

current year salary schedule. 30 years of full-time service to the district will receive 8% of column 2, step 1 of the current year salary schedule. The stipends will not be compounded with previous years stipends.

### Employee Benefits Package

- I. For the 2009-2010 school year, effective October 1, 2007, the District agrees to contribute a maximum of \$14,000 annually for employee health, dental, and vision through Self-Insured Schools of California ("SISC III"), and life insurance benefits. The Benefit Package shall include:
1. Health Insurance: Eligible employees and their eligible dependents will be provided with the SISC III PPO plans and options designated in writing by the Association. Employees shall also have the option to choose HMO coverage through Kaiser or PacifiCare. The Association will provide the District a list of three PPO plans in addition to the SISC III Base Plan. SISC III shall provide an open enrollment period in order to allow employees to select a health benefits plan.
  2. Vision Insurance: Eligible employees and their eligible dependents will be provided with the Vision Service Plan (Plan C, \$15 deductible). The deductible will be reimbursed to the employee upon the submission of a proper receipt for the employee and/or eligible family members.
  3. Dental Insurance: Eligible employees and their eligible dependents will be provided with the Delta Dental Service Standard Incentive Plan. (Annual benefit maximum of \$2000 per person)
  4. Life Insurance: All employees and their eligible dependents will be provided with the Provident Life Insurance Program, identified as Group Plan No. 3, (a decreasing term life insurance policy).

### Retirement Health Insurance

- J. Members of the bargaining unit who retire during the duration of this Agreement, after reaching age 55, and who have 10 consecutive years of service in the District, shall be eligible for continued participation in the benefits provided under this article. For unit members hired after July 1, 2019 unit members are eligible for this benefit after reaching age 58, and who have 15 consecutive years of service to the District. During any year of the retirement, the District shall only be required to pay on behalf of eligible retirees the annual premium amount being paid for benefits provided under this Article on behalf of current unit members. The District's obligation to pay such premiums for retirees shall cease when the eligible retiree reaches the age of 65.

### Teacher Travel

- K. Unless authorized, unit members shall not convey students in private automobiles when involved in school activities. Unit members who are authorized by the District to use their own automobiles in the performance of their duties shall be reimbursed for all such travel at the current Internal Revenue Service rate per mile for all driving done on school business.

### Medical Examinations

- L. Examinations for tuberculosis may be required at least every two years. The cost of the examination provided by the District shall be paid for by the District. Unit members preferring to take an examination other than that provided by the District may do so; however, reimbursement for any tuberculosis examination not provided by the District shall be no greater than the cost of the examination provided by the District. Affidavits of religious faith or teachings will be accepted in accordance with Education Code § 49406.
- M. The District may require such physical and mental examinations as it deems necessary to determine the fitness of any unit member for proper fulfillment of assigned duties. Required examinations shall be at the expense of the District. Such mental examinations required shall be in accordance with Education Code § 44942. This does not preclude a unit member from choosing, at his own expense, another physician whose report shall be entered in conjunction with the report of the District appointed physician.

## ARTICLE XV CONSULTATIONS

- A. The Board, through its designated representative(s), and the Association, through its designated representative(s), have the right to jointly consult with each other relative to the content of courses and curriculum, the selection of textbooks and the selection of supplementary materials and the aims and objectives therein, as set forth in Government Code § 3543.2 and/or 3543.3.
- B. Side agreements may be reached so as to give direction to items set forth in A above. These side agreements may be binding as side agreements but are not part and parcel of the main Agreement.

ARTICLE XVI  
REASSIGNMENTS

A. The District shall have the sole discretion to make assignments and reassignments during the school year, except as otherwise provided under this article. This article only applies to voluntary reassignments to vacancies which occur before the beginning of the teacher's work year.

Definitions of Terms

B. Vacancy: Any vacated or newly created bargaining unit position which the District has determined is to be filled by a temporary, probationary or permanent unit member.

C. Reassignment: A change, either voluntary or involuntary, of grade level, and/or subject matter at a site to another grade level and/or subject matter (academic discipline) at the same site.

- Voluntary reassignments shall be those initiated by a teacher.
- Involuntary reassignments shall be those initiated by the District.

Notification of Vacancies

D. The District shall have the sole authority to determine whether to fill a vacant position. The District shall post and provide to the Association a copy of all notices of certificated vacancies both actual and projected within the District. These notices of vacancies shall be posted on a bulletin board mutually agreed to by the Association school site representative and the site administrator.

1. During the unit members' summer recess, such notices of vacancies shall be posted at the District Office and a copy mailed to the Association. Unit members who wish to be informed of vacancies during the summer recess shall provide the District with self-addressed, stamped envelopes. The District shall mail notices of vacancies to the unit member.
2. All announcements of certificated vacancies shall be posted for a minimum of five days.
3. All announcements of certificated vacancies shall include the position title, grade level and/or subject matter assignment, credential requirements, special skills and aptitudes required for the position, closing date of application and the date the vacancy is proposed to be filled.
4. No final decision to fill any certificated vacancy shall be made until after the closing date of application on the notice of vacancy.

5. Extra duty/Stipend Postings – The District will post positions available to bargaining unit members for extra duty compensation and/or stipend compensation. Such posting will include the date of posting, deadline for bargaining unit members to notify the District of interest, position title, duties and work hours of position, and rate of compensation. All postings shall be posted for a minimum of five working days, not including the first date of posting.

#### Non-bargaining Unit Position

- E. Vacancies in non-bargaining unit certificated positions will be posted by the District for no less than five days.

#### Tentative Assignments

- F. Each employee shall be notified no later than June 30 of the tentative grade level or course assignment and room assignment for the following school year.

#### Voluntary Reassignments

- G. Unit members wishing to be reassigned to a different grade level or subject matter shall notify their principal of their interest by using the appropriate District form.

1. A teacher may request reassignment within a school to another subject matter or grade level assignment. The following criteria will be considered by the District in determining whether to grant or decline a request for reassignment when a vacancy exists.

- Credential(s) held by the teacher.
- Degree(s) held by the teacher.
- Academic majors and minors held by the teacher.
- Special skills/aptitudes required for the position.
- Legislative or court-mandated programs.

2. If two or more teachers apply for the same vacant position and they are equally qualified, then the most senior teacher shall be reassigned.

