

2025-2028

**Collective Bargaining
Agreement Between**



&



UNITED TEACHERS LOS ANGELES

Expires June 30, 2028

THIS AGREEMENT is made and entered into by and between the Governing Body of Pacoima Charter School and United Teachers Los Angeles, which together with its administrative staff and representatives will be referred to as UTLA or the Union and PCS.

The agreement shall be from July 1, 2025 through June 30, 2028 and shall be closed for the duration of the Agreement. However, the parties may open negotiations on any subject of bargaining, by mutual agreement.

FOR UTLA:	FOR PCS:
Signed: _____ Carmen Jauregui, Charter Chair Date: _____	Signed: _____ Sylvia Fajardo, Executive Director Date: _____
_____ Susan Osorio, Chapter Co-Chair Date: _____	
_____ Haidee Martin-Mejia, Bargaining Team Member Date: _____	
_____ Maribel Banda, Bargaining Team Member Date: _____	
_____ Adelina Contreras, Bargaining Team Member Date: _____	
_____ Erich Lohde, Bargaining Team Member Date: _____	
_____ Rocio Carranza, Bargaining Team Member Date: _____	
_____ Maria Fernanda Garcia, Bargaining Team Member Date: _____	

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ARTICLE I
RECOGNITION

- 1.0 Pacoima Charter School recognizes United Teachers Los Angeles (hereafter may be referred to as UTLA or the Union) as the exclusive bargaining agent for the purposes of the Educational Employees Relations Act (EERA, Government Code 3540, et. seq) of all certificated employees in the broad category of teacher, including, but not limited to, instructors, advisors, coaches, nurses, librarians, deans, psychologists, speech therapists, and excluding all classified, confidential, management and supervisory employees, and all substitute teachers.

- 2.0 New certificated positions or categories which are established during the term of this agreement shall be reviewed by the employer and UTLA as to their inclusion in the bargaining unit and if such positions share a community of interests with the existing unit.

- 3.0 “Employee” shall be defined normally in this agreement to indicate persons who are included in the above unit and personnel shall be used to include all employees of Pacoima Charter School.

ARTICLE II

MANAGEMENT RIGHTS

- 1.0 **General:** It is the intention of this article to provide that Pacoima Charter School retains all the rights and powers which have not been limited by other Articles of this Agreement. The provisions of this Article are not intended to expand the rights of Pacoima Charter School beyond statutory or constitutional limits, nor beyond the authority of the Charter, nor in any manner to waive or diminish the rights of UTLA or the employees as provided in other Articles of this Agreement.
- 2.0 **Conflict of Interest:** In the event that there is a conflict between the retained rights of Pacoima Charter School under this Article and the rights of UTLA or employees as set forth elsewhere in this Agreement, the provisions of the other Articles will prevail.
- 3.0 UTLA retains consultation rights with Pacoima Charter School under Government Code Section 3543.2
- 4.0 Rights not specifically granted to UTLA under this agreement are retained rights by Pacoima Charter School, unless in conflict with the Pacoima Charter School charter.

**ARTICLE III
UTLA RIGHTS**

- 1.0 **Access**: Any authorized UTLA representative shall have the right of reasonable access to Pacoima Charter School facilities, including Teacher mailboxes, for the purpose of contacting Employees and transacting UTLA matters. Upon arriving at the work site, the representative shall first report to the office of the Site Administrator and state the intended purpose and length of visit. The representative may contact Employees during duty free lunch periods, before and after Employees' hours of service or when the Employee is not engaged in duties. The representatives shall not interrupt any Employee's duties or assignments.
- 2.0 **Bulletin Boards**: UTLA shall have the right to post notices of UTLA official matters on a bulletin board or a section of a bulletin board established for UTLA's exclusive use at each work site where Employees are assigned.
- 3.0 **Distribution of Material**: Pursuant to United States Postal laws, the school mail is not available for distribution of UTLA material. Material or literature distributed or posted by UTLA to Employees shall be dated and shall not be defamatory, obscene, or vocative of law.
- 4.0 **Released Time for Negotiations**: Up to seven negotiating team Employee representatives designated by UTLA shall be released from duty with no loss of pay or benefits for the purpose of attending negotiation meetings with Pacoima Charter School pursuant to Article II, Section 1.0. UTLA and the Pacoima Charter School (PCS) may agree that additional Employees shall receive such release time.
- 5.0 **Released Time at UTLA Expense**: UTLA may request the release of designated Employees from their regular duties with no loss of pay for the purpose of attending to UTLA matters, with the expense of the substitute or replacement to be borne by UTLA. Such released time shall be limited to twenty-five (25) days per year for any individual Employee. If the Site Administrator objects to the release of any particular Employee based upon instructional needs, the matter shall be referred to Pacoima Charter School and UTLA for resolution. Such time will be taken in increments of not less than one-half day.
- 6.0 **Exclusivity**: UTLA and its authorized representatives shall be the exclusive representative of the Employees in contract enforcement matters.
- 7.0 **Intentional Left Blank**
- 8.0 **UTLA Chapter Chairpersons**: At each work location to which Employees are assigned, UTLA shall have the right to designate, pursuant to its own procedures, one (1) Employee to serve as the UTLA Chapter Chair. UTLA may also designate one (1) Employee to serve as Chapter Chair during the periods of time when the Chapter Chair is absent. To facilitate communication, they shall meet together with the Executive Director whenever reasonably possible. At the school site the UTLA Chapter Chair is the exclusive local representative of the faculty in matters relating to enforcement and administration of the Agreement between UTLA and Pacoima Charter School. The Chapter Chair shall also be the official on-site representative of UTLA in contract enforcement matters and as such shall have the following rights:
- a. Upon request of an employee, have the right to represent the employee in grievance meetings as expressly provided in Article V, and in meetings relating to discipline.

- b. When an employee reports an injury or assault and files the required written report, the Site Administrator shall notify the Chapter Chair of the reported injury unless the employee requests that the matter not be so disclosed;
- c. Be permitted reasonable use of the school telephone for local calls involving representation matters, so long as such use does not interfere with normal office business at the location;
- d. Have the exclusive right to coordinate UTLA meetings, which may be held in school buildings at times before or after the school day during employees' duty free lunch period, subject to availability of facilities and provided that there is no interference with other scheduled duties or events. Administration shall make every reasonable effort to release UTLA representatives for attendance at UTLA meetings on Wednesday afternoons;
- e. Have the exclusive right to initial and date any official notices to be posted on the UTLA site bulletin board;
- f. Have the right, subject to reasonable advance administrative approval, to make appropriate brief announcements, via the school bulletin and/or public address system, of UTLA-related meetings, special events, in-service/staff development, and the like. Such use of the public address system shall be limited to the time before or after student hours. The above rights do not encompass advocacy material of any nature, or statements covering inappropriate topics (e.g., personnel matters, grievances, collective bargaining, or personalities).
- g. Have the right to inspect non-exempt public records maintained at the work site which relate to administration of this Agreement, and shall have the right to receive, upon request and within a reasonable time not to exceed five (5) working days, a copy of up to one hundred (100) pages of such documents at no cost each school year. If the documents do not relate to contract administration, the cost of copies shall be borne by the Chapter Chair;
- h. Have the right, upon prior request and at reasonable intervals on non-classroom teaching time, to meet with the Site Administrator to discuss contract enforcement matters, safety matters, or any other matters related to the operation of the school;
- i. Have the right to propose agenda items for faculty meetings. The Chapter Chair shall also have the right to make appropriate brief announcements within the first forty-five (45) minutes of such meetings or at least fifteen (15) minutes prior to the end of the meeting if such meeting is less than an hour in length;
- j. When there are to be any negotiations at the site level when faculty views are sought by the Site Administrator with respect to subject matters which fall within the scope of negotiations under the Educational Employment Relations Act, the UTLA Chapter Chair is to be treated as the sole representative of the faculty;
- k. Prior to finalizing changes in bell schedules, the Site Administrator shall consult with the Chapter Chair; and
- l. Have the rights set forth in Element 4 of the Pacoima Charter - Shared Decision Making and School-Based Management.

8.1 Released Time for Chapter Chairs:

- a. Site-based eight hour Chapter Chairperson may, with prior approval of the Site Administrator and when their duties reasonably permit, after their work schedule by reporting to work not to exceed thirty (30) minutes early, and leaving work not to exceed a corresponding thirty (30) minutes early, for the purpose of attending UTLA Area and House meetings.
- b. The Chapter Chair shall have the right to submit a written position, dissent, or comments to the administrator. The administrator shall attach this statement to all copies of the official document being forwarded to the appropriate office. Exempt from the above procedures are personal matters, confidential matters, and other matters, which do not generally involve changes in the basic working conditions of the entire faculty.

9.0 **Non-Reprisals:** There shall be no reprisals or retaliation against anyone who utilizes their rights under this contract, or for assisting an employee for exercising those rights.

**ARTICLE IV
DUES DEDUCTIONS**

1.0 Dues Deduction Rates

1.1 Any Unit Member who is a member of UTLA, or who has applied for membership, may sign and deliver to UTLA an assignment authorizing deduction of membership dues, initiation fees, general assessments, and voluntary political contributions (“PACE”).

1.2 Pursuant to such authorization and upon notification of such by UTLA, the PCS shall deduct annual dues in equal amounts from the regular salary check of the bargaining unit employee every payroll period. Deductions for bargaining unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.

1.3 Deductions of dues or other assessments under this Article shall be pursuant to the payroll deduction schedules submitted by UTLA to PCS.

1.4 Whenever UTLA changes the amounts of dues or other deductions under this Article, UTLA will provide PCS with notification of the change with sufficient time to allow PCS to make the necessary adjustments and will also provide PCS with a copy of the notification of the change which was sent to all concerned employees.

1.5 Employee requests to cancel or change authorizations for payroll deductions for UTLA shall be directed to UTLA, which will be responsible for processing these requests. PCS shall rely on information provided by UTLA regarding whether deductions were properly cancelled or changed, and UTLA shall indemnify PCS for any claims made by the employee for deductions made in reliance on that information, as provided in Section 6.0, below.

2.0 Remittance of Funds to UTLA

With respect to all sums deducted by the Employer pursuant to this Article, the Employer agrees to remit such monies to UTLA within twenty (20) calendar days of the deduction of all sums so deducted accompanied by an alphabetical list of unit members for whom deductions were made, including their names, home addresses, work locations and any changes in personnel from the list previously furnished. This would include new employees, terminations, leave of absence or new home addresses.

3.0 Exclusive to UTLA

Payroll deduction for membership dues from employees shall be exclusive to and on behalf of UTLA and no dues deductions are to be made on behalf of any other employee organization as defined in Government Code 3540.1(d).

4.0 Necessary Information

The Parties shall furnish to each other any information needed to fulfill the provisions of this Article.

5.0 Dues Check-off

Authorizations in effect on the date of the signing of this Agreement shall remain in effect but shall be subject to the conditions set forth in this Article.

6.0 Hold Harmless Provision

UTLA agrees to indemnify and hold PCS harmless against any and all liabilities (including reasonable and necessary costs of litigation) arising from any and all claims, demands, suits or other actions relating to PCS's compliance or attempted compliance with this Article, or the requests of UTLA pursuant to this Article, or relating to the conduct of UTLA in administering this Article. UTLA shall have the right to determine and decide all matters relating to settlement and conduct of litigation related to this Article.

ARTICLE V
GRIEVANCE PROCEDURE

I Steps: Informal conferences may be held prior to the filing of a formal grievance and are preferred as a way to resolve disputes and avoid grievances.

1.0 **Step One**: Formal grievances will be heard first by the Assistant Director, who has full authority to grant the remedy.

2.0 **Step Two**: If the parties are unable to resolve their dispute at step one, it shall proceed to step two, and be heard by the Executive Director.

3.0 **Step Three**: If the parties are unable to resolve their dispute at step two, the matter shall be brought before the appropriate committee of the Pacoima Charter School's Board of Directors for resolution.

4.0 **Step Four**: If the parties are unable to resolve their dispute at the Board level, the matter may be advanced to binding arbitration. UTLA and its Grievance Review Committee (GRC) are the sole determiners of which cases advance to arbitration.

II. Filing and Response Deadlines

1.0 **Grievances Filing**: Grievances must be filed within fifteen (15) working days from when the employee knew, or reasonably should have known, of the alleged violation of the contract.

2.0 **Step One Meeting**: A step one meeting shall be held within five (5) working days of the date of filing. Should an employee wish to advance the grievance to the next step(s), they shall file for each step within 5 days and the step meeting will then be held within five days.

3.0 **Advancement to Arbitration if no action by board**: If the Pacoima Charter School Board of Directors does not hear a grievance within 30 working days after Step 3, UTLA at its sole discretion may automatically advance the case to arbitration.

4.0 **Response Deadlines**: Responses to all levels of grievances will be within five (5) working days of the date the time the meeting was held. Extensions may only be granted by UTLA.

5.0 **Selection of Arbitrations and Timelines**

5.1 **List of Arbitrators**: UTLA and Pacoima Charter School agree to use the list of arbitrators used by UTLA, unless there is mutual agreement to use someone not so listed.

5.2 **Arbitration Scheduling**: Arbitrations should, whenever practicable, be scheduled within 60 working days after the parties have selected an arbitrator.

6.0 **Binding Arbitration**: Pacoima Charter School agrees that decisions made by arbitrators are binding upon them and final.

7.0 **Documents and Witness Lists**: Pacoima Charter School agrees to exchange information in a timely manner that is relevant to the grievance or arbitration.

- 8.0 **Expenses**: Arbitration expenses shall be borne equally between UTLA and Pacoima Charter School.
- 9.0 **All Proceedings Should Be Confidential**: In order to encourage a harmonious and professional disposition of grievances, it is recommended by the parties that from the time a grievance is filed until a final settlement has been reached, all proceedings should be confidential.
- 10.0 **Report of Grievances**: Pacoima Charter School and UTLA may report on grievances by citing no more than the Article and Section of the contract alleged to have been violated, and the step at which the matter stands at the time of the report.
- 11.0 **Not Intended to Restrict Normal Interviewing**: This recommendation is not intended to restrict normal interviewing of witnesses, or other preparations for grievances, suspension appeals, or arbitrations.

ARTICLE VI
NON-DISCRIMINATION

1.0 Pursuant to applicable Federal and State laws, Pacoima Charter School and UTLA agree not to discriminate against any employee based upon race, color, religion, age, marital status, sexual orientation, disability, political or UTLA affiliation and to have due regard for employees' privacy and constitutional rights.

ARTICLE VII
EMPLOYMENT STATUS, PERSONNEL FILES, AND DISCIPLINE

1.0 **Probationary Status**: Unit members newly hired by Pacoima Charter School shall be in probationary status for their first three school years of employment and shall, upon successful completion of their probation period, defined as having three consecutive satisfactory evaluations, achieve permanent status upon the first day of service in their fourth year of employment. One year extensions may be granted by management in situations of pregnancy, illness, or similar emergencies.

1.1 Non-reelection: Unit members on probationary status may be non-reelected without cause or explanation insofar as such a unit member is provided a written notice of non-reelection subject to the following notice requirements:

a. 1st Year Probation: No later than four (4) weeks before the last day of school.

b. 2nd or 3rd Year Probation: Warning notification no later than March 15, and final notification no later than May 15.

