

**A CONTRACT BETWEEN THE  
CAJON VALLEY UNION SCHOOL DISTRICT  
GOVERNING BOARD  
AND THE  
CAJON VALLEY EDUCATION ASSOCIATION**

**Amended Based on 2024-2025 Negotiations  
Agreement Valid through June 30, 2026**

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Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Agreement
Code	Article 01
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

The articles and provisions contained herein constitute an agreement by and between the Governing Board and the Cajon Valley Education Association. This agreement is entered into pursuant to Chapter 10.7 of the Government Code.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Recognition
Code	Article 02
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

- A. The Governing Board recognizes the Association as the exclusive bargaining agent for the certificated employee unit. For the purpose of this agreement, the word "teacher" refers to bargaining unit members.
- B. Certificated employees included in the unit are all classroom teachers including Resource Specialists, credentialed designated instructional services personnel, teachers of Special Day, Special Education Classes, Speech and Language, Preschool, Extended Learning Program, School Improvement Programs, and Chapter I; and Counselors, Librarians, School Library Media Specialists, Librarian Cataloger, Psychologists, and School Nurses.
- C. Certificated employees excluded from the unit are Superintendent of Schools, Assistant Superintendents, Executive Assistant to the Superintendent, Personnel Administrator, Directors, Coordinators, Program Specialists, Principals, and Vice Principals.
- D. The Association shall be notified of new positions created in the bargaining unit during the life of this agreement.
- E. Nothing contained herein shall be construed to prevent any unit member from informally conferring with his or her immediate supervisor.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Association Rights
Code	Article 03
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

- A. The Association shall have the right to post appropriate notices of their activities and matters of Association concern on Association bulletin boards, at least one of which shall be provided in each administrative unit. The Association shall have the right to reasonable use of District mail service, and unit member mailboxes for communication to unit members. The Association may make reasonable use of school equipment with the approval of the site administrator.
- B. The District shall notify the Association president and the impacted unit member(s) of any third-party request for unit member's specific personal information within five (5) workdays of receipt of the request. This includes, but is not limited to, California Public Records Act requests for unit member's disciplinary, evaluative, or other specific, personnel-record information. For routine requests for employee information, the District is under legal obligation to disclose, i.e. salary and/or job classification the District shall notify the Association President.
1. The District will not release the requested information before ten (10) workdays following the Association/employee notification so that the Association and/or impacted unit member(s) have a reasonable opportunity to object to the disclosure of the requested information and/or raise potential concerns before the employer responds to the requester and publicizes the information.
  2. The District shall not disclose to a third-party personal unit member information such as home addresses, personal email addresses, home phone or cell phone numbers, birthdates, family member names, or union-affiliation status. Any requests for a unit member's email address will be referred to the directory located on the District website.
- C. Upon proper notification, the Association shall have the right to reasonable use of school facilities for meetings subject to the requirements of the District Civic Center Policy.
- D. Accredited representatives of the Association shall have access to administrative units of the District at reasonable times during working hours, provided they request approval from the site administrator or his designated representative.
- E. The Governing Board agrees to continue payroll deductions for the Association. Such payroll deduction authorization shall be effective upon official notification from the president of the Association.
- F. Officers and committee chairpersons of the Association shall be granted release time for the purpose of conducting Association business (other than negotiations with the Governing Board and grievance

processing) in accordance with the following guidelines:

1. A maximum of twenty (20) total days shall be available for this purpose.
  2. The cost of the substitutes for released unit members shall be assumed by the Association.
  3. The president of the Association shall be entitled to ten (10) days upon request (this is included in the total 20 days).
  4. Requests for release time should be submitted to the Superintendent on the approved form no less than one (1) week in advance.
  5. No individual shall receive more than ten (10) days release time per year.
- G. The District shall notify the Association of the formation of committees to advise on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks to the extent such matters are within the discretion of the Governing Board to afford the Association the opportunity to submit recommendations for appointments to such committees.
- H. The Association shall submit a tentative calendar of meeting dates. After Governing Board concurrence, these dates shall be included on the District Master Calendar. Time will be set aside on the second Wednesday of each month (at the conclusion of the instructional day) for Association business. The District will not schedule meetings that interfere with this time without the consent of the Association. Under normal circumstances, no meeting shall be called by any District Administrator that will prevent members of the Association from attending scheduled meetings.
- I. The Association shall cooperate with the Governing Board in the fair implementation of this contract. The Association representative in each administrative unit shall assist the unit members in the implementation of this contract.
- J. The Governing Board shall allow a period of ninety (90) minutes at the end of the District orientation meeting for Association business if a District orientation meeting is held and if the Association so requests.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Governing Board Rights
Code	Article 04
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

Except as limited by the provisions of this agreement, the Governing Board reserves the right to direct the working force to: hire, promote, transfer, discharge, discipline for proper cause, maintain the efficiency of the unit members, determine the work to be performed, the location of the work, the methods and processes, and the decision to make or buy. The exercise of these rights shall be in accordance with law, policy, regulations, and due process, and shall not discriminate against unit members because of participation in legitimate activities on behalf of the Association. The Governing Board shall cooperate with the Association in the fair implementation of this contract.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Provisions For Preschool Teachers
Code	Article 05
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

A. The following Articles shall not apply to Preschool Teachers: *Article IX - Transfer and Reassignment*; and Addendum 7 of Teacher to Year-Round Tracks.

B. The following provisions apply only to Preschool Teachers:

1. Preschool teachers meeting the qualifications as prescribed by law, policy, or regulation shall have the opportunity to make an application for any open teaching position.
2. Preschool teachers are eligible for full benefits coverage.

C. A continued education program is being established which allows preschool teachers to receive \$500 after completing fifteen (15) semester units and \$1,000 after completing thirty (30) semester units of subject matter according to guidelines in the current preschool teacher contract. The units from an accredited college must be taken subsequent to an Associate of Arts degree. Transcripts of completed work must be submitted to Personnel by September 1 of the year eligible for the stipend. Transcripts submitted after September 1 will be used for the following year.

D. Transfer

A transfer is defined as an employee-initiated change of work location that has been approved by the District. A preschool teacher may request a transfer to take effect during the school year or at the beginning of the next school year. In either event, the request shall be made on a "Request for Transfer" form and sent to the immediate supervisor.

1. When the request is made for the transfer to take effect during the school year, such request shall be made within the limitations stated on the notice of vacancy.
2. When the request is made for the transfer to take effect at the beginning of the next school year, such request shall be made no later than April 15 of the school year preceding the effective date.
3. All requests for transfers shall be considered on the basis of the following, not listed in priority order:
  - a. The permit/credential to perform the required services.



- b. The needs for efficient operation of the District.
- c. The preference of the preschool teacher.
- d. The length and quality of service to the preschool program.

#### E. Reassignment

Reassignment is defined as a District-initiated change of an employee from one working location to another. Reassignment is not intended as a punitive or disciplinary action. The final responsibility for reassignment is that of the Preschool program supervisor.

##### 1. Reassignments may be made for the following reasons:

- a. To balance the preschool staff of the District or work location.
- b. A change of enrollment necessitating reassignment of staff.
- c. Particular site needs.
- d. Educational requirements of the District.

##### 2. The procedure for reassignment for situations under the reasons stated in E.1.a. is as follows:

- a. When the number of preschool teachers assigned to a work location is excessive, a reassignment shall be initiated.
- b. Affected preschool staff will be given an opportunity to consult on the need for the reassignment and an opportunity to volunteer for the reassignment.
- c. If no volunteer is available, the reassignment will be based upon District seniority. Exceptions to this procedure may be made if the school would be unable to meet the needs of its students.
- d. Preschool teachers who are reassigned will not be reassigned again for at least two years unless circumstances require otherwise. In such event, the President of Cajon Valley Education Association (CVEA) will meet with the Director of the Preschool Program to discuss the reassignment.

#### F. Notification of Vacancies and/or New Positions

1. Notices of all vacancies, new positions, or interim assignments shall be posted for at least ten (10) days in advance of the application deadline. If notice cannot be posted ten (10) days in advance, then preschool staff will be alerted to the vacancy by special notice. Such notices shall be posted as soon as the district determines that a vacancy exists and shall include the location.

The above paragraph as it applies to transfers within a given school year shall not apply during the following periods:

- a. From ten (10) days prior to the beginning of the school year through October 15.
- b. From the first school day after mid-year through the end of the school year. Vacancies occurring on or after the first school day after mid-year will be filled by a long-term substitute and not filled permanently until the following school year. By March 15, such known vacancy notices for the following school year will be posted.
- c. If it becomes necessary due to exceptional circumstances to fill a position on a permanent basis, the notification process contained in paragraph F.1. above will be implemented. If this

occurs, the Association will be notified.

2. Preschool teachers being reassigned will be assigned before voluntary transfers and preschool teachers returning from leave.
3. Preschool teachers requesting transfers would be considered next based upon the priorities listed in Section D.
4. Preschool teachers returning from personal leave without pay will be considered last.

G. Credential Renewal Requirements:

1. The purpose of this Article is to notify bargaining unit members of state requirements concerning renewal of their credential through the development of an individual program of professional growth. If during the term of this agreement the Legislature should modify this agreement and the modification(s) affect these provisions, this section shall be opened for negotiations.
2. These requirements are limited to those members of the bargaining unit who hold child development permits issued after February 1, 1997.
3. Bargaining unit members subject to this requirement shall develop an individual program of professional growth consistent with and applicable rules of the Commission on Teacher Credentialing which consists of a minimum of 105 clock hours of participation in activities that contribute to competence, performance, or effectiveness in the profession of education. A program is to be completed within five (5) year period intervals. The individual program of professional growth shall be approved by a Professional Growth Advisor (PGA) or shall be submitted directly to the State Commission on Teacher Credentialing for approval.
4. Acceptable activities shall include any acceptable activity defined by the Commission on Teacher Credentialing, Title 5 Rules and Regulations.
5. The Superintendent or designee shall appoint PGAs. The District shall ensure that interested individuals who are eligible to serve as PGAs from all groups have the opportunity to do so and are proportionately represented on the list of approved advisors. The basis for considering the approval of interested individuals shall be professional qualifications rather than group affiliation. A current satisfactory evaluation shall be the primary determinant of eligibility for District staff members who are interested in serving as a PGA.

Should it be the intent of the Superintendent or designee to disapprove an applicant who is a District staff member, the President of CVEA shall be informed and afforded the opportunity to discuss the issue prior to notification of the staff member. Any PGA applicant who is disapproved may request and shall receive a written explanation for the denial.

During the course of the year, after a list of PGAs has been approved and distributed, a credential holder may suggest to the District that a qualified PGA not already on the list be added.

a. Responsibilities of Professional Growth Advisors:

- i. Review of professional growth plans and certification to the unit member that the planned program or amendment meets all legal requirements. Should the proposed plan or amendment not be in legal compliance, the reasons shall be submitted in writing by the Professional Growth Advisor to the unit member.
- ii. Upon conclusion of approved activities, the Professional Growth Advisor shall either verify or refuse to verify that such activities have been completed, including the number of clock hours specified. If the Professional Growth Advisor refuses to verify the completed activities, a written notice of the reasons for failure to do so shall be

given to the unit member.

6. Prior to beginning an activity that could accumulate clock hours, the unit member shall develop and submit the proposed plan or amendment on an appropriate form to his/her Professional Growth Advisor and obtain certification from the Professional Growth Advisor.

a. Responsibilities of the Unit Member:

- i. The credential holder has a responsibility to record accurately the number of clock hours that have been spent on completed activities. After completing activities, it is the responsibility of the credential holder to give the Advisor reasonable verification of time spent, if the Advisor requests it. The credential holder has a right to receive full credit for all hours spent at professional growth activities (a) that are identified on the professional growth plan signed by an Advisor, and (b) for which reasonable verification of time spent has been presented to an Advisor.
  - ii. Upon completion of any approved activity, the unit member shall submit to his/her Professional Growth Advisor a form which contains the following information: Type of activity engaged in, a brief description of activity engaged in, dates of the activity, and the number of clock hours spent in the activity.
7. The holder of a child development permit and the District-appointed Advisor shall maintain accurate, up-to-date records of the implementation of an individual program of professional growth. It is the primary responsibility of the holder to maintain such records.
  8. Development, certification, and implementation and/or verification of a Professional Growth Plan shall be independent of any evaluation of the performance of the unit member that is conducted for determining the unit member's employment status.
  9. Salary schedule advancement shall be pursuant to current rules and regulations of the District and Contract.

H. Modifications to Staffing Allocation

1. Preschools with both AM and PM sessions will be staffed with 2 FTE preschool teachers. The AM teacher will partner with the PM teacher in the PM class and the PM teacher will partner with the AM teacher in the AM class for the full duration of class hours. Each teacher will be the teacher of record for one class (AM or PM) and will fulfill all professional responsibilities for their assigned class. This will be phased in effective July 1, 2016 by converting existing doubleton classes to the model described above. This will be the model for new hires.
2. The District may have no more than six (6) .70 singleton teacher(s) in the preschool program.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Provisions for Support Teachers
Code	Article 06
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

*Effective July 1, 2007, the employment of support teachers shall be governed by the terms and conditions set forth in this Article.*

A. In addition to the terms and conditions set forth in this Article, the following Articles of this Agreement shall be applicable to support teachers:

1. Article I Agreement
2. Article II Recognition
3. Article III Association Rights
4. Article IV Governing Board Rights
5. Article VIII Grievance Procedures
6. Article XIII Unit Member Safety
7. Article XV Parent Complaint Procedures
8. Article XXII Organizational Security
9. Article XXIII Savings Clause
10. Article XXIV Waiver
11. Article XXV No Strike-No Lockout
12. Article XXVI Disciplinary Procedures and Rights
13. Article XXVIII Duration

No other provisions of this Agreement shall apply to support teachers.

- B. Support teachers shall be hourly employees assigned to work with students for no more than 130 days and no more than 910 hours.
- C. Support teachers shall be hired under temporary contracts for specific sites and programs.
- D. Certificated support positions shall be funded through categorical revenue sources.
- E. Support teachers shall be employed to provide additional learning opportunities for students but be used in lieu of regular bargaining unit members.
- F. Support teachers shall be evaluated annually by the site administrator using the Temporary/Hourly Certificated Appraisal Instrument included in this article.

- G. Support teachers shall not be included in the staffing allocation ratio specified in *Article XI: Class Size and Balance*.
- H. Commencing with the 2009-2010 school year, support teachers will be granted 1 hour of illness/personal necessity leave per 18.3 hour worked. Personal necessity leave will be deducted from the employee's balance and is intended for use in situations beyond the employee's immediate control which would compel an individual to be absent from his or her duties.

*Examples include:*

1. Serious illness in the immediate family
2. Medical or dental appointment requiring at least a half-day
3. Accident involving employee or his property or one of his immediate family
4. Appearance in court
5. Adopting a child
6. Paternity leave
7. Graduation of self or immediate family
8. Other personal necessities not listed above, and in such cases there will be a determination of necessity by the Governing Board or its designee, based upon the facts peculiar to the situation. The employee shall complete a request stating the reason for the personal necessity with his or her signature attesting to the validity. The leave must be approved by the Superintendent or his designee.
9. Support teachers shall be compensated at the hourly rate with students as identified in Article XXI  
- Compensation - H.1.h.1.

[CVEA Attachment to Addendum 2 - A21.pdf \(384 KB\)](#)



# Developing Effective Educator Practice (DEEP)

## Final Evaluation Summary (A-21)

\*Must be completed on/before May 15th\*

<b>Educator:</b>	<b>Status:</b>
<b>Administrator:</b>	<b>Site:</b>

<b>Exemplary</b>	Demonstrates exemplary professional practice and leadership qualities
<b>Effective</b>	Demonstrating effective practice
<b>Developing</b>	Demonstrating appropriate progress
<b>Ineffective</b>	Unsatisfactory / Remediation required

### Overall appraisal:

<b>Ineffective</b> ____	<b>Developing</b> ____	<b>Effective</b> ____	<b>Exemplary</b> ____
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### Summative Ratings and Comments:

<b>Standard 1.5:</b> Promoting critical thinking through inquiry, problem solving, and reflection	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 1.5:</b>	

<b>Standard 2.3:</b> Establishing and maintaining learning environments that are physically, intellectually, culturally, and emotionally safe for all students	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 2.3:</b>	



# Developing Effective Educator Practice (DEEP)

## Final Evaluation Summary (A-21)

\*Must be completed on/before May 15th\*

<b>Standard 3.1:</b> Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 3.1:</b>	

<b>Standard 4.4:</b> Planning instruction that incorporates appropriate strategies to meet the learning needs of all students	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments/Evidence related to Standard 4.4:</b>	

<b>Standard 5.4:</b> Using assessment data to establish learning goals and to plan, differentiate, and modify instruction	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 5.4:</b>	

<b>Standard 5.5:</b> Involving all students in self-assessment, goal setting, and monitoring progress	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 5.5:</b>	



# Developing Effective Educator Practice (DEEP)

## Final Evaluation Summary (A-21)

\*Must be completed on/before May 15th\*

<b>Standard 6.1:</b> Reflecting on teaching practice in support of student learning	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 6.1:</b>     	

<b>Standard 6.3:</b> Collaborating with colleagues and the broader professional community to support teacher and student learning	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 6.3:</b>     	

<b>Additional Information:</b>

**Educator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Please print)

**Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Provisions for Home Teachers
Code	Article 07
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

Effective July 1, 2007, the employment of home teachers shall be governed by the terms and conditions set forth in this Article.

A. In addition to the terms and conditions set forth in this Article, the following Articles of this Agreement shall be applicable to home teachers

1. Article I Agreement
2. Article II Recognition
3. Article III Association Rights
4. Article IV Governing Board Rights
5. Article VIII Grievance Procedures
6. Article XIII Unit Member Safety
7. Article XV Parent Complaint Procedures
8. Article XXII Organizational Security
9. Article XXIII Savings Clause
10. Article XXIV Waiver
11. Article XXV No Strike-No Lockout
12. Article XXVI Disciplinary Procedures and Rights
13. Article XXVIII Duration

No other provisions of this Agreement shall apply to home teachers.

- B. Home teachers shall be hourly employees assigned to work with students for no more than 130 days and no more than 910 hours.
- C. Home teachers shall be hired under probationary contracts.
- D. Home teachers shall be employed to provide learning opportunities for students in an alternative placement setting.
- E. Home teachers shall be evaluated annually by the site administrator using the Temporary/Hourly Certificated Appraisal Instrument included in this article.
- F. Home teachers shall not be included in the staffing allocation ratio specified in *Article XI: Class Size and Balance*.

- G. Commencing with the 2009-2010 school year, home teachers will be granted 1 hour of illness/personal necessity leave per 18.3 hour worked. Personal necessity leave will be deducted from the employee's balance and is intended for use in situations beyond the employee's immediate control which would compel an individual to be absent from his or her duties.

*Examples include:*

1. Serious illness in the immediate family
2. Medical or dental appointment requiring at least a half-day
3. Accident involving employee or his property or one of his immediate family
4. Appearance in court
5. Adopting a child
6. Paternity leave
7. Graduation of self or immediate family
8. Other personal necessities not listed above, and in such cases there will be a determination of necessity by the Governing Board or its designee, based upon the facts peculiar to the situation. The employee shall complete a request stating the reason for the personal necessity with his or her signature attesting to the validity. The leave must be approved by the Superintendent or designee.
9. Home teachers shall be compensated at the hourly rate with students as identified in Article XXI - Compensation - H.1.h.1.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Grievance Procedure
Code	Article 08
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

Grievance shall be limited to matters concerning the specific provisions of the agreement. A grievance means a claim by a unit member or unit members that the terms of the contract have been violated, improperly applied, or misinterpreted. This procedure shall constitute the sole and exclusive method for adjustment of grievances.

A. Level I

Any unit member who claims a grievance shall present the grievance informally to his or her immediate supervisor within fifteen (15) days after the event in contention. The immediate supervisor shall give an answer to the unit member not more than three (3) workdays after the grievance is presented.

B. Level II

Within five (5) workdays after completion of Level I, the grievance, if it has not been resolved, shall be presented by the unit member to the Personnel Administrator or his designated representative, in writing, signed by the grievant. The Personnel Administrator shall report the decision in writing to the grievant and the Association's grievance committee person within five (5) workdays.

C. Level III

Within five (5) workdays after completion of Level II, the grievance, if it has not been resolved, shall be presented by the unit member to the Superintendent or his designated representative and the Association's grievance committee person in writing, and a meeting between the Superintendent and the grievant shall be requested. Following the meeting, the Superintendent shall inform the grievant and the Association's grievance committee person in writing of the decision. If this action is not completed within five (5) workdays, the grievance may proceed to Level V.