3. Upon request of the unit member, a written statement of the reasons for the reassignment or denial of the request for reassignment shall be given to the unit member within ten workdays of the request.

#### Involuntary Reassignment

- H. Before the school year commences, this section shall be used only after the provisions of Section F are exhausted. During the school year, a teacher may be involuntarily reassigned as specified in this section.

1. In the event the District determines the need to involuntarily reassign staff, between school terms, it shall first seek to fill the positions with qualified volunteers.
2. A teacher may be involuntarily reassigned within a school to another subject matter or grade-level assignment provided the new assignment falls within the scope of the employee's credential.
  - a. Teachers involuntarily reassigned during the school year shall be informed prior to the reassignment and given at least five days advance notice.
  - b. Teachers involuntarily reassigned during the school year will be given assistance in moving teaching supplies and equipment to the new assignment. During the school year, teachers who are involuntarily reassigned will receive not less than one day of release time.
  - c. Upon request of the unit member, a written statement of the reasons for the involuntary reassignment shall be given to the unit member within ten workdays of the request.

ARTICLE XVII  
TEMPORARY TEACHERS

- A. Temporary teachers shall receive all benefits provided under this Agreement for all permanent and probationary bargaining unit members, including salary and fringe benefits.
  1. A temporary teacher who holds a valid California credential as provided in Education Code § 45023.4(a) shall be placed on the salary schedule on the same basis as a probationary or permanent teacher. A temporary teacher who does not possess a valid California credential as provided in Education Code § 45023.4(a) shall be placed on Column 1, step 1 of the salary schedule.
  2. Re-employment rights of temporary employees shall be governed by relevant provisions of the Education Code.

ARTICLE XVIII  
PART-TIME EMPLOYMENT AND EARLY RETIREMENT

Part-Time Employment with Full Retirement Credit.

- A. Eligible unit members may reduce their workload prior to retirement from full-time to part-time and receive full retirement credit in accordance with Education Code Sections 22713 and 44922.

Any unit member who is interested in participating in the program shall notify the District Office no later than March 1. The Board shall schedule a meeting with each such unit member on or before April 30 to develop a mutually agreeable program for such unit member.

1. Unit member eligibility will be determined by the following criteria:
  - a. The unit member must have reached the age of 55 prior to reduction in workload.
  - b. The unit member must have been employed full-time in a position requiring certification for at least ten years of which the immediately preceding five years were full-time employment without a break in service.
2. The option of part-time employment must be exercised at the request of the unit member and can be revoked only with the mutual consent of the District and the unit member.
3. A participating unit member shall be paid a salary which is a pro rata share of the salary he/she would have earned had he/she not elected to exercise the option of reducing his/her workload to part-time employment. However, he/she shall retain all other rights and benefits for which he/she makes payments that would be required if he/she remained in full-time employment.
4. A participating unit member shall receive health benefits as provided in Government Code Section 53201 in the same manner as full-time unit members.
5. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the participating unit member's contract of employment during his/her final year of service in a full-time position.
6. A participating unit member employed on a part-time basis shall receive the service credit he/she would receive if he/she was employed on a full-time basis. A participating unit member will also have his/her retirement allowance, as well as any other benefits that he/she is entitled to under the State Teachers' Retirement System,

Education Code 22000, et seq., based upon the salary that he/she would have received if employed on a full-time basis.

7. A participating unit members and the District will contribute to the State Teachers' Retirement Fund in the amount that would have been contributed if the unit member was employed on a full-time basis.
  8. The period of part-time employment shall be up to 10 years for participating unit members.
  9. The agreement between the Board and the participating unit member shall be consummated on or before May 15. The unit member may be accompanied by an Association representative in any meeting he/she attends with the Board pursuant to this Article.
  10. A participating unit member may terminate his/her agreement with the Board at the end any school year. The participating unit member must notify the Board in writing of his/her intent to terminate no later than March 1. Any unit member who terminates his/her agreement may be eligible to return to employment, in accordance with the Education Code.
  11. The District may extend the above mentioned time requirements and notification dates at its discretion.
- B. Early Retirement: The District's Early Retirement Program provides that a unit member may retire early and, at the same time, enter into an agreement for independent contract services with the school District, in accordance with the Education Code.
1. Unit members shall have reached the age of 55 and have served a minimum of ten years in the District. Unit members wishing to participate in the Early Retirement Program shall submit a letter of application to the District by March 1, in order to be included in the program for the following fiscal year.
  2. Upon approval of the Board, the following procedures shall be followed:
    - a. A written agreement shall be prepared by the District calling for services as an independent contractor.
    - b. Approved applicants shall return the signed agreement, together with a letter of resignation, effective June 30. The

deadline for completion of this provision shall be 15 workdays from the date the agreement was offered.

3. The District may extend the above mentioned time requirements and notification dates at its discretion.
  4. Unless otherwise provided by law, the independent contractor shall be compensated at his/her hourly rate at the time of retirement. The independent contract shall not be for more than \$5,000 in any one year.
  5. The contract services may include, but are not limited to:
    - Curriculum writing.
    - Planning and conducting in-service sessions.
    - Evaluation of instructional materials and textbooks.
    - Library or administrative assignment.
    - Library Services.
    - Development of instructional materials.
    - Planning and supervision of school sponsored extra-curricular activities.
    - Evaluation and categorizing school and District records.
    - Assistance in classrooms.
- C. Part-time Employment - Less than 55 Years of Age: The parties agree that any unit member who does not meet the requirements of Section A.1 of this Article may apply for a reduced service option. If the District approves the plan, all salary and benefits shall be prorated.

#### ARTICLE XIX CONCERTED ACTIVITIES

- A. It is agreed and understood that there will be no strike, work stoppage, slow-down, or picketing (except lawful informational picketing), or refusal or failure to fully and faithfully perform job functions and responsibilities, or other concerted activities intended to interfere with the operations of the District by the Association or by its officers or agents during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity. The Association recognizes the duty and obligations of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all unit members to do so. In the event of a strike, work stoppage, slow down (or other concerted activities intended to interfere with the operation of the District) by unit members, who are represented by the



Association, the Association agrees in good faith to take all necessary steps to urge these employees to cease such action. Nothing contained in this section shall be construed to give any right of concerted action or to waive any legal rights otherwise available to either of the parties.