2.0 **Permanent Status**: Unit members who have achieved Permanent Status shall not be disciplined, dismissed, demoted, or suspended without pay without just cause. PCS shall follow the principles of “progressive discipline” and the prohibition of disparate treatment by an administrator, are to be generally applicable, but with the understanding that circumstances, such as egregious misconduct, may make progressive discipline unnecessary.

3.0 **Progressive Discipline**

3.1 Pre-disciplinary Matters:

3.1.1 Pre-disciplinary actions such as warning, conference memos, and letters of reprimand are not subject to the grievance procedures except when such documents are placed in the employee’s permanent personnel file, or used as part of a formal disciplinary action (Notice of Unsatisfactory Service/Act or suspension), or overall Needs to Improve. In the event of a later formal disciplinary action, the document if challenged should not be deemed valid or established unless and until so proven under the normal “for cause” standard.

3.1.2 Employees shall be permitted to “live down” or “work off” a pre-disciplinary document by the passage of a period of two (2) years without recurrence of the same or similar conduct (unless a shorter period is agreed to by the parties). After achieving that passage of time, if the document is retained by the administrator (as may be required by law), it should be kept in a separate “expired” file and not become a basis, in whole or part, for a subsequent formal disciplinary action. A recipient of any such document shall be permitted to file a written statement in response to the document, which shall be attached to all copies of the document retained by PCS.

3.2 Formal Discipline:

Formal discipline shall not be imposed without just cause and only comes in one (or more) of the following three (3) forms---Notice of Unsatisfactory Service or Act, suspension without pay, and

dismissal.

3.2.1 Prior to the imposition of a Notice of Unsatisfactory Service or Act and/or a suspension or dismissal, the administrator shall notify the employee (1) that such action is about to be taken; (2) that a meeting will be held to discuss the matter; and (3) that the employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a representative of another employee organization. Non availability of the employee or representative for more than a reasonable time shall not delay the disciplinary action. At the close of or subsequent to the above meeting, the administrator shall announce the discipline to be imposed and immediately confirm the discipline to be imposed in writing on the appropriate PCS form. The above meeting may, in emergency situations requiring immediate suspension, be held as soon as possible after the suspension has begun. The recipient of such notice of disciplinary action shall be permitted to file a written statement in response to the Notice, which shall be attached to all copies of the notice retained by PCS.

3.2.2 Notices of Unsatisfactory Service or Act

Such notices are placed in a unit member's permanent personnel file and are subject to appeal through the grievance procedure of this Agreement.

3.2.3 Suspensions Without Pay

No suspension without pay shall exceed 15 days and the salary effects of such suspensions shall not be implemented until the suspension has been finalized through the appeal procedures as described in this Article and in the Grievance procedure. If the employee wishes to obtain review of the decision, a notice of appeal to the Executive Director shall be delivered within three (3) days of receipt of the form. Within three (3) days after receipt of the employee's notice of appeal, the Executive Director shall hold an appeal meeting to discuss the matter, and shall by the end of the following day, announce a decision. The announcement shall be in person or by telephone, with an immediate confirming letter sent to the employee and representative, if any. Within five (5) days after the above administrative appeal decision is announced, UTLA must, if it determines that the matter is to be appealed to arbitration, notify PCS in writing of its intention. UTLA and PCS shall select an arbitrator, and the dispute will then be calendared for arbitration. If at any of the above steps the employer or UTLA does not appeal as provided above, the discipline shall be considered final.

3.2.4 Dismissal Procedures

Except for cases related to gross, egregious misconduct, dismissal procedures shall follow those procedures outlined in the Education Code.

For cases related to gross, egregious misconduct, PCS may elect to utilize dismissal procedures subject to and based upon just cause and not subject to the Education Code related to certificated dismissal. Such just cause dismissal commences with a statement of charges issued by the Board of PCS and, if appealed in writing within five (5) days such issuance, is subject to binding arbitration as defined in the Grievance Article.

If the parties cannot agree whether the charges are properly before the Arbitrator, each

party may submit a written argument to the Arbitrator in no more than ten (10) pages length and the Arbitrator shall issue a written ruling upon the contract language, whether the matter is arbitrable.

4.0 Access and Response to Critical Material in Personnel Files:

When the School receives a letter or other written material which contains allegations critical of an employee's performance or character, or which charges commission of an unlawful or immoral act, the following conditions shall apply:

4.1 If the document came from a member of the public, the matter shall first be investigated. Except in compelling circumstances, the employee shall be furnished a copy within thirty (30) days of PCS's receipt of the document. The document shall not be either placed in the personnel file or retained by PCS unless it is reasonably determined that the allegations have some substance or plausibility. In any event, if the document is either retained and/or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply.

4.2 If the document came from within PCS personnel, the investigation required by section 4.1, above, may not be necessary or appropriate, but the remainder of the protections required by paragraph 4.1 above, including the notice to the employee, shall be applicable.

4.3 Exempt from disclosure to the employee are documents which (1) are references obtained from outside PCS or prior to employment, (2) were prepared by identifiable examination committee members as part of the examination procedure, or (3) were obtained in connection with a promotional examination.

5.0 Arrest Procedures

Whenever an employee is to be arrested at the school site, the site administrator shall request the police to conduct the arrest at a time and place least visible to the students and staff. In accordance with Education Code Section 44950 and 44950.5, the School may utilize such provisions when any employee is charged with offenses as enumerated therein.

6.0 Paid Administrative Leave

The parties recognize that PCS retains the right to place an employee on paid administrative leave pending an investigation, and that such placement is not considered disciplinary. The parties also recognize that such placement can be the cause of consternation and embarrassment to the employee. Accordingly, the parties agree to the following principles:

6.1 As soon as practicable, and subject to the possible direction of law enforcement, PCS will provide a written reason for the placement.

6.2 Paid administrative leave is a temporary measure, and reasonable steps will be taken to expedite the process of bringing the placement to closure.

6.3 An employee will not be on paid administrative leave for more than twenty (20) days without being provided a written status report stating the reasons for his/her placement and an estimated timeline for closure.

6.4 In the case of an employee who is to be retained in PCS employment and to the extent practicable, the employee is to be returned to his/her previous assignment.

**ARTICLE VIII
HOURS, DUTIES, AND WORK YEAR**

1.0 **General Workday Provisions**: It is agreed that the professional workday of a full-time regular employee requires no fewer than eight hours of on-site and off-site work, and that the varying nature of professional duties does not lend itself to a total maximum daily work time of definite or uniform length. The workday for part-time employees shall be proportionate, or governed by the employee's individual employment contract.

1.1 Sign-in/Sign-out

All employees shall, upon each arrival/departure, report in a manner determined by Pacoima Charter School.

2.0 Minimum On-Site Obligation

2.1 Classroom Teachers Grades TK-6 Regular Dismissal (MWTThF): The daily onsite obligation for classroom teachers shall be 7:30 AM – 2:50 PM. The instructional day for students shall be 8:00 AM – 2:40 PM.

Classroom Teachers Grades TK-6 Early Dismissal (Tuesdays): The daily onsite obligation for classroom teachers shall be 7:30 AM – 2:20 PM. The instructional day for students shall be 8:00 AM – 2:10 PM.

Minimum Days TK-6: The onsite obligation for classroom teachers shall be 7:30AM – 2:20PM. The instructional day for students shall be 8:00 AM – 1:05 PM. All classroom teachers are still required to work their daily onsite obligation in accordance with section 2.3, below.

Refer to the current Bell Schedule (start & end times for grade levels may change, as jointly approved by PCS and UTLA).

2.2 Grade Level Coordinators: The daily onsite obligation for Grade Level Coordinators shall be eight (8) hours and shall normally fall between 7:00 AM and 4:30 PM.

2.3 The normal schedule of minimum on-site hours for all employees is also to be observed on such days as pupil-free days, and is also to be observed on minimum days and shortened days unless early dismissal of staff is authorized by the immediate administrator.

TK-6 instructional time is exclusive of teacher break (recess) and lunch.

3.0 **Other Professional Duties**: Each employee (including SPED and all out of classroom teachers) is responsible not only for classroom duties for which they are properly credentialed, but also for all related professional duties. Such professional duties include the following examples: instructional planning; preparing lesson plans in a format appropriate to the teacher's assignment; preparing and selecting instructional materials; reviewing and evaluating the work of pupils; communicating and conferring with

pupils, parents, staff and administrators; maintaining appropriate records; providing leadership and supervision of student activities and organizations; supervising pupils both within and outside the classroom; supervising teacher aides when assigned; cooperating in parent, community and open house activities participating in staff development programs, professional activities related to their assignment, independent study and otherwise keeping current with developments within their areas or subjects of assignment; attending and participating in Open House and Back to School Night (shall be scheduled to end no later than 7:00 PM, and the calendaring and duration of the events shall be determined by the Curriculum Council); attending all Grade Level Special Events such as culmination, awards nights, and field trips; assuming reasonable responsibility for the proper use and control of Pacoima Charter School property, equipment, material and supplies; and attending faculty, departmental, grade level and other meetings called or approved by the immediate administrator.

3.1 **Lesson Plans:** Lesson plans or evidence of planning in a format appropriate to the teacher's assignment, shall be furnished by each classroom teacher upon request from the teacher's immediate administrator. No special format for a lesson plan shall be required.

3.2 **Duties:** All duties required of each employee shall meet the test of reasonableness, and shall be assigned and distributed by the site administrator in a reasonable and equitable manner among the employees at the school.

3.3 **Faculty, Department, Grade Level, Staff Development:** No employee shall be expected to attend more than 36 of these after school meetings per school year. Exempt from this limitation are administrative meetings with individual employees, meetings on released time, community meetings, Committee/Council meetings, and meetings necessitated by special circumstances or emergencies. These meetings, except in special circumstances, shall not exceed one hour in duration. Committee meetings shall not exceed one and one half hours in duration. Agendas for faculty meetings are to be distributed at least one day in advance, and employees shall be permitted to propose agenda items and participate in faculty meetings. If a meeting is scheduled to begin after the instructional day, it should be started as soon as practicable after the student day has concluded.

4.0 **Duty Free Lunch:** Each employee shall, except in emergencies or special situations requiring intensive supervision, be entitled to a duty-free lunch period of not less than forty (40) minutes, as scheduled by the site administrator

Any lunch break longer than 40 minutes shall require mutual agreement between the site administrator and a majority of the staff. The UTLA Chapter Chair is to assist in determining the desires of the staff.

5.0 **Preparation Time:**

5.1 Each regular elementary classroom teacher shall be provided with daily preparation time of -40 minutes within the minimum on-site obligation (30 minutes before school, 10 minutes after school). It is understood by the parties that such preparation time is to be performed on campus. In order to provide such preparation time, Pacoima Charter School shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties (such as supervision of grounds and bus arrival/departure) during those periods of time. Preparation time is to be used for professional duties including preparation for class and conferences with parents, students and staff, and shall not be used for supervisory duties except as provided below. Faculty meetings are not to be scheduled during the morning preparation period except in schools where a majority of the affected employees have approved of such a schedule. In situations where the other personnel are not available

to cover the supervision, classroom teachers may be assigned such duties on a rotating basis, but for such time shall be paid at the employee's regular rate of pay. Additional pay shall not be authorized for any of the following:

- a. Supervision reasonably assigned on inclement weather schedule
- b. Emergency crisis situations (e.g., earthquake, flood, fire, civil disturbance); or
- c. Supervision of the teacher's students to and from the classroom; and dismissal gates, or d. Any normally assigned basic duties apart from the above described non-classroom supervision.

5.2 Additional Preparation Time:

- a. In the event that an Enrichment class is unavailable (i.e. due to the absence of the Enrichment teacher) the PCS protocol shall be followed in order to procure a substitute. In the event that a substitute could not be procured, K-5th Grade teachers shall keep their students in their classrooms. With reasonable prior notice provided to the Enrichment teacher, teachers may swap Enrichment class time in order to avoid losing preparation time due to circumstances as described herein.
- b. At least four (4) minimum days per year shall be days in which PCS will not schedule a faculty meeting. The purpose of such days are for unit members to work independently and are expected to plan, grade, enter data, update their classrooms, plan for small groups, etc. The scheduling of these days shall be set by the Curriculum Committee.

6.0 Elementary Supervision Time: Except as provided below, Pacoima Charter School shall assign personnel other than classroom teachers to perform regularly scheduled non-classroom supervision duties (such as supervision of grounds and bus arrivals/departure) during recess or lunch, or during the period of time following the 20 minutes preparation period at the end of the school day. In situations where the above-assigned personnel are not available to cover the supervision, or other compelling circumstances exist, classroom teachers may be assigned such duties on a rotating basis but such assignments and pay shall be as provided herein, below.

- a. The additional pay shall not be authorized for non-classroom teachers or for any of the following situations involving classroom teachers:
 1. Supervision reasonably assigned on inclement weather schedules;
 2. Emergency crisis situations (e.g., earthquake, flood, fire, civil disturbance);
 3. Supervision of organized student activities and student organizations;
 4. For teachers who have a coordinatorship differential which covers the supervision duties (provided that, in such cases, Pacoima Charter School shall not impose new supervision duties which are unrelated to the purpose of the coordinator ship);
 5. Supervision of the teacher's students to and from the classroom; or
 6. Any normally assigned basic duties apart from the above-described non-classroom supervision.
- b. **Assignment and Pay:** Commencing at the start of any school year, elementary teachers shall be permitted to place themselves (on a voluntary basis) on a "first call" list for paid supervision duties as needed, with the understanding that such services will be paid at their regular tenthsly rate. If from time to time the demand for paid supervision exceeds the capacity of the volunteer "first call", the remainder of the teachers will be subject to assignment on a rotating, non voluntary basis, but will be paid at the individual's own regular rate of pay.

c. The above rules are applicable to regular elementary programs.

7.1 **Variations and Experimental Situations:** It is not the desire of UTLA or Pacoima Charter School to discourage reasonable experimentation with school schedules which may vary from the above-described normal patterns. However, affected employees and UTLA shall be consulted with respect to any such variations prior to implementation and approval of a majority of the faculty shall be obtained.

8.0 **Work Year:**

A. The work year for classroom teachers shall be one hundred eighty-two (182) days of which there shall be one hundred eighty (180) student-instructional days and two (2) pupil free days. PCS will provide 2 optional paid (training rate) employee preparation days for self directed planning to be used before the first instructional day.

B. The work year for grade level coordinators shall be one hundred ninety-seven (197) days of which there shall be one hundred eighty (180) student-instructional days, two (2) pupil free days, and an additional fifteen (15) days assigned outside of the instructional year.

C. The scheduling of the two (2) pupil free days shall be determined by the Curriculum Committee. Site administrators shall make a reasonable effort to limit required meeting time on the two pupil-free days in order to provide time for class and room preparation. Such meetings are not to exceed 3 hours each day total unless a majority of the involved faculty consents.

D. Additional Professional Development Days: PCS may offer up to two (2) full professional development days per year, the scheduling of which will be determined by the Curriculum Council. Compensation for such days shall be at the tenthly rate.

PCS may also offer professional development days in addition to the two (2) mentioned above, the scheduling of which will be determined by the administration. Compensation for such days shall also be at the tenthly rate.

Certificated Assignment Days

Note: The following charts is for information only.

