

**RIVERSIDE UNIFIED SCHOOL DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
and its CHAPTER 506  
TENTATIVE AGREEMENT  
January 20, 2016**

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, and its Chapter 506 ("CSEA") the parties agree to:

**ARTICLE VII (Pay and Allowances) is amended in its entirety to read:**

7.0 Regular Rate of Pay: The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendix A, which is attached hereto and by reference incorporated as a part of this Agreement. Step increases shall be annually implemented on July 1. Bargaining unit members hired or promoted on or after February 1 shall not receive a step increase until July 1 of the following calendar year.

7.0.1 If other employees receive a compensation increase during the term of this agreement, which exceeds the percentage increases contained within this agreement, the difference shall be paid to unit members, following meeting(s) between the parties to determine the basis for the distribution. The intent of this section is to maintain compensation parity between CSEA unit members and other District employees. (Reclassifications do not invoke this section.)

7.0.2 Effective January 1, 2014, the bargaining unit members shall receive a 6% salary increase. Both the District and CSEA agree that the provisions of Article XXII shall not apply for the 2014-15 school year with regard to salary only.

7.1 Pay Warrants: All regular pay warrants of unit members shall be itemized to include all deductions and overtime. Effective thirty (30) calendar days or the first day of the month following ratification of this Agreement whichever is later, all new bargaining unit members hired after the effective date of this Agreement who are paid monthly shall have their pay warrant electronically deposited into the financial institution designated by the unit member. The District agrees to hold harmless, and indemnify and defend CSEA from any and all liability arising out of disputes by unit members regarding mandatory electronically deposited pay warrants.

Effective July 1, 2003, all classified bargaining unit employees with a work year of ten months or less who are paid monthly will be paid one tenth of their yearly salary for ten months beginning in the first month they work and ending in the last month in which they work. If the first month of work has five or less workdays the first tenthly pay will start the following month. If the employee is working more than five days in the first month, the employee with a work year of 10 months will be paid one eleventh of their yearly salary for eleven months and the employee with a work year less than 10 months will be paid one tenth of their yearly salary for 10 months.

Classified bargaining unit members paid twelfthly and subsequently who change work years to less than twelve (12) months may request a twelfthly pay cycle for a period of one complete school year following the work year change. Bargaining unit members must have completed at least three (3) continuous years in a permanent paid status in order to qualify for this benefit.

7.2 Frequency - Monthly: Effective July 1, 1999, unit members who are assigned to work four (4) or more hours per day will be paid once a month payable on the last working day of the month. If the normal day of pay falls on a holiday, the pay warrant will be issued on the preceding workday.

7.2.1 Frequency - Twice Monthly: Unit members who work less than four (4) hours per day shall be paid eight (8) working days after the tenth (10) and twenty-fifth (25) calendar day of the working month.

7.3 Payroll Errors: Any payroll error resulting in insufficient payment for a unit member in the bargaining unit shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the unit member provides notice to the Payroll Department. In the event a payroll error results in an excess payment to a unit member, the District will meet with the employee to establish a repayment schedule. Failure to reach a mutual agreement the unit member shall be required to refund the excess to the District within the same amount of time as the overpayment was caused.

7.4 Lost Pay Warrants: Any pay warrant for a unit member in the bargaining unit which is lost after receipt or which has not been delivered within five (5) days of mailing, if mailed, shall be replaced not later than thirteen (13) days from the date of issue of the lost warrant, provided that the unit member has completed and signed a "Lost Warrant Affidavit" within ten (10) days of the date of issue. If more than ten (10) days have elapsed since the date of issue, the lost

warrant will be replaced three (3) days after the "Lost Warrant Affidavit" is completed and signed.

