

**Article 7 PAY AND ALLOWANCES**

**§ 7.1 Rate of Pay**

§ 7.1.1 A salary COLA of 4.3% effective July 1, 2006.

§ 7.1.2 If any other employee group receives a salary increase based on a percent increase of total salary package that is materially greater than 4.3% for fiscal year 06/07, the parties will reopen negotiations for 06/07 on the sole subject of whether and how to address any material compensation settlement difference that may have arisen.

§ 7.1.3 Any retroactive salary increases will apply to any employee who worked during the retroactive period including those employees who retired during the retroactive period.

**§ 7.2 Time of Payment**

§ 7.2.1 All unit members shall be paid once per month on or before the last working day of the month.

§ 7.2.2 In the event that the last working day of the month is a District holiday, but is not a holiday at the Sonoma County Office of Education, which is responsible for processing the District's payroll, unit members shall be paid on the first working day that paychecks are available from the Sonoma County Office of Education.

**§ 7.3 Payroll Errors and Lost Checks**

§ 7.3.1 Any payroll error resulting in insufficient payment for a unit member shall be corrected within five (5) days, and any paycheck which is lost after receipt or is not delivered within five (5) days of mailing, if mailed, shall be replaced as quickly as possible. Attempts shall be made to replace the check within five (5) days.

**§ 7.4 Placement on Salary Schedule**

§ 7.4.1 New unit members in the classified service, either temporary or regular, shall normally be placed on Step A of the grade in which they are employed, except for those new unit members who, because of experience and/or education or in cases of difficulty in recruitment, shall be placed at a higher step, no higher than Step C, as so determined by the Human Resources Department. (Appendix A.1)

**Article 7 PAY AND ALLOWANCES (Continued)**

**§ 7.5 Step Increases**

§ 7.5.1 The salary schedule as presented in Appendix A.1 provides for five (5) regular steps within each grade.

§ 7.5.2 Advancement to the next higher step shall occur on July 1 following employment provided that employment at such date shall not have been less than three (3) months of satisfactory service and that said employment has been one-half (1/2) time or more on a ten (10) month basis.

§ 7.5.3 For less than one-half (1/2) time unit members, one thousand and forty (1,040) hours shall constitute one (1) year of service for advancement. Step increases shall be effective two (2) months after the unit member exceeds one thousand and forty (1,040) hours, at the first day of the month of that effective date for any unit member eligible after July 1, 1992.

§ 7.5.4 In the event that the District intends to withhold a step increase from a unit member based on recommendations of "Performance Needs Improvement" or "Unacceptable Performance" contained in the most recent evaluation, the District shall present that unit member with written documentation of the specific reasons for the decision to withhold the step increase, along with any documentation of previous counseling given the unit member. Permanent unit members shall be advised no later than March 31 of the District's intent to withhold a step increase.

§ 7.5.5 A unit member initially denied a step increase shall receive that increase upon completion of three (3) consecutive months of satisfactory service. Said unit member shall be advised monthly of his/her progress.

§ 7.5.6 Denials of step increases shall be subject to the grievance procedure.

**§ 7.6 Lump Sum Payment**

§ 7.6.1 The District shall make a lump sum payment of an agreed upon retroactive wage increase resulting from this Agreement or any amendments thereto within sixty (60) working days of the Agreement and/or amendment between the District and SEIU.

**Article 7 PAY AND ALLOWANCES (Continued)**

**§ 7.7 Reclassification, Promotion or Reallocation**

§7.7.1 Any unit member in the bargaining unit receiving a reclassification, promotion or reallocation under the provisions of this Agreement shall be moved to the appropriate grade and step of the new class to insure not less than a 5% salary increase as a result of that reclassification, promotion or reallocation, except that the unit member may be placed on the last step of the appropriate grade if that is the maximum allowable for that class.

**§ 7.8 Mileage**

§7.8.1 Any unit member in the bargaining unit authorized to use his/her vehicle on District business shall be reimbursed at the District's established mileage rate for all miles driven on the District's behalf. This amount shall include mileage necessary to return to the unit member's normal job site after the completion of District business, or his/her home, whichever is the lesser distance.