BASIS	ASSIGNED DAYS	PAID WORK DAYS	PAID HOLIDAYS	PAID DAYS
Extended Work Year (i.e., Coordinators)	221	197	24	221
Regular Work Year (i.e., Classroom Teachers)	204	182 (+2 optional preparation days) (Paid at the training rate)	22	204

The following assignment basis definitions reflect assigned days, as set forth in the chart, above.

Basis – Extended Work Year (EWY)

221 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays except as provided below, occurring during the period of assigned time as designated by the PCS Board of Directors. Such assignment shall include the period from the first day of the fall semester to the last day of the spring semester, inclusive.

Basis – Regular Work Year (RWY)

204 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays except as provided below from the first day of the fall semester to the last day of the spring semester, inclusive.

9.0 **Medical Procedures:** No employee shall be requested or required to perform any medical procedure on a student (such as intermittent catheterization, injections, suctioning or drainage), except for a School Nurse or person otherwise trained and qualified.

10.0 **Retention of “Novice Teachers”:** To assist with the retention of “novice teachers, (those in their first school year of service as a teachers defined as the equivalent of 130 full-time paid days during the period July 1- June 30), to the extent practicable, novice teachers shall:

1. Not be assigned adjunct duties.
2. Be exempt from “traveling” assignments, i.e. teachers assigned to teach in more than one classroom per day, and
3. Probationary teachers in their first two (2) years of probation should be retained in the same grade level assignment when practicable.

11.0 **Special Provisions:**

a. Psychologists: Assessment and testing of Special Education students for initial placement, change of placement and three year re-evaluation shall be the responsibility of the School Psychologists. Also responsible for the testing for the Gifted and Talented Educational Program.

12.0 **Holidays:** Holiday assignments shall be determined by the Curriculum Committee.

13.0 **Saturday School**

13.1 Saturday school assignments shall be made in a fair and equitable manner. First, volunteers will be solicited. If there are more volunteers than assignments available, then seniority shall be the determining factor. If there are not enough volunteers, assignments shall be made on an involuntary basis, using inverse seniority as the determining factor. Whether a unit member has already performed Saturday School in the current year shall also be considered.

13.2 In the event that a unit member, who was scheduled to work Saturday School, must be sent home due to lack of student attendance, the unit member(s) shall be entitled to not less than two (2) hours of pay. Which unit member(s) is selected to be sent home shall be made in a fair and equitable manner based on the same principles as described above in section 13.1.

ARTICLE IX
EVALUATION PROCEDURE

- 1.0 **Purposes:** The purposes of these procedures are to evaluate employee performance, provide assistance to employees whose performance is less than satisfactory, and impose discipline where appropriate to improve the quality of educational services provided by the employees.
- 2.0 **Evaluator:** The employee's immediate administrator shall be responsible for evaluating and assisting employees and improving the quality of performance when necessary. The administrator may delegate functions, but ultimately shall retain ultimate responsibility. Any bargaining unit member may be asked to take part or participate in classroom visitations, or provide guidance and assistance, but may refuse to do so.
- 3.0 **Frequency:** Employees shall be evaluated at least once a year for probationary or qualifying employees, and at least once every other year for permanent employees. In the case of permanent teachers who are deemed 'highly qualified' under 20 U.S.C. section 7801, the evaluation period may be extended for a longer period of time, in a three, four or five year period, subject to the following:
- a) Any such arrangement for an evaluation beyond the two year period requires the joint consent of the parties, is discretionary and individualized, and may be withdrawn by either party.
 - b) The withdrawing party shall provide written notice to the other party identifying the causes or reasons for the withdrawal, and be given before the end of the school year preceding the next intended evaluation.
 - c) Any decision to grant, deny, or withdraw consent shall not be grievable under the contract; however, the employee shall be given, upon request, a meeting to discuss the reasons for changing the previous decision.

3.1 Notice:

No later than the first day of the work year, PCS shall notify, in writing, those teachers that will be evaluated during the same academic year and share the list of names with the UTLA Chapter Chair.

4.0 **Establishment of Objectives:** Soon after commencement of the academic year the evaluator and employee shall work cooperatively to establish the employee's objectives for the year. This shall be accomplished through one or more planning conferences to discuss proposed objectives.

4.1 **Individual Performance Objectives:** Individual performance objectives shall relate to, but not necessarily be limited to, the following:

- a) Standards of expected student progress and achievement for the grade level and instructional programs; and appropriate instructional objectives and strategy-planning methods, instructional materials, and methods of assessing student progress and achievement;
- b) Expected employee competence, including but not limited to knowledge of subject matter, adherence to curricular objectives, use of effective teaching and supervision techniques, effective use of time, maintenance of appropriate professional relationships and communications with students, parents, and other staff members, and compliance with Pacoima Charter School rules, policies and standards (California Standards for the Teaching Profession (CSTP) at PCS).
- c) The performance of those duties and responsibilities, including supervisory and advisory duties, to be performed pursuant to Article VIII, Hours, Duties and Work Year.

- d) The maintenance of proper student control and suitable learning environment with mutual respect and proper sensitivity to such issues as race, sex, ethnicity, the handicapped and socioeconomic differences.
- e) For non-teaching employees such as counselors, psychologists, PSW Counselors, discipline behavior specialist and other support personnel, performance objectives shall be comparable to the above, but are to be related to the duties of their particular classification.

4.2 **Unable to Reach Agreement:** If the employee and evaluator are unable to reach agreement upon the content of the objectives, and the employee is dissatisfied with evaluator's determination, the employee may appeal the matter to the next higher level. An employee who remains dissatisfied may note on the objectives form that the objectives were not the product of mutual agreement. In such cases the employee's required signature indicates only receipt and acknowledgment of the objectives which will be used for evaluation purposes.

4.3 **Objectives May Be Modified:** During the school year, if performance problems develop or if constraints are identified which will affect the evaluatee's progress toward meeting the established objectives, the objectives may be modified. Either the employee or the evaluator may initiate discussion toward such a modification. If the employee and evaluator are unable to reach agreement upon the modification and the employee is dissatisfied with the evaluator's determination, the employee may appeal the matter to the next higher level as set forth in the preceding paragraph.

5.0 **Observations, Records and Assistance:** Observations should be followed by conferences to discuss the employee's performance. If problems are identified, the evaluator shall make specific written recommendations for improvement, and offer appropriate counseling and assistance. Within four working days of the conference, a copy of written records relating to observations, advisory conferences and assistance offered or given shall be given to the employee for the employee's information, guidance, and as a warning to improve performance.

6.0 **Final Evaluation Report:** Not less than 30 calendar days before the last regularly scheduled school day of the employee's scheduled work year in which the evaluation takes place; the evaluator shall prepare and issue the Final Evaluation Report in which the employee's overall performance and progress toward objectives is evaluated. Prior to the end of the school year the evaluator shall hold a conference with the employee to discuss its contents. When a Final Evaluation Report is marked "Below Standard Performance," the evaluator shall specifically describe in writing the area of below standard performance, together with recommendations for improvement, and the assistance to be given. Furthermore, if a unit member receives a "Needs to Improve" rating with an improvement plan in any of the evaluated areas, s/he should expect to be evaluated again the following school year. Receiving a "Needs to Improvement" rating in the same area(s) in two consecutive years may lead to discipline up to and including dismissal.

6.1 **Employee's Required Signature:** The employee's required signature on the form does not necessarily indicate agreement with the contents, and the employee may attach a written response to each copy of the form within fifteen working days from date received. Such a written response becomes a permanent part of the record. The employee may also appeal the matter to the next higher administrative level.

6.2 **Copy of the Final Evaluation Report:** The employee shall be given a copy of the Final Evaluation

Report at the conference. A copy shall be placed in the employee's personnel file, and a copy retained by the school. Evaluation forms shall not be considered a public record.

6.3 **Grievances**: Evaluations are not subject to the grievance procedures of Article V, except when the final overall evaluation is "Below Standard." However, if the overall evaluation is "Meets Standards" but there is a significant disparity between that rating and the negative comments on the form, the evaluation shall be subject to the grievance procedure on the same basis as it would have been had the overall rating been "Below Standard". Expedited arbitration procedures will be utilized when the threshold issue of "significant disparity" is submitted to a preliminary hearing for determination as to whether the case is subject to the grievance procedure.

7.0 **Evaluation of Limited Term Personnel**: Limited term personnel shall have the right to be evaluated at the end of the assignment. The previously stated evaluation process shall apply. If the administrator initiates such an evaluation, the observation, records and assistance provisions will apply.

7.1 **Evaluation Request Upon Separation of Employment**: If either the administrator or employee wishes to process an evaluation at the time of the employee's separation from employment, it shall be done and a copy furnished to the employee at his address of record. This evaluation process shall be completed prior to the date of separation if the employee has given notice of intended separation at least two weeks prior to the effective date.

ARTICLE X
DETERMINING TEACHING ASSIGNMENTS

1.0 Creation and Posting of the Matrix

Approximately four weeks prior to the day teachers finish service for the school year, or four weeks before classes are selected, the site administrator shall prepare and post a matrix indicating the tentative number of classes (on each track, if applicable) for each subject/grade level. The parties acknowledge that the matrix is based upon projections and therefore subject to change.

The site administrator shall specify any special credentials, necessary qualifications, and any differentials/stipends, along with the requirements to qualify for them. In order to provide adequate planning time, teachers shall be notified as soon as feasible, but no later than June 1st of their tentative assignment. Teachers shall also be notified as soon as possible of a change in their tentative assignment. If a teacher is notified of a change of their tentative assignment within five (5) calendar days before the start of the assignment, the teacher shall receive up to 2 days compensation in paid status as preparation time for the assignment.

In order to qualify for said compensation, the teacher must not have taught that class/grade level within the last two (2) years. The 2 days of prep time must be used within 15 working days from the start of the school year.

2.0 Requests

Teachers with the required specified credentials and required qualifications may request assignments to the grade/subject level using a teacher preference form or other locally determined method. Submission of this form shall serve as a request for the assignment form. Teachers on leave who are scheduled to return to service should participate in the selection process.

3.0 Grade Levels

- a. The site administrator, after consultation with the chapter chair, shall determine the percentage of permanent and non-permanent teachers that are expected to be assigned to the site in the school year in which the assignments are to be made. The administrator shall then indicate on the matrix the number of positions by grade level (and track, if applicable) that are available for assignment to qualified teachers. The percentage of classes for qualified teachers shall reasonably approximate the percentage of qualified teachers.
- b. After the site administrator indicates the positions available for qualified teachers, the permanent teachers shall request assignment to the grade level (and track, if applicable) of their choice, and shall be allowed to make those requests before the site administrator assigns those classes to non permanent teachers.
- c. The site administrator shall make assignments based upon seniority. The only exception shall occur when the site administrator reasonably determines that a specific assignment is not in the best interests of the overall educational program. If such a determination is made, the site administrator shall, upon the affected employee's request, provide an explanation for the deviation from seniority.
- d. Classes within a grade level or program shall be distributed in a reasonable manner by the site administrator (or designee) with consultation from the UTLA chair in a fair and equitable manner, taking into account seniority and educational program needs.

4.0 Dispute Resolution Procedure:

Level One

- a. If a teacher is unhappy with his/her initial teaching assignment for any reason, the site administrator and chapter chair shall be notified in writing within three (3) working days of the dissatisfaction with the assignment.
- b. A meeting to discuss the assignment must be held within three (3) working days with the assistant principal.
- c. The decision to the above meeting must be tendered in writing within three (3) working days.

Level Two

- a. If the decision is to be appealed, the teacher must notify the site administrator and chapter chair within three (3) working days.
- b. The Level Two appeal must be held within three (3) working days.
- c. The Level Two appeal must render, in writing, a final opinion within three (3) working days a final opinion.

- 5.0 **Staffing Procedures After Initial Selection Through the Fifth Week of School** The following procedures apply to staffing decisions which occur between the completion of the initial spring selection process and before norm date, or the end of the 5th week of school, whichever comes first:
- a. The principal and grade level chair working together shall reasonably determine who will fill the vacancy or opening.
 - b. In doing so, they shall utilize the teacher preference forms and shall take into account program needs and teacher seniority.
 - c. If agreement is not reached, the vacancy/opening shall be filled by a new hire, substitute, or auxiliary assignment.

6.0 **Staff Positions Filled After Norm Date**

When a vacancy occurs in a teaching position after norm date, that vacancy shall be filled by a substitute or a new hire, as determined by the site administrator.

7.0 **Grade Level Chairpersons**

- a. Grade level chairs shall be elected by the employees in their respective grade levels as needed.
- b. Grade level chairs must have a minimum of at least one year of experience teaching that grade level in order to qualify to run for chair, unless there are no other available candidates.

8.0 **Grade Level Coordinators**

8.1 **Qualifications for Grade Level Coordinator:**

- a. Must have 5 years experience in teaching with 2 years experience at the grade level position.
- b. Can be NBC but will only be eligible for the 7.5% differential for possessing the NBC. Such unit member shall not be entitled to the additional 7.5% differential for participating in additional approved activities (up to 92 hours).

8.2 Grade Level Coordinator Job and Duty:

Job descriptions for coordinator positions shall be determined by a committee formed by the administrator and UTLA Chapter Chair.

8.3 Coordinator Selection Procedure:

- a. No later than April 1 of each year, the Executive Director shall announce via all-staff email any vacant coordinator positions including instructions on how to apply. The Executive Director shall then select one eligible candidate from among the candidates who submitted a statement of interest, to serve in each available coordinator position. The site administrator shall then make public the names of the candidates who submitted statements of interest, and the name of the candidate selected to serve, with the goal of having all coordinators selected and confirmed by April 15.
- b. Bargaining unit members shall determine, by secret ballot vote of a majority of those voting in the Spring, prior to the preparation of the matrix, either to confirm or not confirm each coordinator candidate selected by the site administrator. The election shall be jointly supervised and conducted by the Executive Director and the UTLA Chapter Chair
- c. Post-Election Procedures:
 1. If a candidate selected by the Executive Director receives a majority of the votes cast (50% +1), the candidate is confirmed. The Executive Director will then announce the new coordinator.
 2. If the candidate is not confirmed by a majority vote, the Executive Director and the UTLA Chapter Chair shall immediately inform faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes, that candidate and other interested candidates may submit statements of interest within 24 hours. The Executive Director and Chapter Chair shall then seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest within the time limits above.
 3. If the Executive Director and Chapter Chair do not reach agreement within a period of three (3) days following submission of the statements of interest, the selection authority will be delegated to an ad hoc committee which will be formed as follows: Executive Director, UTLA Chair, one Grade Level Coordinator and one grade level teacher.
 4. Once confirmed or selected, the coordinator will hold the position for one year. If they are confirmed again at the end of the first year, then they will hold the position for an additional three (3) years for a total term of four (4) years. This provision shall not be effective until the first instructional day of the 2020-2021 school year.
 5. At the end of a coordinator's term, the position shall be considered vacant and the selection process will be in accordance with this Section. There is no limit to the number of terms an employee may be selected to be a coordinator.
 6. During the 2020-2021 school year, any coordinator positions occupied by an incumbent

that has held the position for four (4) years or more, shall be declared vacant and the selection process to fill such vacant positions shall proceed in accordance with this Section. Newly selected, or incumbents if they are re-selected, shall begin their term during the 2021-2022 school year.