ARTICLE XX  
SEPARABILITY AND SAVINGS

- A. If any article, section or provision of this Agreement shall be found to be contrary to, or in conflict with, federal or state law, that article, section or provision only shall be rendered void with no effect because of the contradiction or conflict with federal or state law to any other article, section or provision of this Agreement. Upon written notification by either party a meeting will be held within ten workdays of such notification, to discuss the impact of the voiding of the affected provision, section or article. The Association and the District may then mutually agree to renegotiate the affected article, section or provision.
- B. Should any article, section or provision of this Agreement, or application thereof, be deemed invalid by a court of competent jurisdiction, the parties shall meet, not later than ten workdays after receipt of such decision to examine the article, section or provision affected, and if deemed appropriate by either party, commence meeting and negotiation with respect to the means of compliance therewith.

ARTICLE XXI  
NON-DISCRIMINATION

- A. Pursuant to applicable Federal and state laws, the District and LTA agree not to discriminate against any employee based upon race, color, religion, creed, national origin, gender expression, gender identity, age, sex, ancestry, marital status, sexual orientation, disability, military or veteran status or political or LTA affiliation, or domicile and to have due regard for employees' privacy and constitutional rights as citizens.
- B. Neither the District nor the Association shall discriminate against any employee on the basis of his or her membership in an employee organization or participation in the activities of an employee organization.
- C. Rules which are designed to implement this Agreement shall be uniform in application and effect.
- D. Any individual contract between the Board and an individual unit member shall be subject to and consistent with the terms and conditions of this Agreement.

ARTICLE XXII  
ENTIRE AGREEMENT

- A. This Agreement shall supersede any rules, regulations or practices of the District which shall be contrary to or inconsistent with its terms.
- B. Except as provided in Article XXIII, Duration, it is agreed that during the term of this Agreement, the parties waive and relinquish the right to meet and negotiate and agree that the parties shall not be obligated to meet and negotiate with respect to any subject or matter whether referred to or covered in this Agreement or not, even though such subject or matters may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn. The District agrees that it shall not reduce, change or eliminate any benefits that are provided unit members that are specified within Government Code § 3543.2, i.e., scope of representation, except as provided in this Agreement.
- C. This Agreement shall constitute the full and complete commitment between the District and the Association, and shall supersede and cancel all previous Agreements both oral and written. This Agreement maybe altered, change, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

ARTICLE XXIII  
DURATION

- A. This Agreement shall become effective, upon ratification by the Association and adopted by the Board of Trustees and shall remain in full force and effect up to and including June 30, 2022.
- B. Reopener/Successor Agreement:
  - 1. The District and Association may reopen negotiations for Article XIV Compensation, and two additional contractual Articles of each party's, choice for the 2020-2021; and the 2021-2022 school years.
  - 2. Submission Timeline: Each party shall present their respective proposals to the other party no sooner than January 15<sup>th</sup> ~~2018~~, and no later than the last day of February for the respective reopener year.
  - 3. Successor Contract Proposals: Each party shall present its succeeding contract proposals to the other party no sooner than January 15, 2022, and

no later than the last day of February, 2022. Any negotiated agreements, may, at its earliest, become effective in the 2022-2023 fiscal school year. The terms of any expired agreement shall continue to effect until such time the full terms of the successor contract has been negotiated and ratified.

4. Negotiation Commencement: Upon receipt, but no later than 30 calendar days, following the receipt of the Association's reopener or successor proposal, the District shall fulfill the public Notice requirement of Educational Employment Relations Act (EERA). The parties shall commence meeting and negotiation no later than 20 workdays following Public Notice of the Association Proposal.

In the event the District puts forth its reopener or successor proposal and fulfills its Public Notice requirements, in advance of the Association submitting its proposal, the parties shall commence meeting and negotiating no later than 20 workdays following Public Notice of the District's proposal.

Release Time: The association shall be entitled to three (3) release time bargaining unit personnel for the purpose of meeting and negotiating the Collective Bargaining Agreement.

#### ARTICLE XXIV IMPROVEMENT OF PRACTICES AND PROFESSIONAL SUPPORT PROGRAM (IPPS)

A. The Association and the District are continuously striving to provide the highest possible quality of education for students. In order for students to succeed in learning, teachers must succeed in teaching. Therefore, the parties agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and professional support. Teachers recommended to the program are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to a successful standard.

B. Definitions, Duties and Protocol

1. "Classroom Teacher" or "Teacher" shall mean any member of the bargaining unit covered by certificated evaluation requirements that are referred, volunteered and/or a beginning teacher not participating in BSTA.

2. "Participating Teacher" shall mean a classroom teacher member of the unit who receives assistance and/or coaching to improve instructional skills, classroom management, knowledge of subject, and related aspects of

teaching performance. Any teacher may request voluntary participation in the IPPS program at the discretion of that teacher's immediate supervisor.

3. "Support Teacher Provider" is a teacher that meets the following requirements and qualifications:

3a. California Clear or Lifetime Credentialed teacher with permanent status in Hughes Elizabeth Lakes Union School District at least five years' classroom teaching experience immediately preceding submission of an application for Support Teacher Provider.

3b. Applicant must have received a majority of "Satisfactory" performance or better on at least three (3) evaluation targets on the unit member's last evaluation cycle.

3c. Demonstrates teaching ability as indicated by effective communication skills both orally and in writing, subject matter knowledge, knowledge and commitment to District curricular goals and standards, mastery of range of teaching strategies necessary to meet student needs in different contexts.

3d. Demonstrates ability to work cooperatively and effectively with others.

C. In order to fill a position of Support Teacher Provider, a notice of vacancy will be posted in the School/District Office. Each applicant is required to submit a completed application form, and a reference from another permanent classroom teacher. All applications and references shall be treated with confidentiality.

D. When the need arises for the District to provide Support Teacher Providers for the Improvement of Practices and Professional Support program, the District will choose a minimum of two (2) Support Teacher Providers. If no Support Teacher Providers are available within the District, then the District can utilize one (1) out of district provider.

E. Support Teacher Provider shall receive a three hundred dollar (\$300.00) monthly stipend as compensation during the months that support is offered up to \$1500 total compensation for supporting one Participating Teacher while in the Improvement of Practices and Professional Support Program. Support Teacher Provider may be assigned to one participating teacher at a time.