This amount shall be payable within ten (10) working days of submission of the claim by the unit member.

**§ 7.9 Reimbursement for Meals**

§7.9.1 Any unit member who, as a result of a work assignment, must have meals away from the District shall be reimbursed for meals using the current District rates.

1. A unit member who is required to be away for one (1) day shall not be compensated for dinner unless, under normal driving time, he/she would be unable to return to his/her residence, by direct route, by 7 p.m.
2. A unit member who is required to be away from the District shall be reimbursed for lunch if, a) the required travel is outside Sonoma County, or b) the required travel is inside Sonoma County but is pre-approved by the unit member's immediate supervisor.
3. Receipts shall be required when the request exceeds the per diem rate.
4. Unit members shall have their estimated expenses approved by the Superintendent/President, or designee, prior to such expenditure.

**Article 7 PAY AND ALLOWANCES (Continued)**

**§ 7.9 Reimbursement for Meals (Continued)**

5. This amount shall be payable within ten (10) working days of submission of the claim by the unit member.

**§ 7.10 Reimbursement for Lodging**

**§ 7.10.1** Any unit member who, as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District at the rate specified by District policy for the unit member's room expense only.

1. Receipts shall be required.
2. Unit members shall have their estimated expenses approved by the Superintendent/President, or designee, prior to such expenditure.
3. This amount shall be payable within ten (10) working days of submission of the claim by the unit member.

**§ 7.11 Longevity**

**§ 7.11.1** All unit members in the classifications on the Classified Salary Schedule, Appendix A.1, shall be entitled to the following longevity increments:

1. Grade and step placement plus 5% of base salary beginning 11th year with District.
2. Additional 5% of the total of grade, step placement and longevity increase as provided in (1.) above, beginning sixteenth (16th) year with District.
3. Additional 5% of the total of grade, step placement and longevity increases as provided in (1.) and (2.) above, beginning twenty-first (21st) year with District.
4. Additional 5% of the total of grade, step placement and longevity increases as provided in (1.), (2.) and (3.) above, beginning twenty-sixth (26th) year with District, effective February 1, 1992 for any unit member eligible after July 1, 1991.

**§ 7.11.2** Longevity step increase adjustments shall occur on the first of the month following the unit member's anniversary date of service.

**Article 7 PAY AND ALLOWANCES (Continued)**

**§ 7.11 Longevity (Continued)**

§ 7.11.3 Longevity increment increases shall be based both on length of service with the District and satisfactory performance within the year prior to entitlement to the next step increase. Should the District deny a longevity step increase based upon unsatisfactory performance, the longevity increase shall be effective upon obtaining satisfactory performance.

§ 7.11.4 Denial of a longevity step increase shall be subject to the grievance procedure.

**§ 7.12 Compensation for a Unit Member Working Out of Classification**

The parties recognize that compensation for working out of class is to be viewed as a temporary solution to the classified staffing needs of the District.

§ 7.12.1 Unit members shall not be required to perform duties which are not fixed and prescribed for the position by the governing board unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period except as authorized herein.

§ 7.12.2 A unit member may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five (5) working days provided that his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

§ 7.12.3 Compensation for the period of time qualifying for out of classification pay shall be computed in accord with, Section 7.7, Reclassification, Promotion or Reallocation.

**Article 7 PAY AND ALLOWANCES (Continued)**

**§ 7.13 Compensation During Training Periods**

§7.13.1 A unit member who is required to attend training sessions in order to continue his/her employment in a position, shall receive compensation as follows:

1. When the training occurs during the unit member's regularly assigned working hours, the unit member shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled.
2. All costs incurred under mandated training programs for unit member transportation, registration fees, and supplies shall be paid for by the District.

**§ 7.14 Bilingual Skills**

§7.14.1 The District shall provide a 5% premium for all hours worked for unit members working in positions which require the ability to speak (not sign) multiple languages.

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