7. Coordinators selected and confirmed during the Spring shall officially hold the position and begin their duties after the end of the instructional year in which they are selected.
8. Outgoing/Incumbent coordinators who are not selected to serve the following year, shall complete their current term and work the full 197 days of their assignment by June 30. Such days may be used to plan and prepare for their return to the classroom the following school year, and/or to assist with the transition of the incoming coordinator(s), and any other such appropriate duties as reasonably assigned by PCS.

9.0 Out of the Classroom Positions (Including coordinators, Positive Behavior Facilitator and Enrichment teachers)

9.1 Out of the Classroom positions Selection Procedure

- a. The Executive Director shall publicize job descriptions including required and/or desired qualifications, and instructions on how interested employees may apply.
- b. The Executive Director shall select from among the eligible candidates and make public the names of all candidates who applied or submitted statements of interest. Bargaining unit members shall determine, by secret ballot vote of a majority of those voting in the Spring, prior to the preparation of the matrix, either to confirm or not confirm each enrichment teacher candidate selected by the Executive Director. The election shall be jointly supervised and conducted by the Executive Director and the UTLA Chapter Chair
- c. Post-Election Procedures:
 1. If a candidate selected by the Executive Director receives a majority of the votes cast (50% +1), the candidate is confirmed. The Executive Director will then announce the new enrichment teacher.
 2. If the candidate is not confirmed by a majority vote, the Executive Director and the UTLA Chapter Chair shall immediately inform faculty members that the enrichment teacher position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes, that candidate and other interested candidates may submit statements of interest within 24 hours. The Executive Director and Chapter Chair shall then seek to mutually agree upon the enrichment teacher selection from among those candidates who submitted statements of interest within the time limits above.
 3. If the Executive Director and Chapter Chair do not reach agreement within a period of three (3) days following submission of the statements of interest, the selection authority will be delegated to an ad hoc committee which will be formed as follows: Executive Director, UTLA Chair, one Grade Level Coordinator and a grade level teacher.

4. Once confirmed or selected, the enrichment teacher will hold the position for one year. If they are confirmed again at the end of the first year, then they will be reconfirmed once every two years.

ARTICLE XI
LAY OFF PROCEDURES

1.0 In the event of a certificated reduction in force, Education Code Sections 44949, 44955, 44956 and 44957 shall govern the process.

ARTICLE XII
SALARIES & SALARY POINTS

1.0 Salaries: Salaries will be equal or better than the prevailing salary schedule from the LAUSD UTLA collective bargaining agreement as adopted by Pacoima Charter School and placed in the Appendix section of this contract.

Effective July 1, 2027, all active UTLA represented employees shall receive a 10% on-schedule wage increase applied to all pay scale groups, ranges, steps, and levels of the base salary tables.

2.0 Additional Hours:

- Training Rate (\$40.00/hour) will be paid when a unit member is not providing instruction (i.e. Collaboration)
- Tenthly Rate (Individual's Hourly Rate) will be paid when a member is providing instruction
- As an exception, full Professional Development Days as prescribed in Article VIII, section 3.2, will be paid at the unit member's tenthly rate

3.0 Salary increments:

Years: Salary increment:
C1 15-19 years
C2 20-24 years
C3 25-29 years
C4 30 years

4.0: Stipends – Effective July 1, 2023:

Masters Degree: \$2,000/year for all assignment bases; paid 12thly
Doctorate Degree: \$3,000/year for all assignment bases; paid 12thly
Grade Level Coordinator: \$4,000/year; paid 12thly

5.0 Attendance Incentive:

0-days off \$2,500.00
1-3 day absent \$2,000.00

Paid absences that do not require the unit member to draw from his/her illness balance shall not be considered an absence for the purpose of determining whether the unit member qualifies for the Attendance Incentive.

6.0 Parent Involvement Activities Stipend:

6.a The stipend shall be-\$1,500/year To qualify, a teacher must participate in the required number of Parent Involvement Activities (Activity list shall be provided by HR.).

6b. For staff not participating in the stipend (6.a)

If teachers are needed for an event by administration, a teacher may participate in in-person parent

events, teachers shall have the option to be paid \$175 per event.

7.0 Step Advancement: An employee not on the maximum step of the schedule shall receive a step advancement effective at the beginning of the employee's regular annual assignment basis in accordance with the following:

- a. The employee must have been paid for service or for leave on the employee's current or higher schedule for the number of hours corresponding to 130 full-time days during the previous school year. Qualifying experience involving prior service shall be limited to assignments of one semester or more.
- b. Qualifying experience from any two school years within a period of three consecutive school years will be aggregated in determining whether an employee has the equivalent of 130 full-time days of experience required to obtain credit for a year of experience for step advancement on the salary tables. If experience is aggregated pursuant to this section, any surplus days of experience (i.e., hours in excess of the number needed for a two-year aggregate of 130 full-time days) may not be aggregated or carried over to apply for any further experience credit.

8.0 Salary Point Credits:

A committee of at least 5 shall be created wherein one member is from the administration, one member is a UTLA Chairperson and the remaining 3 members, one for each of the committees, Business, Curriculum, and Network. This committee will review the addition of any class that is not currently on the list.

8.1 Salary Point Credit: In order to qualify for salary point credit, coursework must be directly related to the subjects commonly taught at PCS or the coursework must be completed as part of a broader accredited education program such as First Aid or CPR. The coursework must also enhance the employee's knowledge of the subject(s) taught as well as increase the methodology skills associated with teaching those subjects.

8.2 Salary Point Credit Guidelines

- a. All coursework must have a grade of "C" or better or show the equivalent of a passing grade (e.g., "satisfactory" or "pass") in order to receive credit. In all cases, coursework that reflects a grade of "D" or below (including "no credit," "unsatisfactory," or "No Pass") shall not be eligible for salary point credit.
- b. A salary point shall be (a) a semester unit as defined by the University of California or (b) a unit of measurement established by PCS and deemed the equivalent of a University of California semester unit (15 contact hours with an instructor plus 30 hours of outside preparation for each semester unit). Quarter units awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit.
- c. Except as otherwise provided, units completed prior to earning a Bachelor's degree are not eligible for salary point credit. However if these units otherwise count towards an earned graduate degree or teaching credential, salary point credit may be granted in accordance with the requirements of this Article. It is the employer's responsibility to provide the required evidence to PCS.
- d. Provided that PCS continues to be chartered by LAUSD, point credit courses offered by

8.3 Joint PCS/UTLA Salary Point Credit Committee

- a. The joint PCS/UTLA Salary Point Credit Committee shall comprise an equal number of administrators (including administrative designees) as appointed by the Executive Director and UTLA members are appointed by the Chapter Chair.
- b. The Joint PCS/UTLA Salary Point Credit Committee responsibilities consist of, and are limited to, the following:
 - i. Review and pre-approval of applications from individuals, organizations, institutions (other than accredited institutions) to offer non-accredited courses to teachers,
 - ii. Review and pre-approval of courses to be taken at non-accredited institutions,
 - iii. Review and pre-approval of a limited list of institutions from which the District will accept distance or on-line learning courses,
 - iv. Development and approval of related blocks of study for teachers, to be identified as “Professional Domains of Study,” which shall be pre-approved for salary point credit,
 - v. Review and approval of non-accredited professional development programs which could not reasonably be pre-approved,
 - vi. Review and approval of possible Educational Travel and Work Experience Projects for salary point credit. Review and pre-approval of travel plan or work experience project submitted by employee,
 - vii. Review and development of recommendations, subject to bargaining, to PCS and UTLA with respect to (a) simplifying and clarifying the rating-in and salary advancement process and/or (b) development of an alternative salary compensation model for teachers.
- c. The Joint Salary Committee may also, in the exercise of its approval rights, impose reductions in credit or suspend or cancel approval of previously-approved classes if the Committee determines that a program or course does not meet requirements and should not receive the full unit value claimed by the provider. When the Committee exercises these rights, it shall inform in writing, as soon as practicable, all bargaining unit members. Because it is a joint Committee, all of its decisions made pursuant to this Section shall be considered final and binding, and not subject to the grievance/arbitration process.

9.0 National Board Certification

- a. Policies and practices currently in effect at PCS with respect to amounts of and requirements for extra compensation for members who have received National Board Certification will remain in effect.
 - i. Grade level coordinators who are National Board Certified shall be entitled to a 7.5% differential equivalent to their base salary, for possessing the certification, and working with children at least 10% of the workday. Such employees are not entitled to earn the additional 7.5% differential for participating in approved activities (up to 92 hours).
- b. The Joint PCS/UTLA Salary Point Credit Committee established above, will discuss alternatives and mark recommendations to both PCS and UTLA for purposes of consideration in future negotiations. Any such recommendation(s) shall be included in bargaining as an automatic reopener.

**ARTICLE XIII
HEALTH AND WELFARE**

1.0 Health Benefits

Pacoima Charter School will offer a comprehensive benefits package which includes health, dental, vision insurance, and life insurance to full-time employees, their spouses or qualified domestic partners, and qualified dependents at PCS's cost, as follows.

1.1 Eligible Active Employees:

- o Medical – based on Kaiser – High (FAMILY)
- o Dental – based on PPO 1000 (FAMILY)
- o Vision – based on VSP (FAMILY)
- o Basic Life – based on Basic Life (EMPLOYEE ONLY)

1.2 Active Employees that previously (in 2015-16 & 2016-17) had Anthem HMO High and High PPO:

Each of these unit members shall be “grandfathered” and, effective the 2018-19 school year, provided the following allowances:

- o Medical – based on Anthem High HMO (FAMILY)
- o Dental – based on PPO 1000 (FAMILY)
- o Vision – based on VSP (FAMILY)
- o Basic Life – based on Basic Life (EMPLOYEE ONLY)

A “grandfathered” unit member shall forfeit his/her “grandfathered” status if s/he enrolls in another plan.

This section shall sunset June 30, 2023-December 31, 2023.

1.3 Should a unit member select coverage that results in a total cost that exceeds the above allowance, s/he shall be responsible for the difference.

Pacoima Charter School reserves the right to make annual plan carrier/administrator changes depending on its fiscal health and resource allocation plan. In such event, subject to negotiations, PCS will make the plan(s) with the closest or most similar coverages available.

1.4 Opt-Out

A unit member who opts out of medical coverage shall be provided \$5000, paid out through his/her regular monthly pay check. Such unit members may also select any available dental and vision plan at PCS's cost. To qualify for this provision, a unit member must provide to PCS proof that the unit member has health insurance/coverage from another source.

2.0 Retiree Health Benefits

Employees who retire from Pacoima Charter School shall be eligible for post-retirement health benefits pursuant to the provisions below.

Retirees Under 65 Years of Age:

These benefits shall include medical, dental, and vision coverage that Pacoima Charter School offers under section 1.1, and subject to the limits and restrictions outlined in section 2.5, below.

Retirees 65 Years of Age and Older:

When an employee reaches 65 years of age, s/he must enroll in Parts A & B of Medicare in order to maintain Pacoima Charter School health benefits and the retiree shall be responsible for any Medicare charges. If the retiree fails to enroll in Medicare Parts A & B when eligible, they will be disqualified from receiving continued health benefits coverage, including vision and dental by Pacoima Charter School.

Retiree benefits shall include medical, dental, and vision retiree plans that Pacoima Charter School offers.

2.1 Eligibility:

- a. Retire from active service and be eligible to receive a PERS or STRS pension.
- b. All retirees must enroll in Medicare Coverage (Part A & B) when eligible.

2.2 Dependent Eligibility: Spouse/Domestic Partner and/or Dependents of retiree may be enrolled in retiree's plan elections at retiree's expense. PCS will not make any contribution toward any spouse/domestic partner and/or dependent plan premiums.

2.3 Spouse/Domestic Partner Eligibility for Pre-Charter Employees: Spouse/Domestic Partner of retiree (if one exists as of the date of retirement) shall be eligible to be enrolled in the retiree's plan elections at the School's expense.

2.4 Survivor Eligibility: PCS agrees that a unit member's survivor (spouse/domestic partner/ and/or dependent) under this section may continue enrollment in PCS healthcare plans at his/her own expense.

2.5 Additional Eligibility Requirements:

- a. Pre-Charter Employees who continued consecutive service with the Charter and were hired by PCS Prior to March 11, 1984:
 - i. Retirees with 5 consecutive years of qualifying service prior to retirement with Pacoima are eligible to receive lifetime medical, dental and vision coverage paid by Pacoima
- b. Pre-Charter Employees who continued consecutive service with the Charter and were hired by PCS between March 11, 1984 and July 1, 1987:

- i. Retirees with 10 consecutive years of qualifying service prior to retirement with Pacoima are eligible to receive lifetime medical, dental, and vision coverage paid by Pacoima
- c. Pre-Charter Employees who continued consecutive service with the Charter and were hired by PCS on or after July 1, 1987 to June 1, 1992:
 - i. Retirees with 15 consecutive years of qualifying service prior to retirement with Pacoima, or 10 consecutive years immediately prior to retirement plus an additional 10 years which are not consecutive, are eligible to receive lifetime medical, dental and vision coverage paid by Pacoima.
- d. Pre-Charter Employees who continued consecutive service with the Charter and were hired by PCS After June 1, 1992 and Charter Employees Hired by Pacoima Charter between July 1, 2003 and February 28, 2007:
 - i. Retirees with age plus qualifying service equal to or greater than 80 and at least 10 consecutive years of service prior to retirement with Pacoima are eligible to receive lifetime medical, dental, and vision coverage paid by Pacoima. This section sunsets on June 30, 2025.
 - ii. Effective July 1, 2025, retirees with age plus qualifying service equal to or greater than 85 and at least 10 consecutive years of service prior to retirement with Pacoima are eligible to receive lifetime medical, dental, and vision coverage paid by Pacoima.
- e. Any employee hired between after March 1, 2007 and June 30, 2023:
 - i. Retirees with age plus service equal to or greater than 80 and at least 15 consecutive years of qualifying service prior to retirement with Pacoima are eligible to receive lifetime medical, dental, and vision coverage paid by Pacoima.
 - ii. This section sunsets on June 30, 2025. Effective July 1, 2025, retirees with age plus qualifying service equal to or greater than 85 and at least 15 consecutive years of service prior to retirement with Pacoima are eligible to receive lifetime medical, dental, and vision coverage paid by Pacoima.
- f. Beginning July 1, 2023, the parties agree that lifetime benefits will be capped and eventually phased out, as follows:

Phase 1 - Effective July 1, 2023, the School's obligation towards retiree benefits shall be capped at the January 2023 benefits allowances, plus two percent (2%). The parties have verified and confirmed that the January 2023 benefits allowances are as follows:

	Retiree Type	Spouse Type	Legacy or NON-Legacy	Who is covered?	Type of Plan	2023 Monthly RATE (as of Jan. 2023)	ANNUAL Cost	Allowance (Annual) EFF Jan. 1, 2023-Jun 30, 2023	Allowance (Annual) + 2% EFF July 1, 2023
1	Pre-65	N/A	NON-Legacy	Retiree Only	Medical	\$1,266.54	\$15,198.48	\$15,198.48	\$15,502
					Vision	\$9.38	\$112.56	\$112.56	\$115
					Dental	\$46.04	\$552.48	\$552.48	\$564
2	Post-65	N/A	NON-Legacy	Retiree Only	Medical	\$199.36	\$2,392.32	\$2,392.32	\$2,440
					Vision	\$9.38	\$112.56	\$112.56	\$115
					Dental	\$46.04	\$552.48	\$552.48	\$564
3	Pre-65	Pre-65	Legacy	Retiree & Spouse	Medical	\$1,266.54	\$15,198.48	\$15,198.48	\$15,502
					Vision	\$18.54	\$222.48	\$222.48	\$227
					Dental	\$89.57	\$1,074.84	\$1,074.84	\$1,096
4	Pre-65	Post-65	Legacy	Retiree & Spouse	Medical	\$1,266.54	\$15,198.48	\$15,198.48	\$15,502
					Vision	\$18.54	\$222.48	\$222.48	\$227
					Dental	\$89.57	\$1,074.84	\$1,074.84	\$1,096
5	Post-65	Pre-65	Legacy	Retiree & Spouse	Medical	\$903.95	\$10,847.40	\$10,847.40	\$11,064
					Vision	\$18.54	\$222.48	\$222.48	\$227
					Dental	\$89.57	\$1,074.84	\$1,074.84	\$1,096
6	Post-65	Post-65	Legacy	Retiree & Spouse	Medical	\$398.72	\$4,784.64	\$4,784.64	\$4,880
					Vision	\$18.54	\$222.48	\$222.48	\$227
					Dental	\$89.57	\$1,074.84	\$1,074.84	\$1,096

Phase 2 - Any employee hired on or after **July 1, 2023**, is **not eligible** for retiree health benefits.