D. Level IV

Within five (5) workdays after the completion of Level III, the grievance, if it has not been resolved, shall be referred to a fact-finding committee consisting of three (3) members: one appointed by the Governing Board, one appointed by the Association, and a chairman selected and mutually agreeable to both the Governing Board and the Association. Such notice shall be in writing and shall be signed by the unit member initiating the grievance and the Association's grievance committee person. Within five (5) workdays after the receipt of such notice, the fact-finding committee shall meet to determine the facts relating to the grievance. Within fifteen (15) workdays the committee shall submit its recommendations or reasons for extending the time to the Superintendent and the Association's grievance committee person in writing of the decision. The Superintendent will then have five (5) workdays to consider these recommendations and shall inform the grievant and the Association's grievance committee person in writing of the decision. If the decision is not satisfactory to both parties, the Association may submit it to

Level V for arbitration. All costs for fact-finding shall be shared by the District and the Association.

E. Level V

1. Within fifteen (15) workdays after the completion of Level IV, the grievance, if it has not been resolved, shall be noticed for arbitration. Such notice requesting the arbitration shall be in writing and shall be signed by the Association's grievance committee person and by the unit member who initiated the grievance. Within ten (10) workdays after receipt of such notice, the Governing Board or designated representative and the Association's grievance committee person shall select an impartial arbitrator. If the Governing Board and the Association's grievance committee person cannot agree upon an arbitrator, the State Conciliation Service shall be asked to submit an odd-numbered list of arbitrators from which one will be selected by each party striking a name from the list until one name remains who will become the arbitrator.
2. The arbitrator so selected shall confer with a representative of the Governing Board and the grievant and/or the grievant's representative and hold hearings promptly, and shall issue his decisions not later than twenty (20) workdays from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decisions shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which require the commission of an act prohibited by law or which is in violation of the terms of this agreement. The decision of the arbitrator shall be submitted to the grievant, the Association's grievant chairperson, and the Governing Board within thirty (30) workdays. It is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies within the terms of this agreement as he judges to be proper. The arbitrator shall have only the authority set forth herein and shall have no power to add or subtract from, or modify any of the terms of this agreement or any agreements made supplementary hereto. The decision of the arbitrator shall be submitted to the Governing Board and the Association's grievance committee person and shall be final and binding upon the parties of this agreement. The costs and expenses of the arbitration shall be shared equally by the parties. Each party shall pay the costs of preparing and presenting its own case.

F. Miscellaneous:

1. No reprisals of any kind shall be taken by either party, against any person, as a result of grievance actions.
2. The Association's grievance committee person may initiate a grievance at Level II which affects more than one unit member in a single building or unit members in more than one building.
3. Records shall be maintained in a separate district file for the agreement period plus one (1) year.
4. Any grievance which has not been presented under this procedure within the time limit specified herein, and any grievance which is not appealed to the next appropriate level within the applicable time specified herein, shall be considered settled and shall not be subject to further actions under this procedure, except the Governing Board may, upon application by the grievant, allow the time limit to be extended.
5. Any timelines specified herein may be waived or modified by mutual agreement of the parties. Any such agreement shall be reduced to writing.
6. The District and the Association agree that it is to their mutual benefit to resolve differences through the Grievance Procedure outlined above and therefore in instances where a successor agreement had not been adopted, the parties agree to process grievances through Level IV in accordance with this article, however, if the Superintendent's decision in Level IV is not satisfactory to both parties, the grievance will be tabled until a successor agreement is adopted.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Transfer and Reassignment
Code	Article 09
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

#### A. Voluntary Transfer

A voluntary transfer is defined as an employee-initiated change of work location which has been approved by the district. A unit member may request a transfer to take effect at the beginning of the next school year. The request shall be made on a Request for Transfer form and sent to the Personnel Department.

1. All requests for transfers shall be considered on the basis of the following, not listed in priority order:
  - a. The credentials, training, and experience to perform the required services.
  - b. Quality of the service rendered to the district by the employee.
  - c. The preference of the unit member.
2. The district will establish a seniority pool for transfer for instructional positions. Principals will select an eligible member from this pool every third selection. A unit member must submit an application to this pool by March 1 of the year preceding the transfer. If selected, a unit member may employ this option once during their unit member career in Cajon Valley Union School District. Eligibility for the seniority pool is based upon the completion of ten teaching years with the district. Unit members must hold a credential for the position for which they are requesting a transfer. Seniority pool transfer does not apply to coach and facilitator positions.
3. A voluntary transfer may be requested by permanent employees.
4. If more than one (1) unit member has applied for the same position, the determination as to which unit member shall be assigned to the vacancy shall be based on the current interview protocol at each site.
5. In the event a voluntary transfer request is denied, the unit member shall receive the denial reason.

#### B. District Initiated (Involuntary) Transfer

District-Initiated (Involuntary) Transfer is a change of an employee from one school/program to another prompted by the District's needs. District-Initiated (Involuntary) Transfer is not intended as a punitive or disciplinary action, and shall not result in a loss of compensation (daily rate of pay/annual salary), seniority, fringe benefits, or retirement credit accruing to the unit member.

1. District-Initiated (Involuntary) Transfers may be made for the following reasons:

- a. When the number of teachers assigned to an administrative unit exceeds the pupil/teacher ratio, a reassignment shall be initiated.
- b. A change of enrollment necessitating reassignment of staff
- c. Educational and/or credentialing requirement of the district

2. The procedure for involuntary transfer for situations under the reasons stated in B.1., is as follows:

- a. The administration will determine the surplus teachers based upon the pupil/teacher ratio.
- b. An opportunity will be given to the entire staff to discuss the needs of that administrative unit. Staff members will be given an opportunity to volunteer for the reassignment.
- c. If no volunteer is available, the reassignment will be based upon district seniority. Exceptions to this procedure may be made if the school would be unable to meet the curricular needs of its students. In the event of an exception, the next least senior member shall be reassigned.
- d. Mutual agreement is required to involuntary transfer a unit member to a coach or facilitator assignment.

3. Unit members subject to a District initiated~ change in school site to take effect the following school year shall receive three (3) days of sub pay for packing up and moving. If District initiated change occurs at the beginning of the school year, the staff member will be released from students or provided three (3) days of sub pay. Unit members subject to an administrator-initiated change in room assignment during the school year shall receive two (2) days of sub pay. A substitute may be used in lieu of sub pay when possible.

4. Any unit member involuntarily transferred shall not be given another assignment for a minimum of two (2) years without the consent of the unit member.

#### C. Superintendent Reassignment

1. The Superintendent may reassign staff in order to serve the best interests of students and the educational program (Ed. Code 35035 (e)), provided that:

- a. Attempts have been made to resolve the issue prior to the reassignment whenever possible
- b. Members have the certification, professional experience and aptitude that qualify them for the position they are being assigned.
- c. The District seeks input from the affected staff member as it relates to the location of the reassignment.

2. The final responsibility for reassignment is that of the Superintendent.

#### D. Notification of Vacancies and/or New Positions

1. Notices of all vacancies, new positions, or interim regular classroom assignments in increments of not less than ten (10) consecutive days filled on a permanent basis shall be posted for at least five (5) business days in advance of the application deadline. Such notices shall be posted as soon as the district determines that a vacancy exists and shall include the position and location, grade level or subject matter assignment, and credential requirements. First consideration shall be given to currently employed unit members.
2. Paragraph D.1 shall not apply between August 1 and September 15.
3. By March 30, such vacancy notices for the following school year will be posted.
4. Vacancies and/or new positions relating to the subsequent school year shall comply with Article IX Transfer and Reassignment, Sections A and D of this agreement. Transfers will be processed in the following order:
  - a. Unit members being involuntarily transferred
  - b. Unit members requesting a transfer
  - c. Unit members receiving an Administrative Reassignment
  - d. Unit members returning from leave of absence
5. Full-time equivalent (FTE) (1.0 assignments) for Related Service Provider positions, i.e. Speech/Language Pathologist, Adapted Physical Education Teacher, Education Specialist, and School Psychologist will be posted for transfer. Assignments less than 1.0 FTE will be filled through the Special Education Department.
  - a. Staff will provide input for site preferences through a survey distributed no later than May 15 of the prior school year.
  - b. The assignment for Related Service Providers will be determined by the needs of the school, students' Individual Education Plan, services required, and the specific skills and training of the staff.
  - c. Should all considerations remain equal, assignment will be determined by seniority
6. Principal/supervising administrator will notify staff members of their anticipated assignment, i.e. grade level and/or courses for the following school year on/before June 1 of each year. Adjustments may be made to assignments based on enrollment changes.
7. A final report on transfers completed and new positions filled shall be provided to the Association on/about October 15 of each year.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Unit Member Workday and Year
Code	Article 10
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	9/18/2023

A. Unit members shall be on duty at least one-half hour before class begins.

1. All unit members shall have at least a 30 consecutive minute duty-free lunch period.
2. A professional day shall be established for all unit members to be at their assigned administrative units unless authorized to be engaged in other professional assignments.

B. Professional Day

1. Classroom Teachers: The professional day shall include, but not be limited to the following as is applicable: Instructional activities; preparation activities; campus and student supervision; parent conferences and meetings; staff, departmental, and faculty meetings; tutorial and guidance assistance to students; school and student record maintenance; curriculum development; instructional material development, adjunct duties; district committee assignments. Professional duties including professional growth, student diagnostic, and grade/department level student assessment analysis will take place during staff, grade level and/or collaboration meetings.
  - a. A meeting directed by site administrations may be held one time a week for a maximum of one (1) hour before or after school.
  - b. A two (2) hour meeting, with agenda topics identified at the administrator's discretion, may be held a maximum of one (1) time per month. There will be no additional staff/grade/department/collaboration meeting scheduled in the week the two-hour meeting is scheduled.
  - c. Weekly staff and grade/department/collaboration meetings are considered part of the Professional Day. Leave must be submitted for absences for any or part of the weekly meetings in 1/2 or full-day increments.
  - d. Middle school teachers shall have one unassigned period at least equal to a teaching period set aside during the instructional day to be used for preparation and planning.
2. Provisions for Facilitators: Article X: Unit Member Workday and Year, sections A and B1 do not apply with the exception of the thirty (30)-minute duty-free lunch.



3. Unit members new to the District will attend up to six (6) hours of required professional development the week prior to school starting or within thirty (30) days of being hired. The professional development hours will be compensated at the hourly rate without students.

#### C. Adjunct Duty Assignment

The District and the CVEA share a common objective of enhancing the professional status of teachers through improving the availability of teachers to students/parents and increasing planning time within the professional day. In order to achieve this objective, it is desirable to minimize duty assignments.

The following procedure will be followed:

1. A faculty Adjunct Duty and After School/Evening Activity Committee shall be established, composed of a CVEA representative and no more than one teacher for every fifteen certificated staff members.
  2. The principal will draft a tentative plan for adjunct duty and after school/evening activities which includes place/time and frequency, and submit it to the Adjunct Duty and After School/Evening Activity Committee for review.
  3. The committee shall share the tentative plan with the staff and collect input for the principal regarding agreement, concerns, disagreement, and/or an optional plan. The committee shall communicate the position of staff to the principal and serve as a liaison recognizing that the objective is to reach consensus regarding an Adjunct Duty and After School/Evening Activity Schedule. To achieve consensus, the committee may be required to consult a number of times with the staff and principal regarding a particular issue.
  4. After conducting this process to minimize duties, the principal will establish the Adjunct Duty and After School/Evening Activity Schedule for the year. Should there be staff recommendations which are not included in the plan, the principal shall provide rationale to staff regarding why such recommendations were not incorporated.
  5. The completed schedule shall be communicated to staff on/before September 30.
  6. Should the process set forth above not be concluded by September 30, the Assistant Superintendent of Personnel and the President of the Association (or designee) will meet and develop a resolution.
    - a. Effective with the 2024-2025 school year, any events added to the Afterschool/Evening Activity Schedule after it has been published (on or before September 30) will be voluntary and compensated at the hourly rate with students.
- D. Unit members shall be given the opportunity to schedule and use planning time at their assigned site. Such planning time shall have the approval of the site administrator. This planning time shall be part of the regular workday and reflect no additional cost to the district.

#### E. The certificated work year is as follows:

For the 2025-2026 and 2026-2027 School Years

185 Days:	Classroom Teachers, Adaptive PE Teachers, Speech/Language Pathologists, and School Psychologists
190 Days:	School Counselors
191 Days:	School Nurses

205 Days: Early Start Teachers

211 Days: Extended Year School Nurses

1. Effective with the 2025 - 2026 school year, all certificated bargaining unit members will participate in five (5) non-student days during the school year. The days will consist of the following:

a. Days 1-4 will occur before the first day of school as follows:

i. Day 1 will be a full day of District directed PD activities.

ii. Day 2 will consist of a 3.5-hour morning meeting at the school site. The remainder of the day will be dedicated to independent teacher planning/prepping/completing mandated videos.

iii. Day 3 and Day 4 will be dedicated to independent teacher planning/prepping at the school site.

b. Day 5 will occur on the Monday following winter break and will include a 3.5-hour morning meeting at the school site followed by independent teacher planning/preparation.

c. Day 6 will occur the day after the last day of school and include independent teacher planning/preparation. "c." will not be applicable during the 2025-2026 and 2026-2027 school years

The District and Association Collective Bargaining chairpersons (or Designee) will meet to discuss and finalize the schedule on/or before August 1 of each year inclusive of finalizing the schedule for day 1 and day 2.

All certificated staff are expected to complete the assigned mandated Keenan SafeSchools Videos on/before September 30. Failure to complete all or a portion of the mandated Keenan Videos will result in a proportionate deduction in salary and number of days worked reported to CalSTRS and/or CalPERS.

#### F. Exchange Days for Shared or Partial Contracts

The practice of unit members trading days will be allowed with the following provisions:

1. A maximum of ten (10) days per school year will be allowed for each unit member with the approval of the school principal.

2. It is the responsibility of the unit members involved in the trade to demonstrate and maintain the continuity of the instructional program.

3. All requests must be submitted to the building principal at least ten (10) working days prior to the proposed trade.

4. All trades must be completed within the same school year.

5. When a trade is requested which would affect two schools, both building principals must approve the trade.

6. If the unit member who is responsible for being in that classroom should be absent because of illness, the sick day shall be charged to that unit member.

7. Partial contract unit members will be allowed exchange days within their schedule with the same provision as 1-6 above.

8. The District and/or Association bear no responsibility for the enforcement of private exchange day agreements between individual unit members nor shall the District or Association be liable for the payment of additional compensation based upon any unit member working beyond his/her regular work year pursuant to any private exchange day agreement.

#### G. Workday Changes

1. The workday changes listed below are significant enough to require a vote of members at a site even if a contract waiver is not required:
  - a. Work Day Schedule: Shifts in beginning or ending times in excess of 25 minutes with the exception of necessary transportation schedule changes; and
  - b. Length of Class Period: Change in the length of an instruction period that results in additional instructional minutes; and
  - c. Minimum Day: An increase in the workday, to accommodate a minimum day schedule

#### 2. Voting Procedures

Sites will follow the procedures below when requesting workday changes listed in G1:

- a. All votes will be taken on or before April 15 on the plans to be implemented the following school year.
- b. The site principal will send the proposed plan and ballot proposal to the CVEA President and the District. CVEA and the District must both pre-approve the proposed plan and ballot.
- c. The pre-approved plan must be distributed at least seven (7) business days in advance of the vote on the plan and given to all bargaining unit members at the site.
- d. The site principal will schedule a meeting for the explanation and discussion of the proposed plan. At least eighty percent (80%) of all unit members shall be in attendance.
- e. Voting shall be anonymous and facilitated in partnership with a designated CVEA representative and the site administrator. Ballots will be placed in a ballot box or submitted electronically. All bargaining unit members assigned to the site are eligible to vote.
- f. CVEA will designate a representative to count ballots or review electronic results with the site administrator.
- g. Approval by seventy-five percent (75%) of the bargaining unit members at the site is required to approve the plan.
- h. If the proposed plan is rejected, the current contract language shall prevail.
- i. Bargaining unit members must annually review the plan and vote to approve or reject continuing the plan on or before April 15.
- j. Approval and implementation of a plan at a site shall not establish a practice or set precedent.

#### H. Modified Monday

Effective July 1, 2016, all elementary and middle schools will implement a minimum day schedule on Mondays for TK-8 students allowing for a weekly collaboration meeting (examples include: grade-level team, subject area team, SpEd/Related Service Providers, department, etc. in which the agenda is

created by the unit members) in addition to the weekly staff meeting. It is the intent of the parties to improve unit members' planning and instructional practice through a collaborative process.

1. Time provided by the minimum day schedule will be directed by unit member teams according to their needs and shall be used for collaboration.
  2. Meetings on minimum days will commence no later than fifteen minutes after student dismissal.
  3. A two (2) hour meeting, with agenda topics identified at the administrator's discretion, may be held a maximum of one (1) time per month. There will be no additional staff/grade/department/collaboration meeting scheduled in the week the two-hour meeting is scheduled.
  4. The site weekly meeting/collaboration schedule will be developed, with the input from the site representatives, and published by the site administrator by September 30. All efforts will be made to avoid any schedule changes.
  5. Weekly grade/department/collaboration meetings shall take place per the site schedule. An alternative schedule for these collaboration meetings (that is mutually agreed upon by the team) may occur and must be shared with the site administrator on or before September 30.
  6. Under the direction of the site administrator, one (1) staff meeting per trimester shall be identified to include collaboration between Special Education Providers and General Education Providers.
  7. Weekly staff and grade/department/collaboration meetings are considered part of the Professional Day. Leave must be submitted for absences for any or part of the weekly meetings in 1/2 or full-day increments.
  8. Should unresolved issues and/or the schedule not be established by September 30, the Assistant Superintendent of Personnel and the President of the Association (or designee) will meet and develop a resolution.
- I. School Nurses - For the 2025-2026 and 2026-2027 School Years, all certificated school nurses will participate in eleven (11) non-student days during the school year. The days will consist of the following:
- A. Days 1-3 will be the three (3) days prior to the day classroom teachers return and may include District personnel training, (i.e. transportation, SAA, EDP, etc.)
  - B. Day 4 will be a full day of District directed PD Activities
  - C. Day 5 will consist of a 3.5-hour morning meeting at a school/district location. The remainder of the day will be dedicated to independent planning/prepping/completing mandated videos
  - D. Days 6 and 7 will be dedicated to independent planning/prepping at the assigned school sites.
  - E. Day 8 will occur on the Monday following winter break and will be dedicated to independent planning/preparation at the assigned school sites.
  - F. Day 9-11 will be scheduled by completing a Work Year Calendar on/before September 15.
- J. General Education Teacher IEP Meeting Representation The District and CVEA share a common objective of meeting federal requirements to participate in all Individual Education Plan (IEP) meetings. In order to meet this federal requirement while maintaining equity, the following procedure will be followed:
1. A four-person (site-selected and approved) IEP Committee shall be established consisting of:

- a. The site administrator
  - b. One CVEA representative
  - c. One educational specialist
  - d. One General Education teacher
2. The committee shall meet to draft a tentative plan for meeting the federally mandated requirement for general education teachers to participate in all IEP meetings. The committee shall provide input, suggestions, and work collaboratively to develop a site procedure that ensures all IEP meetings have a general education teacher in attendance. The committee shall share the tentative plan with the staff and collect input regarding agreement, concerns, disagreement, and/or an optional plan. To achieve consensus, the committee may be required to consult a number of times with the staff regarding a particular issue.
3. After developing the process, the principal will publish the site's IEP meeting attendance process. Should there be staff recommendations which are not included in the plan, the principal shall provide rationale to staff regarding why such recommendations were not incorporated.
4. The process shall be established by June 30 of each year for the following school year. If there is a change in the master schedule that impacts the plan, the committee will meet within 10 working days to address the change and amend the plan if needed.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Caseloads, Class Size, and Balance
Code	Article 11
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	11/16/2021

A. The Governing Board agrees to the following student class size limitations:

1. K-3 and 3/4 combination class overall school site ratios shall not exceed 25 however, for those K-3 classes for which the District does not receive class size reduction funds, the overall District ratio shall not exceed 30.
2. 4-8 overall District ratio not to exceed 29.9
3. Beginning in the 2015-2016 school year, should a middle school overall pupil-teacher ratio exceed 27.4 (equivalent to an average class size of 32.9), or any individual 4-6 class size exceed 34, adjustments shall be made to lower class size. To calculate the average class size at the middle school: Multiply the overall pupil-teacher ratio by 6 and divide by 5.
4. Combination class sizes in grades 4-6 shall not exceed 31. Class size average will be computed without using other student personnel (counselors, ALC, student support, and Education Specialists).
5. Beginning in the 2015-2016 school year, Middle School PE classes shall have a class size maximum of 50 and a school site average of 45. For situations in which there is a single gender-specific PE Teacher, alternative supervision will be provided to ensure duty-free lunch for that teacher. Should the teacher's prep period be impacted, the teacher will be compensated at the hourly rate identified in *Article XXI: Compensation* H.1.h for their time in 1/4 hour increments, rounding up to the nearest 1/4 hour.
6. Should the beginning of the year enrollment create a significant need for reorganization on a campus, the Association President or designee and District may discuss and mutually agree to exceptions to A. 3 as it relates to grades 4-6.
7. Special Education Caseloads -The District will attempt to maintain caseloads as set forth below:
  - a. Education Specialist: Preschool: Annual District Average 20:1
  - b. Education Specialist: Mild/Moderate: Site Average 22:1

- c. Education Specialist: Extensive Support Needs (ESN): District Average 12:1
    - i. The caseload that includes both mild/mod and Extensive Support Needs (ESN) shall be reduced proportionately related to 7. b and 7. c
  - d. Education Specialist: Behavior Intervention Class: District Average 10:1
  - e. Adaptive PE: District Average 65:1
  - f. Speech and Language Pathologists (SLP) for Early Childhood: SLP 40:1
  - g. Speech and Language Pathologists (SLP): SELPA Average 55:1
    - i. The caseload of the SLPs serving both school-age and preschool children shall be reduced proportionately to reflect the amount of the SLP's assignment devoted to preschool.
- B. Should there be a change to Local Control Funding Formula (LCFF) or Local Control Accountability Plan (LCAP), both parties agree to meet and discuss on the language above within sixty days.
- C. Equitable Distribution of Caseload - The District and the Association support the successful provision of a continuum of special education services and supports on each school site and recognize that each student with a disability requires an individualized education plan. In order to meet the individualized needs of students, caseloads for mild/mod Education Specialists will be equitably distributed.
  - 1. Caseloads, for students not in specialized programs, shall be equitably distributed at each school site based on the application of the Elements of Special Education identified and defined in this section.
  - 2. The site administrator shall assign students to case managers, in consultation with Education Specialists, in a way that best serves students and provides for a positive work environment. No Education Specialist caseload shall exceed 28 students per Ed Code. If an Education Specialist has a concern about inequity in their caseload, they may meet together with the administrator to discuss their caseload and collaboratively resolve the concern.
  - 3. The following Elements of Special Education will be considered when equitably distributing caseloads at each school site:
    - a. Specialized Academic Instruction - Direct instruction and indirect service such as consultation with general education teachers, co-teaching, modification/adaptation of curriculum, and planning with related service staff.
    - b. IEP Management Responsibilities - Includes program development, coordination of services, parent communication related to the IEP, annual review, progress monitoring and reporting, behavioral/academic assessments, manifestation determinations, and behavior plans.
    - c. Directing the Work of Paraprofessionals - Includes directing work, training, and planning for one-to-one aides and other paraprofessionals.
  - 4. In the event a concern regarding the equitable distribution of caseloads at a school/worksite cannot be resolved at the site level the concern will be brought to the Student Support Committee referred to in Article XII, Section C.
- D. Before the commencement of each school year, the District will make every attempt to balance classes in terms of number, gender, ability, and special needs. Factors such as credentials, certificates, and program availability may impact student placement. Balancing will be monitored throughout the year. If a problem arises, the District and Association will form a four-member committee to review and submit recommendations regarding the problem within ten working days of the formation of the committee (two members appointed by the District and two members appointed by the Association).