F. The Support Teacher Provider and Participating Teacher will mutually generate a support plan and schedule of support activities such as support meetings, lesson observations, lesson demonstrations, lesson planning, lesson feedback, curriculum study, standards study, class routines/management review and the like. The length of the support plan shall be between one and five months. The Support Teacher will consult with the immediate supervisor on the support plan. The immediate supervisor will assist with coverage for teacher release for the lesson observations and lesson demonstrations. Support meetings shall take place before or after school. The Support Teacher shall maintain a log of the support sessions and activities. The log will be submitted to the immediate supervisor and will be kept, in the participating teacher's file, in the business office in the case it is requested during an audit.

G. Support Teacher Providers and Participating Teachers may be released from their regular duties to perform their Support Teacher Provider duties according to the support plan, without loss of pay or benefits.

H. The Support Teacher Provider will meet with the immediate supervisor to discuss the progress of the Participating Teacher at least once a month (every two weeks is recommended) while the Participating Teacher is involved in Improvement of Practices and Professional Support Program (IPPS) Procedure(s) IPPS.

## ARTICLE XXV COMPLAINTS CONCERNING UNIT MEMBERS

- A. No negative and/or unsatisfactory evaluation, assignment, discipline, dismissal, or other adverse action shall be predicated upon complaints, information or material of a derogatory or critical nature which has been received by the District from pupils, parents, District employees, public agency, and/or the public unless the following procedures have been followed:
1. Any public complaint about a unit member which may be placed in the unit member's file or used against the unit member as described in Paragraph A above, shall be reported to the unit member by the administrator receiving the complaint, within five workdays of receipt.

2. Should the unit member believe the allegations in the public complaint warrant a meeting, the immediate supervisor shall attempt to schedule a meeting between the member and the complainant. At the request of the unit member, Association representative(s) may be present at the meeting. If the complainant refuses to attend the meeting, the complaint shall neither be placed in the unit member's personnel file nor utilized in any evaluation, assignment, disciplinary, or dismissal action against the unit member. However, this does not preclude the District from investigating the complaint and making a summary report based upon facts discovered during the investigation. A copy of the District's summary report will be given to the unit member within ten workdays of the initial complaint.
  3. If the matter is not resolved at the meeting to the satisfaction of the complainant, the complainant may reduce the complaint to writing and submit the original to the immediate supervisor and a copy to the unit member. If the unit member believes the complaint is false and/or based on hearsay, a grievance may be initiated to determine the validity of the complaint. If no written complaint or if no District report based upon the complaint is received in accordance with the above time lines, the matter shall be dropped by the District.
- B. Complaints or District Reports which are withdrawn, shown to be false, or are not sustained by the grievance procedure shall neither be placed in the unit member's personnel file nor utilized in any evaluation, assignment, or disciplinary or dismissal action against the unit member.
- C. All information or proceedings regarding any complaint shall be kept confidential by the District.

Hughes-Elizabeth Lakes Union  
Elementary School District  
And  
Lakes Teachers Association

RECOMMENDED FOR RATIFICATION

October 10, 2019

Attached hereto are all tentative agreements that were reached between the parties during the negotiation sessions that occurred between May 9, 2019 and October 10, 2019. These tentative agreements represent a full and complete understanding of the terms that will be included in the new Collective Bargaining Agreement for the time period or July 1, 2019 through June 30, 2022. The new collective bargaining agreement shall be effective upon ratification of both parties.

The below signed parties agree to support the terms of the new agreement and shall recommend an affirmative ratification to its representative until members, or its board members, respectively.

For the Association:

Kari Christensen  
Kari Christensen

Linda Lewis  
Linda Lewis

Theresa Hambro  
Theresa Hambro

For the District:

Lori Slaven  
Lori Slaven, Ed.D.

Nicoleta Trifa  
Nicoleta Trifa, May 9, 2019

Lola Skelton  
Lola Skelton, May 14, 2019


Wise Nadjib  
Wise Nadjib, June 6, 2019

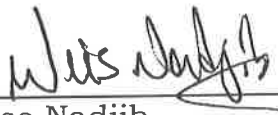
Melanie Dohn  
Melanie Dohn, May 29, 2019, October 10, 2019


RATIFIED AND ACCEPTED

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Association as the contracting parties; that all actions necessary for the District or the Association to ratify and accept this Agreement as a binding and bilateral Agreement have been completed in the manner required by that party and the law; and that this Agreement is hereby entered into without the need for further ratification and acceptance.

**HUGHES-ELIZABETH LAKES  
UNION SCHOOL DISTRICT**

By:   
Lola Skeftron  
President, Board of Trustees

By:   
Wise Nadjib  
Vice President/Clerk,  
Board of Trustees

By:   
Lori Slaven  
Superintendent/Principal

DATE: 11/12/19

**LAKES TEACHERS  
ASSOCIATION/CTA/NEA**

By:   
KARI CHRISTENSEN 11/15/2020  
President

DATE: 11/15/2020



## DEFINITIONS

The District and Association agree that the following definitions shall be utilized in the interpretation of this Agreement:

1. Board of Trustees - An agency of the state for government and management of the District.
2. Days - Shall mean any day on which the central administrative office of the District is open for business, excluding Saturday, Sunday, holidays and summer session.
3. District - Synonymous with Employer and Board of Trustees.
4. Unit Member or Employee - One who works for the District and is represented by the Association.
5. Employer - The District who employs the services of those employees represented by the Association.
6. Immediate Family - The mother, father, son, daughter, grandmother, grandfather, or grandchild of the employee represented by the Association, or of the spouse of the employee, and the spouse, son-in-law, daughter-in-law, foster child, brother or sister of the unit member, or any relative living in the immediate household of the unit member, aunt, uncle or other adult who has had primary responsibility for raising or caring for the unit member.
7. Immediate Supervisor - A line or staff officer of the District to whom an employee represented by the exclusive bargaining agent or unit is immediately accountable.
8. Superintendent and/or Principal - The Administrative Officer of the District responsible for the designated function described in the appropriate article.

