not submitted a CSEA Membership form. Employee is not permitted to vote on contract ratification(s), but has the right to be represented by CSEA for all matters relating to wages, hours and other terms and conditions of employment.

Short-Term Employee: Any person who is employed to perform a service for SCSOS, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, SCSOS shall specify the service required to be performed by the employee pursuant to the definition of “classification” in subdivision (a) of Section 45101 of Ca Ed. Code, and shall certify the ending date of the service. The ending date may be shortened or extended by SCSOS, but shall not extend beyond 75 percent of a school year. "Seventy-five percent of a school year" means 195 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.

Sick Leave: Paid leave that may be used for personal illness, injury, medical or dental appointment, or quarantine and provisions as described in Article 14.

Skelly Hearing: “Skelly” is an informal hearing which must be provided to an employee prior to any significant discipline; an employee must be afforded the charges against him/her and an opportunity to present his/her side of the issue. (See Article 19)

Special Trips: A trip that is not a consistent part of the school day. Examples: outdoor science trips, Special Olympics, field trips, and curricular trips.

Substitute: “Substitute employee” means any person employed to replace any classified employee who is temporarily absent from duty or to fill a vacancy during the hiring process.

Supervisor: An individual having authority, in the interest of the employer, to hire, transfer, suspend, assign, reward, and the responsibility to evaluate. Example: a Para-educator’s supervisor is the site program administrator.

Student Injury Report: A report documenting student injury while at school. This document is available from the program administrator.

Sutter County Schools Student Incident Report: A report completed by classroom staff to document behavior.

Training: Skills obtained by way of formal/vocational education and/or on-the-job training, which may or may not lead to a degree or certification, yet is verifiable through coursework units, employment verification, etc.

Unit Member: See Bargaining Unit Member.

Vacation: Vacation is earned per the schedule in Article 13 of this Contract.

Vacation Pay: Pay for vacation days for all unit members shall be the same as that which the unit member would have received had they been in a working status.

Voluntary Demotion: When a unit member elects to take a lower available classification position, which will result in a decrease in pay range.

Workers Compensation (Work Comp.): A form of insurance providing wage replacement and medical benefits to employees injured in the course of employment.

Work Day: Any day that the County Office Administrative Offices and/or Programs are open for business; including days not open to the public.

Work Profile: Hours per day, days per year and hourly rate of pay.