- E. The Association and the District share the objective of stabilizing classes across the District as early as possible in the school year. Every effort will be made to balance staff and adjust classes to within State and contractual class size limits during the first four full weeks of school.
- F. Middle School Teachers with four (4) or more subject matter and/or grade level preps shall meet with their site administrator upon request to determine relief that may include, but not be limited to, additional compensation for planning/prep time and/or the elimination of adjunct duties and/or before/after school supervisory duties.





Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Student Support
Code	Article 12
Status	Active
Adopted	March 11, 2025
Last Revised	November 16, 2021

The parties agree to form a committee consisting of equal members from CVEA and CVUSD bargaining teams, to continue to meet and negotiate issues related to Article XII regarding students with exceptional needs and related policies and procedures governing special education services and Article IX regarding transfers and reassignment for related services positions.

A. In the event the provisions of this Article are impacted by changes in the Education Code, it is agreed the District and the Association shall meet to discuss any necessary modifications to this Article.

B. The District and the Association have a mutual interest in providing support to ensure student success. A Student Support Committee shall be formed.

1. Student Support Committee - Bargaining Unit Member concerns related to equitable distribution of caseloads, workload, and/or other concerns related to student support shall first be brought to the site administrator for problem-solving. Should concerns remain unresolved, the Bargaining Unit member may share their concerns in writing with the Student Support Committee.

a. The Committee shall be comprised of three (3) individuals appointed by the Association and three (3) individuals appointed by the District which shall meet to discuss issues related to student services to problem-solve and explore all possible resolutions.

b. The Committee shall meet on a monthly basis throughout the school year, with a schedule of meetings mutually determined for the subsequent school year by the final meeting of the preceding school year. Meeting locations and meeting chair responsibilities shall rotate between the District and the Association.

C. Classroom Supports - The District and the Association support the successful placement of students with IEPs, newcomer students, English Language Learners, and students with high behavioral supports in general education classes and recognize the impact of the workload of classroom teachers.

1. The site administrator should work with teachers/grade-level teams to assign students in such a way as to equitably balance classes.

2. Regardless of the number of students with an IEP on a teacher's roster, upon teacher request the site administration will meet with the unit member within ten (10) working days to develop a support plan. Such support may include, but not be limited to, additional instructional support, redistribution of students with IEPs, additional prep time, specialized training, instructional and/or

behavior management coaching, and/or the elimination of non-teaching duties or obligations.

3. In the event staff absences are impacting the instructional day for students, the site administrator will allocate available resources in the following order:

- a. Student safety
- b. 1:1 Student Support per the student's IEP
- c. Behavior needs
- d. Academic program needs

#### D. Individualized Education Plans (IEPs)

##### 1. Notifications

a. Site personnel will notify unit members when specialized student services are required to support students in their classroom within five (5) school days of the information being made available.

2. Meetings - Any member of the IEP Team may request an IEP meeting to develop, review, or revise the IEP.

a. Every effort will be made to:

- i. Schedule IEP meetings on non-staff meeting days. Should an IEP meeting be scheduled at the same time as a scheduled staff meeting, the unit member will be released from attending the scheduled staff meeting.
- ii. Avoid scheduling IEP meetings on the 2nd Wednesday of the month.
- iii. Consult and/or consider the schedule/availability of all parties participating in the meeting.

b. In the event a unit member's time is significantly impacted by multiple IEP meetings for a single IEP, the unit member may request relief in the form of compensation at the hourly rate without students and/or classroom coverage.

##### 3. Early Childhood Transitions

a. When a student with a disability is transitioning from Preschool to Kindergarten a transition meeting will be held with representatives from the current and future school of attendance.

4. Special Education Caseloads - Refer to Article XI - Caseloads, Class Size, and Balance.

5. Equitable Distribution of Caseloads - Refer to Article XI - Caseloads, Class Size, and Balance.

##### 6. Special Education Guidelines

a. To ensure there is a common and clear understanding of items which include, but are not limited to, procedures, compliance requirements, laws, job expectations, unit member support systems, IEP processes, teacher/paraprofessional relationships and trainings, differentiated curriculum, teaching strategies, sources and resources available to the special educator, an end-of-the-year checklist, and roles and responsibilities, the District and the Association will mutually develop and periodically update the District Special Education Guidelines.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Unit Member Safety
Code	Article 13
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	09/18/2025

#### A. Physical and Emotional Safety

1. The district will make all efforts to provide a safe workplace that protects unit members from physical and emotional violence, sexual harassment, and other abuse in alignment with Board policy.
2. This provision does not waive a unit member's right to other recourse through administrative agencies or courts and prior exhaustion of the grievance process is not required.

B. Unit members shall immediately report cases of an assault or physical threat suffered by them in connection with their employment to their site administrator or immediate supervisor or designee, who shall report the incident to the police as warranted and in a timely manner. Notification to law enforcement and/or emergency services shall immediately be forwarded to District designees. As allowable under the law, the Superintendent or Administrative designee shall comply with any reasonable request from the unit member for information in the possession of the District relating to the incident or the persons involved and shall act in appropriate ways as a liaison between the unit member, the police, and the courts. The District shall not impose any sanctions against a unit member for reporting the incident to the police.

1. The district will provide professional development on a voluntary basis to unit members requesting training on how to effectively respond to escalated student behavior, student physical altercations, and effective use of de-escalation strategies to intervene as needed.
2. The District shall comply with the provisions of Education Codes 48904, 48905 and 49079
3. Protective arm sleeves, vest, safety barriers, etc. will be provided as needed.

C. A District Safety Committee (DSC) will analyze and understand barriers to student success, to create a districtwide plan to implement minimum standards for site behavior plans, to monitor the site implementation plan, and to ensure that policies and practices are being administered consistently by district and teachers in an unbiased, non-discriminatory manner.

1. The Association shall appoint three (3) representatives to the DSC and the district shall appoint three (3) representatives. Additional participants may be included by mutual agreement between the Association

and District.

2. The DSC shall meet monthly with the first meeting held before the end of October. Following the creation of the District plan, meetings will be held quarterly for review and updates.

3. The responsibility of the committee shall be:

- a. To understand local state and federal policies related to student support and discipline.
- b. To analyze data related to student needs and developmentally expected behavior and trends in CVUSD schools.
- c. To co-design training necessary to implement a cohesive response plan, protocols, and procedures.
- d. To ensure that the district's response plan, procedures, and enforcement are free of discrimination.
- e. To make recommendations based on data aligned with local, state, and federal policies.

D. The district shall conform to and comply with all health, safety, and sanitation requirements imposed by local, state, or federal law or regulations adopted under local, state, or federal law.

1. A unit member has the right to submit written recommendations to his/her immediate supervisor regarding the maintenance of safe working conditions, facilities, and equipment repairs and modifications, and other practices designed to ensure safe working conditions.

E. It shall be the policy of the Governing Board to provide for the payment of the cost of replacing or repairing property of an employee, such as eyeglasses, hearing aids, dentures, watches, or other articles of clothing necessarily worn or carried by the employee, when any such property is damaged in the line of duty without fault of the employee, and when such damage could not have been reasonably anticipated or avoided. The burden of proof shall rest with the employee. Maximum compensation shall not exceed \$1,000.00. Provisions of this policy are not applicable to instructional materials or equipment owned by an employee.

Vandalism to an employee's vehicle, while parked at a District facility during normal working hours or at District-sponsored events, will be reimbursed up to a maximum of \$1,000.00. Vandalism includes, but is not limited to, slashed tires, broken windows, and keyed marks. Claims must be accompanied by a police report for verification purposes. A report of the vandalism must be filed with the District Business Services office within three (3) workdays of the incident. The employee must assign the right of subrogation to the District for any payment made by the District. The employee shall also file a claim with his/her personal insurance carrier and provide the District a copy of the claim.

Provisions of this policy are not applicable to instructional materials or equipment owned by an employee or to vehicles used by the employee in pursuit of their work. In the event the employee is paid the cost of replacing or repairing such property or the actual value of such property, the District shall, to the extent of such payment, be subrogated to any right of the employee to recover compensation for such damaged property. The District may file and prosecute an action to enforce its subrogation right in any court of competent jurisdiction.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Evaluation Procedure
Code	Article 14
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	09/18/2023

- A. It is understood and agreed by both parties that the principal objective is to strengthen the knowledge, skills, and practice of teachers to determine teacher effectiveness and to further leadership opportunities thereby increasing the quality of education in the District. (Addendum 2, DEEP Certificated Appraisal System shall be modified as follows to correlate with California Standards for the Teaching Profession)
- B. The District shall evaluate and assess employee competency as it reasonably relates to the California Standards for the Teaching Profession (CSTPs) and:
1. The progress of students toward the standards of expected student achievement at each grade level in each area of study.
  2. The instructional techniques and strategies used by the unit member.
  3. The unit member's adherence to curricular objectives.
  4. The establishment and maintenance of a suitable learning environment within the scope of the unit member's responsibilities.
  5. Duties or job responsibilities.
  6. The evaluation and assessment of employee competence shall not include the use of publishers' norms established by standardized tests.
- C. Evaluations shall not refer to a unit member's freedom of speech or use of materials unless such speech or use of materials interfere with the educational processes of the District or the private, political, or organizational activities of any unit member unless such activities interfere with the educational processes of the District.
- D. Alleged facts or hearsay statements about a unit member shall not be used in the evaluation of a unit member or to justify an adverse action unless the Governing Board, or designated representative, confirms the accuracy of the alleged facts or statements and notifies the affected unit member in writing that adverse action may be taken.
- E. The immediate supervisor and the unit member shall meet and discuss the elements upon which the evaluation is to be based.

F. Evaluation and assessment of the performance of each certificated employee shall be made on a continuing basis as follows (EC44664):

1. At least once each school year for probationary and temporary personnel.
2. At least every other year for personnel with permanent status.
3. At least every five years for personnel with permanent status who have been employed at least 10 years with the school district, are highly qualified, as defined in 20 U.S.C. Sec. 7801, and achieved an overall evaluation appraisal of "Effective" or higher. If the evaluator and certificated employee being evaluated agree, the certificated employee may agree to a less than 5-year evaluation cycle at any time.
4. All personnel with permanent status shall receive notice in writing by October 1, or within 30 days of being hired, that they will be evaluated. Failure to notify bargaining unit members in a timely manner will postpone the evaluation to the following school year.

G. Classroom observations may occur in non-evaluation years.

H. Evaluation summaries shall be submitted to the Personnel Office by May 15, or a minimum of 30 days prior to the last certificated staff workday of each year.

I. Each Final Evaluation Summary shall be based upon at least two (2) observations, multiple measures as identified in the initial goal-setting conference, and first-hand knowledge of the total performance of the unit member. Formal Observations shall be followed by an observation conference in which the evaluator and the unit member shall review the observation. The second formal observation conference may be combined with the Mid-process conference. A Final Evaluation Summary Conference shall be held to review the content to be incorporated into the written evaluation. A third observation cycle must be completed prior to the educator being rated less than "Effective" in two (2) or more areas and/or receiving an overall "Developing" or "Ineffective" rating on the Final Evaluation Summary.

#### Observations

1. All observations will have a pre and post meeting within ten (10) working days of the formal observation or at a mutually agreed upon date and time.
  2. If the administrator is concerned about a unit member's performance, the administrator needs to communicate concerns/less than effective feedback to the unit member within ten (10) working days of the observation or at a mutually agreed upon date and time.
  3. If a unit member is not making sufficient progress towards achieving an effective rating on their final evaluation all efforts will be made to ensure they are provided coaching (e.g., resources, ideas, modeling, mentor teacher, and specific feedback in goal area).
- J. All re-evaluations will be documented using the Individual Action Plan (IAP) process and will include specific recommendations for improvement and provide assistance for such recommendations. The immediate supervisor shall complete the IAP Referral (Form A-21b) on/before May 30 of the current evaluation year. The Final Evaluation Summary (Form A21c) will be used for unit members being evaluated on an IAP.
- K. When any permanent certificated unit member is rated less than "Effective" in two (2) or more areas and/or is receiving an overall "Ineffective" rating, the educator will be re-evaluated the following year and may be required to participate in performance improvement program (i.e., Peer Assistance and Review (PAR)). Such participation shall be at no cost to the unit member unless mutually agreed upon.

- L. For purposes of evaluation review and upon written authorization by the unit member, a representative of the Association shall be permitted to examine materials from the individual teacher's evaluation documentation for the current evaluation year. Copies of the unit member's evaluation documentation may be reviewed only by that individual and the representative of the Association.
- M. Certificated staff not assigned to a regular classroom will be evaluated by their immediate supervisor/school administrator, at the site where the greatest portion of their assignment occurs, with input from administrators if assigned to multiple sites. Certificated staff members assigned to work an equal amount of time at multiple sites, will be evaluated by the assigned administrator with input from the other administrator(s).
- N. Psychologists, Counselors, Nurses, SLPs, Coaches, and Program Facilitators will be evaluated by their immediate supervisor with input from administrators if assigned to multiple sites, utilizing the Final Summary Evaluation related to their specific assignment (attachments C, D, E, F, and G).

#### Addendum: PEER ASSISTANCE AND REVIEW PROGRAM (PAR)

The Cajon Valley Education Association and the Cajon Valley Union School District strive to provide the highest possible quality of education to the students of the District. Both parties agree that optimum student performance can be achieved only if there is a fully qualified Educator in every classroom. Therefore, the parties agree to cooperate in the design and implementation of a professional development program to improve the quality of instruction through expanded and improved staff development, peer assistance, and professional accountability.

Educators participating in the PEER Assistance and Review (PAR) Program are viewed as valuable professionals who are entitled to have resources available to them to enhance continuous performance improvement. The prime focus of this program is to provide assistance and renew quality teaching.

- A. The Peer Assistance and Review Program shall be administered by a Panel. The Panel shall consist of seven members, three of whom shall be selected by the Cabinet, and four of whom shall be classroom teachers and appointed by CVEA Board of Directors. Decisions shall be made by consensus where possible. There must be a quorum of five-panel members should a vote be required. If consensus cannot be reached, decisions will be made by a majority vote. There shall be three elementary teachers and one middle school teacher on the Panel. Program consultants may be used to assist the Panel for special needs situations. PAR Panel members shall serve not less than three and not more than five years.
- B. The panel shall be chaired in the first year by an administrator and in the following year by a teacher. The chair shall, thereafter, rotate on an annual basis between CVEA and administrative members.
- C. PAR Panel Policies and Procedures
  - 1. The PAR Panel shall be responsible for:
    - a. Meeting at least four times annually to discuss program implementation and to review the work of the Support Providers with their Participating Educators.
    - b. Starting in the 2025-2026 school year, providing Educators on the PAR Panel an hourly stipend (at the hourly rate of .073% of Step 1, Column 1) for meetings outside the professional day or release time for meetings during the professional day.



- c. Selecting Support Providers by the majority of the Panel and providing for their training.
  - d. Reviewing Referred Educators reports prepared by Support Providers.
  - e. Making recommendations to be shared with the Governing Board concerning Referred Educators.
  - f. Forwarding to the Governing Board the names of individuals who, after sustained assistance, are not able to demonstrate satisfactory improvement.
  - g. Preparing an annual review of the impact of the PAR Program, including recommendations for improvement.
  - h. Sending written notification of participation in the PAR Program to the Referred Educators, the Support Providers, and the site principal.
  - i. Evaluating Support Providers, their recommended interventions, and their documentation.
  - j. Accepting or rejecting request for assistance from individual teachers.
  - k. Monitoring the progress of Participating Educators.
  - l. Establishing the protocol that a Panel member shall neither participate in discussion nor vote on any matter in which he/she has a professional or personal conflict of interest. If necessary, the Panel shall determine if a conflict exists that justifies abstention from discussion. Alternates may be brought in as needed as determined by the PAR Panel.
  - m. Establishing a procedure for application as a Support Providers.
  - n. Recommending the number of Support Providers in any school year, based upon participation in the PAR Program, the budget available, and other relevant considerations as determined by the PAR Panel at the end of the school year.
  - o. Selecting and compensating curriculum and other specialist to assist Support Providers in the performance of their duties.
  - p. Providing Peer assistance and review to eligible teachers through Support Providers at an appropriate ration of eligible teacher to Support Providers depending on available funds, experience, and other factors as determined by the PAR Panel.
  - q. Expenses, including but not limited to stipends, travel and conference, teacher release, staff development, books and supplies, awards and incentives, will be made in writing to the PAR panel, approved by the Panel and submitted to the Assistant Superintendent, Personnel Services for final approval.
  - r. Funding all personnel through the Professional Development budget for services which enhance teaching skills, provide staff development opportunities and/or other duties as determined by the PAR Panel.
  - s. Reviewing Support Provider documentation and recommending continuation of services by the end of the current school year.
2. All materials related to evaluations, reports, and other personnel matters shall be confidential, subject to the following exceptions:
- a. In response to a subpoena or order of the court;
  - b. The Final Report may be used by the District in any disciplinary action regarding the Referred Teachers.



#### D. Permanent Teacher Referred Participation

1. Permanent educators with two (2) or more "Ineffective" ratings and/or an overall "Ineffective" on the Individual Action Plan will be referred for Peer Assistance and Review (PAR) support.
2. Assistance, remedial efforts, and activities shall be intense and multifaceted. Such assistance, remedial efforts, and related activities will be included in an Individual Learning Plan, which will be developed for each Referred Educator. Individual Learning Plans will be developed during conferences attended by the teacher being referred, the referring principal, the current principal if different than the referring principal, and the Support Provider.
3. This Program and the District's evaluation functions shall operate independently of each other; however, a cooperative relationship between the principal and the Support Provider is encouraged with respect to the process of peer assistance and review. Nothing within this agreement or within the program shall prohibit or limit the District and the Governing Board from exercising its legal or contractual right regardless of the participation of a teacher within the Program. Such rights include, but are not limited to, the issuance of a notice of unsatisfactory performance, issuance of a notice of intention to dismiss from employment, involuntary transfer, involuntary reassignment, demotion, promotion, and evaluation independently of the Program. Decisions and actions within the Program are not binding on the District nor the Governing Board.
4. Educators referred to this Program involuntarily shall not be eligible for voluntary transfer while they remain in the Program except if a more senior permanent teacher is impacted.