APPENDIX A  
CALENDAR



APPENDIX B  
CERTIFICATED SALARY SCHEDULE

**HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT**  
**Certificated Salary Schedule**  
**2019-20 (182 days)**

|      |                       | Annual    |           |           |           |           |           |
|------|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|      | BA - No<br>Credential | BA        | BA+15     | BA+30     | BA+45     | BA+60     | BA+75     |
| Step | 0                     | 1         | 2         | 3         | 4         | 5         | 6         |
| 1    | 38,454.95             | 38,454.95 | 41,914.89 | 45,375.89 | 48,836.04 | 52,299.99 | 55,763.06 |
| 2    |                       | 40,185.44 | 43,645.39 | 47,105.35 | 50,569.49 | 54,031.51 | 57,493.56 |
| 3    |                       | 41,914.89 | 45,375.89 | 48,836.04 | 52,299.99 | 55,763.06 | 59,223.00 |
| 4    |                       | 43,645.39 | 47,105.35 | 50,569.49 | 54,031.51 | 57,493.56 | 60,955.60 |
| 5    |                       | 45,375.89 | 48,836.04 | 52,299.99 | 55,763.06 | 59,223.00 | 62,685.08 |
| 6    |                       | 47,105.35 | 50,569.49 | 54,031.51 | 57,493.56 | 60,955.60 | 64,414.52 |
| 7    |                       | 48,836.04 | 52,299.99 | 55,763.06 | 59,223.00 | 62,685.08 | 66,147.10 |
| 8    |                       |           | 54,031.51 | 57,493.56 | 60,955.60 | 64,414.52 | 67,845.18 |
| 9    |                       |           | 55,763.06 | 59,223.00 | 62,685.08 | 66,147.10 | 69,607.05 |
| 10   |                       |           |           | 60,955.60 | 64,414.52 | 67,845.18 | 71,338.59 |
| 11   |                       |           |           |           | 66,147.10 | 69,607.05 | 73,068.94 |
| 12   |                       |           |           |           |           | 71,338.59 | 74,797.51 |
| 13   |                       |           |           |           |           |           | 76,529.03 |
| 14   |                       |           |           |           |           |           | 78,261.63 |

| Stipends/Other Duty Pay:   | 2019-20  |
|--|----------|
| Extra Duty - Hourly Rate of Pay - Column 5, Step 1                         | 33.36    |
| Choir Director Stipend - 2% of Column 2, Step 1                            | 838.30   |
| GATE Coordinator Stipend - 2% of Column 2, Step 1                          | 838.30   |
| PAR Joint Panel Member Stipend - \$200 + hourly rate per contract          | 200.00   |
| Science Camp Stipend - 2% of Column 2, Step 1                              | 838.30   |
| Teacher-in-Charge Stipend - \$100 full day, or \$50 half day               | 100.00   |
| Coaching Stipend - 2% of Column 2, Step 1                                  | 838.30   |
| Curriculum Development Stipend - 2% of Column 2, Step 1                    | 838.30   |
| Professional Development Facilitator Stipend - 2% of Column 2, Step 1      | 838.30   |
| Washington D.C. Trip Coordinator Stipend                                   | 838.30   |
| Other Certificates or Credential Stipends, each                            | 100.00   |
| Masters - 2% of Column 6, Step 6   | 1,288.29 |
| End of 5 Year Bonus  | 2,000.00 |
| End of 10 Year Bonus   | 2,000.00 |
| End of 15 Year Bonus   | 1,000.00 |
| End of 20 Year Bonus   | 1,000.00 |
| Fifteen through Nineteen years of Service - 2% of Column 2, Step 1         | 838.30   |
| Twenty years through Twenty Four years of Service - 4% of Column 2, Step 1 | 1,676.60 |
| Twenty Five through Twenty Nine years of Service - 6% of Column 2, Step 1  | 2,514.89 |
| Thirty years + of Service - 8% of Column 2, Step 1                         | 3,353.19 |

**LTA Ratified: October 15, 2019**

**Board Approved: November 12, 2019**

APPENDIX C  
GRIEVANCE FORMS

HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT  
LEVEL I GRIEVANCE FORM

MUST BE FILED WITHIN FIVE DAYS AFTER THE WRITTEN PROPOSED RESOLUTION  
FOLLOWING THE INFORMAL MEETING - ARTICLE VI, PARAGRAPH R.

Date: \_\_\_\_\_ Grievance Number: \_\_\_\_\_  
NAME \_\_\_\_\_ ASSIGNMENT \_\_\_\_\_  
DATE GRIEVANCE OCCURRED \_\_\_\_\_  
INFORMAL CONFERENCE DATE \_\_\_\_\_

Complete the sections below. If more space is needed, please attach additional sheets.  
Be sure to number the pages and identify the section to which you are responding.

1. Section or sections of the Agreement alleged to have been violated:  
\_\_\_\_\_  
\_\_\_\_\_
2. Statement of the grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief Sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant/Representative: \_\_\_\_\_  
\*\*\*\*\*

Signature indicating receipt of Grievance: \_\_\_\_\_

Title: \_\_\_\_\_ Date Received: \_\_\_\_\_

Level I Meeting Scheduled (Date): \_\_\_\_\_

Level I Decision Deadline: \_\_\_\_\_

Distribution: Superintendent, Association, Immediate Supervisor, Grievant

HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT  
LEVEL II GRIEVANCE APPEAL

MUST BE FILED WITHIN FIVE DAYS AFTER THE WRITTEN LEVEL I  
PROPOSED RESOLUTION - ARTICLE VI, PARAGRAPH 5.

Date: \_\_\_\_\_ Grievance Number: \_\_\_\_\_  
NAME \_\_\_\_\_ ASSIGNMENT \_\_\_\_\_

1. Please explain the conference(s) you had at the former level and state the date(s).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please explain why you are appealing the decision at the former level.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant/ Representative: \_\_\_\_\_

Attachments: Copy of Level I Original Grievance, Decision(s), and any additional materials related to #1 or #2 above.