Phase 3, shall be completely replaced with the following:

Phase 3 - Effective the 2023-2024 School Calendar Year, the School's obligation towards retiree benefits shall be hard capped at the 2023-2024 School Calendar Year benefits allowances as follows:

	Retiree Type	Spouse Type	Legacy or NON-Legacy	Who is covered	Type of Plan	Allowance (Annual) hard capped
1	Pre-65	N/A	NON-Legacy	Retiree Only	Medical	\$18,948.48
					Vision	\$115.00
					Dental	\$564.00
2	Post-65	N/A	NON-Legacy	Retiree Only	Medical	\$2,370.48
					Vision	\$115.00
					Dental	\$564.00
3	Pre-65	Pre-65	Legacy	Retiree & Spouse	Medical	\$18,948.48
					Vision	\$227.00
					Dental	\$1,096.00
4	Pre-65	Post-65	Legacy	Retiree & Spouse	Medical	\$18,948.48
					Vision	\$227.00
					Dental	\$1,096.00
5	Post-65	Pre-65	Legacy	Retiree & Spouse	Medical	\$14,771.40
					Vision	\$227.00
					Dental	\$1,096.00
6	Post-65	Post-65	Legacy	Retiree & Spouse	Medical	\$4,745.16
					Vision	\$227.00
					Dental	\$1,096.00

3.0 Flexible Spending Accounts

3.1 PCS shall not change from the current Flexible Savings Accounts provider/vendor without first negotiating with UTLA.

ARTICLE XIV
LEAVES OF ABSENCES

1.0 Jury Duty: The mutual intent of Pacoima Charter School and UTLA is that jury service would be encouraged, but also limited, as far as practicable, to periods of time when the continuity of instruction and school operations would be least affected.

1.1 An employee summoned to jury service in federal or state court shall notify the site administrator immediately of such summons.

1.2 The employee shall make reasonable efforts to seek postponement of jury service until the beginning of the employee's off-time.

1.3 If the court will not defer jury service after the employee has made an effort to postpone jury service, Pacoima Charter School will compensate the employee for such service at their regular rate of pay for up to twenty (20) days of service.

1.4 All jury fees paid to the employee while performing jury service will be remitted to the Human Resources office of Pacoima Charter School, along with the Certificate of Service, or similar document from the court.

1.5 Employees will be compensated for any required appearance for jury service in order to request postponement.

1.6 If jury service begins in the vacation or off-time of the employee, and extends into the school year, the employee shall be compensated as per above for up to twenty (20) days.

2.0 Leave and Absence Defined: A leave is an authorized absence from active service granted to probationary or permanent employees, for a specified purpose and period of time, with the right to return to active service unless the employee's service would have otherwise been terminated. All other employees, except for those excluded in Section 2.0 below may qualify for absences but not leaves. Leaves are either "permissive" or "mandatory." As to permissive leaves, the term "may" is used and Pacoima Charter School retains discretion as to whether they are to be granted, and as to the starting and ending dates of the leave. As to mandatory leaves the term "shall" is used and Pacoima Charter School has no discretion as to whether the leave is to be granted to a qualified employee. The term "formal leave" refers to any leave of more than twenty days in duration. Formal leaves must be applied for in writing using Pacoima Charter School form.

2.1 Employees who are on unpaid leaves and employees who exhaust their paid benefits while on paid leave are not eligible for Pacoima Charter School-paid health and welfare benefits while in unpaid status. As an exception, employees on approved unpaid Family Care and Medical Leave/Absence are eligible for Pacoima Charter School-paid health benefits provided they are otherwise eligible for such benefits as provided in this Article. Also, employees in unpaid status may arrange for continuance of benefits under COBRA. Such changes may result in employees having been paid a salary for which they are not eligible based on service provided. To avoid this, employees may request that their assignment basis be changed in advance of the start of the school year.

2.2 **General Eligibility Provisions:** Probationary and permanent employees shall be eligible for certain paid and unpaid leaves. Other employees serving under written contracts of employment may qualify for such leaves if provided for in their contracts. All other employees may qualify for certain paid or unpaid absences, but are not eligible for leaves except for family care and medical leave, if eligible. All other employees may qualify for certain paid or unpaid absences with no right to return, but are not eligible for leaves except for family care and medical leave, if eligible.

2.3 **Application:** Applications for permissive leaves of absence must be submitted on or before the dates established by this Article. Exceptions may be made at the sole discretion of Pacoima Charter School. Applications for informal permissive absences not to exceed five days shall be submitted for approval to the immediate administrator. Applications for informal permissive absences in excess of five days shall be made to the immediate administrator and must be approved by the appropriate Cluster Administrator or branch/division head.

2.4 **Notification Requirements:** Unless otherwise provided in this Article, an employee who intends to be absent for 20 working days or less must make every reasonable effort to notify the office not later than 6:30 a.m. on the day of absence and notify the school not later than 30 minutes before the schedule begins on the day of absence. When the absence is to be for one day only, employees may, when reporting the absence to the school, also give notice on their intended return for the following day. All other employees returning to service must notify the school at least one hour before the end of the regular working day on the day before the day of anticipated return. Notification requirements for an approved family care and medical leave shall be in accordance with Article and Government Code Section 12945.2.

2.5 **Expiration of Leave:** Two calendar months before the expiration of a leave for one semester or more, and upon reasonable notice from Pacoima Charter School, the employee must notify the Human Resources Office of an intention to return, or request an extension of leave, if eligible. Failure by the employee to give such notice, or to report to duty as directed after having given such notice, shall be considered abandonment of position and resignation from service. An exception to this provision or requirement shall be made if it was impossible for the employee to give the required notice. In the case of an early return from family care and medical leave, if the employee informs Pacoima Charter School of a desire for early return Pacoima Charter School will, if feasible, return the employee to service within two working days after the employee notifies Pacoima Charter School of the request to return.

3.0 **Bereavement (Paid):** An employee is entitled to a paid leave/absence from Pacoima Charter School, not to exceed three days, on account of the death of a member of the employee's immediate family if acceptable proof of death and relationship is provided and the leave/absence commences within ten calendar days of the death. If more than one such death occurs simultaneously, the leaves may be taken consecutively. If out of state travel is required and requested, an additional two days shall be granted. The immediate family is defined as the following relatives of the employee:

- a. Spouse or, for purposes of this Leaves Article only, a cohabitant who is the equivalent of a spouse
- b. Parent (includes in-law, step and foster parent, and parent of cohabitant who is the equivalent of spouse)

- c. Grandparent (includes in-law, step, and a grandparent of cohabitant who is the equivalent of spouse)
- d. Child (includes son/daughter-in-law, step and foster child, and child of cohabitant who is the equivalent of spouse)
- e. Grandchild (includes grandchild of spouse, step grand-children, and grandchildren of cohabitant who is the equivalent of spouse)
- f. Brother
- g. Sister
- h. Any relative living in the employee's immediate household

4.0 Pregnancy and Related Disability (Paid and Unpaid)

4.1 **Paid Disability Absence:** For that period of time during which the employee is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth and recovery there from, she shall be permitted to utilize her illness absence pursuant to this Article.

4.2 **Optional Unpaid Portion:** A pregnant employee in active status shall, upon request, be granted an unpaid pregnancy leave (or, in the case of substitutes or temporaries, an unpaid absence) and still qualify for paid absence during the period of disability. This is the only exception to the general rule that paid leaves may only be taken from active status.

4.3 **Physician Certifications:** A pregnant employee shall be permitted to continue on active duty until such date as she and her physician determine that she must absent herself due to pregnancy disability, provided that she can and does continue to perform the full duties and responsibilities of her position. The employee must also supply to Pacoima Charter School her physician's certification as to the beginning and ending dates of actual pregnancy-related disability for which paid illness absence is claimed, and her physician's release to return to active duty. Pacoima Charter School forms for such certifications, and application forms, shall be available.

5.0 Parental Leave (Paid): A paid leave shall be granted to a qualified employee to care for such employee's own (including adopted) child of under five years of age subject to the following:

5.1 **Parental Leave Definition:** Formerly referred to as “maternity leave” and now, more commonly referred to as “baby-bonding” or “bonding leave” refers to leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

5.2 **Eligibility:** Unit members must have been employed by PCS for at least 12 months.

5.3 **Duration of Leave:**

- a. Eligible employees are entitled to up to 12 workweeks of paid parental leave to be utilized during the first year following the birth or placement of a child with the parent through adoption or foster care.

- b. Eligible employees are entitled to one 12-workweek period of paid parental leave during any 12-month period.
- c. Twelve workweeks means the equivalent of 12 of the employee's normally scheduled workweeks.
- d. Parental leave does not have to be taken in one continuous period of time, subject to some limitations under CFRA. Under CFRA regulations, the minimum duration of the leave shall be two weeks except that PCS must grant a request for leave of less than two weeks duration on any two occasions. No half days or reduced schedules are allowed. Paid parental leave runs concurrently with FMLA/CFRA leave time. The 12-workweek paid parental leave entitlement is reduced by any period of time used for any other CFRA qualifying reason.
- e. Under the California Pregnancy Disability Leave Act (PDL), an employee is eligible to take leave of up to 18 weeks based on a disability related to pregnancy, childbirth, or related medical condition. PDL time does not run concurrently with CFRA. Therefore, it does not affect or impact an employee's available paid parental leave time.
- f. If PCS employs both parents, the period of paid parental leave is 12 total work weeks to be shared between both parents.

5.4 Compensation

- a. An employee may use his or her illness leave for purposes of paid parental leave for a period of up to 12 workweeks. If an employee exhausts all available illness time, including all accumulated illness leave, and continues to be absent from his or her duties on account of paid parental leave, the employee will be compensated at a rate of 50 percent of his or her regular salary ("partial pay") for the remaining portion of the 12-workweek period of paid parental leave. An employee who does not exhaust all of his or her available accrued illness time is ineligible for, and cannot access, the "partial pay" benefit.
- b. While out on paid parental leave, the employee continues to be entitled to receive any applicable health benefits for which the employee is otherwise eligible.

5.5 Employee Rights

- a. If an employee qualifies for FMLA/CFRA leave and paid parental leave, the employee will have the following rights while on leave:
 - i. Leave will not constitute a break in service for purposes of establishing longevity or seniority, or for layoff, recall, promotion, job assignment, or seniority-related benefits.
 - ii. Maintenance of health benefits during any period of paid parental leave under the same conditions as if the employee had continued work.
 - iii. Reinstatement to the same or equivalent position upon return from the

FMLA/CFRA leave, subject to seniority rules in the event of layoffs in the

employee's position. If the leave extends beyond the end of the employee's FMLA/CFRA entitlement, the employee does not have return rights under FMLA/CFRA. However, if the employee is disabled, s/he may be entitled to a reasonable accommodation.

5.6 Employee Responsibilities

- a. If an employee qualifies for FMLA/CFRA leave and parental leave, the employee will have the following responsibilities while on leave:
 - i. Application for Paid Parental Leave—must be on file April 15 for the Fall Semester and November 15 for the Spring Semester
 - ii. When the need for leave is not foreseeable, the employee is expected to notify the Site Administrator as practicable based upon the facts and circumstances.
 - iii. Comply with the usual and customary call-in and reporting procedures in accordance with policy.

6.0 Illness (Paid): An employee shall be granted a leave of absence because of illness, injury, or quarantine of the employee.

6.1 At the beginning of the pay period immediately proceeding July 1, each active employee shall receive credit for full-pay illness absence hours up to ten days (pro-rated for those employed for less than a full school year) prior to accrual. However, an employee who uses such a credit prior to actual accrual shall not accrue or be credited with additional absence hours until the negative balance has been restored. Each employee who has accrued fewer than the number of full-pay illness absence hours equivalent to 100 days shall be credited with the number of half-pay illness absence days which, when added to the accrued full-pay illness absence days equals the equivalent of 100 days of full and half-pay illness absence days.

6.2 An exception to the "active employee" requirement will be made upon request once in each employee's career to permit qualification for the annual full and half-pay illness absence hours, even though the employee is unable to report to work at the commencement of the employee's annual assignment basis due to illness, provided the following conditions are met:

- a. The employee holds probationary or permanent status.
- b. The employee did not carry over any full pay illness hours from the previous year. c.

The employee has on file an illness leave request.

6.3 If an employee is paid for more than the illness absences to which entitled, or terminates employment prior to accruing leave taken in advance, the employee shall be required to refund to Pacoima Charter School the salary to which not entitled. This requirement shall be waived in the event of the employee's death or physical or mental disability.

6.4 Unused full-pay illness absence credit shall be cumulative from year to year without limitation. Half-pay illness credit shall not be cumulative from year to year.

6.5 When an employee is absent under this section and such absence is properly verified, the employee will receive full normal pay up to the total of the employee's full-pay illness benefits. Full-pay illness benefits shall be used before available half-pay benefits may be used. Additional days of illness absence will be at half pay up to the total of half pay days credited if available. Further illness absence shall be non-paid absence. The amount of illness absence taken in any pay period shall not be in excess of the illness absence accumulated by the close of the pay period immediately preceding the illness absence. Pay for absence shall not be made in increments of less than 3 hours.

6.6 An employee who is absent shall be required to certify the reason for absence. Also, Pacoima Charter School shall have the authority to use whatever means are reasonably necessary to verify any claimed illness, injury, or disability under this section before authorizing any compensation.

6.7 An employee absent from duty for any illness, injury, or other disability for more than 5 consecutive working days shall be required to submit either the Certification/Request of Absence for Illness, Family Illness, New Child form completed by the attending physician or a statement from the attending physician on letterhead attached to the absence form shall be signed by the employee. An employee absent for more than 20 consecutive working days shall be required to submit a formal leave request and an "Attending Physician Statement" form.