#### E. Permanent Educator Voluntary Participation

1. A Volunteer Educator is a teacher with permanent status who volunteers to participate in the PAR Program. The purpose of participating in the PAR Program for the Volunteer Teacher is for peer assistance only, and the Support Provider shall not participate in a performance review of a Volunteer Teacher. The Volunteer Teacher may terminate his or her participation in the PAR Program.
2. All communication between the Support Provider and Volunteer Teachers shall be confidential, and without the written consent of the Volunteer, shall not be shared with others, including the site principal, the evaluator, or the Panel.

#### F. Support Providers

1. The Panel shall appoint Support Providers who will assist participants in the Peer Assistance Program.
2. Any educator who meets the following qualifications is eligible to seek classification as a Support Provider. Educators are all certificated educators with permanent status directly instruct a specific group of children for a minimum of 200 minutes each school day, and are employed by the District on a full-time basis.)

- a. Has achieved permanent status in Cajon Valley union school District with at least seven years of classroom experience.
  - b. Has substantial recent experience in classroom instruction and/or in the area aligned to the educator's role they are supporting.
    - i. Recent experience is defined as teaching or coaching in the classroom for any three years during the last five years.
    - ii. Applicant must be an educator in the District during the entire school year application is made.
    - iii. In the event a Support Provider opening occurs during summer recess, the applicant must have been an educator in the District the prior school year.
  - c. Has demonstrated exemplary teaching ability.
  - d. has the ability to communicate effectively both orally and in writing.
  - e. Has the ability to work cooperatively and effectively with others.
  - f. Support Providers shall not participate in administrative intern programs.
3. District Educators may complete an application for a Support Provider position on a form prepared by the Panel. The panel shall determine what documentation shall accompany the application. Based on a review of the application and associated documentation, the panel shall select candidates for an interview. The interview process shall include a classroom observation by two or more Panel members.
  4. Starting in the 2025-2026 school year, selected Support Providers may serve on a full or part-time basis. Full-time Support Providers shall be compensated at their appropriate level on the certificated salary schedule. Part-time Support Providers shall be compensated up to full salary. If the Support Providers is also a full-time classroom teacher, an annual stipend will be determined by the PAR Panel. The stipend will include compensation for up to 75 hours (at the hourly rate of .073% of Step 1, Column 1) per year per participating educator.
  5. Each PAR Support Provider may serve up to a four-year term.
  6. Upon completion of his/her service as a full-time released Support Provider, an educator shall be returned to a regular classroom assignment at the same site or be granted involuntary transfer status without impacting a more senior permanent teacher.
  7. The number of Participating Educators that a full-time Support Provider swill be assigned may vary depending upon funding, experience, and other factors as determined by the PAR Panel. Each Participating Educator should receive at least an average of two to three hours of direct assistance per week. Each permanent Referred Educator shall be treated as the equivalent of two beginning Participating Educators. A Volunteer Educator shall be treated as the equivalent of one beginning Participating

Educator.

8. Whenever possible, there shall be an appropriate ratio between first and second-year educators and Referred Educators.
9. Support Providers may also provide general staff development and related assistance as directed by the PAR Panel.

#### G. Duties of Support Providers when Working with Referred Educators

1. As soon as possible after referral to the Program, the Referred Educator will be assigned a Support Provider. The Support Provider will arrange a meeting, to be attended by the Support Provider, the principal of the Referred Educator, and the Referred Educator, and, if requested by the Referred Educator, a CVEA representative. The Referred Educators performance will be discussed and an Individual Learning Plan, which lists the goals and objectives for improvement will be developed. The Panel will review and approve said plan, and provide such modifications to the plan as necessary.
2. There shall be multiple classroom visitations by the Support Provider in order to provide data on the documented use of instructional methods employed by participating educators as recorded on the Panel adopted observation form.
3. Thereafter the Support Provider shall prepare reports for the Panel in intervals of not less than three months and shall appear before the Panel to discuss these reports. The written reports shall be on forms approved by the Panel.

#### H. Protocols for Final Report for Referred Educators

1. For teachers who have been referred to the Program involuntarily, the Support Provider shall prepare a Final Report which details the year-long participation of the Referred Educator. The Final Report shall only reflect areas outlined in the Individual Learning Plan.
2. The Final Report shall be placed in the personnel file of the Referred Teacher and may be used in the evaluation of the teacher pursuant to Education Code Section 44660et. seq.
3. The Referred Educator shall have the right of reply to the Final Report and said reply shall be appended to the report. The Final Report may be used by the District in any personnel decisions or proceedings regarding the Referred Educator.
4. Based on the Support Provider's Final Report and Principal input, the Panel shall make one of the following recommendations; (1) Successful completion of the program based on the Individual Learning Plan, (2) Further assistance will not be beneficial, or (3) Continuation in the program for six(6) more months. Referred Educators who have successfully completed the program or are recommended for six more months, will be evaluated by their principal the next school year.
5. It is anticipated that a Referred Educator will stay in the PAR Program for no more than twelve (12) months. However, such teachers may, under special circumstances, remain in the Program for a total of eighteen (18)

months, upon recommendation of the majority of the Panel.

6. The deliberations of the Panel shall be closed and confidential; their decisions shall be based on the written information provided by the Support Provider, the principal, and the Referred Educator.
7. The report of the vote of the Panel shall include the number of Panel members voting on each side of any question before the Panel and not how individual Panel members voted.
8. The decision of the Panel shall be reported to the Referred Educator and the principal, in conference with the Assistant Superintendent of Personnel who shall forward the final report to the Governing Board.
9. Expenditures for the PAR Program shall not exceed revenues received specifically for Professional Development without mutual agreement of the parties.
10. The District agrees to indemnify and hold harmless any association members on the PAR Council and Support Providers from liability arising out of their participation in the PAR Program as provided in Government Code Section 820.2.
11. The day-to-day operations of the PAR Program will be administered by a coordinator appointed by the District.
12. Nothing contained in this article shall be construed to prohibit or limit in any way the District's right or ability to release probationary, temporary, substitute, or other non-permanent employees pursuant to any provisions of the Education Code or to institute disciplinary action against any employee including, but not limited to, any termination proceedings instituted pursuant to any provisions of the Education Code.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Parent Complaint Procedure
Code	Article 15
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

#### A. Public Concern

1. Parental or guardian concerns involving members of the bargaining unit may be presented to the immediate supervisor or his/her designee, however, parents or guardians with concerns should be encouraged to present them first to the employee who is the subject of the concern.
2. If the concern involves a member of the bargaining unit, the immediate supervisor or his/her designee and/or bargaining member shall seek a solution to the concern.
3. In the event a solution is not attained, the parent or guardian may submit a written complaint.

#### B. Public Complaint

1. Complaints concerning unit members will be reduced to a written document and submitted to the unit member against whom the complaint is being lodged or to the immediate supervisor.
2. The immediate supervisor shall forward, as soon as possible, to the member of the bargaining unit any formal (written) complaint regarding that member. The bargaining unit member shall forward, as soon as possible, to the immediate supervisor any formal (written) complaint received by the member regarding that member.
3. The unit member shall be given ten days after receiving a written complaint to respond in writing to said complaint.
4. After the unit member's written response is reviewed by the supervisor, should the issue not be resolved, the written complaint along with the unit member's written response will be referred, together with the supervisor's report and analysis of the situation, to the Superintendent or his/her designee. The Superintendent's decision shall be final subject to the complainants, the unit members or the Superintendent's right to a closed hearing before the Governing Board regarding said complaint. If considered appropriate, the CVEA President may be present.

#### C. Hearing

No hearing will be held by the Governing Board on any complaint unless and until the Governing Board has received the Superintendent's written report concerning the complaint. The Superintendent's report shall contain, but is not limited to, the following:

1. The name of each unit member involved.
2. A true copy of the signed original of the complaint itself, and the unit member's answer to said complaint, along with the supervisor's report and analysis of the situation.
3. A summary of the action taken by the Superintendent (or his/her designee) in connection with the complaint, with the Superintendent's specific finding that disposition of the case at the Superintendent's level has not been possible and the reasons therefore.

After reviewing all written materials relative to the complaint, the Governing Board may elect not to conduct a hearing regarding the complaint.

The District Administration shall cooperate with the complainant, and the unit member against whom the complaint is lodged, and aid in the processing of any formal complaint and the answer to said complaint, so as to quickly meet the informational requirements of these rules.

Copies of the rules regarding the submission and handling of all such complaints shall be made freely available. All parties involved, including the school administration, shall be requested to attend a hearing by the Governing Board for the purposes of presentation of all available evidence, allowing every opportunity for the explanation, and for clarifying the issue. The decision of the Governing Board following the hearing shall be final and shall comply with all applicable rules and regulations of the District, contractual obligations of the District, and the laws of the State of California.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Leaves with Pay
Code	Article 16
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	10/27/2022

A unit member on a paid leave of absence shall be entitled to receive wages, credit for annual salary increments, fringe benefits, insurance, retirement credit appropriate to the leave, and to return to the same administrative unit and to the same assignment from which the unit member left if that assignment still exists.

Effective July 1, 2025, unit members have a total of up to ten (10) paid days of leave per year. They may be used as follows:

1. All ten (10) days may be used for illness
2. Seven (7) days may be used for Personal Necessity as defined by Personal Necessity
3. Seven (7) days may be used for Compelling Personal Importance with a maximum of three (3) consecutive days.
4. Earned sick leave, Personal Necessity, and Compelling Personal Importance days in total, may not exceed ten (10) days per year.

A. Sick Leave: This includes all personal illness or accidents to the unit member.

1. All unit members of the District are entitled to yearly sick leave with full pay at the rate of ten (10) days per year regardless of calendar year program assignment.
2. All unit members may use sick leave from the first day of the school calendar year even though they were unable to report for duty, provided that they notify their immediate supervisor or the personnel office. Both annual and accumulated sick leave may be used, but the annual sick leave will be refunded by the unit member if not earned subsequently during the school year it is taken.

3. Maternity Leave: Following childbirth, permanent unit member(s) shall have up to eight (8) workweeks of fully paid maternity leave applied only during the pregnancy disability period, i.e. six (6) weeks following a typical delivery and eight (8) weeks following a cesarean delivery. The leave will be applied to "contract days" for which unit members are paid, therefore, non-paid days (weekends and breaks) do not count against the up to eight (8) weeks of paid leave. These maternity leave days shall not be deducted from the unit member's accumulated leave balance. If any portion of the unit member's pregnancy disability period falls outside their work year, the unit member may use the remainder of six (6) weeks of paid maternity leave within one (1) calendar year of the birth of the child in increments of not less than one (1) week. It is the responsibility of the bargaining unit member to notify the District and provide documentation regarding the childbirth.
4. After the exhaustion of sick leave including any accumulated sick leave, a unit member shall be entitled to five months (100 days) of extended illness leave (commonly referred to as differential pay). For the purpose of calculating differential pay, the general education substitute teacher rate, effective July 1 of each school year, shall be used for the entire year regardless of any adjustment which might be made to the actual rate of pay for substitute teachers. At the end of the five-month period, if the unit member is unable to return to work, the unit member shall be placed on a rehire list in accordance with Education Code sect. 44978.1. A unit member is entitled to only one five-month period of such leave per illness or injury. Documentation is required for the use of differential pay.

When a unit member is absent from duty on account of an illness or injury for three (3) days or more, the District may require the unit member to present a medical verification and release to return to duty from a licensed physician. The District reserves the right to require a medical examination at the District's expense to verify fitness for duty. In such event, the District will provide release time for such examination. In the event the physicians do not concur regarding the employee's ability to return to work, the District will work with the employee and the Association to reach a satisfactory resolution. Where applicable, in cases concerning mental illness, the District will use the procedures set forth in EC 44942.

Should a continuous long-term illness/disability require a unit member to utilize differential pay (differential pay is the bargaining unit member's daily rate less the general education substitute daily rate) benefits beyond June 30 of a school year into a subsequent year, the substitute rate used to calculate differential pay in the subsequent year shall also be the rate in effect July 1 of the preceding year for the duration of the continuing illness/ disability or until their differential paydays are exhausted.

5. Regular unused sick leave may be accumulated without limit to be used during the regular school year.
6. Whenever all paid sick leave is exhausted, the unit member shall be granted a leave without pay for a period not to exceed six (6) months. (For additional leaves, see Leaves Without Pay).
7. If a unit member is employed less than a full year, or on a part-time basis, the benefits of this section shall be prorated accordingly.
8. Parental Leave: Sick leave may be used for parental leave. Parental leave is defined as leave taken for the birth of a child of the employee or placement of a foster or adoptive child with the employee. When an employee has exhausted all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave, the employee shall be compensated at the differential pay rate described in



paragraph A.4 of this article for the remaining portion of the 12-workweek period of parental leave. The 12-workweek period of parental leave shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave. An employee shall not be provided more than one 12-workweek period for parental leave during any 12-month period. Parental leave pursuant to this paragraph shall run concurrently with parental leave taken under the Family Medical Leave Act or the California Family Rights Act. The basic minimum duration of parental leave is two weeks. However, the District shall grant a request for parental leave of less than two weeks duration on any two occasions. The purpose of this paragraph is to comply with Education Code 44977.5.

B. Calamitous/Catastrophic Event Leave: The District and CVEA desire to create a bank of sick leave days from which eligible bargaining unit members may apply for additional sick days when they or their family members are suffering from a catastrophic illness, injury, or calamitous event.

#### 1. Definition

- a. In cases affecting a bargaining unit member, a catastrophic illness or injury is defined as one that is expected to incapacitate the bargaining unit member for an extended period of time and which causes the bargaining unit member to exhaust all fully paid leave. An extended period of time is defined as in excess of 30 work days/6 work weeks. Leave bank donations will run concurrently with the 100 days of extended illness leave (commonly referred to as differential pay, Article XVI A.4.)
- b. In cases affecting a bargaining unit member's family, a catastrophic illness or injury is defined as an instance that requires the employee to take time off from work to care for that family member for an extended period of time as defined by the Family Medical Leave Act. In such instances, the unit member must submit verification to the Personnel Department. Once certified, the unit member will be required to exhaust all available leave prior to accessing the bank. An extended period of time is defined as in excess of 30 work days/6 work weeks.
- c. Maternity and/or childcare leaves shall be considered catastrophic only if qualified as defined.
- d. A calamitous event is an event of significant nature such as flood, fire, earthquake, etc.
- e. Employees absent from work due to a work-related injury are not eligible to apply for sick leave from the bank as leave provisions and wage payments are separately provided for under Workers' Compensation.

#### 2. Management

- a. The governance shall be a joint responsibility of the Association and the District. The Committee shall consist of four (4) members, two (2) selected by the Association and two (2) selected by the District. A quorum shall exist when three (3) members are present. The Association President shall designate the Chair. Approval/disapproval of the leave shall be by a majority vote.
- b. All requests will be answered in writing within ten (10) workdays of the decision. Strict confidentiality shall be maintained.

- c. When the days in the bank are projected to drop below one hundred fifty (150), an additional contribution of one (1) day will be assessed. In the event that an adequate number of donations are not received, the bank will be disbanded and the remaining contributions will be proportionately returned to active members of the bank.

### 3. Denial

- a. Bargaining unit members who are injured or become ill while on an unpaid leave of absence are not entitled to the use of the bank until such time as they are scheduled to return from the leave and have exhausted their accumulated sick leave and differential leave.
- b. If the committee denies a request for a withdrawal from the bank, the bargaining unit member making the request shall be notified in writing of the reason for denial. Unit members subject to denial may resubmit their request with new or additional information.
- c. If the committee has insufficient days to fund a withdrawal request, neither CVEA, the Committee or the District shall be under any obligation to pay the unit member.

### 4. Eligibility

- a. To be eligible to request a leave bank donation, unit members must:
  - i. Donate one (1) day each year during the established enrollment period until the bank reaches a balance of 750 days.
  - ii. To maintain eligibility, leave bank members must donate an additional day during the academic year upon request as required under 2c.
  - iii. Should a member have insufficient leave balances to meet the donation requirement, leave bank eligibility shall be terminated.
- b. Unit members new to the profession (in their first year) or new to California will automatically be eligible without having to donate days for the first year. At the conclusion of the one-year period, unit members must meet the requirements in 4a.
- c. If a bargaining unit member does not join at the first request, he/she must wait until the next enrollment opportunity, and eligibility will become effective 30 calendar days after the first contribution.
- d. In a calamitous leave situation, employees are required to access available leave prior to accessing the leave bank.
- e. Proof of need must be included in every request to use the bank.

### 5. Responsibilities

- a. The District shall maintain a record of all bargaining unit members who have joined and are currently enrolled in the bank.
- b. The District shall verify an applicant's sick leave to the committee and provide the applicant's remaining paid leave balance.
- c. The Association shall help solicit donations during the enrollment period.

- d. When the leave bank falls below one hundred fifty (150), the District shall assess a maximum of one (1) additional day from each Leave Bank Member.

#### 6. Donations

- a. All donations are irrevocable.
- b. Donations shall be a minimum of one (1) day and a maximum of two (2) days per academic year.
- c. Donations to the bank are general and are not to a specific member.

#### 7. Withdrawals

- a. Withdrawals shall be granted in units of one (1) to workday with a maximum withdrawal of sixty (60) days workdays per event.
- b. Participants may request additional days as bank withdrawal expires.

#### 8. Days approved but not used shall be returned to the bank.

#### 9. Decisions of the Committee are final and are not subject to the grievance procedures

### C. Industrial Accident and Illness Compensation Leave: All full-time unit members shall be entitled to industrial accident and illness leave under the following rules and regulations:

1. Allowable leave for each industrial accident or illness shall be during the days which the schools of the District are required to be in session or when the unit member otherwise would have been performing work for the District, and shall not exceed sixty (60) such days for eligible personnel.
2. The accident or illness must have arisen out of, and in the course of, the employment of the unit member and must be accepted as such by the State Compensation Insurance Fund.
3. Allowable leave shall commence on the first day of absence and shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award. Such leave shall not be accumulated from year to year. When such leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due him for the same illness or injury.
4. When a unit member is absent from duty on account of industrial accident or illness, he or she shall be paid such portion of the salary due him or her for any month in which 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 full salary.
5. During any paid leave of absence, the unit member shall endorse to the District the temporary disability indemnity checks received on account of the industrial accident or illness. The District, in turn, shall issue the unit member appropriate salary warrants for payment of the unit member's salary and shall deduct normal retirement and other authorized deductions.
6. When a unit member is absent from duty on account of an industrial accident or illness, he or she shall submit within the first seven (7) days of such leave, a statement from a licensed physician or other evidence as may be required by the Governing Board affirming that the industrial accident or illness does exist and did occur while performing work for the District. The Governing Board may require the

unit member to submit to a physical examination by one of several physicians selected by the Governing Board at any time during the leave at District expense.

7. Upon termination of the industrial accident or illness leave, the unit member shall be entitled to the benefits provided for sick leave under the Education Code. The absence for such purpose shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the unit member continues to receive temporary disability indemnity, he or she may elect to take as much accumulated sick leave which, when added to temporary disability indemnity, will result in payment of not more than full salary.

D. Personal Necessity Leave: During any year an employee may elect to use or not to use accumulated sick leave benefits for personal necessity. The days allowed for this purpose shall be limited to a maximum of seven (7) days. These days shall be deducted from, and may not exceed, the number of full paydays of sick leave to which the employee is entitled. Personal necessity is intended for use in situations beyond the employee's immediate control which would compel an individual to be absent from his or her duties. Examples include:

1. Serious illness in the immediate family
2. Medical or dental appointment requiring at least a half-day
3. Accident involving employee or his property, or one of his immediate family
4. Appearance in court
5. Adopting a child
6. Paternity leave
7. Graduation of self or immediate family
8. Funerals outside of bereavement leave
9. Other personal necessities not listed above, and in such cases there will be a determination of necessity by the Governing Board or its designee, based upon the facts peculiar to the situation. The employee shall complete a request stating the reason for the personal necessity with his or her signature attesting to the validity. The leave must be approved by the Superintendent or his designee.

E. Compelling Personal Importance: Members of the unit may utilize up to seven (7) days of sick leave each year to attend to matters of compelling personal importance. Compelling personal importance days may be used in increments of up to three (3) days at one time. The term "matters of compelling importance" shall mean matters which cannot normally be taken care of outside working hours and of substantial and serious importance to the unit member. Such leave shall in no event be utilized for matters relating to non-district employment. Compelling personal importance days may not be used before or after a District break or holiday, on professional development days, or during the first and last week of the student calendar. The seven (7) personal compelling importance days when combined with days taken for personal necessity, in total, may not exceed ten (10) days per year.

F. Jury Duty: Upon providing supporting documentation (Request for Leave of Absence - Form A37, summons, attendance certificate (time stamped timesheet) bargaining unit members shall be paid full salary for an absence caused as a result of jury duty. Payments for travel expenses paid by the court shall be retained by the unit member.