\*\*\*\*\*

Signature indicating receipt of Grievance: \_\_\_\_\_

Title: \_\_\_\_\_ Date Received: \_\_\_\_\_

Level II Meeting Scheduled (Date): \_\_\_\_\_

Level II Decision Deadline: \_\_\_\_\_

Distribution: Superintendent, Association, Immediate Supervisor, Grievant



HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT  
GRIEVANCE DECISION FORM

GRIEVANT: \_\_\_\_\_ Grievance Number: \_\_\_\_\_

GRIEVANCE DECISION - LEVEL: Level I [ ] Level II [ ]

DATE OF RECEIPT OF GRIEVANCE: \_\_\_\_\_

DISPOSITION OF DECISION:

Grievance Resolved

Grievance Denied

EXPLANATION (WRITE HERE OR ATTACH): \_\_\_\_\_

\_\_\_\_\_  
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DECISION DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title/Position

Distribution: Superintendent, Association, Immediate Supervisor, Grievant

APPENDIX D  
EVALUATION FORM

## CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION

### 1.0 ENGAGES AND SUPPORTS ALL STUDENTS IN LEARNING

- 1.1 Connects students' prior knowledge, experiences, and interests with learning goals.
- 1.2 Uses a variety of instructional strategies and resources to respond to students' diverse needs.
- 1.3 Facilitates learning experiences that promote autonomy, interaction, and choice.
- 1.4 Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful.
- 1.5 Promotes self-directed, reflective learning for all students.

### 2.0 CREATES AND MAINTAINS EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING

- 2.1 Creates a physical environment that engages all students.
- 2.2 Establishes a climate that promotes fairness and respect.
- 2.3 Promotes social development and group responsibility.
- 2.4 Establishes and maintains standards for student behavior.
- 2.5 Plans and implements classroom procedures and routines that support student learning.
- 2.6 Uses instructional time effectively.

### 3.0 UNDERSTANDS AND ORGANIZES SUBJECT MATTER FOR STUDENT LEARNING

- 3.1 Demonstrates knowledge of subject matter, content and student development
- 3.2 Organizes curriculum to support student understanding of the subject matter.
- 3.3 Interrelates ideas and information within and across subject matter areas.
- 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter.
- 3.5 Uses materials, resources, and technologies to make subject matter accessible to students.
- 3.6 Adheres to district curriculum and content standards.

### 4.0 PLANS INSTRUCTION AND DESIGNS LEARNING EXPERIENCES FOR ALL STUDENTS

- 4.1 Draws on and values students' backgrounds, interests, and developmental learning needs.
- 4.2 Establishes and articulates goals for student learning.
- 4.3 Develops and sequences instruction activities and materials for student learning.
- 4.4 Designs short-term and long-term plans to foster student learning.
- 4.5 Modifies instructional plans to adjust for student needs.

### 5.0 ASSESSES STUDENT LEARNING

- 5.1 Establishes and communicates learning goals for all students.
- 5.2 Collects and uses multiple sources of information to assess student learning.
- 5.3 Involves and guides all students in assessing their own learning.
- 5.4 Uses the results of assessment to guide instruction.
- 5.5 Communicates with students, families, and other audiences about student progress.
- 5.6 Provides evidence of employee performance as it reasonably relates to the progress of students toward grade level standards.

### 6.0 DEVELOPS AS A PROFESSIONAL EDUCATOR

- 6.1 Reflects, plans, and establishes professional goals; pursues opportunities to grow professionally.
- 6.2 Works with colleagues to improve professional practice.
- 6.3 Conducts timely and effective conferences with students, parents, and support personnel concerning individual student needs.
- 6.4 Adheres to District/school policies and rules.
- 6.5 Accepts and fulfills instructional duties and responsibilities in a timely and effective manner.
- 6.6 Accepts and fulfills non-instructional duties and responsibilities (i.e. attendance, punctuality, supervision, meetings, committees, etc.) in a timely and effective manner.

Teacher Name \_\_\_\_\_

# HELUS School District Teacher Evaluation

**PRE OBSERVATION CONFERENCE** (to be completed by the teacher and the evaluator during the pre-formal observation conference)

**Traditional Evaluation\***

**OBJECTIVE / STANDARD** – (from the California Standards for the Teaching Profession)

The evaluator will observe the following:

Date \_\_\_\_\_ Time \_\_\_\_\_ of observation

(The teacher and the evaluator will mutually agree on the content, date and time.)

Follow-up meeting will be held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

\*please attach lesson plan /appropriate materials

**Alternative Evaluation**

**OBJECTIVE / STANDARD** – (from the California Standards for the Teaching Profession)

*Progress toward alternative evaluation goal will be documented by one or more of the following:*

- |   |   |
|---|---|
| <input type="checkbox"/> Meetings               | <input type="checkbox"/> Data                           |
| <input type="checkbox"/> Work Samples           | <input type="checkbox"/> Product                        |
| <input type="checkbox"/> Journal                | <input type="checkbox"/> Teacher's Personal Reflections |
| <input type="checkbox"/> Classroom Observations | <input type="checkbox"/> Other _____                    |

Describe if necessary \_\_\_\_\_

|                             |            |
|-----------------------------|------------|
| Teacher's Signature _____   | Date _____ |
| Evaluator's Signature _____ | Date _____ |

Hughes-Elizabeth Lakes School District

**TRADITIONAL CLASSROOM OBSERVATION REPORT**

(A copy of this report will be given to the teacher at the conclusion of the observation)

Teacher: \_\_\_\_\_ Observer: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_ Time/period of observation: \_\_\_\_\_

Lesson Summary: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**S – Satisfactory**      **N\* - Needs Improvement**      **U\* - Unsatisfactory**      \*comments required  
 \*within one week of the observation, the two parties will meet to create an improvement plan and schedule the next observation

| EVIDENCE OBSERVED  | KEY ELEMENTS   |
|--|--|
| <p>1.0 ENGAGES AND SUPPORTS ALL STUDENTS IN LEARNING</p>                     | <p>1.1 Connects students' prior knowledge, experiences, and interests with learning goals.<br/>                     1.2 Uses a variety of instructional strategies and resources to respond to students' diverse needs.<br/>                     1.3 Facilitates learning experiences that promote autonomy, interaction, and choice.<br/>                     1.4 Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful.<br/>                     1.5 Promotes self-directed, reflective learning for all students.</p> <p style="text-align: center;">S      N*      U*</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p> |
| <p>2.0 CREATES AND MAINTAINS EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING</p> | <p>2.1 Creates a physical environment that engages all students.<br/>                     2.2 Establishes a climate that promotes fairness and respect.<br/>                     2.3 Promotes social development and group responsibility.<br/>                     2.4 Establishes and maintains standards for student behavior.<br/>                     2.5 Plans and implements classroom procedures and routines that support student learning.<br/>                     2.6 Uses instructional time effectively.</p> <p style="text-align: center;">S      N*      U*</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>  |