6.8 If a permanent employee resigns and returns within 39 months of the last date of paid service to permanent status, the number of hours for which the employee was entitled to full-pay illness absence shall be restored, unless such had been transferred to another agency or used in computation of retirement allowance. Any other employee who resigns or is otherwise terminated and returns within 12 calendar months of the last date of paid service, shall be restored the number of hours of full-pay illness absence to which entitled, unless such has been transferred to another agency. Under no circumstances will an employee be paid out for the balance of their unused full-pay illness hours.

7.0 Catastrophic Illness Leave Program:

Purpose: PCS shall implement a catastrophic illness program to allow our unit members to be compassionate and caring towards another unit member who is very ill due to serious, long-term medical reasons. The Program extends full-pay salary benefits after the employee's personal full-pay benefits have been exhausted.

Eligibility: The recipient must currently be on a formal leave of absence for an extended period of time. The time of incapacity to qualify is twelve (12) consecutive weeks. The recipient must have or be projected to have a zero balance of full-pay illness. Once PCS Human Resources confirms that the potential recipient meets the qualifying terms, each unit member can pledge to donate full-pay illness days. Within a short period of time donating unit members shall need to confirm their pledges by signature which shall authorize the binding and irrevocable transfer. It shall then be processed for the sole purpose of assisting the specific, designated recipient. A unit member shall not be allowed to donate days if such a donation would cause his/her illness balance to fall below twenty (20) full-pay illness days.

The Terms of the Program of Donation for Catastrophic Illness shall be reviewed and revised, if needed, on an annual basis by PCS and UTLA.

8.0 Industrial Injury or Illness Paid: An employee who is absent from Pacoima Charter School service because of an injury or illness which arose out of and in the course of employment, and for which temporary disability benefits are being received under the worker's compensation laws, shall be entitled to a paid absence or leave under the following conditions:

- a. Allowable leave/absence shall be for up to 60 working days for the same injury or illness.
- b. Allowable paid leave/absence shall be accumulated from year to year.
- c. An employee absent under this section shall be paid such portion of the salary due for any school month in which the absence occurs as, when added to the temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment of not more than the employee's full normal salary.
- d. When an authorized leave/absence continues into the next school year, the employee shall be entitled to only the amount of unused leave/absence due for the same illness or injury.
- e. Each employee who has received a work-related injury or illness which requires medical attention or absence from work for more than the day of the occurrence must complete a written report of injury on a form to be provided by Pacoima Charter School. This written report must be submitted to the immediate administrator within two working days after occurrence if the employee is physically able to do so. The Executive Director shall, as a result of an investigation, complete the Employer's Report of Occupational Injury or Illness, and shall attach the employee's report thereto. When the employee files the report of injury or illness, the site administrator shall notify the UTLA Chapter Chairperson of the reported injury unless the employee requests that the matter not be so disclosed. Also, if the employee reports or alleges that the injury arose out of an act of violence, the administrator shall report the incident to the LAPD or LA Sheriff Department.
- f. If the employee was physically injured during an act or acts of violence related to and during the performance of assignment duties, then the leave of absence may be extended beyond the initial 60 day period. In order to qualify for such an extension the employee must have (1) notified the Executive Director and appropriate law enforcement authorities within 24 hours of the incident if the employee was physically able to do so; (2) completed the employee's written report and reported for treatment as required in e. above; (3) reported, as soon as it becomes evident that an extension is to be requested, for a physical examination by the employee health coordinator and received approval as a result of such examination; and (4) applied in writing to Pacoima Charter School for such an extension, using a Pacoima Charter School form. Such application should be filed with the immediate administrator as soon as the employee sees the need for such an extension, so that Pacoima Charter School has adequate time to review and process the claim prior to the effective date of the leave extension. Determination whether the injury was the result of an act of violence, and whether the act of violence was related to and during the performance of duties, shall be made in the reasonable judgment of the Office of Human Resources. Determination whether the injury is disabling beyond the 60 day period shall be made in the reasonable medical judgment of the employee health coordinator. An employee may be required during the extended period to be evaluated by the employee health coordinator at any time.

8.1 Upon exhaustion of the above-authorized industrial injury absence benefits, the employee shall be permitted to utilize accrued illness benefits or vacation benefits, if any. If the employee continues to

receive temporary disability indemnity, the employee shall be paid for any illness

and vacation benefits which, when added to the temporary disability indemnity, will result in a payment of not more than full normal salary.

9.0 Personal Necessity Leaves or Absence (Paid): Subject to the limits set forth below, an employee shall be granted a paid personal necessity leave when the gravity of the situations described below require the personal attention of the employee during assigned hours of service:

- a. Death of a close friend or relative not included in the definition of immediate family (as used in this section, the term "immediate family" shall be as defined in this Article);
- b. Death of a member of the employee's immediate family, when time in excess of that provided in Section 9.0 of this Article is required;
- c. Serious illness of a member of the employee's immediate family;
- d. Accident involving the employee's person or property or the person or property of a member of the employee's immediate family;
- e. Birth of a child of the employee, or adoption of a child by the employee (includes child of cohabitant who is the equivalent of a spouse);
- f. Religious holiday of the employee's faith;
- g. Imminent danger to the home of the employee occasioned by a disaster such as flood, fire, or earthquake;
- h. An appearance of the employee in court as a litigant. Each day of necessary attendance as a litigant must be certified by the clerk of the court. The employee must return to work in cases where it is not necessary to be absent the entire day.
- i. An appearance of the employee in court or governmental agency as a non-litigant witness under subpoena for which salary is not allowed.
 - (1) Each day of necessary attendance as a witness must be certified by an authorized officer of the court or other governmental jurisdiction;
 - (2) In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the Office of Human Resources; and
 - (3) The employee must return to work in cases where it is not necessary to be absent the entire day;
- j. Conference or convention attendance as permitted in this agreement;
- k. Attendance at the classroom of the employee's own child or ward and meeting with the school administrator because of suspension as required by Section 48900.1 of the Education Code;
- l. Up to four hours of paid personal necessity leave and up to thirty six (36) additional hours of accrued vacation or unpaid leave not to exceed a total of (8) hours per calendar month, forty (40)

hours per school year for attendance at the school of the employee's own child, ward, or grandchild for purposes of a school activities leave provided by Section 230.8 of the Labor Code.

The employee must notify the immediate administrator at least five working days prior to the absence. The administrator or designee and employee must agree on the date and time of the leave and the employee must provide written verification from the school visited, upon request of the administrator or designee.

- m. Other significant event of a compelling nature to the employee, which demands the personal attention of the employee during assigned hours and which the employee cannot reasonably be expected to disregard, limited to one (1) occasion per school year

9.1 The following limits and conditions are placed upon allowing a personal necessity absence:

- a. Except as in I., above, and (1), below, The total number of days allowed in one school year for personal necessity absence shall not exceed six days per school year for a probationary, permanent or provisional contract employee.

(1) If personal necessity absence is taken to attend to the illness of the employee's child, parent, or spouse, up to six additional days shall be allowed in any calendar year (to total 12 maximum days - see b below) for probationary, permanent, or provisional contract employees. However, this provision does not extend the maximum period of leave to which an employee is entitled under Family Care and Medical Leave, regardless of whether or not the employee receives sick leave compensation during that leave.

- b. The days allowed shall be deducted from and may not exceed the number of days accrued in the unit member's full-pay illness balance.
- c. The personal necessity leave shall not be granted during a strike, demonstration or any work stoppage.
- d. The employee shall be required to verify the nature of such necessity. Such a statement shall be filed with the appropriate administrator no less than five working days in advance of a religious holiday, court appearance or school visitation. The immediate administrator shall take whatever steps reasonably necessary to become satisfied that a personal necessity within the limits of this section did exist.

10.0 Sabbatical Leave (Unpaid): A permanent employee shall be granted a sabbatical leave of absence for up to one year for the purpose of permitting study or travel by the employee who will benefit the schools and students of Pacoima Charter School under the following conditions:

- a. The allocated number of sabbatical leaves shall be determined by the Executive Director and the UTLA Chapter Chair;
- b. The employee must have rendered satisfactory certificated service for at least seven consecutive years (of at least 130 full days of paid time) immediately preceding the effective date of the leave;
- c. The employee must sign an agreement to study or travel according to a plan acceptable to Pacoima Charter School;

- d. The employee must agree to render certificated service in permanent and paid status immediately following the leave which is equal to twice the length of the leave during a period not to exceed four times the length of the leave. An indemnity bond satisfactory to Pacoima Charter School is required to assure such performance;

11.0 Personal Leave (Unpaid): An unpaid leave shall be granted to a permanent employee for a period not to exceed 52 consecutive calendar weeks, except as provided below, for a specific personal reason satisfactory to PCS, including but not limited to the following:

- a.** To be with a member of the immediate family who is ill (**see Section 3.0 of this Article for the definition of the immediate family**);
- b.** To accept an opportunity of a superior character which will result in the employee rendering more effective service on return to PCS;
- c.** To rest;
- d.** To accompany spouse, or a cohabitant who is the equivalent of a spouse, when change of residence is required;
- e.** To pursue a program of study in residence in an approved institution of higher learning or under a fellowship foundation approved by the State Board of Education;
- f.** To serve as a State Legislator--such leave shall be renewed annually during tenure of office, the above limitation notwithstanding;
- g.** To serve in an elective position in the city, county, state, or federal government, other than the State Legislature.

11.1 Applications must be submitted by April 15 for Fall semester and November 15 for Spring semester. Paragraphs a, c and d above are not subject to these deadlines.

11.2 PCS is not responsible for providing healthcare benefits to a unit member while s/he is on Personal Leave (unpaid). However, such unit member may enroll in the PCS healthcare plan at his/her own cost.

11.3 Personal Leave (unpaid) shall not be considered a break in service.

12.0 Half-Time Leave: A regular Half-Time Leave **may** be granted to allow a permanent or teacher to continue service by working a half-day each workday or by working a normal, full workday for half the workdays of the school year. Such a leave may be granted subject to the following:

- a.** A complementary partner with permanent status is required. Applications must be submitted to the appropriate administrator by April 1 for a leave to be effective during the following school year. Such leave shall only be granted for one school year at a time. Unit members who have been granted half-time leave must re-submit a request by April 1 of each year in order to extend the leave into the following school year.

- b. An assignment and schedule satisfactory to both the employee and PCS is agreed to. The continuing assignment must be either for half of each working day for the entire school year, in which case the specific assigned hours, must be agreed to by the employee and the immediate administrator, or for full-time daily service for half of the workdays of school year. Teachers who wish to work half-time daily will need a complementary partner. Half-time arrangements must be mutually agreed to by the affected employees and the appropriate administrator. Where no complementary partner is available, the teacher will be limited to the option of full-time daily service for half of the work days of the school year. In any event, the assignment shall be for the equivalent of at least one half of the number of hours required for full-time employment.
- c. Enrichment Teachers and non-classroom unit members may apply for a modified version of half-time leave. Such leave may allow unit members to work 50%, 60%, or 80% of their regular full-time assignment.

12.1 Whether the unit member is assigned full-time daily service for half of the workdays of the school year, or half of each working day per year, PCS shall maintain the employee's Health and Welfare benefits for the school year.

12.2 The period of service and leave under this Section may qualify for salary step advancement under Section 7.0 of Article XII.

ARTICLE XV
CLASS SIZE

- 1.0 **Class Size**: Class sizes in grades K-3 shall average 24:1 across the grade level and class size for grades 4-5 shall average 28:1 across the grade level.

- 2.0 **Procedures for Balancing Classes and Enrollment of Students**: A procedure will be worked out between the parties to balance classes and provide a plan to distribute students who may enroll during the course of the school year.

ARTICLE XVI
SAFETY

- 1.0 **Safe School Plan**: Pacoima Charter School shall produce and publish a Safe School Plan which will have faculty input and be published and distributed for examination. It is recommended that this subject be addressed at the first faculty meeting of the year. Such a plan will address safe working and learning conditions, preparations for natural disasters, environmental concerns, violence prevention, and respect for all persons, medical emergencies and school security.

- 2.0 **Employee and Employer Responsibilities**: When an employee believes that any unsafe condition exists, they should notify the school as soon as possible. School personnel should seek to eliminate the unsafe condition immediately. In any event, school management should reply to the employee within no more than two (2) days what steps are being taken to correct the unsafe/hazardous condition.

ARTICLE XVII
STUDENT DISCIPLINE, LEGAL SUPPORT AND PROPERTY LOSS

1.0 **Codes of Student Conduct**: It is the intention of the parties that teachers and administrators work in a mutually supportive manner to maintain proper student discipline. There are three levels or sources of student disciplinary rules:

- a. In order to improve consistency and accountability in student discipline, Pacoima Charter School shall develop and issue (and may revise from time to time) Code of Student Conduct. UTLA shall be one of the principal participating stakeholders in that process;
- b. Pacoima Charter School shall issue local rules of student conduct, supplemental to and consistent with the Code of Student Conduct and;
- c. A teacher shall also have the right to issue and enforce reasonable rules of classroom conduct applicable to students in the teacher's classes, supplemental to and consistent with the local school rules.

1.1 Schools shall annually, at or soon after the start of the school year, post and distribute the local school rules of student conduct to students, parents, teachers and staff. Any later changes to such rules shall also be posted and distributed.

1.2 Before a student is transferred by the school from a teacher's class for disciplinary reasons or due to a parental request, the site administrator or designee shall give to the teacher an explanation for the transfer. The teacher may attach a written reply for the record.

2.0 **Student Suspensions**: In addition to the normal disciplinary measures such as counseling, parent conferences, and office referrals, the teacher may suspend a student from the teacher's class for that day and the following day for any of the causes set forth below. However, this is not to suggest that teacher imposed suspensions from class are to be the sole, or even typical, remedy for such offenses. Many of these offenses are likely to result in imposition of more extended administratively-imposed suspensions, criminal proceedings and/or expulsions. Therefore, in criminal or other severe situations where the student should not be released from direct supervision, teachers shall contact the site administrator for assistance before taking action. Subject to the foregoing, the offenses which may warrant a teacher imposed suspension are as follows:

2.1 Grounds for Suspension and Expulsion

A student may be suspended or expelled for prohibited misconduct if the act occurs during the school day or at a Pacoima Charter School sponsored event at any time including but not limited to:

- 2.1.1 while on school grounds;
- 2.1.2 while going to or coming from school;
- 2.1.3. during the lunch period, whether on or off the school campus;
- 2.1.4 during, going to, or coming from a school-sponsored activity.

2.2 Suspension

The school administration may authorize an out-of-school suspension or an in-school suspension. In-school suspensions will be implemented if there was no egregious act (such as exceedingly violent or offensive) performed during the student's conduct, but rather a poor choice that fell under the categories under EDC 48900.

2.3 Enumerated Offenses Discretionary Suspension Offenses.

Students may be suspended for any of the following acts when it is determined the pupil:

- 2.3.1 Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2.3.2 Willfully used force of violence upon the person of another, except self- defense.
- 2.3.3 Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- 2.3.4 Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- 2.3.5 Committed or attempted to commit robbery or extortion.
- 2.3.6 Caused or attempted to cause damage to school property or private property.
- 2.3.7 Stole or attempted to steal school property or private property.
- 2.3.8 Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- 2.3.9 Committed an obscene act or engaged in habitual profanity or vulgarity.
- 2.3.10 Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- 2.3.11 Knowingly received stolen school property or private property.
- 2.3.12 Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
- 2.3.13 Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- 2.3.14 Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- 2.3.15 Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs.