For situations in which a Bargaining Unit Member is required to report to court for jury duty and therefore required to create sub plans, the bargaining unit member may be compensated for up to one (1) hour of additional time at the hourly rate of .073% of Step 1, Column 1 of the Educator's Salary Schedule.

As an incentive for bargaining unit members to serve jury duty, the District will pay the general education daily substitute rate for jury service postponed and performed during non-teaching days. This option is only for bargaining unit members who receive a summons for jury duty scheduled during their teaching year.

- G. Court Appearance: Whenever an employee is subpoenaed as a witness in court, he/she may have time for appearance in court without loss of pay or sick leave. Payment for serving as a witness will be turned in to the District accountant who makes abatements as an employee cannot receive jury pay in addition to his or her regular salary. Payments for expenses paid by the court shall be retained by the employee. When the employee is a volunteer witness or is pursuing his/her own interests, no salary is to be paid except under the provisions of the personal necessity leave.
- H. Bereavement Leave: Each full-time unit member shall be entitled to five (5) days for bereavement leave upon the death of a member of the immediate family as defined in the Education Code and also to include Step-Father, Step-Mother, Mother-in-law, Father-in-law, Brother-in-law, Sister-in-law, or Domestic Partner.
  - A. In alignment with Ed code 45194, members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.
  - B. Upon providing documentation, Unit Members who have experienced reproductive loss will be provided with up to five (5) days of bereavement leave following the reproductive loss.
- I. Military Service Leave: Unit members may be granted leaves with or without pay, as provided in the California State Law governing military service and training.

[CVEA MOU - CPI Leave - November 2022 \(1\).pdf \(216 KB\)](#)

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**CAJON VALLEY UNION SCHOOL DISTRICT**  
**AND THE**  
**CAJON VALLEY EDUCATION ASSOCIATION**



**October 27, 2022**

The Cajon Valley Union School District ("District") and Cajon Valley Education Association ("Association") enter this Memorandum of Understanding ("MOU") regarding Compelling Personal Importance ("CPI") days (Article XVI.E)

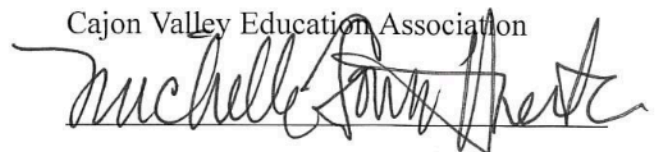

The parties agree as follows:

1. Effective upon the execution of this Agreement, the first sentence of Article XVI.E regarding CPI will be revised to read: "Members of the unit may utilize up to three (3) days of sick leave each year to attend to matters of compelling personal importance." The remainder of this Article as revised by the Tentative Agreement between the parties dated October 27, 2022 will remain in effect.
2. Unit members who as of the date of this MOU have notified their supervisor of pending CPI days will have those days honored in alignment with the current contract language.
3. The provisions of this MOU will expire on June 30, 2025 and will revert back to the existing language Article XVI.E as revised by the Tentative Agreement between the parties dated October 27, 2022 unless otherwise mutually agreed to by the parties.

Cajon Valley Union School District

Cajon Valley Education Association



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Personal Leave Without Pay
Code	Article 17
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

A. Personal leave without pay may be granted for the following purposes:

1. Illness beyond any form of paid sick leave (see Article XVI: Leaves with Pay, section A6)
2. Parental leave for child-rearing purposes
3. Political leaves - limited to 4 weeks to campaign and for the term of appointment or elected office
4. Professional leave
5. Study and travel
6. Personal business beyond personal necessity
7. Special service

B. Personal leave without pay may be granted by the immediate supervisor up to five (5) days without Governing Board approval.

C. Personal leave without pay may be granted by the Superintendent or his designee up to thirty (30) days without Governing Board approval.

D. Upon returning from an extended personal leave, the unit member may be assigned to the same position held if that position is available or shall be assigned to the most comparable position available if he/she notifies the District by March 15 of his/her intent to return. If notice is not given by March 15, the unit member will be assigned by the District.

E. Personal leaves without pay for more than thirty (30) days must have Governing Board approval. The District will consider unusual circumstances upon request. Except in an emergency, a thirty (30) day notice shall be given prior to the leave start date. Personal leaves beyond one (1) year may be granted. While on any leave without pay, an employee shall have the option of remaining an active participant in the District's fringe benefit program by contributing the total cost of the program.





Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Part-Time Employment
Code	Article 18
Status	Active
Adopted	March 11, 2025
Last Revised	October 27, 2022

- A. The Governing Board may hire teachers for part-time or permit teachers to reduce their workload from full-time to part-time. The request to reduce the workload shall be initiated by the unit member.
- B. A written contract for part-time employment during the current school year shall be executed by the unit member and the Governing Board to cover the period of part-time employment. The agreement can be entered into, modified, or terminated only with the mutual consent of both parties.
- C. Salary for part-time teachers shall be prorated as follows:

FTE	Elementary School	Middle School
.20 FTE	1 hour and 15 minutes	1 period + Advisory (or equivalent)
.40 FTE	2 hours and 30 minutes	2 periods + Advisory (or equivalent)
.45 FTE	2 hours and 45 minutes	3 hours
.50 FTE	3 hours	N/A
.60 FTE	3 hours and 45 minutes	3 periods + Advisory (or equivalent)
.80 FTE	5 hours	4 periods + Advisory (or equivalent) + Lunch
1.0 FTE	6 hours	5 periods + Plan Period + Advisory (or equivalent) + Lunch

- D. Salary for other part-time unit members shall be prorated on the ratio of hours worked to the number of hours of their assigned workday.
- E. Part-time unit members shall be present one-half hour before their first class and shall fulfill all professional responsibilities.
- F. Two unit members may enter into a shared contract with the Governing Board for one teaching assignment provided that each assumes 50% of the teaching assignment plus two (2) non-teaching days. At least one of these unit members must be a permanent unit member in the District.
- G. Former full-time unit members working at least 50 percent of the regular contract time shall receive credit for a full step on the salary schedule. Those teaching less than 50 percent of the regular contract time shall receive a full step credit the next calendar year after the equivalent of 50 percent or more has been



accumulated.

- H. For newly created 50% contracts, a member of the Bargaining Unit shall be eligible for single subscriber coverage only.
- I. For 50% non-shared assignments started prior to July 1, 2006, a member of the Bargaining unit shall receive benefits at their current level until July 1, 2009. From July 1, 2009 forward, paragraph H will apply to all part-time contracts regardless of when the contract began.
- J. Benefits for Shared Contracts

As of July 1, 2003, unit members on a 50/50 contract will be eligible for single subscriber coverage only. If one member of a Shared Contract works more than 50%, such unit member will be eligible for family benefits subject to applicable payroll deductions, etc.

- K. The above provisions do not apply to bargaining unit members currently participating in the program outlined in *Article XIX: Part-Time Employment with Full Retirement Credit*.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Part-Time Employment With Full Retirement Credit
Code	Article 19
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

- A. Unit members planning to retire within five (5) years may reduce their workload from full-time to part-time to phase in their retirement program. It shall be the unit member's responsibility to initiate the request for reduced teaching service.
- B. The written agreement or contract for reduced service must be entered into prior to the period of reduced service before the beginning of the school year or the beginning of the second half of the school year. The written agreement will include a statement by the unit member stating when he or she plans to retire. The agreement can be entered into or revoked only with the mutual consent of both parties.
- C. To qualify for this program, the unit member shall:
  - 1. Have reached the age of 55 prior to the reduction in workload.
  - 2. Have been employed full-time in a position requiring certification for at least ten (10) years of which the immediately preceding five (5) years were in a full-time employment capacity in the district.
- D. Reduced teaching service shall not be less than the equivalent of one-half of the number of days of service required by the employee's contract of employment during his/her final year of service in a full-time position.
- E. Reduced service may be on a daily schedule based upon a minimum 6.5-hour teaching day or full time for at least one-half of the period of reduced service. The unit member shall be paid a salary which is the pro-rata share of the salary which would have been earned had he/she not elected to exercise the option of part-time employment. The unit member shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment.
- F. Part-time service is limited on an annual basis not to exceed five (5) years.
- G. The unit member and the District will contribute to the retirement system in the same amount as they would under full-time employment based on the compensation which would be earned for full-time employment.
- H. All rights mandated by law and any additional benefits which may be granted by the District to the unit members shall also be applicable to unit members under this Article.
- I. Full health and dental benefits as provided in the contract will be granted.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Benefits For Retired Teachers
Code	Article 20
Status	Active
Adopted	March 11, 2025
Last Revised	November 16, 2021

Retirement benefits for unit members with a hire date on or before June 30, 2020, include a District maximum annual contribution towards retiree dependent coverage at 75% of the total benefit cost of the Kaiser 10/20 family benefit. Refer to the annual District contribution in Addendum 6, Column 4, row 3 (Family).

Retirement benefits for unit members with a hire date on or after July 1, 2020 through June 30, 2022 and/or have a legally identified adult dependent with special needs will be modified to include a District maximum annual contribution towards retiree dependent coverage at 75% of the total benefit cost of the Kaiser 10/20 two-party benefit. Refer to the annual District contribution in Addendum 6, Column 4, row 2 (Two-Party).

Retirement benefits for unit members with a hire date on or after July 1, 2022 will be modified to include a District maximum annual contribution towards retiree health coverage at 75% of the total benefit cost of the Kaiser 10/20 individual benefit. Refer to the annual District contribution in Addendum 6, Column 4, row 1 (Individual).

Retirees have the option to add dependents and/or select other available plans at their expense.

Unit members retiring shall be eligible and may apply for paid insurance benefits as covered in this contract on the following basis:

- A. The unit member has the equivalent of ten (10) years of full-time service with the District; was in active service for the full school year immediately prior to retirement, unless on an approved medical leave; and has reached or passed the age of 55.
- B. The coverage for the unit member and the dependent or dependents shall be the coverage provided in the contract. The Governing Board will continue to pay this until such time the unit member reaches the age of 65. A dependent who survives the retiree may continue the coverage following the retiree's death by paying the total premium.
- C. Should a retired employee who was participating in the District's Health and Dental Programs die before age 65, their surviving spouse shall be provided the same Health and Dental benefits until age 65.
- D. Eligible retired unit members shall be eligible for the same benefit options as active employees as identified in Article XXI: Compensation – Salary and Medical Benefits. For eligible retired unit members in full-time status at retirement, who reside outside of the insurance carriers coverage area, the plan that is available is the Out of Area United Healthcare PPO and the District will pay up to the district contribution as set forth as Addendum 6, column 4. The retiree will be responsible for all costs that exceed this amount.

For eligible part-time retired unit members receiving benefits at retirement, who reside outside of the insurance carriers coverage area, the plan that is available is the individual Out of Area United Healthcare PPO and the District will pay up to the district contribution as set forth as Addendum 6, column 4. The retiree will be responsible for all costs that exceed this amount. Part-time retired unit members may also choose to enroll eligible dependents and the entire cost of the dependents would be borne by the retired unit member.

- E. All of the above sections under this Article shall be limited in eligibility to the policy the district carries, and by any rules and regulations set by the insurance carrier or legal counsel. The retiree shall be required to comply with the necessary provisions on his/her part to meet requirements set by the District.
- F. Eligible dependents of retired employees who are enrolled in District medical plans may continue coverage in the plan as long as the retiree is enrolled. If the eligible dependent of a retiree becomes eligible for Medicare, they should enroll in Medicare parts A and B to continue coverage under the District plan. If the eligible dependent does not enroll in Medicare parts A and B, they may continue coverage under the District plan but must pay the difference between the premium with Medicare coverage and the premium without Medicare coverage. If the dependent is already eligible for Medicare at the time that the employee retires, the dependent must immediately enroll in Medicare parts A and B in order to continue to be covered by the District-sponsored plan or must pay the difference in premium cost as outlined above.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Compensation - Salary and Medical Benefits
Code	Article 21
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	9/18/2023

A. The total compensation package for the 2024-2025 includes:

A total of 1% ongoing dollars will be applied to the 2024-2025 salary schedule effective July 1, 2024.

A total of 2.5% off-schedule one-time payment will be issued.

An off-schedule \$2,000 stipend, prorated by FTE, for 2024-2025 school years will be provided for:

- Education Specialists
- Speech and Language Pathologists
- School Nurses
- Adaptive Physical Education Teachers

Hourly rates of pay shall be adjusted as necessary on the first day of the month following Governing Board approval of any changes to the salary schedule.

Salary Schedules are attached and posted as 2024-2025 Salary Schedules

B. Medical Benefits - To be determined per CVEA's benefit package selection

The District participates in the Voluntary Employee Benefits Association insurance trust (commonly referred to as "VEBA"). Participation in insurance plans is subject to all VEBA rules and regulations. The plans currently available to unit members are the Kaiser 10/20, the UHC Performance HMO Package A (Networks 1), UHC Signature Value Alliance 20/30, Nexus ACO Select Plus PPO 80/50-No HRA, UHC Journey-Harmony and the SIMNSA \$5 (Mexico Plan). Eligible employees may select the dental coverage through the Delta Dental PPO or Delta Care USA Dental HMO.

The employee-paid co-premiums will be set based on a formula in which the District will contribute 75% of the increases and the employee will pay 25% of the increases for the

1. District Contribution

- a. The employee-paid co-premium amounts are set forth as Addendum 6, columns 2 and 3.
- b. The District shall contribute toward the annual cost of health benefits as set forth in Addendum 6, column 4.
- i. For full-time employees and employees with a contract greater than 50%:

Full-time employees and employees with a contract greater than 50% will pay for the cost of health benefits that exceed the District contribution amounts set forth in Addendum 6, column 4. The employee co-premium amounts are calculated by subtracting the District contribution from the plan cost and dividing by 11 to determine the monthly payroll deduction.

- ii. For part-time employees eligible for individual benefits only (employees with a 50% contract):

Part-time employees will pay the difference between the cost of the individual plan and the amount of District contribution set forth in Addendum 6, column 4 through eleven monthly payroll deductions. Part-time employees may also choose to enroll eligible dependents and the entire cost of the dependents would be borne by the employee.

2. Opt-Out/Waiver:

a. Opt-Out:

Effective December 1, 2006, District employees who are eligible for benefits, and who have chosen to opt-out of benefits to receive a \$1200.00 annual stipend may continue that practice. Under VEBA rules, no additional employees will be permitted to opt out of benefits. Once a "grandfathered" employee ceases to opt-out of health benefits they have lost their ability to return to this status in the future. Employees continuing to opt-out of benefits must follow established District rules each year regarding written proof of other insurance coverage.

- i. Unit members continuing to exercise this option must show written proof that they are insured through an outside entity.
- ii. Unit members continuing to exercise this option must complete and submit a Medical Insurance Waiver Statement to the district's Payroll Department during the open enrollment period.
- iii. Unit members who do not provide the required documents within the specified open enrollment period each year will permanently lose their ability to opt-out benefits.

b. Waiver:

- i. Employees who provide proof of insurance may waive health benefits separate from the opt-out provision above. Employees must elect this

option during the open-enrollment period or upon experiencing a qualifying event through the submission of the Medical Insurance Waiver statement to the District's Payroll Department. Employees do not receive financial compensation for electing to waive health benefits.

- ii. Employees with a spouse/domestic partner employed in the District may waive health benefits coverage by completing the health enrollment form and marking the "spouse no co-pay" coverage category. The spouse/domestic partner providing coverage must list the dependent employee on their health enrollment form to ensure coverage. Employees must elect this option during the open-enrollment period or upon experiencing a qualifying event through the submission of the Medical Insurance Waiver statement to the District's Payroll Department. Employees do not receive financial compensation for electing to waive health benefits.

### 3. Employees Enrolled as a Dependent of Another Cajon Valley Employee

District employees who are eligible for benefits, and whose spouse/California registered domestic partner is also a District employee eligible for benefits, may each enroll in their own benefit account and will each pay an employee co-premium. Effective December 1, 2006, District employees who are eligible for benefits, and who are already enrolled only as a dependent of another district employee and do not pay a co-premium may continue that practice. Under VEBA rules, no additional employees will be permitted to enroll only as the dependent of another district employee. Once a "grandfathered" employee ceases to enroll only as the dependent of another employee, they have lost their ability to return to that status in the future.

- 4. The District will provide annually to the Association an estimate of out-of-pocket premium costs in advance of the open enrollment period.
- C. The District shall provide each unit member a statement of the number of units on file by April 1 of each year.
- D. Unit members who are required to use their own automobiles in the performance of their routine daily duties shall be authorized for such travel by the Governing Board and shall be reimbursed at the current Governing Board approved rate.
- E. The salary schedule for members of the unit excluding Preschool Teachers is attached to this agreement as Exhibit "A".
- F. The salary schedule for Preschool Teachers is attached to this Agreement marked as Exhibit "B". Beginning July 1, 1999, preschool teachers will receive professional growth credit for courses they have taken subsequent to an Associate in Arts degree.
- G. Unit members shall be eligible for compensation off-the-regular-salary-schedule relative to the length of the school day and year as outlined in Article X: Unit Members Workday and Year.

H. Provisions of this section shall be adjusted as necessary on the first day of the month following Governing Board approval of any changes to the salary schedule.

Unit members shall be compensated for additional services performed beyond regular contract duties as follows:

1. The District may request unit members to work additional days beyond their regular work year not to exceed 45 days annually. Unit members who agree to do so will receive a supplemental contract and be compensated as follows:

- a. Curriculum Planning and Writing - District Level

Unit members utilized on non-contract days for the purpose of curriculum planning and writing shall be compensated at the hourly rate of .073% of Step 1, Column 1.

- b. Workshop Planning and Presentation - District Level

Unit members utilized on non-contract days for the purpose of workshop planning and presentation shall be compensated at the hourly rate of .073% of Step 1, Column 1. The unit member and administrator shall agree in advance regarding the number of hours needed for presentation preplanning.

- c. Test Scoring - District Level

Unit members utilized on non-contract days for test scoring shall be compensated at the hourly rate of .073% of Step 1, Column 1.

- d. Curriculum and Instructional Advisory Committee - District Level

Unit members utilized on non-contract days to serve on a District curriculum/instruction advisory committee shall be compensated at the hourly rate of .073% of Step 1, Column 1.

- e. Special Assignment - School Level

Unit members serving additional days performing their regular duties with students, but not substituting, shall be paid at their salary schedule placement at a daily rate computed on a 183 work year basis.

Unit members utilized on non-contract days for the purpose of instructional planning shall be compensated at the hourly rate of .073% of Step 1, Column 1.

Unit members assigned to 6th Grade Camp on non-duty days shall be paid at their daily rate. Unit members assigned to 6th Grade Camp on duty days shall be paid an additional \$100/day stipend per overnight stay. The stipend will be allocated to a maximum of one unit member per thirty-four (34) students attending camp.

- f. Workshop and In-service Attendance - District or Site Level

Unit members utilized on non-contract days to attend a workshop or in-service session shall be compensated at the hourly rate of .073% of Step 1, Column 1.

- g. Coordinated Compliance Review



Unit members utilized on non-contract days for the purpose of Coordinated Compliance Review activities shall be compensated at the hourly rate of .073% of Step 1, Column 1 not to exceed eight hours per day.

h. Student Coverage

1. Unit members working directly with students shall be compensated at the hourly rate of .077% of Step 1, Column
2. Unit members shall receive compensation when additional children are assigned to their classroom due to a shortage of substitutes as follows:
  - a. Middle School Period Coverage - at the hourly rate of .081% of Step 1, Column 1, in 15-minute increment
  - b. Middle School Teachers taking 4 or more students - equal split \$230/day
  - c. Elementary Teachers taking 4 or more students - equal split \$230/day
  - d. Pre-School Teachers taking 4 or more students - equal split \$230/day
  - e. Nurses who are assigned to cover a nurse absence may fill out a timesheet for up to two (2), hours relative to the time worked in addition to their contract hours, completing additional duties at the rate of .073% of Step 1, Column 1.

All hourly rate changes will take effect the first day of the month following Board Approval.

- i. Unit members in grades 4-8 who conduct mandatory fall retention conferences, after school duty hours, shall be at the hourly rate of .073% of Step 1, Column 1.
- j. All bargaining unit members attending after-school IEP meetings lasting beyond two hours shall be compensated for time in excess of two hours at the hourly rate of .073% of Step 1, Column 1 in hourly increments.
- k. Unit members identified as the site administrative designee will receive an annual stipend of \$300. Site administrative designee at Sevick and sites with a half-time principal shall be \$500. Unit members serving as the administrative designee at IEP meetings shall receive a stipend of .073% of Step 1, Column 1 per meeting.
- l. Unit members assigned to safety patrol shall be paid a \$1,000 annual stipend per site. The \$1,000 stipend may be shared by up to two people, proportion to be determined by the site administrator.
- m. Commencing with the 2021-2022 school year, Site Education Technology Leads will be compensated with a \$2,000 per year stipend as categorical funding permits.
- n. Additional Compensation for School Nurses: Beginning more than 30 minutes before the beginning of the instructional day and/or an hour after the instructional day ends, School Nurses may submit add time for being on call. The rates are as follows:
  1. On Call:
    - a. The on-call rate is .073% of Step 1, Column 1, per hour (of the Educator's Salary Schedule).