- 7.5 Mileage: Unit members specifically authorized to use their personal cars in fulfilling a specific work assignment shall be reimbursed at the per mile rate the District is paying to other District employees not in the bargaining unit (but not less than the amount allowed for by the IRS). It is understood and agreed that unit member travel between home and worksite is exempt from this provision. It is further understood and agreed that this reimbursement shall be payment in full for all car operating, maintenance, repair, and insurance costs resulting from such use.
- 7.5.1 The District accounting office shall, as soon as reasonable, submit to the County valid unit member requests for mileage reimbursement, but in no event, later than ten (10) workdays after receipt.
- 7.6 Meals: Any unit member in the bargaining unit who, as a result of work assignment, must have meals outside the boundaries of the District shall be reimbursed for the full cost of the meal, subject to rules and regulations established by the District in relation to authorization for and payment of such reimbursement, and provided that the unit member submits a receipt showing the cost of the meal with the regular District expense claim. Unit members shall receive reimbursement for meals and other work related expenses at the same rates established by the Board of Education for all District employees.
- 7.7 Lodging: Any unit member in the bargaining unit who, as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District for the full cost of such lodging, up to amount approved on Conference Attendance Form.
- 7.8 ~~Longevity Stability~~ Pay: Stability pay is paid annually in addition to regular pay. It is a reward to unit members for continued service in the District. A unit member is eligible after he/she has completed five (5) years of continuous service. Effective July 1, 2013, stability pay is increased by 5%. Stability pay is calculated by multiplying  $1/4$  by  $1\%$  x Base Monthly Salary (not to exceed current base) x Number of Months worked yearly x Total Number of Years of Continuous Service. The maximum Base Monthly Salary shall be increased to two thousand dollars (\$2,000) on July 1, 1992. **Effective July 1, 2016, longevity pay is paid monthly as part of the employee's regular pay beginning with the 6<sup>th</sup> year of service. It is a reward to unit members for**

**continued service in the District. A unit member is eligible after he/she has completed 5 years of continued service. Longevity is calculated in the following schedule:**

**Year 6-10 = 2.5% of your current salary step**

**Year 11-15 = 5% of your current salary step**

**Year 16 + = 7.5 % of your current salary step**

- 7.8.1 Years of eligibility will be determined on the same basis as for step placement on the salary scale; a unit member must have been employed prior to February 1 to have that fiscal year count as a year of service. A break in service will result in a new beginning date for stability pay. Paid leaves of absence will not be considered as breaks in service. Time on unpaid leave, except military leave, will not be counted as time in service for stability pay. ~~If a unit member retires, resigns, or is deceased prior to June 30 of the school year, his/her stability pay will be prorated on that portion of the year.~~
- 7.9 Evening Shift Differential: All unit members who work four (4) or more hours after 5:00 p.m. shall receive a shift differential of two (2) ranges, approximately 5%, for their entire shift, in addition to their regular salary.
- 7.9.1 The unit members shall not lose the shift differential compensation if the unit member is temporarily assigned for twenty (20) working days or less to a shift not entitled to such compensation. Evening unit members assigned to a day shift during summer recess shall lose their shift differential July 1 and have it restored on September 1.
- 7.10 Unit members employed in food service classifications shall receive one (1) additional range at their current step upon receipt of the Professional Certification for School Food Service Personnel issued by the School Nutrition Association (SNA). The additional range shall commence the first pay period following the unit member's verification of the certification to the Human Resources Department. The unit member must maintain the certification in order to retain the one-range salary adjustment.
- 7.10.1 Credit received for participation in the certificate program may also be applied toward the professional growth program under the conditions specified in Appendix B.

AGREED:

For the District:

  
Susan J. Mills  
Assistant Superintendent, Human Resources  
Riverside Unified School District

Date

  
Robin Mesa (Interim)


  
Shani Dahl

  
Mays Kakish

  
Jill Collier

  
Carrie Antrim

For CSEA:

  
Daniel S. Rudd  
President, CSEA Chapter 506  
Riverside Unified School District


Date

  
Lynn Thompson  
Labor Relations Representative  
CSEA

  
Caralyn Alldis

  
Laura Egan

  
Michael Green

  
Joseph Baglio

  
Nyna Moore

1/26/16

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