| EVIDENCE OBSERVED  | KEY ELEMENTS   |
|--|--|
| <p>3.0 UNDERSTANDS AND ORGANIZES SUBJECT MATTER FOR STUDENT LEARNING</p>       | <p>3.1 Demonstrates knowledge of subject matter, content and student development</p> <p>3.2 Organizes curriculum to support student understanding of the subject matter.</p> <p>3.3 Interrelates ideas and information within and across subject matter areas.</p> <p>3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter.</p> <p>3.5 Uses materials, resources, and technologies to make subject matter accessible to students.</p> <p>3.6 Adheres to district curriculum and content standards</p> <p style="text-align: center;">S    N*    U*</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p> |
| <p>4.0 PLANS INSTRUCTION AND DESIGNS LEARNING EXPERIENCES FOR ALL STUDENTS</p> | <p>4.1 Draws on and values students' backgrounds, interests, and developmental learning needs.</p> <p>4.2 Establishes and articulates goals for student learning.</p> <p>4.3 Develops and sequences instructional activities and materials for student learning.</p> <p>4.4 Designs short-term and long-term plans to foster student learning.</p> <p>4.5 Modifies instructional plans to adjust for student needs.</p> <p style="text-align: center;">S    N*    U*</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>   |
| <p>5.0 ASSESSES STUDENT LEARNING</p>   | <p>5.1 Establishes and communicates learning goals for all students.</p> <p>5.2 Collects and uses multiple sources of information to assess student learning.</p> <p>5.3 Involves and guides all students in assessing their own learning.</p> <p>5.4 Uses the results of assessment to guide instruction.</p> <p>5.5 Communicates with students, families, and other audiences about student progress.</p> <p>5.6 Provides evidence of employee performance as it reasonably relates to the progress of students toward grade level standards.</p> <p style="text-align: center;">S    N*    U*</p> <p style="text-align: center;"><input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/></p>             |

Additional pages attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

This report has been discussed with me in conference with the evaluator. I understand that I may, within ten (10) working days of my signature, make a written response to this observation, which will be filed with my observation. My signature hereon does not necessarily signify agreement with this observation. If any area is unsatisfactory, the evaluator shall provide the teacher with an improvement plan.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Employee response attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**Hughes-Elizabeth Lakes School District  
Goal Summary—Evaluation Reflection Sheet**

Teacher \_\_\_\_\_

Date \_\_\_\_\_

1. Describe your efforts to meet your goal this year:

---

---

---

---

---

---

---

---

---

---

2. What worked/didn't work?

---

---

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---

3. What are you/will you do differently as a result of your effort this year?

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---

---

4. Final thoughts/goals for next year:

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---

Teacher Name \_\_\_\_\_

# HELUS School District Teacher Evaluation

**FINAL EVALUATION** (to be completed by the evaluator prior to the final evaluation conference)

**COMMENDATION AND/OR RECOMMENDATION** – (Use additional paper if necessary)

**OVERALL EVALUATION**

Meets Standards/Satisfactory

Does Not Meet Standards/Unsatisfactory  
 Referred to PAR (Peer Assistance and Review)

*(Teacher is allowed to respond)*

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

Teacher's Comments—The teacher shall have the right to respond in writing to the evaluation. This response shall be attached to the evaluation prior to it being placed in the teacher's personnel file if received within ten (10) working days after the receipt of the evaluation. If received after ten (10) working days it will be added to the personnel file when received by the District.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

(The teacher's signature does not indicate endorsement of the evaluation, but is recognition that discussion and observations have taken place.)



APPENDIX E  
CATASTROPHIC LEAVE FORMS

**HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT**  
**Request for Catastrophic Leave-Continuation of Pay Status/Physician's Certification**

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**EMPLOYEE:**

Print Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physician's Phone: \_\_\_\_\_

By my signature, I authorize the Hughes-Elizabeth Lakes Union School District to contact the above-named physician in order to obtain the information on the attached Physician's Certification relevant to the District's evaluation of this Request.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check Here if the Request relates to a member of the Employee's family.** Unless the family member is the minor child of the Employee, the family member must sign this form authorizing the release of the information on the attached Physician's Certification. In addition, the employee must attach a statement to this form indicating the circumstances that require the Employee's absence from work.

Family Member Name: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**REQUEST:**       Initial Request       Extension Request

---

---

**NOTE:** All requests must signed by the employee (and, where necessary, by the family member of the employee) and must include a completed Physician's Certification.

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---

HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT

Physician's Certification

TO THE PHYSICIAN:

The Employee of the Hughes-Elizabeth Lakes Union School District whose name appears on the attached Request for Catastrophic Leave-Continuation of Pay Status/Physician's Certification form has applied for a "catastrophic leave" pay-continuation benefit as provided by California law (Education Code section 44043.5). An employee may apply for the benefit on the employee's own behalf, or for the purpose of caring for a member of the employee's family.

Before the benefit request may be granted, the employee is required to provide a verification of the "catastrophic illness or injury" in the form of a physician's certification. Please review the relevant portion of the definition cited below prior to completing and signing this certification.

"Catastrophic illness or injury is defined [Education Code section 44043.5(a)(1)] as "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 . . ."

The Physician is required to apply the standard medical definition of "incapacity" to the Employee's (or family member's) medical condition.

Employee/Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Patient Name (if different): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Patient Relationship to Employee: \_\_\_\_\_

CERTIFICATION: (Please check and complete each statement that applies)

[ ] As the physician who is responsible for the care of the above-named patient, I certify it to be my medical opinion that the patient's condition satisfies the definition of the law in order to be considered a "catastrophic illness or injury."

It is my medical opinion that the patient will be able to return to work as of \_\_\_\_\_.

[ ] The patient is a member of the Employee's family. I certify it to be my medical opinion that the patient's condition satisfies the definition of the law in order to be considered a "catastrophic illness or injury." I further certify that the patient's condition requires that the Employee take time off from work to care for the family member.