2.3.16 Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

2.3.17 Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

2.3.18 Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

2.3.19 Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

2.3.20 Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager) directed specifically toward a pupil or school personnel. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

2.3.21 Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.

2.3.21.1 Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

2.3.21.2 Causing a reasonable student to experience substantial interference with his or her academic performance. iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2.3.22 Disruptive behavior or willful defiance of valid authority;

2.3.23 Obscenity, habitual vulgarity, profanity or hate language (e.g., slurs based on race, ethnicity, sexual orientation, gender, religion, etc.);

2.3.24 Theft or damage to school property or personal property;

2.3.25 Falsely reporting a fire or bomb.

2.3.26 Harassing, threatening, or intimidating a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

2.4 IN- SCHOOL SUSPENSION

2.4.1 PCS administrators may assign a student who was suspended for any of the acts enumerated above to remain on campus as long as the suspension of the pupil poses no danger or threat to the campus, pupils, or staff, or if an action to expel the student has not been initiated. The following offences do not meet the requirements for an in-school suspension: Any acts involving an act of hate violence, terrorist threats against school officials or school property, and harassment, threats or intimidation against other students or school personnel.

2.4.2 A student with an “In-School Suspension” will spend a day or part of the day in the Positive Behavior Room under the supervision of a fully-credentialed Positive Behavior Facilitator (PBF). The classroom has all the necessary materials and access to our digital curriculum which will allow students to complete classroom assignments.

2.4.3 That student will complete school work provided by the classroom teacher. In addition, they will spend time reflecting and finding a restorative justice solution for the act that was committed. Parents/guardians will be notified of the reason for and the number of days of suspension via telephone and suspension form. The notification will include the following information:

2.4.3.1 The reason for the in-school suspension

2.4.3.2 The duration and date of suspension

2.4.3.3 A brief summary of behavior intervention during the suspension

2.4.3.4 Parents may request a meeting with teacher and PBF

2.4.3.5 The contact information for the PBF

2.4.4 There will be a maximum of 5 days of in-school suspensions per incident in one academic year.

2.5 OUT-OF SCHOOL SUSPENSION

2.5.1 To ensure a fair process before a student is suspended, Pacoima Charter School will follow a structured process that is in line with the CA Ed. Code and LAUSD BUL-5655.4. The administrators may assign a student to out-of-school suspension, if the reason for the suspension seems, in the professional judgement of the directors, more serious or heinous. Reasons for an out-of-school

suspension may include, violence, bullying, possession of drugs or weapons (list of offences in enumerated above)

2.5.2 PCS will adhere to the following Out-of- School Suspension Procedures:

2.5.2.1 Gather information: Positive Behavior Facilitator(PBF) and administrator will conduct a prompt and unbiased investigation.

2.5.2.2 Interviews: Individual meeting with student involved will give him/her the opportunity to be heard. Witnesses will also be interviewed.

2.5.2.3 Consideration of Context: The investigation should take into account the context of the incident, including any possible motivations, circumstances

2.5.2.4 Physical Evidence: Any evidence should be documented and secured

2.5.2.5 Review Records: Student's disciplinary history will be considered

2.5.2.6 Inform Parents/Teacher: Parents/guardians will be notified of the reason for and the number of days of suspension via telephone and suspension form. Teacher will be informed by the PBF via email.

2.5.2.6.1 **Appeal:** Parents/guardians may appeal the decision by completing a Suspension Appeal Form (Main office)

2.5.2.6.2 **Meeting:** A meeting with parent is required upon student's return to school.

2.5.3 Students serving a suspension are required to complete their classwork using PCS's designated digital learning platforms. The maximum number of in-school suspension shall not exceed 20 days for general education students, and 10 days for students with disabilities as stated in EDC 48903.

2.6 Teachers who choose to impose suspensions from their class shall immediately report the same to the site administrator and send the student to the office. As soon as possible, the teacher shall ask the parent or guardian of the student to meet with the teacher. During the period of the suspension the student shall not be returned to the teacher's class without the consent of the teacher, or be placed in another regular class. The teacher may require the completion of tests and assignments missed due to the suspension. Apart from or in addition to a teacher-imposed suspension, the teacher may refer a student to the site administrator for consideration of a suspension from school or an expulsion.

2.7 Prior to or upon the student's return to the classroom, a copy of Pacoima Charter School's documents applicable to the act for which the student was suspended, including corrective action taken, shall be provided to that student's teacher(s).

2.8 **Student Expulsion:** If the Executive Director reasonably determines that an intentional and deliberate assault and/or battery has occurred causing serious physical injury to the employee, or if the assault and/or battery involved a weapon, or is a sexual assault and/or battery, the principal shall recommend the expulsion of the student and the incident is to be reported to the appropriate law enforcement agency. Pursuant to applicable Pacoima Charter School policy and State and Federal law and actions of the appropriate law enforcement agency, the principal shall:

2.8.1 Recommend the expulsion of the student.

2.8.2 Suspend the student and provide for an alternate placement of the student pending expulsion. Any decision as part of an arbitration in this matter may only result in a determination if the above terms have not been followed and may not affect any student discipline action.

2.8.3 Nothing in this section shall limit, circumvent, or restrict the student's right to participate in the expulsion process as defined by Ed. Code 48918.

2.9 Field Trip Attendance for Students with Misconduct Issues: If the classroom teacher believes a student's chronic misbehavior makes that student's participation in a field trip one which will require additional supervision for the student, the teacher shall so indicate to the site administrator within two weeks of the activity. The teacher must provide documentation to the Administrator. After informing the administrator, the teacher will notify the parent/guardian. If the parent or guardian cannot accompany the child on the field trip, the child may not go.

3.0 Legal Assistance and Support: If an altercation, disturbance, student discipline situation or similar circumstance results in a lawsuit against an employee for conduct occurring within the course and proper scope of the employee's duties, Pacoima Charter School, to the extent permitted by law, provide a defense to the employee and indemnify and hold the employee harmless against any resulting civil liability. The Board may, in its discretion under Government Code Section 825, indemnify the employee against punitive or exemplary damages.

3.1 If an employee's person or property is injured or damaged by the willful misconduct of a student while on school property, or while attending or being transported to or from a school-sponsored activity, or in retaliation for conduct of the employee within the course and proper scope of the employee's duties, the employee may, in addition to any independent remedy the employee may have, request Pacoima Charter School to pursue legal action against the student and/or the student's parents or guardians pursuant to Education Code Sections 48904 and 48905. After evaluating the circumstances, Pacoima Charter School may bring such a legal action to recover damages.

4.0 Notification to Teacher Regarding Past Misconduct by Student: Pursuant to Education Code Section 49079, when a teacher is regularly assigned a student who during the previous three years engaged in the misconduct described below (or who Pacoima Charter School reasonably believes has so acted), Pacoima Charter School shall make a good faith effort to inform the teacher of that misconduct. The student misconduct which gives rise to the above notification includes any misconduct which would constitute grounds for suspension from school or expulsion. Such notification and information shall be based upon the records maintained in its ordinary course of business or has been received from a law enforcement agency. Any such information shall be received by the teacher in confidence for the limited purpose of alerting the teacher, and shall not be further disseminated by the teacher.

5.0 Loss, Destruction, Damage, Theft and Vandalism: Employees shall be reimbursed for lost, damaged, destroyed, stolen or vandalized personal property as provided below. The maximum limit for reimbursement shall be \$1000. Claims which are reported to the employee's personal insurance carrier shall be limited to the insurance deductible, if any, plus any other non-insured loss. In no case shall the reimbursement exceed \$1000, except that Pacoima Charter School may, upon application (see f. below) and in its discretion, approve a reimbursement in excess of the normal maximum or a reimbursement which does not otherwise qualify under the provisions below.

a. Pacoima Charter School shall pay the cost of replacing or repairing:

- (1) An employee's property necessarily worn or carried (such as eyeglasses, hearing aids, dentures, watches or clothing) damaged or stolen in the course of duty without fault of the employee; or
- (2) The loss (from theft, damage or destruction by vandalism, burglary or arson) of personal property used in the schools or offices, when approval for such use was given by the site administrator before the property was put into use and the value of the property was agreed upon in advance (complete the Property Registration Form); or

- (3) The loss from damage to, or theft of, an employee's automobile as the result of the malicious act of another and without fault of the employee, while transporting others on authorized school business, or while the vehicle is parked or driven on or adjacent to school grounds, other Pacoima Charter School premises or the site of authorized Pacoima Charter School activities; or
- (4) The damage to an employee's automobile caused by students being transported by the employee on authorized school business.
- b. Items damaged beyond repair or stolen shall be reimbursed at the actual value of such items (subject to the limitations herein) determined as of the time of the loss including normal allowances for depreciation.
- c. No payment shall be made for any loss having a depreciated value of less than \$20, or for ordinary wear and tear.
- d. Where a claim for loss involves a vehicle or theft of property a report shall be made to the police and the police department report number included in the claim. If damage is to a vehicle, two estimates of the repair costs shall be provided.
- e. A request for reimbursement, co-signed by the immediate administrator, shall be filed by the employee with the Office of Human Resources within 60 calendar days of the loss.
- f. In the event the employee receives payment from the Pacoima Charter School pursuant to this section, Pacoima Charter School shall have the right of subrogation against those who caused the damage or loss, to the extent of its payment.
- g. If Human Resources denies a claim, an employee seeking review must choose between filing a grievance pursuant to Article V, or processing an appeal to the Board.

5.1 Liability for Employees Whose Duties Require Transportation of Students in the Employee's

Own Vehicle: Pacoima Charter School shall, to the extent permitted by law, assume primary liability and defend, at its expense, any employee who is required or properly authorized to transport students in the employee's personal vehicle where an accident occurs during such transport which leads to actual or threatened civil liability to a student passenger or the family of a student passenger.

5.2 In instances where student transportation is not available through routine sources such as parents, Pacoima Charter School transportation vehicles or emergency vehicles, the Executive Director may authorize employees to transport pupils in their personal automobiles. When practical, two adults (one of each sex) shall accompany a student being transported.

5.3 Students transported to home shall be released only to the custody of a responsible adult, the person named on the student's emergency card authorized to accept custody of the student, or a person otherwise authorized by the parent/guardian.

5.4 The responsibility of Pacoima Charter School with regard to reimbursement and liability when students are transported in the personal vehicles of employees is described in Section 4.0 above.

5.5 Following the normal procedures, employees using their personal vehicles to transport students shall receive mileage reimbursement as provided in this Agreement.

ARTICLE XVIII
ACADEMIC FREEDOM

1.0 The grade to be given to any individual student shall be determined in the good faith professional judgment of the teacher and shall not be changed by Pacoima Charter School except in situations of clerical or mechanical mistake, fraud, bad faith, incompetency, or failure to comply with then-current Pacoima Charter School grading procedures and criteria. In case of a grade dispute, if requested, the responsible teacher shall, to the fullest extent practicable, be provided an opportunity to explain, verbally and /or in writing, the reasons for which the grade was given.

ARTICLE XIX
SUMMER SCHOOL / Extended Learning Program (ELP)

1.0 Teachers shall be selected on the basis of priority and seniority as follows:

- a. Priority One: Regular classroom teachers who did not teach summer school or intersession the previous year.
- b. Priority Two: Regular classroom teachers who taught summer school or intersession the previous year.
- c. Priority One applicants shall be assigned before Priority Two applicants.
- d. Seniority: If there are more eligible applicants within each Priority than the number of positions available, PCS seniority shall determine the selection

Salary

2025-2026 - salaries stay the same

2026-2027 - salaries stay the same

2027-2028 - 10% raise on salary table effective July 1, 2027

APPENDIX A

SALARY TABLES

“T” SALARY TABLE: All Classroom Teachers **“L” SALARY TABLE:**
All University Interns **“Z” SALARY TABLE:** All Grade Level
Coordinators **“I” SALARY TABLE:** Classroom Teacher “Tenthly” Rate

APPENDIX A

SALARY TABLES



T-Annualw13%

Pacoima Charter School
 11016 Norris Avenue, Pacoima, CA 91331
 TEL: (818) 899-0201 FAX (818) 890-3812
 www.pacoimacharter.org

"T" Annual SALARY TABLE

T Annual		RANGE (Salary Points)							
		1 (0-13)	2 (+14)	3 (+28)	4 (+42)	5 (+56)	6 (+70)	7 (+84)	8 (+98)
STEP (Years)	1	\$71,887.20	\$71,981.64	\$72,737.76	\$72,832.44	\$73,588.44	\$73,720.80	\$76,556.40	\$78,257.28
	2	\$71,981.76	\$72,738.00	\$72,832.44	\$73,588.44	\$73,720.80	\$76,215.84	\$78,767.88	\$81,886.80
	3	\$72,738.00	\$73,512.84	\$73,588.44	\$73,720.80	\$76,215.84	\$78,389.76	\$81,074.04	\$84,268.44
	4	\$73,512.84	\$73,588.44	\$73,720.80	\$76,215.84	\$78,843.48	\$82,888.80	\$86,196.72	\$89,655.84
	5	\$73,588.44	\$73,720.80	\$76,215.84	\$78,843.48	\$81,905.64	\$86,121.00	\$89,561.40	\$93,153.00
	6	\$73,720.80	\$76,556.40	\$79,183.80	\$81,905.64	\$85,100.40	\$89,485.68	\$93,058.32	\$96,782.16
	7	\$75,819.00	\$77,595.84	\$81,849.00	\$85,062.48	\$88,370.52	\$91,791.84	\$95,402.28	\$99,107.16
	8	\$77,595.84	\$81,074.04	\$84,230.76	\$87,482.04	\$90,922.56	\$94,646.28	\$98,710.44	\$102,850.08
	9	\$80,261.28	\$83,399.04	\$86,650.32	\$90,052.92	\$94,022.52	\$98,332.20	\$102,623.16	\$106,933.08
	10	\$82,548.48	\$86,177.76	\$90,657.84	\$95,459.04	\$100,109.04	\$104,872.68	\$109,503.84	\$114,342.84
	11								\$114,891.12
	12								\$115,382.64
	13								\$115,911.84
	14								\$116,403.24
C1 (15-19)								\$118,513.08	C1 (15-19)
								\$118,513.08	
								\$118,513.08	
								\$118,513.08	
C2 (20-24)								\$121,326.12	C2 (20-24)
								\$121,326.12	
								\$121,326.12	
								\$121,326.12	
C3 (25-29)								\$125,545.44	C3 (25-29)
								\$125,545.44	
								\$125,545.44	
								\$125,545.44	
C4 (30)								\$126,031.92	C4 (30)

Approved by Board on 4/25/2023
 13% added to previous table
 EFFECTIVE 7/1/2023

This table is for All Classroom Teachers and is set on their ANNUAL Salary Rate.
 *NOTE: Must be at Range 8 in order to move to Step 11.