- b. The on-call case rate during regular school events is .077% of Step 1, Column 1, per hour (of the Educator's Salary Schedule). The "case rate" represents actual time spent supporting a student health issue.
  - c. The on-call case rate during Extended Learning Opportunity Program (ELOP) is \$55.00 per hour.
  - d. All time is to be calculated in 15 minute increments.
  - e. The on-call hours and on-call case rate hours may not exceed the total daily available hours for the program being supported.
- o. Middle School Education Specialists conducting assessments during their plan period may submit for additional time, upon prior administrator approval, at the hourly rate of .077% of Step 1, Column 1 in 15-minute increments.

2. Vacant Nurse Positions:

a. In the event of a nurse vacancy, the nurse(s) covering the vacancy will be compensated as follows:

- 1. One school - \$88.00/per day
- 2. Two schools - \$176.00/per day

All hourly rate changes will take effect the first day of the month following Board Approval.

2. Unit members shall receive release time and/or a stipend as described below:

- a. The District will develop a schedule to provide Transitional Kindergarten and Kindergarten teachers with a full-day substitute to administer trimester one assessments.
- b. Unit members teaching grades 4 - 8 on an elementary / TK - 8 campus (who are eligible for enrollment up to 34 students) may request one full-day substitute or a stipend equal to the daily rate of a substitute one time each trimester.
- c. Elementary school combination teachers may request a full-day substitute or a stipend equal to the daily rate of a substitute for two (2) days each trimester to assist with planning.
- d. Teachers assigned a grade level or subject matter change due to restructuring (within the first four (4) weeks of school) will be provided with two (2) full days of substitute coverage (if available) or a stipend equal to two (2) days at the daily sub rate.

The District may implement a hiring bonus for hard-to-fill positions, established annually by the district. Prior to establishing a hiring bonus, the District will meet and negotiate with the association to discuss the parameters of the bonus.

[2024-2025 Salary Schedule - CE Educators - Board Approved 03.11.25.pdf \(89 KB\)](#)

[2024-2025 Salary Schedule - CE - Student Service Providers - Board Approved 03.11.25.pdf \(99 KB\)](#)

[2024-2025 Salary Schedule - CE - Preschool Teachers - Board Approved 03.11.25.pdf \(76 KB\)](#)



# EDUCATORS' SALARY SCHEDULE 2024-2025

Effective: July 1, 2024 (1% COLA)  
Board Approved: March 11, 2025

750 E. Main St, El Cajon, CA 920 [www.cajonvalley.net](http://www.cajonvalley.net)

STEP	GROUP I Regular Credential	GROUP I Early Start 206 Days	GROUP II Bachelors + 15 Units	GROUP II Early Start 206 Days	GROUP III Bachelors + 30 Units	GROUP III Early Start 206 Days	GROUP IV Masters or Bachelors +45 Units	GROUP IV-8 MA or BA + 45 Units + Doctorate	GROUP IV Early Start 206 Days	GROUP V MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V-7 MA + 24 Units or BA + 60 Units Incl. MA + Doc.	GROUP V Early Start 206 Days
	Range 1	Range 41	Range 2	Range 42	Range 3	Range 43	Range 4	Range 8	Range 14	Range 5	Range 7	Range 15
1	56,646	62,737	57,737	63,945	61,003	67,562	64,272	65,272	71,183	67,542	68,542	74,805
2	58,826	65,151	59,914	66,356	63,728	70,580	66,997	67,997	74,201	70,806	71,806	78,420
3	61,003	67,562	62,094	68,771	66,453	73,598	69,718	70,718	77,215	74,074	75,074	82,039
4	63,182	69,976	64,272	71,183	69,174	76,612	72,441	73,441	80,230	77,346	78,346	85,663
5	65,362	72,390	66,453	73,598	71,897	79,628	75,167	76,167	83,249	80,614	81,614	89,282
6	65,362	72,390	68,631	76,011	74,621	82,645	77,889	78,889	86,264	83,882	84,882	92,902
7	65,362	72,390	70,806	78,420	77,346	85,663	80,614	81,614	89,282	87,149	88,149	96,520
8	65,362	72,390	70,806	78,420	80,068	88,677	83,337	84,337	92,298	90,415	91,415	100,137
9	65,362	72,390	70,806	78,420	82,792	91,694	86,060	87,060	95,314	93,685	94,685	103,759
10	65,362	72,390	70,806	78,420	82,792	91,694	88,781	89,781	98,327	96,953	97,953	107,378
11	65,362	72,390	70,806	78,420	82,792	91,694	91,506	92,506	101,345	100,220	101,220	110,996
12	65,362	72,390	70,806	78,420	82,792	91,694	94,231	95,231	104,363	103,488	104,488	114,616
13	65,362	72,390	70,806	78,420	82,792	91,694	96,953	97,953	107,378	106,757	107,757	118,236
14	65,362	72,390	70,806	78,420	82,792	91,694	99,676	100,676	110,394	110,025	111,025	121,856
15	65,362	72,390	70,806	78,420	82,792	91,694	101,365	102,365	112,265	111,714	112,714	123,727
16	65,362	72,390	70,806	78,420	82,792	91,694	103,054	104,054	114,136	113,403	114,403	125,598
17	65,362	72,390	70,806	78,420	82,792	91,694	104,743	105,743	116,007	115,092	116,092	127,469
18	65,362	72,390	70,806	78,420	82,792	91,694	106,432	107,432	117,878	116,781	117,781	129,340
19	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	118,470	119,470	131,211
20	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	120,159	121,159	133,082
21	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	121,848	122,848	134,953
22	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	123,537	124,537	136,824
23	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	125,226	126,226	138,695
24	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	126,915	127,915	140,566
25	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	128,604	129,604	142,437
26	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	130,293	131,293	144,308
27-36	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	131,982	132,982	146,179

**Educators:** Teachers, Adaptive PE Teachers, Education Specialists, Facilitators, Instructional Coaches  
**Work Year:** Educators 186 days; Early Start 206 days. Value Steps added after Step 14: Educators \$1,689; Early Start \$1,871.

**SALARY PLACEMENT CONDITIONS (TK – 8 EDUCATORS)**

INITIAL SALARY PLACEMENT

Credit for related experience shall be granted on a year-for-year basis up to a maximum of ten steps on the salary schedule for any combination of the following experience:

Service performed under California credential requirement conditions:

1. Public school teaching and/or public school administration
2. Overseas military teaching and/or administration
3. Teaching in Peace Corps or VISTA
4. Private school teaching experience shall be granted as follows: effective July 1, 1995, up to ten years credit shall be granted to all teachers providing the experience was in a California accredited school and the teacher held a full California credential during the term of employment

Other creditable service:

1. Military service in lieu of experience up to a maximum of three (3) steps
  - a. Service of 10 - 19 months = 1 step
  - b. Service of 20 - 29 months = 2 steps
  - c. Service of 30 months or more = 3 steps

COLLEGE TRAINING CREDIT

Salary increases for additional college training subsequent to the date of the Bachelor or Master's degree is based on semester units officially documented. Official transcripts must accompany requests for salary group placement changes. Salary group placement adjustments will become effective the first day of the month following receipt of official transcripts.

1. Graduate units - approved without question
2. Credit allowed for upper and lower division units completed after employment begins is subject to District approval

EARNED DOCTORATE

Holders of an earned doctorate shall receive \$1,000 annually, as reflected on the salary schedule for Range 7 and 8.

ADDITIONAL TIME (Hourly rate(s) for additional services as outlined in the Collective Bargaining Agreement)

July 1, 2024 - March 31, 2025		April 1, 2025 - June 30, 2025	
Without Students: \$40.94/hour		Without Students: \$41.35/hour	
With Students: \$43.19/hour		With Students: \$43.62/hour	

Eligible employees may enroll in a health and/or dental insurance plan, or make changes to their current elections, within 31 days of their hire date, during the Open Enrollment period, and/or for a qualifying event. Forms are available online or in the Personnel and Payroll Departments.



# CERTIFICATED STUDENT SERVICE PROVIDER'S SALARY SCHEDULE 2024-2025

Effective: July 1, 2024 (1% COLA)  
Board Approved: March 11, 2025

750 E. Main St, El Cajon, CA 92020 [www.cajonvalley.net](http://www.cajonvalley.net)

School Nurses											Extended Year School Nurses				
	GROUP I 191 Days Regular Credential	GROUP II 191 Days Bachelors + 15 Units	GROUP III 191 Days Bachelors + 30 Units	GROUP IV 191 Days MA or BA +45 Units	GROUP V 191 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP I 211 Days Regular Credential	GROUP II 211 Days Bachelors + 15 Units	GROUP III 211 Days Bachelors + 30 Units	GROUP IV 211 Days Masters or Bachelors +45 Units	GROUP V 211 Days MA + 24 Units or BA + 60 Units Incl. a Masters					
STEP	Range 11	Range 12	Range 13	Range 26	Range 27	Range 28	Range 29	Range 30	Range 31	Range 32					
1	67,119	72,709	82,220	85,577	92,846	74,147	80,323	90,829	94,538	102,568					
2	67,119	72,709	82,220	85,577	92,846	74,147	80,323	90,829	94,538	102,568					
3	67,119	72,709	82,220	87,075	94,471	74,147	80,323	90,829	96,193	104,363					
4	67,119	72,709	82,220	87,075	94,471	74,147	80,323	90,829	96,193	104,363					
5	67,119	72,709	83,864	88,599	96,124	74,147	80,323	92,646	97,876	106,189					
6	67,119	72,709	83,864	88,599	96,124	74,147	80,323	92,646	97,876	106,189					
7	67,119	72,709	83,864	90,149	97,806	74,147	80,323	92,646	99,589	108,047					
8	67,119	72,709	83,864	90,149	97,806	74,147	80,323	92,646	99,589	108,047					
9	67,119	72,709	85,018	91,168	99,559	74,147	80,323	93,920	100,714	109,984					
10	67,119	72,709	85,018	91,168	99,559	74,147	80,323	93,920	100,714	109,984					
11	67,119	72,709	85,018	93,966	102,914	74,147	80,323	93,920	103,805	113,690					
12	67,119	72,709	85,018	96,764	106,270	74,147	80,323	93,920	106,896	117,398					
13	67,119	72,709	85,018	99,559	109,627	74,147	80,323	93,920	109,984	121,106					
14	67,119	72,709	85,018	102,355	112,983	74,147	80,323	93,920	113,073	124,814					
15	67,119	72,709	85,018	104,263	114,891	74,147	80,323	93,920	115,181	126,922					
16	67,119	72,709	85,018	106,171	116,799	74,147	80,323	93,920	117,289	129,030					
17	67,119	72,709	85,018	108,079	118,707	74,147	80,323	93,920	119,397	131,138					
18	67,119	72,709	85,018	109,987	120,615	74,147	80,323	93,920	121,505	133,246					
19	67,119	72,709	85,018	111,895	122,523	74,147	80,323	93,920	123,613	135,354					
20	67,119	72,709	85,018	111,895	124,431	74,147	80,323	93,920	123,613	137,462					
21	67,119	72,709	85,018	111,895	126,339	74,147	80,323	93,920	123,613	139,570					
22	67,119	72,709	85,018	111,895	128,247	74,147	80,323	93,920	123,613	141,678					
23	67,119	72,709	85,018	111,895	130,155	74,147	80,323	93,920	123,613	143,786					
24	67,119	72,709	85,018	111,895	132,063	74,147	80,323	93,920	123,613	145,894					
25	67,119	72,709	85,018	111,895	133,971	74,147	80,323	93,920	123,613	148,002					
26	67,119	72,709	85,018	111,895	135,879	74,147	80,323	93,920	123,613	150,110					
27-36	67,119	72,709	85,018	111,895	137,787	74,147	80,323	93,920	123,613	152,218					

**Work Year:** Nurses 191 days; Extended Year School Nurses 211 days; Speech and Language Pathologists 186 days; Counselors 191 days. Value Steps added after Step 14: Nurses \$1,908; Extended Year Nurses \$2,108; SLPs \$1,689; Counselors \$1,858; Early Start \$1,871.

**SALARY PLACEMENT CONDITIONS (TK – 8 CERTIFICATED STUDENT SERVICE PROVIDERS)**

INITIAL SALARY PLACEMENT

Credit for related experience shall be granted on a year-for-year basis up to a maximum of ten steps on the salary schedule for any combination of the following experience:

Creditable service:

1. Military service in lieu of experience up to a maximum of three (3) steps
  - a. Service of 10 - 19 months = 1 step
  - b. Service of 20 - 29 months = 2 steps
  - c. Service of 30 months or more = 3 steps
2. Service as a registered nurse (applicable to school nurses only)
3. Service as a Licensed Speech & Language Pathologist or Psychologist in a clinical setting
4. Service as a School Counselor, working under California credential requirement (School Counselors Only)

COLLEGE TRAINING CREDIT

88 Salary increases for additional college training subsequent to the date of the Bachelor or Master's degree is based on semester units officially documented. Official transcripts must accompany requests for salary group placement changes. Salary group placement adjustments will become effective the first day of the month following receipt of official transcripts.

1. Graduate units - approved without question
2. Credit allowed for upper and lower division units completed after employment begins is subject to District approval

EARNED DOCTORATE

Holders of an earned doctorate shall receive \$1,000 annually.

ADDITIONAL TIME (Hourly rate(s) for additional services as outlined in the Collective Bargaining Agreement)

July 1, 2024 - March 31, 2025	April 1, 2025 - June 30, 2025
Without Students: \$40.94/hour	Without Students: \$41.35/hour
With Students: \$43.19/hour	With Students: \$43.62/hour

Eligible employees may enroll in a health and/or dental insurance plan, or make changes to their current elections, within 31 days of their hire date, during the Open Enrollment period, and/or for a qualifying event. Forms are available online or in the Personnel and Payroll Departments.





# CERTIFICATED STUDENT SERVICE PROVIDER'S SALARY SCHEDULE 2024-2025

Effective: July 1, 2024 (1% COLA)  
Board Approved: March 11, 2025

750 E. Main St, El Cajon, CA 92020 [www.cajonvalley.net](http://www.cajonvalley.net)

Speech and Language Pathologists					Counselors			Psychologists		
	GROUP IV 186 Days MA or BA +45 Units	GROUP IV 206 Days MA or BA +45 Units	GROUP V 186 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V 206 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP IV 191 Days MA or BA +45 Units	GROUP V 191 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V 186 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V-19 186 Days MA + 24 Units or BA + 60 Units + MA + Doctorate		
STEP	Range 20	Range 21	Range 22	Range 23	Range 24	Range 25	Range 17	Range 19		
1	83,337	92,298	90,415	100,137	66,000	69,358	74,296	75,296		
2	83,337	92,298	90,415	100,137	68,798	72,709	77,887	78,887		
3	84,795	93,913	91,997	101,889	71,592	76,065	81,481	82,481		
4	84,795	93,913	91,997	101,889	74,388	79,425	85,081	86,081		
5	86,279	95,556	93,607	103,672	77,188	82,781	88,675	89,675		
6	86,279	95,556	93,607	103,672	79,983	86,137	92,270	93,270		
7	87,789	97,229	95,245	105,486	82,781	89,492	95,864	96,864		
8	87,789	97,229	95,245	105,486	85,577	92,846	99,457	100,457		
9	88,781	98,327	96,953	107,378	88,373	96,203	103,054	104,054		
10	88,781	98,327	96,953	107,378	91,168	99,559	106,648	107,648		
11	91,506	101,345	100,220	110,996	93,966	102,914	110,242	111,242		
12	94,231	104,363	103,488	114,616	96,764	106,270	113,837	114,837		
13	96,953	107,378	106,757	118,236	99,559	109,627	117,433	118,433		
14	99,676	110,394	110,025	121,856	102,355	112,983	121,028	122,028		
15	101,365	112,265	111,714	123,727	104,263	114,891	122,886	123,886		
16	103,054	114,136	113,403	125,598	106,171	116,799	124,744	125,744		
17	104,743	116,007	115,092	127,469	108,079	118,707	126,602	127,602		
18	106,432	117,878	116,781	129,340	109,987	120,615	128,460	129,460		
19	108,121	119,749	118,470	131,211	111,895	122,523	130,318	131,318		
20	108,121	119,749	120,159	133,082	111,895	124,431	132,176	133,176		
21	108,121	119,749	121,848	134,953	111,895	126,339	134,034	135,034		
22	108,121	119,749	123,537	136,824	111,895	128,247	135,892	136,892		
23	108,121	119,749	125,226	138,695	111,895	130,155	137,750	138,750		
24	108,121	119,749	126,915	140,566	111,895	132,063	139,608	140,608		
25	108,121	119,749	128,604	142,437	111,895	133,971	141,466	142,466		
26	108,121	119,749	130,293	144,308	111,895	135,879	143,324	144,324		
27-36	108,121	119,749	131,982	146,179	111,895	137,787	145,182	146,182		

**Work Year:** Nurses 191 days; Extended Year School Nurses 211 days; Speech and Language Pathologists 186 days; Psychologists 186; Counselors 191 days. Value Steps added after Step 14: Nurses \$1,908; Extended Year Nurses \$2,108; SLPs \$1,689; Counselors \$1,908; Psychologists \$1,858; Early Start \$1,871.



## PRESCHOOL TEACHERS' SALARY SCHEDULE 2024-2025

750 E. Main St, El Cajon, CA 92020  
[www.cajonvalley.net](http://www.cajonvalley.net)

Effective: July 1, 2024 (1% COLA)  
 Board Approved: March 11, 2025

	PRESCHOOL Regular	PRESCHOOL + 15 Units	PRESCHOOL + 30 Units
STEP	Range 6	Range 9	Range 10
1	41,351	42,351	43,351
2	42,985	43,985	44,985
3	44,620	45,620	46,620
4	46,252	47,252	48,252
5	47,887	48,887	49,887
6 to 8	49,522	50,522	51,522
9 to 12	51,998	52,998	53,998
13 to 16	54,474	55,474	56,474
17 to 20	56,950	57,950	58,950
21 to 24	59,426	60,426	61,426
25 to 28	61,902	62,902	63,902
29 to 36	64,378	65,378	66,378

**Work Year = 186 days**

### VALUE STEPS

\$2,476 added after steps 8, 12, 16, 20, 24, and 28. Value Steps are calculated as 5% of Range 6, Step 6.

### COLLEGE TRAINING CREDIT

Preschool teachers shall receive credit toward advancement on the salary schedule for units taken from an accredited college, after an Associate of Art's degree. Such units must be in early childhood education or courses that will lead to an elementary teaching credential. Official transcripts must accompany request for salary group placement changes. Salary group placement adjustments will become effective the first day of the month following receipt of official transcripts.

### CREDIT FOR CVUSD PRESCHOOL TEACHING EXPERIENCE

Credit for salary placement on the K-8 Educator's salary schedule will be given on a year-to-year basis for preschool teaching experience in the Cajon Valley Union School District only, up to a maximum of five (5) steps if you are employed as a regular teacher in the District and have held the appropriate credential during the years for which the preschool service credit is being requested.





Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Organizational Security
Code	Article 22
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

Each certificated employee covered by this agreement, who after the effective date of the agreement is a member of the Association and each individual covered by this agreement who becomes a member after that date, shall maintain such membership for the duration of this contract including the extension thereof.

- A. The Association agrees to defend and indemnify the District for any unit member's allegation, claims, actions, suits, settlements, or judgments that arise out of payroll deductions made by the District in reliance on information and notification provided to the District by the Association. In defending and indemnifying the District, the Association shall have the right to select legal counsel at its sole option and expense, to control litigation strategies and decisions, and to determine whether any action or proceeding referred to above shall or shall not be compromised, resisted, defended, tried, or appealed.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Savings Clause
Code	Article 23
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

In the event that any legislation, government regulation, or court decision causes invalidation of any Article or Section of this agreement, the District and the Association agree to meet to negotiate any Article or Section so affected. All other Articles and Sections not so invalidated shall remain in full force and effect. The District and the Association agree to meet within ten (10) days following invalidation to negotiate a replacement for the invalidated Article or Section.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Waiver
Code	Article 24
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

This Agreement constitutes the entire contract between the Governing Board and the Association, governing wages, hours, and conditions of employment of the unit members in the bargaining unit during the term specified herein, and settles all demands and issues on all matters subject to collective bargaining. Accordingly, both parties expressly waive the right during the term of this Agreement to demand negotiations upon any subject matter, except as expressly agreed to in *Article XXVII: Reopener* of this contract.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	No Strike - No Lockout
Code	Article 25
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

During the terms of this Agreement, the Cajon Valley Education Association will not cause, permit, threaten, or participate in any strike, including the refusal to cross any other labor organization's picket lines, walkout, slowdown, boycott, picket, work stoppage, refusal to work, or any other interference with the operation of the District.