It is my medical opinion that the Employee will no longer be required to care for the family member and will be able to return to work as of \_\_\_\_\_.

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT**

**Donation and Authorization to Transfer Sick Leave or Time Credits**

I hereby freely and voluntarily donate and authorize the transfer of the following days and/or hours of accumulated sick leave, vacation time, or compensatory time off credits to the Receiving Employee named on this form for the current school year, as authorized by the terms of Education Code §44043.5, pursuant to the following conditions:

1. I understand that the donation shall not be construed as a waiver of any statutory right to earned and/or accumulated sick leave, vacation time, or compensatory time off that I might have;
2. I understand that donations of credits shall be processed in the order in which the donation forms are received by the District Office. The eligible time credits shall not be deducted from the donating employee until they are applied to the balance of Receiving Employee.

**TIME CREDITS DONATED:**

**DONATING EMPLOYEE:**

**Sick Leave:** \_\_\_\_\_ hours/\_\_\_\_\_ days

**Signature:** \_\_\_\_\_

**Vacation Time:** \_\_\_\_\_ hours

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RECEIVING EMPLOYEE (Print Name):** \_\_\_\_\_

**For District Office Use:**

The Receiving Employee on whose behalf the time credits are being donated satisfies the requirements set forth in Education Code §44043.5(b).

\_\_\_\_\_, Superintendent

A. Donating Employee's available **sick leave:** \_\_\_\_\_ days

Number of days/hours donated: \_\_\_\_\_ days/\_\_\_\_\_ hours

Donating Employee's revised sick leave balance: \_\_\_\_\_ days

B. Donating Employee's available **vacation time:** \_\_\_\_\_ hours

Number of hours donated: \_\_\_\_\_ hours

Donating Employee's revised **vacation balance:** \_\_\_\_\_ hours

Total hours donated and transferred to Receiving Employee pursuant to this Authorization: \_\_\_\_\_ hours

Posted By: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX F  
ANNUAL CONTRACT EMPLOYMENT HISTORY

HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT  
2018-2019 Certificated Salary Placement

Name \_\_\_\_\_ Years w/District: \_\_\_\_\_  
Year Hired: \_\_\_\_\_

Placement for 18-19  
Column \_\_\_\_\_ BA + \_\_\_\_\_  
Step \_\_\_\_\_ MA + \_\_\_\_\_

Additional Units Earned since \_\_\_\_\_  
Course # and Name: \_\_\_\_\_

|       |           |       |
|-------|-----------|-------|
| _____ | Sem Units | _____ |
| _____ | Sem Units | _____ |
| _____ | Sem Units | _____ |
| _____ | Sem Units | _____ |

|   |     |    |
|---|-----|----|
| Transcripts filed by September 10, 2018 | Yes | No |
| Were courses approved by Supervisor?    | Yes | No |

**Placement for 18-19**      Temporary      Probationary      Permanent

Column \_\_\_\_\_ BA + \_\_\_\_\_  
Step \_\_\_\_\_ MA + \_\_\_\_\_

Base Salary: Based on 182 days  
Professional Development - 1 day

Stipends: Longevity (15+ years) \_\_\_\_\_

**Compensation:** \_\_\_\_\_

**Additional Compensation Costs:**

|                              |        |
|------------------------------|--------|
| STRS                         | 16.28% |
| Medicare                     | 1.45%  |
| Health Benefits              | 1 FTE  |
| State Unemployment Insurance | 0.06%  |
| Workers' Comp Insurance      | 2.00%  |

**TOTAL EMPLOYER COSTS:** \_\_\_\_\_

\_\_\_\_\_  
Superintendent/Principal or Designee      Date

\_\_\_\_\_  
Employee      Date

APPENDIX G  
ABSENCE CLAIM FORM

HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT

ABSENCE CLAIM FORM

{must be completed and submitted to your Supervisor}

Name: \_\_\_\_\_ PLEASE PRINT

Classified

Certificated

I was / will be absent from work: \_\_\_\_\_ DATE(S) (FOR ONE MONTH ONLY. PLEASE DO NOT COMBINE WITH ANOTHER MONTH)

time: \_\_\_\_\_ to: \_\_\_\_\_

for a total of: \_\_\_\_\_ days or \_\_\_\_\_ hours. My absence was / will be due to:

**Illness (reason):** \_\_\_\_\_

**Personal**

Non-Emergency (reason): \_\_\_\_\_

Emergency (reason): \_\_\_\_\_

Without Pay

**Vacation**

**School Business (Specify Business Program and Location)** \_\_\_\_\_

**Bereavement (Maximum 4 days unless travel is 350+ miles or out of state; then a total of 6 is maximum)**

Specify relationship of deceased: \_\_\_\_\_

and location of travel: \_\_\_\_\_

**On the job injury (Compensation Form MUST be completed by Supervisor within 24 hours) Date of injury** \_\_\_\_\_

**Judicial and Official Appearance Leave (Court Order MUST be attached)**

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE OF APPROVAL

DATE

HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT

ABSENCE CLAIM FORM

{must be completed and submitted to your Supervisor}

Name: \_\_\_\_\_ PLEASE PRINT

Classified

Certificated

I was / will be absent from work: \_\_\_\_\_ DATE(S) (FOR ONE MONTH ONLY. PLEASE DO NOT COMBINE WITH ANOTHER MONTH)

time: \_\_\_\_\_ to: \_\_\_\_\_

for a total of: \_\_\_\_\_ days or \_\_\_\_\_ hours. My absence was / will be due to:

**Illness (reason):** \_\_\_\_\_

**Personal**

Non-Emergency (reason): \_\_\_\_\_

Emergency (reason): \_\_\_\_\_

Without Pay

**Vacation**

**School Business (Specify Business Program and Location)** \_\_\_\_\_

**Bereavement (Maximum 4 days unless travel is 350+ miles or out of state; then a total of 6 is maximum)**

Specify relationship of deceased: \_\_\_\_\_

and location of travel: \_\_\_\_\_

**On the job injury (Compensation Form MUST be completed by Supervisor within 24 hours) Date of injury** \_\_\_\_\_

**Judicial and Official Appearance Leave (Court Order MUST be attached)**

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE OF APPROVAL

DATE