ANNUAL = Monthly x 12
 HOURLY = Annual/1224 hrs

T-Table-Adopted-04-25-23-13perc EFF-07-01-23.xlsx
 T-Annualw13%

APPENDIX A SALARY TABLES

B-ANN-A-Basis-6hrw13%



Pacoima Charter School
11010 Norris Avenue, Pacoima, CA 91331
TEL: (818) 899-0201 FAX (818) 890-3812
www.pacoimacharter.org

"8" (T) ANNUAL SALARY TABLE A-Basis-6 hour

Table **A-Basis- 8 (T) 6hr ANNUAL		RANGE (Salary Points)									
		1 [0-13]	2 [+14]	3 [+28]	4 [+42]	5 [+56]	6 [+70]	7 [+84]	8 [+98]		
STEP (Years)	1	\$91,973.40	\$92,094.24	\$93,061.56	\$93,182.52	\$94,150.08	\$94,319.28	\$97,946.88	\$100,123.68		
	2	\$92,094.36	\$93,061.68	\$93,182.52	\$94,150.08	\$94,319.28	\$97,511.76	\$100,776.60	\$104,766.96		
	3	\$93,061.68	\$94,053.24	\$94,150.08	\$94,319.28	\$97,511.76	\$100,292.88	\$103,726.92	\$107,814.24		
	4	\$94,053.24	\$94,150.08	\$94,319.28	\$97,511.76	\$100,873.44	\$106,048.80	\$110,281.08	\$114,706.80		
	5	\$94,150.08	\$94,319.28	\$97,511.76	\$100,873.44	\$104,791.08	\$110,184.24	\$114,586.08	\$119,180.88		
	6	\$94,319.28	\$97,946.88	\$101,308.68	\$104,791.08	\$108,878.28	\$114,489.12	\$119,059.92	\$123,824.40		
	7	\$97,003.80	\$99,277.08	\$104,718.72	\$108,830.16	\$113,062.32	\$117,439.68	\$122,058.72	\$126,798.96		
	8	\$99,277.08	\$103,726.92	\$107,765.88	\$111,925.56	\$116,327.28	\$121,091.52	\$126,291.12	\$131,587.44		
	9	\$102,687.12	\$106,701.72	\$110,861.40	\$115,214.76	\$120,293.52	\$125,807.40	\$131,297.28	\$136,811.40		
	10	\$105,613.32	\$110,256.96	\$115,988.76	\$122,131.44	\$128,080.80	\$134,175.36	\$140,100.60	\$146,291.64		
	11								\$146,993.16		
	12								\$147,621.72		
	13								\$148,299.12		
	14								\$148,927.68		
	C1 (15-19)								\$151,037.40		C1 (15-19)
									\$151,037.40		
									\$151,037.40		
									\$151,037.40		
	C2 (20-24)								\$153,850.44		C2 (20-24)
									\$153,850.44		
									\$153,850.44		
									\$153,850.44		
	C3 (25-29)								\$158,069.76		C3 (25-29)
									\$158,069.76		
									\$158,069.76		
									\$158,069.76		
	C4 (30)								\$158,556.36		C4 (30)

Approved by Board on 4/25/2023
13% added to previous table
EFFECTIVE to 7/1/2023

This table is for All Classroom Teachers and is set on their ANNUAL Salary Rate.
*NOTE: Must be at Range 8 in order to move to Step 11.
**A-Basis = 261 days @ 6 hours = 1566 hours/year

ANNUAL = Monthly x 12
HOURLY = Annual/1566 hrs (A-Basis)

8-T-Table-Tchrs-6HrA-Basis-Adopted-04-25-23-13perc EFF-07-01-23.xlsx
B-ANN-A-Basis-6hrw13%

APPENDIX A SALARY TABLES

Z-Annualw13%



Pacoima Charter School
11016 Norris Avenue, Pacoima, CA 91331
TEL: (818) 899-0201 FAX (818) 890-3812
www.pacoimacharter.org
"Z" ANNUAL SALARY TABLE

Z ANNUAL		RANGE (Salary Points)							
		1 (0-13)	2 (+14)	3 (+28)	4 (+42)	5 (+56)	6 (+70)	7 (+84)	8 (+98)
STEP (Years)	1	\$77,877.60	\$77,980.20	\$78,799.32	\$78,901.56	\$79,720.92	\$79,864.32	\$82,936.08	\$84,778.80
	2	\$77,980.20	\$78,799.44	\$78,901.68	\$79,721.04	\$79,864.32	\$82,567.44	\$85,331.88	\$88,710.84
	3	\$78,799.44	\$79,638.84	\$79,721.04	\$79,864.32	\$82,567.44	\$84,922.20	\$87,830.28	\$91,290.96
	4	\$79,638.84	\$79,721.04	\$79,864.32	\$82,567.44	\$85,413.60	\$89,796.12	\$93,379.68	\$97,127.16
	5	\$79,721.04	\$79,864.32	\$82,567.44	\$85,413.60	\$88,731.24	\$93,297.96	\$97,024.80	\$100,915.68
	6	\$79,864.32	\$82,936.08	\$85,782.36	\$88,731.24	\$92,192.04	\$96,942.84	\$100,813.20	\$104,847.60
	7	\$82,137.24	\$84,062.16	\$88,669.68	\$92,151.00	\$95,734.68	\$99,441.36	\$103,352.52	\$107,366.28
	8	\$84,062.16	\$87,830.28	\$91,250.04	\$94,772.28	\$98,499.12	\$102,533.40	\$106,936.32	\$111,420.84
	9	\$86,949.72	\$90,349.08	\$93,871.32	\$97,557.12	\$101,857.56	\$106,526.64	\$111,175.08	\$115,844.16
	10	\$89,427.48	\$93,359.28	\$98,212.68	\$103,413.84	\$108,451.56	\$113,611.92	\$118,629.12	\$123,871.44
	11								\$124,465.32
	12								\$124,997.88
	13								\$125,571.12
	14								\$126,103.68
C1 (15-19)								\$128,388.96	C1 (15-19)
								\$128,388.96	
								\$128,388.96	
								\$128,388.96	
C2 (20-24)								\$131,436.36	C2 (20-24)
								\$131,436.36	
								\$131,436.36	
								\$131,436.36	
C3 (25-29)								\$136,007.52	C3 (25-29)
								\$136,007.52	
								\$136,007.52	
								\$136,007.52	
C4 (30)								\$136,534.56	C4 (30)

Approved by Board on 4/25/2023
13% added to previous table
EFFECTIVE 7/1/2023

This table is for GRADE LEVEL COORDINATORS and is set on their ANNUAL Salary Rate.

*NOTE: Must be at Range 8 in order to move to Step 11.

ANNUAL = Monthly x 12
HOURLY = Annual/1326 hrs

APPENDIX A SALARY TABLES

I (T,Z,8)-Hrlyw13%



Pacoima Charter School
11016 Norris Avenue, Pacoima, CA 91331
TEL: (818) 899-0201 FAX (818) 890-3812
www.pacimacharter.org

"I" Hourly SALARY TABLE (for T, Z, 8)

I (for T, Z, 8) Hourly		RANGE (Salary Points)							
		1 (0-13)	2 (+14)	3 (+28)	4 (+42)	5 (+56)	6 (+70)	7 (+84)	8 (+98)
STEP (Years)	1	\$58.73	\$58.81	\$59.43	\$59.50	\$60.12	\$60.23	\$62.55	\$63.94
	2	\$58.81	\$59.43	\$59.50	\$60.12	\$60.23	\$62.27	\$64.35	\$66.90
	3	\$59.43	\$60.06	\$60.12	\$60.23	\$62.27	\$64.04	\$66.24	\$68.85
	4	\$60.06	\$60.12	\$60.23	\$62.27	\$64.41	\$67.72	\$70.42	\$73.25
	5	\$60.12	\$60.23	\$62.27	\$64.41	\$66.92	\$70.36	\$73.17	\$76.11
	6	\$60.23	\$62.55	\$64.69	\$66.92	\$69.53	\$73.11	\$76.03	\$79.07
	7	\$61.94	\$63.40	\$66.87	\$69.50	\$72.20	\$74.99	\$77.94	\$80.97
	8	\$63.40	\$66.24	\$68.82	\$71.47	\$74.28	\$77.33	\$80.65	\$84.03
	9	\$65.57	\$68.14	\$70.79	\$73.57	\$76.82	\$80.34	\$83.84	\$87.36
	10	\$67.44	\$70.43	\$74.07	\$77.99	\$81.79	\$85.68	\$89.46	\$93.42
	11								\$93.87
	12								\$94.27
	13								\$94.70
	14								\$95.10
C1 (15-19)								\$96.82	C1 (15-19)
								\$96.82	
								\$96.82	
								\$96.82	
C2 (20-24)								\$99.12	C2 (20-24)
								\$99.12	
								\$99.12	
								\$99.12	
C3 (25-29)								\$102.57	C3 (25-29)
								\$102.57	
								\$102.57	
								\$102.57	
C4 (30)								\$102.97	C4 (30)

Approved by Board on 4/25/2023
13% added to previous table
EFFECTIVE to 7/1/2023

This table is for All Classroom Teachers (on T, Z, & 8 Tables) and is set on their HOURLY Salary Rate.

*NOTE: Must be at Range 8 in order to move to Step 11.

T Table (6 hour position)
ANNUAL= monthly x 12
HOURLY = Annual/1224 hrs

Z Table (6 hour position)
ANNUAL=monthly x 12
HOURLY = ANNUAL/1326 hrs

8 Table (6 hour position)
ANNUAL-monthly x 12

APPENDIX A

SALARY TABLES

L-Annualw13%



Pacoima Charter School
 11016 Norris Avenue, Pacoima, CA 91331
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 www.pacoimacharter.org

"L" Annual SALARY TABLE

L Annual		RANGE (Salary Points)							
		1 (0-13)	2 (+14)	3 (+28)	4 (+42)	5 (+56)	6 (+70)	7 (+84)	8 (+98)
STEP (Years)	1	\$62,681.52	\$62,681.52	\$62,681.52	\$63,229.56	\$65,762.64	\$68,049.96	\$70,752.96	\$72,813.36
	2	\$62,681.52	\$62,681.52	\$63,229.68	\$65,762.64	\$68,276.76	\$70,904.28	\$73,550.64	\$76,197.00
	3	\$62,681.52	\$63,229.68	\$65,819.40	\$68,730.36	\$71,509.20	\$74,514.72	\$77,255.52	\$80,242.20
	4	\$63,759.00	\$65,705.88	\$68,730.36	\$71,717.04	\$74,930.52	\$78,011.76	\$81,073.92	\$84,098.28
	5	\$67,047.96	\$68,314.56	\$71,509.20	\$74,930.52	\$78,144.12	\$81,508.80	\$84,816.72	\$88,067.88
	6	\$67,747.56	\$70,847.64	\$74,439.12	\$78,011.76	\$81,489.96	\$85,081.32	\$88,653.96	\$92,132.04
	7	\$69,845.64	\$73,550.64	\$77,236.68	\$81,073.92	\$84,816.72	\$88,635.12	\$92,321.04	\$96,044.88
	8	\$72,189.60	\$76,197.00	\$80,242.20	\$84,098.28	\$88,030.20	\$92,075.40	\$96,026.04	\$100,052.28
	9	\$75,516.60	\$78,805.56	\$83,040.00	\$87,179.52	\$91,470.48	\$95,629.08	\$99,844.44	\$104,003.04
	10	\$78,881.28	\$82,321.56	\$86,612.52	\$91,205.76	\$95,647.92	\$100,184.64	\$104,645.76	\$109,257.96
	11								\$109,768.32
	12								\$110,240.88
	13								\$110,713.44
	14								\$111,223.92
C1 (15-19)								\$112,887.24	C1 (15-19)
								\$112,887.24	
								\$112,887.24	
								\$112,887.24	
C2 (20-24)								\$113,756.88	C2 (20-24)
								\$113,756.88	
								\$113,756.88	
								\$113,756.88	
C3 (25-29)								\$115,703.76	C3 (25-29)
								\$115,703.76	
								\$115,703.76	
								\$115,703.76	
C4 (30)								\$117,707.64	C4 (30)

Approved by Board on 4/25/2023
 13% added to previous table
 EFFECTIVE 7/1/2023

This table is for University Intern Teachers and is set on their ANNUAL Salary Rate.
 *NOTE: Must be at Range 8 in order to move to Step 11.

ANNUAL = Monthly x 12
 HOURLY = Annual/1224 hrs

APPENDIX A SALARY TABLES

L-Hrlyw13%



Pacoima Charter School
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"L" Hourly SALARY TABLE

L		RANGE (Salary Points)								
		1 (0-13)	2 (+14)	3 (+28)	4 (+42)	5 (+56)	6 (+70)	7 (+84)	8 (+98)	
Hourly	1	\$51.21	\$51.21	\$51.21	\$51.66	\$53.73	\$55.60	\$57.80	\$59.49	
	2	\$51.21	\$51.21	\$51.66	\$53.73	\$55.78	\$57.93	\$60.09	\$62.25	
	3	\$51.21	\$51.66	\$53.77	\$56.15	\$58.42	\$60.88	\$63.12	\$65.56	
	4	\$52.09	\$53.68	\$56.15	\$58.59	\$61.22	\$63.74	\$66.24	\$68.71	
	5	\$54.78	\$55.81	\$58.42	\$61.22	\$63.84	\$66.59	\$69.29	\$71.95	
	6	\$55.35	\$57.88	\$60.82	\$63.74	\$66.58	\$69.51	\$72.43	\$75.27	
	7	\$57.06	\$60.09	\$63.10	\$66.24	\$69.29	\$72.41	\$75.43	\$78.47	
	8	\$58.98	\$62.25	\$65.56	\$68.71	\$71.92	\$75.23	\$78.45	\$81.74	
	9	\$61.70	\$64.38	\$67.84	\$71.23	\$74.73	\$78.13	\$81.57	\$84.97	
	10	\$64.45	\$67.26	\$70.76	\$74.51	\$78.14	\$81.85	\$85.49	\$89.26	
	11								\$89.68	
	12								\$90.07	
	13								\$90.45	
	14								\$90.87	
STEP (Years)	C1 (15-19)								\$92.23	C1 (15-19)
									\$92.23	
									\$92.23	
									\$92.23	
	C2 (20-24)								\$92.94	C2 (20-24)
									\$92.94	
									\$92.94	
									\$92.94	
	C3 (25-29)								\$94.53	C3 (25-29)
									\$94.53	
									\$94.53	
									\$94.53	
	C4 (30)								\$96.17	C4 (30)

Approved by Board on 4/25/2023
13% added to previous table
EFFECTIVE 7/1/2023

This table is for University Intern Teachers and is set on their HOURLY Salary Rate.

*NOTE: Must be at Range 8 in order to move to Step 11.

ANNUAL = Monthly x 12
HOURLY = Annual/1224 hrs

APPENDIX A SALARY TABLES



Pacoima Charter School

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TEL: (818) 899-0201 FAX (818) 890-3812
www.pacoimacharter.org

"MA" SALARY TABLE **All Basis'**

All Basis'	
MA	1
Annual	\$2,000.00
Monthly	\$166.67

Approved by Board on 4/25/2023
EFFECTIVE 7/1/2023

Master's Degree
-for Classroom Teachers all

DD-Table-Doctorate-Teachers-Adopted-04-25-23-EFF-07-01-23.xlsx



Pacoima Charter School

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"DD" SALARY TABLE

DD	1
Annual	\$3,000.00
Monthly	\$250.00

Approved by Board on 4/25/2023
EFFECTIVE 7/1/2023

This table is for All Classroom
Teachers-all basis':

(Doctorate Degree)