The Governing Board agrees that it will not lockout unit members, nor will it do anything to prevent continuity of performance by the unit members required in the normal and usual operation of the District.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Disciplinary Procedures and Rights
Code	Article 26
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

#### A. Just Cause/Due Process

The District may discipline a unit member only for just cause. Discipline shall include warnings, reprimands, or suspensions without pay for fifteen (15) working days or less.

#### B. Progressive Discipline

1. The following progressive discipline procedures shall be applied except where the serious nature of the offense may require the District to directly impose a written warning, written reprimand, or suspension without pay. Whether or not the serious nature of the offense required bypassing progressive discipline steps may be submitted to arbitration under *Article VIII: Grievance Procedures* of the Agreement.

- a. Verbal Counseling/Warning

The District shall first issue a verbal counseling/warning before imposing further discipline. Verbal counseling/warning may result in a post-conference summary memorandum. The post-conference summary memorandum shall not be placed in the unit member's personnel file.

- b. Written Warning

Subject to B.1 above, written warnings shall not be used unless the unit member has been verbally warned about similar actions within the last 2 years. Written warnings may be placed in the unit member's personnel file. The employee may write a response to any written warning and it shall be permanently attached to all copies of the written warning.

- c. Written Reprimand

Subject to B.1 above, written reprimands shall not be used unless the unit member has received a written warning about similar actions within the last 2 years. The unit member may write a response to any written reprimand and it shall be permanently attached to all copies of the reprimand. A copy may be placed in the employee's personnel file. If placed in the personnel file, the reprimand shall include a notice to that effect. CVEA reserves the right to meet and discuss the written reprimand with the Assistant Superintendent, Personnel Services.

- d. Suspension Without Pay

Subject to B.1 above, suspension shall not be used unless the unit member has received a written reprimand about similar actions within the last 2 years. No unit member shall be

suspended for more than fifteen (15) working days during a school year. In all instances, however, the length of a suspension shall relate to the severity of the action and/or the previous record of the employee.

#### C. Notice

Notice of suspension shall be made in writing and served in person or by certified mail upon the unit member by the superintendent or designee. A copy shall be concurrently provided to the Association president. The employee may write a response to any notice of suspension and it shall be permanently attached to all copies of the notice of suspension. Upon exhaustion of the appeal process, the district shall notify the grievant if the notice of suspension will be placed in the unit member's personnel file. The notice of suspension will contain:

1. A statement of the specific acts or omissions upon which the action is based;
2. Statement of how such specific acts or omissions give rise to cause for disciplinary action.
3. Where applicable, the Education Code section, policy, rule, regulation or directive violated;
4. Penalty proposed and may include the effective date;
5. Copies of the documentary evidence upon which the recommendation is based.
6. A statement of the unit member's right to challenge the proposed action by requesting a hearing pursuant to the arbitration procedures of *Article VIII: Grievance Procedure* of this Agreement subject to E.1 below.

#### D. Administrative Leave

In the event a unit member is placed on administrative leave without notice, a notice conforming to the specifications set forth above shall be sent to the unit member by certified mail addressed to the unit member's last known address, within five (5) days of the unit member's removal from the position, with a copy concurrently provided to the Association president.

#### E. Arbitration

1. Only suspension without pay may be appealed to arbitration under the grievance procedure in Article VIII: Grievance Procedure of the Agreement commencing with Level V. If timely appealed, the penalty shall not be applied until the arbitrator's decision is rendered, except for just cause necessitating the immediate removal of the unit member from the worksite. At arbitration, the just cause for earlier discipline may be determined by the arbitrator.
2. The Association must request arbitration by delivering written notice of appeal to the superintendent within fifteen (15) working days after receipt of the notice of suspension. If the Association does not demand arbitration within the above timeline, the suspension without pay may be imposed immediately by the superintendent or designee.

#### F. Confidentiality

All information or proceedings regarding any actions or proposed actions pursuant to the Article shall be kept confidential by the parties to the extent permitted by law.

#### G. Education Code

This Article is intended, for the purpose of suspension, to replace the provisions of Education Code Section 44944, but will not apply to suspension pursuant to Education Code Sections 44939, 44940, or 44942. Nor is the Article intended to preclude the District's right to non re-elect probationary unit members.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Reopener
Code	Article 27
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	9/18/2023

There shall be no reopeners during the 2024-2025 school year, unless otherwise mutually agreed upon by both parties. On or about April 1, 2025, Article XXI: Compensation - Salary and Medical Benefits of this contract plus up to three articles selected by the Association and up to three articles selected by the Governing Board shall be reopened for a negotiated adjustment to the 2025-2026 year of this agreement. Both the Association and the Governing Board may use one of their three reopeners to introduce a new article. At any time Articles that are mutually agreed upon may be discussed.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Duration
Code	Article 28
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	9/18/2023

This contract shall remain in full force and effect until June 30, 2026 subject to re-opener rights as provided for this agreement.

## ARTICLE XXIX: DURATION

This contract shall remain in full force and effect until June 30, 2025- ~~2026~~ subject to re-opener rights as provided for this agreement.

CAJON VALLEY UNION SCHOOL DISTRICT

*Michelle Hays*  
*Scott W. Brown*  
*[Signature]*  
*[Signature]*

CAJON VALLEY EDUCATION ASSOCIATION

*[Signature]*  
*[Signature]*  
*[Signature]*  
*Vivian Alegria*  
  
*Kathie B...*

Date: 1/27/2025

Date: 1/27/2025

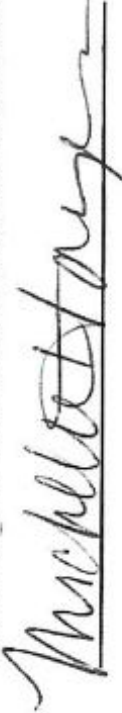
[CVEA TA - 01.27.25 - Signature Page.png \(252 KB\)](#)



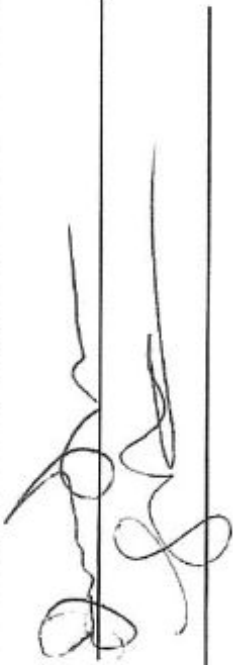
ARTICLE XXIX: DURATION

This contract shall remain in full force and effect until June 30, 2025- 2026 subject to re-opener rights as provided for this agreement.

CAJON VALLEY UNION SCHOOL DISTRICT








CAJON VALLEY EDUCATION ASSOCIATION









Date: 1/27/2025

Date: 1/27/2025

# EXHIBIT A

## Educator's Salary Schedule



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Educators' Salary Schedule
Code	Exhibit A
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	11/13/2023

The [Educators' Salary Schedule](#) is available on the [Personnel page](#) of the [cajonvalley.net](http://cajonvalley.net) website.

[2024-2025 Salary Schedule - CE Educators - Board Approved 03.11.25.pdf \(89 KB\)](#)

[2024-2025 Salary Schedule - CE - Student Service Providers - Board Approved 03.11.25.pdf \(99 KB\)](#)



# EDUCATORS' SALARY SCHEDULE 2024-2025

Effective: July 1, 2024 (1% COLA)  
Board Approved: March 11, 2025

750 E. Main St, El Cajon, CA 920 [www.cajonvalley.net](http://www.cajonvalley.net)

STEP	GROUP I Regular Credential	GROUP I Early Start 206 Days	GROUP II Bachelors + 15 Units	GROUP II Early Start 206 Days	GROUP III Bachelors + 30 Units	GROUP III Early Start 206 Days	GROUP IV Masters or Bachelors +45 Units	GROUP IV-8 MA or BA + 45 Units + Doctorate	GROUP IV Early Start 206 Days	GROUP V MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V-7 MA + 24 Units or BA + 60 Units Incl. MA + Doc.	GROUP V Early Start 206 Days
	Range 1	Range 41	Range 2	Range 42	Range 3	Range 43	Range 4	Range 8	Range 14	Range 5	Range 7	Range 15
1	56,646	62,737	57,737	63,945	61,003	67,562	64,272	65,272	71,183	67,542	68,542	74,805
2	58,826	65,151	59,914	66,356	63,728	70,580	66,997	67,997	74,201	70,806	71,806	78,420
3	61,003	67,562	62,094	68,771	66,453	73,598	69,718	70,718	77,215	74,074	75,074	82,039
4	63,182	69,976	64,272	71,183	69,174	76,612	72,441	73,441	80,230	77,346	78,346	85,663
5	65,362	72,390	66,453	73,598	71,897	79,628	75,167	76,167	83,249	80,614	81,614	89,282
6	65,362	72,390	68,631	76,011	74,621	82,645	77,889	78,889	86,264	83,882	84,882	92,902
7	65,362	72,390	70,806	78,420	77,346	85,663	80,614	81,614	89,282	87,149	88,149	96,520
8	65,362	72,390	70,806	78,420	80,068	88,677	83,337	84,337	92,298	90,415	91,415	100,137
9	65,362	72,390	70,806	78,420	82,792	91,694	86,060	87,060	95,314	93,685	94,685	103,759
10	65,362	72,390	70,806	78,420	82,792	91,694	88,781	89,781	98,327	96,953	97,953	107,378
11	65,362	72,390	70,806	78,420	82,792	91,694	91,506	92,506	101,345	100,220	101,220	110,996
12	65,362	72,390	70,806	78,420	82,792	91,694	94,231	95,231	104,363	103,488	104,488	114,616
13	65,362	72,390	70,806	78,420	82,792	91,694	96,953	97,953	107,378	106,757	107,757	118,236
14	65,362	72,390	70,806	78,420	82,792	91,694	99,676	100,676	110,394	110,025	111,025	121,856
15	65,362	72,390	70,806	78,420	82,792	91,694	101,365	102,365	112,265	111,714	112,714	123,727
16	65,362	72,390	70,806	78,420	82,792	91,694	103,054	104,054	114,136	113,403	114,403	125,598
17	65,362	72,390	70,806	78,420	82,792	91,694	104,743	105,743	116,007	115,092	116,092	127,469
18	65,362	72,390	70,806	78,420	82,792	91,694	106,432	107,432	117,878	116,781	117,781	129,340
19	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	118,470	119,470	131,211
20	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	120,159	121,159	133,082
21	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	121,848	122,848	134,953
22	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	123,537	124,537	136,824
23	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	125,226	126,226	138,695
24	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	126,915	127,915	140,566
25	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	128,604	129,604	142,437
26	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	130,293	131,293	144,308
27-36	65,362	72,390	70,806	78,420	82,792	91,694	108,121	109,121	119,749	131,982	132,982	146,179

**Educators:** Teachers, Adaptive PE Teachers, Education Specialists, Facilitators, Instructional Coaches  
**Work Year:** Educators 186 days; Early Start 206 days. Value Steps added after Step 14: Educators \$1,689; Early Start \$1,871.

**SALARY PLACEMENT CONDITIONS (TK – 8 EDUCATORS)**

INITIAL SALARY PLACEMENT

Credit for related experience shall be granted on a year-for-year basis up to a maximum of ten steps on the salary schedule for any combination of the following experience:

Service performed under California credential requirement conditions:

1. Public school teaching and/or public school administration
2. Overseas military teaching and/or administration
3. Teaching in Peace Corps or VISTA
4. Private school teaching experience shall be granted as follows: effective July 1, 1995, up to ten years credit shall be granted to all teachers providing the experience was in a California accredited school and the teacher held a full California credential during the term of employment

Other creditable service:

1. Military service in lieu of experience up to a maximum of three (3) steps
  - a. Service of 10 - 19 months = 1 step
  - b. Service of 20 - 29 months = 2 steps
  - c. Service of 30 months or more = 3 steps

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COLLEGE TRAINING CREDIT

Salary increases for additional college training subsequent to the date of the Bachelor or Master's degree is based on semester units officially documented. Official transcripts must accompany requests for salary group placement changes. Salary group placement adjustments will become effective the first day of the month following receipt of official transcripts.

1. Graduate units - approved without question
2. Credit allowed for upper and lower division units completed after employment begins is subject to District approval

EARNED DOCTORATE

Holders of an earned doctorate shall receive \$1,000 annually, as reflected on the salary schedule for Range 7 and 8.

ADDITIONAL TIME (Hourly rate(s) for additional services as outlined in the Collective Bargaining Agreement)

July 1, 2024 - March 31, 2025	April 1, 2025 - June 30, 2025
Without Students: \$40.94/hour	Without Students: \$41.35/hour
With Students: \$43.19/hour	With Students: \$43.62/hour

Eligible employees may enroll in a health and/or dental insurance plan, or make changes to their current elections, within 31 days of their hire date, during the Open Enrollment period, and/or for a qualifying event. Forms are available online or in the Personnel and Payroll Departments.



# CERTIFICATED STUDENT SERVICE PROVIDER'S SALARY SCHEDULE 2024-2025

Effective: July 1, 2024 (1% COLA)  
Board Approved: March 11, 2025

750 E. Main St, El Cajon, CA 92020 [www.cajonvalley.net](http://www.cajonvalley.net)

		School Nurses					Extended Year School Nurses				
	STEP	GROUP I 191 Days Regular Credential	GROUP II 191 Days Bachelors + 15 Units	GROUP III 191 Days Bachelors + 30 Units	GROUP IV 191 Days MA or BA +45 Units	GROUP V 191 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP I 211 Days Regular Credential	GROUP II 211 Days Bachelors + 15 Units	GROUP III 211 Days Bachelors + 30 Units	GROUP IV 211 Days Masters or Bachelors +45 Units	GROUP V 211 Days MA + 24 Units or BA + 60 Units Incl. a Masters
		Range 11	Range 12	Range 13	Range 26	Range 27	Range 28	Range 29	Range 30	Range 31	Range 32
	1	67,119	72,709	82,220	85,577	92,846	74,147	80,323	90,829	94,538	102,568
	2	67,119	72,709	82,220	85,577	92,846	74,147	80,323	90,829	94,538	102,568
	3	67,119	72,709	82,220	87,075	94,471	74,147	80,323	90,829	96,193	104,363
	4	67,119	72,709	82,220	87,075	94,471	74,147	80,323	90,829	96,193	104,363
	5	67,119	72,709	83,864	88,599	96,124	74,147	80,323	92,646	97,876	106,189
	6	67,119	72,709	83,864	88,599	96,124	74,147	80,323	92,646	97,876	106,189
	7	67,119	72,709	83,864	90,149	97,806	74,147	80,323	92,646	99,589	108,047
	8	67,119	72,709	83,864	90,149	97,806	74,147	80,323	92,646	99,589	108,047
	9	67,119	72,709	85,018	91,168	99,559	74,147	80,323	93,920	100,714	109,984
	10	67,119	72,709	85,018	91,168	99,559	74,147	80,323	93,920	100,714	109,984
	11	67,119	72,709	85,018	93,966	102,914	74,147	80,323	93,920	103,805	113,690
	12	67,119	72,709	85,018	96,764	106,270	74,147	80,323	93,920	106,896	117,398
	13	67,119	72,709	85,018	99,559	109,627	74,147	80,323	93,920	109,984	121,106
	14	67,119	72,709	85,018	102,355	112,983	74,147	80,323	93,920	113,073	124,814
	15	67,119	72,709	85,018	104,263	114,891	74,147	80,323	93,920	115,181	126,922
	16	67,119	72,709	85,018	106,171	116,799	74,147	80,323	93,920	117,289	129,030
	17	67,119	72,709	85,018	108,079	118,707	74,147	80,323	93,920	119,397	131,138
	18	67,119	72,709	85,018	109,987	120,615	74,147	80,323	93,920	121,505	133,246
	19	67,119	72,709	85,018	111,895	122,523	74,147	80,323	93,920	123,613	135,354
	20	67,119	72,709	85,018	111,895	124,431	74,147	80,323	93,920	123,613	137,462
	21	67,119	72,709	85,018	111,895	126,339	74,147	80,323	93,920	123,613	139,570
	22	67,119	72,709	85,018	111,895	128,247	74,147	80,323	93,920	123,613	141,678
	23	67,119	72,709	85,018	111,895	130,155	74,147	80,323	93,920	123,613	143,786
	24	67,119	72,709	85,018	111,895	132,063	74,147	80,323	93,920	123,613	145,894
	25	67,119	72,709	85,018	111,895	133,971	74,147	80,323	93,920	123,613	148,002
	26	67,119	72,709	85,018	111,895	135,879	74,147	80,323	93,920	123,613	150,110
	27-36	67,119	72,709	85,018	111,895	137,787	74,147	80,323	93,920	123,613	152,218

**Work Year:** Nurses 191 days; Extended Year School Nurses 211 days; Speech and Language Pathologists 186 days; Counselors 191 days. Value Steps added after Step 14: Nurses \$1,908; Extended Year Nurses \$2,108; SLPs \$1,689; Counselors \$1,858; Early Start \$1,871.

**SALARY PLACEMENT CONDITIONS (TK – 8 CERTIFICATED STUDENT SERVICE PROVIDERS)**

INITIAL SALARY PLACEMENT

Credit for related experience shall be granted on a year-for-year basis up to a maximum of ten steps on the salary schedule for any combination of the following experience:

Creditable service:

1. Military service in lieu of experience up to a maximum of three (3) steps
  - a. Service of 10 - 19 months = 1 step
  - b. Service of 20 - 29 months = 2 steps
  - c. Service of 30 months or more = 3 steps
2. Service as a registered nurse (applicable to school nurses only)
3. Service as a Licensed Speech & Language Pathologist or Psychologist in a clinical setting
4. Service as a School Counselor, working under California credential requirement (School Counselors Only)

COLLEGE TRAINING CREDIT

85 Salary increases for additional college training subsequent to the date of the Bachelor or Master's degree is based on semester units officially documented. Official transcripts must accompany requests for salary group placement changes. Salary group placement adjustments will become effective the first day of the month following receipt of official transcripts.

1. Graduate units - approved without question
2. Credit allowed for upper and lower division units completed after employment begins is subject to District approval

EARNED DOCTORATE

Holders of an earned doctorate shall receive \$1,000 annually.

ADDITIONAL TIME (Hourly rate(s) for additional services as outlined in the Collective Bargaining Agreement)

July 1, 2024 - March 31, 2025	April 1, 2025 - June 30, 2025
Without Students: \$40.94/hour	Without Students: \$41.35/hour
With Students: \$43.19/hour	With Students: \$43.62/hour

Eligible employees may enroll in a health and/or dental insurance plan, or make changes to their current elections, within 31 days of their hire date, during the Open Enrollment period, and/or for a qualifying event. Forms are available online or in the Personnel and Payroll Departments.





# CERTIFICATED STUDENT SERVICE PROVIDER'S SALARY SCHEDULE 2024-2025

Effective: July 1, 2024 (1% COLA)  
Board Approved: March 11, 2025

750 E. Main St, El Cajon, CA 92020 [www.cajonvalley.net](http://www.cajonvalley.net)

Speech and Language Pathologists					Counselors			Psychologists		
	GROUP IV 186 Days MA or BA +45 Units	GROUP IV 206 Days MA or BA +45 Units	GROUP V 186 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V 206 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP IV 191 Days MA or BA +45 Units	GROUP V 191 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V 186 Days MA + 24 Units or BA + 60 Units Incl. a Masters	GROUP V-19 186 Days MA + 24 Units or BA + 60 Units + MA + Doctorate		
STEP	Range 20	Range 21	Range 22	Range 23	Range 24	Range 25	Range 17	Range 19		
1	83,337	92,298	90,415	100,137	66,000	69,358	74,296	75,296		
2	83,337	92,298	90,415	100,137	68,798	72,709	77,887	78,887		
3	84,795	93,913	91,997	101,889	71,592	76,065	81,481	82,481		
4	84,795	93,913	91,997	101,889	74,388	79,425	85,081	86,081		
5	86,279	95,556	93,607	103,672	77,188	82,781	88,675	89,675		
6	86,279	95,556	93,607	103,672	79,983	86,137	92,270	93,270		
7	87,789	97,229	95,245	105,486	82,781	89,492	95,864	96,864		
8	87,789	97,229	95,245	105,486	85,577	92,846	99,457	100,457		
9	88,781	98,327	96,953	107,378	88,373	96,203	103,054	104,054		
10	88,781	98,327	96,953	107,378	91,168	99,559	106,648	107,648		
11	91,506	101,345	100,220	110,996	93,966	102,914	110,242	111,242		
12	94,231	104,363	103,488	114,616	96,764	106,270	113,837	114,837		
13	96,953	107,378	106,757	118,236	99,559	109,627	117,433	118,433		
14	99,676	110,394	110,025	121,856	102,355	112,983	121,028	122,028		
15	101,365	112,265	111,714	123,727	104,263	114,891	122,886	123,886		
16	103,054	114,136	113,403	125,598	106,171	116,799	124,744	125,744		
17	104,743	116,007	115,092	127,469	108,079	118,707	126,602	127,602		
18	106,432	117,878	116,781	129,340	109,987	120,615	128,460	129,460		
19	108,121	119,749	118,470	131,211	111,895	122,523	130,318	131,318		
20	108,121	119,749	120,159	133,082	111,895	124,431	132,176	133,176		
21	108,121	119,749	121,848	134,953	111,895	126,339	134,034	135,034		
22	108,121	119,749	123,537	136,824	111,895	128,247	135,892	136,892		
23	108,121	119,749	125,226	138,695	111,895	130,155	137,750	138,750		
24	108,121	119,749	126,915	140,566	111,895	132,063	139,608	140,608		
25	108,121	119,749	128,604	142,437	111,895	133,971	141,466	142,466		
26	108,121	119,749	130,293	144,308	111,895	135,879	143,324	144,324		
27-36	108,121	119,749	131,982	146,179	111,895	137,787	145,182	146,182		

**Work Year:** Nurses 191 days; Extended Year School Nurses 211 days; Speech and Language Pathologists 186 days; Psychologists 186; Counselors 191 days. Value Steps added after Step 14: Nurses \$1,908; Extended Year Nurses \$2,108; SLPs \$1,689; Counselors \$1,908; Psychologists \$1,858; Early Start \$1,871.



# EXHIBIT B

## Preschool Teachers Salary Schedule



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Preschool Teachers' Salary Schedule
Code	Exhibit B
Status	Active
Adopted	March 11, 2025
Last Revised	January 27, 2025
Prior Revised Dates	11/13/2023

The [Preschool Teachers' Salary Schedule](#) is available on the [Personnel page](#) of the cajonvalley.net website.

[2024-2025 Salary Schedule - CE - Preschool Teachers - Board Approved 03.11.25.pdf \(76 KB\)](#)



## PRESCHOOL TEACHERS' SALARY SCHEDULE 2024-2025

750 E. Main St, El Cajon, CA 92020  
[www.cajonvalley.net](http://www.cajonvalley.net)

Effective: July 1, 2024 (1% COLA)  
 Board Approved: March 11, 2025

	PRESCHOOL Regular	PRESCHOOL + 15 Units	PRESCHOOL + 30 Units
STEP	Range 6	Range 9	Range 10
1	41,351	42,351	43,351
2	42,985	43,985	44,985
3	44,620	45,620	46,620
4	46,252	47,252	48,252
5	47,887	48,887	49,887
6 to 8	49,522	50,522	51,522
9 to 12	51,998	52,998	53,998
13 to 16	54,474	55,474	56,474
17 to 20	56,950	57,950	58,950
21 to 24	59,426	60,426	61,426
25 to 28	61,902	62,902	63,902
29 to 36	64,378	65,378	66,378

**Work Year = 186 days**

### VALUE STEPS

\$2,476 added after steps 8, 12, 16, 20, 24, and 28. Value Steps are calculated as 5% of Range 6, Step 6.

### COLLEGE TRAINING CREDIT

Preschool teachers shall receive credit toward advancement on the salary schedule for units taken from an accredited college, after an Associate of Art's degree. Such units must be in early childhood education or courses that will lead to an elementary teaching credential. Official transcripts must accompany request for salary group placement changes. Salary group placement adjustments will become effective the first day of the month following receipt of official transcripts.

### CREDIT FOR CVUSD PRESCHOOL TEACHING EXPERIENCE

Credit for salary placement on the K-8 Educator's salary schedule will be given on a year-to-year basis for preschool teaching experience in the Cajon Valley Union School District only, up to a maximum of five (5) steps if you are employed as a regular teacher in the District and have held the appropriate credential during the years for which the preschool service credit is being requested.

# EXHIBIT C

## Monthly Co-Premiums



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	CVEA Monthly Co-Premiums
Code	Exhibit C
Status	Active
Adopted	March 11, 2025
Last Revised	January 25, 2025
Prior Revised Dates	11/14/2023

[2025 CVEA Benefit Exhibit - Google Docs.pdf \(51 KB\)](#)

**2025 CVEA Monthly Co-Premiums and Annual District Contribution**  
(Co-Premiums Paid August - June      Total 11 Payments Per Year)

2025 Health Plans	Full Time (Over 50% Contract) 11thly Co-Premium	Part Time (50% Contract) 11thly Co-Premium	Annual District Contribution
<b>Kaiser 10/20</b>			
Individual	\$232.09	\$232.09	\$7,659.00
2-party	\$457.64		\$15,102.00
Family	\$645.00		\$21,285.00
<b>UHC Performance HMO Network 1</b>	\$304.09	\$304.09	\$7,659.00
Individual	\$600.54		\$15,102.00
2-party	\$833.73		\$21,285.00
Family			
<b>UHC Signature Value Alliance 20/30</b>	\$336.82	\$336.82	\$7,659.00
Individual	\$535.45		\$15,102.00
2-party	\$741.00		\$21,285.00
Family			
<b>Nexus ACO Select Plus PPO 80/50-No HRA</b>	\$1,351.18	\$1,351.18	\$7,659.00
Individual	\$2,724.54		\$15,102.00
2-party	\$3,809.73		\$21,285.00
Family			
<b>UHC Journey Plan - Harmony</b>	\$160.09	\$160.09	\$7,659.00
Individual	\$262.36		\$15,102.00
2-party	\$350.45		\$21,285.00
Family			
<b>SIMNSA (Mexico Plan)</b>			
Individual	\$78.82	\$78.82	\$2,601.00
2-party	\$137.45		\$4,536.00
Family	\$201.55		\$6,651.00



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Peer Assistance and Review Program
Code	... Addendum 1
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

## PEER ASSISTANCE AND REVIEW PROGRAM

The parties desire to establish and maintain a program, as permitted by Chapter 4 of the Statutes of the 1999-2000 first Extraordinary Session, to provide assistance to permanent teachers employed by the District who are in need of development in subject matter knowledge and/or teaching strategies or skills. This program shall hereinafter be entitled the Peer Assistance and Review Program (sometimes referred to as “PAR” or the “Program”).

The Cajon Valley Education Association and the Cajon Valley Union School District strive to provide the highest possible quality of education to the students of the District. Both parties agree that optimum student performance can be achieved only if there is a fully qualified teacher in every classroom. Therefore, the parties agree to cooperate in the design and implementation of a professional development program to improve the quality of instruction through expanded and improved staff development, peer assistance, and professional accountability.

Teachers participating in the Peer Assistance and Review (PAR) Program are viewed as valuable professionals who are entitled to have resources available to them to enhance continuous performance improvement. The prime focus of this program is to provide assistance and renew quality teaching.

- A. The Peer Assistance and Review Program shall be administered by a Panel. The Panel shall consist of seven members, three of whom shall be selected by the Cabinet, and four of whom shall be classroom teachers and appointed by CVEA Board of Directors. Decisions shall be made by consensus where possible. There must be a quorum of five-panel members should a vote be required. If consensus cannot be reached, decisions will be made by a majority vote. There shall be three elementary teachers and one middle school teacher on the Panel. Program consultants may be used to assist the Panel for special needs situations. PAR Panel members shall serve not less than three and not more than five years.
- B. The Panel shall be chaired in the first year by an administrator and in the following year by a teacher. The chair shall, thereafter, rotate on an annual basis between CVEA and administrative members.
- C. PAR Panel Policies and Procedures
  1. The PAR Panel shall be responsible for:
    - a. Meeting at least four times annually to discuss program implementation and to review the work of the Consulting Teachers with their Participating Teachers.

- b. Providing teachers on the PAR Panel an annual stipend of \$1,000 for services during the regular school year.
- c. Selecting Consulting Teachers and Support Providers by the majority of the Panel and providing for their training.
- d. Reviewing Referred Teachers reports prepared by Consulting Teachers.
- e. Making recommendations to the Governing Board concerning Referred Teachers.
- f. Forwarding to the Governing Board the names of individuals who, after sustained assistance, are not able to demonstrate satisfactory improvement.
- g. Preparing an annual review of the impact of the PAR Program, including recommendations for improvement.
- h. Sending written notification of participation in the PAR Program to the Referred Teachers, the Consulting Teachers, and the site principal.
  - i. Evaluating Consulting Teachers, their recommended interventions, and their documentation.
  - j. Accepting or rejecting requests for assistance from individual teachers.
  - k. Monitoring the progress of Participating Teachers.
    - l. Establishing the protocol that a Panel member shall neither participate in discussion nor vote on any matter in which he/she has a professional or personal conflict of interest. If necessary, the Panel shall determine if a conflict exists that justifies abstention from discussion. Alternates may be brought in as needed as determined by the PAR Panel.
- m. Establishing a procedure for application as a Consulting Teacher.
- n. Recommending the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget available, and other relevant considerations as determined by the PAR Panel at the end of the school year.
- o. Selecting and compensating curriculum and other specialists to assist Consulting Teachers in the performance of their duties.
- p. Providing Peer assistance and review to eligible teachers through Consulting Teachers at an appropriate ratio of eligible teachers to Consulting Teachers depending on available funds, experience, and other factors as determined by the PAR Panel.
- q. Submitting annually its budgetary recommendations to the Cabinet, which shall include, but not be limited to, the hiring of Consulting Teachers and Support Providers, stipends, travel and conference, teacher release, staff development, books and supplies, awards and incentives, consultants and any other items as deemed appropriate by the Panel. The budget shall be developed based on the consideration of these recommendations. The Panel shall review the budget prior to board approval. If any expenditure exceeds \$5,000 of the approved budget category, the expenditure shall be brought back to the Panel for review prior to initiating any budget transfers.
- r. Funding all personnel through the PAR budget for services which enhance teaching skill, provide staff development opportunities and/or other duties as determined by the PAR Panel.
- s. Providing each Consulting Teacher with a discretionary budget to support the professional development of the teachers they are assisting.
- t. Reviewing Support Provider documentation and recommending continuation of services by the end of the current school year.

2. All materials related to evaluations, reports, and other personnel matters shall be confidential, subject to the following exceptions:

- a. In response to a subpoena or order of the court;
- b. The Final Report may be used by the District in any disciplinary action regarding the Referred Teachers.

#### D. BTSA Teachers

- 1. Effective with the 2010-2011 school year, the BTSA program shall be suspended and the program funds shall be transferred to the General Fund for general purpose use. Teachers who completed year 1 of the program during the 2009-2010 school year shall be provided a Support Provider and will complete the program during the 2010-2011 school year.

#### E. Referred Teachers



1. 1999-2000

- a. This component of the Program shall provide intervention to permanent teachers who receive an overall “needs improvement” on the certificated appraisal instrument or receive two or more “needs improvement” within any of the subcategories. These teachers shall be referred by the principal for intervention under this Program.

2. 2000-2001

- a. Teachers who receive an overall appraisal of “needs improvement” on the California Standards for the Teaching Profession or receive two or more “needs improvement” on any of the standards of the California Standards for the Teaching Profession, excluding Standard VI on the District’s Certificated Appraisal Instrument, shall be referred to the Peer Assistance and Review Panel by the principal for intervention under this Program.
- b. Assistance, remedial efforts, and activities shall be intense and multifaceted. Such assistance, remedial efforts, and related activities will be included in an Individual Learning Plan, which will be developed for each Referred Teacher. Individual Learning Plans will be developed during conferences attended by the teacher being referred, the referring principal, the current principal if different than the referring principal, and the Consulting Teacher.
- c. This Program and the District’s evaluation functions shall operate independently of each other; however, a cooperative relationship between the principal and the Consulting Teacher is encouraged with respect to the process of peer assistance and review. Nothing within this agreement or within the Program shall prohibit or limit the District and the Governing Board from exercising its legal or contractual right regardless of the participation of a teacher within the Program. Such rights include, but are not limited to, the issuance of a notice of unsatisfactory performance, issuance of a notice of intention to dismiss from employment, involuntary transfer, involuntary reassignment, demotion, promotion, and evaluation independently of the Program. Decisions and actions within the Program are not binding on the District nor the Governing Board.
- d. Teachers referred to this Program involuntarily shall not be eligible for voluntary transfer while they remain in the Program except if a more senior permanent teacher is impacted.

F. Permanent Teacher Voluntary Participation

1. A Volunteer Teacher is a teacher with permanent status who volunteers to participate in the PAR Program. The purpose of participating in the PAR Program for the Volunteer Teacher is for peer assistance only, and the Consulting Teacher shall not participate in a performance review of a Volunteer Teacher. The Volunteer Teacher may terminate his or her participation in the PAR Program.
2. All communication between the Consulting Teacher and Volunteer Teachers shall be confidential, and without the written consent of the Volunteer, shall not be shared with others, including the site principal, the evaluator, or the Panel.

G. Consulting Teachers

1. The Panel shall appoint Consulting Teachers who will assist participants in the Peer Assistance Program.
2. Any classroom teacher who meets the following qualifications is eligible to seek classification as a Consulting Teacher. (Classroom teachers are all certificated teachers with permanent status who plan lessons, directly instruct a specific group of children for a minimum of 200 minutes each school day, fill out report cards, and are employed by the District on a full-time basis.)
  - a. Has achieved permanent status in Cajon Valley Union School District with at least seven years of classroom experience.
  - b. Has substantial recent experience in classroom instruction.
    - i. Recent experience is defined as teaching or coaching in the classroom for any three years during the last five years.
    - ii. Applicant must be a classroom teacher in the District during the entire school year application is made.
    - iii. In the event a Consulting Teacher opening occurs during summer recess, the applicant must have been a classroom teacher in the District the prior school year.

- c. Has demonstrated exemplary teaching ability.
  - d. Has the ability to communicate effectively both orally and in writing.
  - e. Has the ability to work cooperatively and effectively with others.
  - f. Consulting Teachers shall not participate in administrative intern programs.
3. District teachers may complete an application for a Consulting Teaching position on a form prepared by the Panel. The Panel shall determine what documentation shall accompany the application. Based on a review of the application and associated documentation, the Panel shall select candidates for an interview. The interview process shall include a classroom observation by two or more Panel members.
  4. Selected Consulting Teachers may serve on a full or part-time basis. Full-time Consulting Teachers shall be compensated at their appropriate level on the certificated salary schedule. Part-time Consulting Teachers shall be compensated up to full salary. If the Consulting Teacher is also a full-time classroom teacher, an annual stipend will be determined by the PAR Panel. The stipend will be based on the annual funding level of the PAR program and will range from \$1,000 - \$2,000 per teacher assigned to the Consulting Teacher.
  5. Consulting Teachers shall have staggered terms. Half shall have three-year terms and the remainder shall have four-year terms. After this start-up period, each Consulting Teacher shall have a four-year term.
  6. Upon completion of his/her service as a full-time released Consulting Teacher, a teacher shall be returned to a regular classroom assignment at the same site or be granted involuntary transfer status without impacting a more senior permanent teacher.
  7. The number of Participating Teachers that a full-time Consulting Teacher will be assigned may vary depending upon funding, experience, and other factors as determined by the PAR Panel. Each Participating Teacher should receive at least an average of two to three hours of direct assistance per week. Each permanent Referred Teacher shall be treated as the equivalent of two beginning Participating Teachers. A Volunteer Teacher shall be treated as the equivalent of one beginning Participating Teacher.
  8. Whenever possible, there shall be an appropriate ratio between first and second-year teachers and Referred Teachers.
  9. Consulting Teachers may also provide general staff development and related assistance as directed by the PAR Panel.

#### H. Duties of Consulting Teachers when Working with Referred Teachers

1. As soon as possible after referral to the Program, the Referred Teacher will be assigned a Consulting Teacher. The Consulting Teacher will arrange a meeting, to be attended by the Consulting Teacher, the principal of the Referred Teacher, and the Referred Teacher, and, if requested by the Referred Teacher, a CVEA representative. The Referred Teacher's performance will be discussed and an Individual Learning Plan, which lists the goals and objectives for improvement will be developed. The Panel will review and approve said plan, and provide such modifications to the plan as necessary.
2. There shall be multiple classroom visitations by the Consulting Teacher in order to provide data on the documented use of instructional methods employed by participating teachers as recorded on the Panel adopted observation form.
3. Thereafter the Consulting Teacher shall prepare reports for the Panel in intervals of not less than three months and shall appear before the Panel to discuss these reports. The written reports shall be on forms approved by the Panel.

#### I. Protocols for Final Report for Referred Teachers

1. For teachers who have been referred to the Program involuntarily, the Consulting Teacher shall prepare a Final Report which details the year-long participation of the Referred Teacher. The Final Report shall only reflect areas outlined in the Individual Learning Plan.
2. The Final Report shall be placed in the personnel file of the Referred Teacher and may be used in the evaluation of the teacher pursuant to Education Code Section 44660 et. seq.
3. The Referred Teacher shall have the right of reply to the Final Report and said reply shall be appended to the report. The Final Report may be used by the District in any personnel decisions or proceedings regarding the Referred Teacher.
4. Based on the Consulting Teacher's Final Report and Principal input, the Panel shall make one of the following recommendations; (1) Successful completion of the program based on the Individual Learning Plan, (2) Further assistance will not be beneficial, or (3) Continuation in the program for six (6) more months. Referred Teachers who have successfully completed the program or are recommended for six more months, will be evaluated by their principal the next school year.
5. It is anticipated that a Referred Teacher will stay in the PAR Program for no more than twelve (12) months. However, such teachers may, under special circumstances, remain in the Program for a total of eighteen (18) months, upon recommendation of the majority of the Panel.
6. The deliberations of the Panel shall be closed and confidential; their decisions shall be based on the written information provided by the Consulting Teacher, the principal, and the Referred Teacher.
7. The report of the vote of the Panel shall include the number of Panel members voting on each side of any question before the Panel and not how individual Panel members voted.
8. The decision of the Panel shall be reported to the Referred Teacher and the principal, in conference with the Assistant Superintendent of Personnel who shall forward the final report to the Governing Board.
9. Expenditures for the PAR Program shall not exceed revenues received from BTSA funds and funds made available through the passage of AB1X without mutual agreement of the parties.
10. The District agrees to indemnify and hold harmless any association members on the PAR Council and Consulting Teachers from liability arising out of their participation in the PAR Program as provided in Government Code Section 820.2.
11. The day-to-day operations of the PAR Program will be administered by a coordinator appointed by the District.
12. Nothing contained in this article shall be construed to prohibit or limit in any way the District's right or ability to release probationary, temporary, substitute, or other non-permanent employees pursuant to any provisions of the Education Code or to institute disciplinary action against any employee including, but not limited to, any termination proceedings instituted pursuant to any provisions of the Education Code.



Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Certificated Appraisal System
Code	... Addendum 2
Status	Active
Adopted	March 11, 2025
Last Revised	December 16, 2019

## CERTIFICATED APPRAISAL SYSTEM

### STATEMENT OF PURPOSE

The major purpose of this appraisal system is to enable the certificated staff person and the supervisor to improve the effectiveness of classroom instruction.

The goals are:

1. To identify standards of performance and expectations
2. To promote clear and open communication between the appraiser and staff person
3. To provide a vehicle for identifying job responsibilities
4. To encourage responsibility for high quality performance
5. To develop greater support for District goals and objectives and a system of accountability for staff

The State of California has set standards for professional teaching practices. The standards are organized around six interrelated categories which are:

- Engaging and support all students in learning
- Creating and maintaining effective environments for student learning
- Understanding and organizing subject matter for student learning
- Planning instruction and designing learning experiences for all students
- Assessing student learning
- Developing as a professional educator

A narrative description for each standard follows:

### Engaging and Supporting All Students in Learning

Teachers build on students' prior knowledge, life experience, and interests to achieve learning goals for all students. Teachers use a variety of instructional strategies and resources that respond to students' diverse needs. Teachers facilitate challenging learning experiences for all students in environments that promote autonomy, interaction, and choice. Teachers actively engage all students in problem solving and critical thinking within and across subject matter areas. Concepts and skills are taught in ways that encourage students to apply them in real-life contexts that make subject matter meaningful. Teachers assist all students to become self-directed learners who are able to demonstrate, articulate, and evaluate what they learn.

## Creating and Maintaining Effective Environments for Student Learning

Teachers create physical environments that engage all students in purposeful learning activities and encourage constructive interactions among students. Teachers maintain safe learning environments in which all students are treated fairly and respectfully as they assume responsibility for themselves and one another. Teachers encourage all students to participate in making decisions and in working independently and collaboratively. Expectations for student behavior are established early, clearly understood, and consistently maintained. Teachers make effective use of instructional time as they implement class procedures and routines.

## Understanding and Organizing Subject Matter for Student Learning

Teachers exhibit strong working knowledge of subject matter and student development. Teachers organize curriculum to facilitate students' understanding of the central themes, concepts, and skills in the subject area. Teachers interrelate ideas and information within and across curricular areas to extend students' understanding. Teachers use their knowledge of student development. Subject matter, instructional resources, and teaching strategies to make subject matter accessible to all students.

## Planning Instruction and Designing Learning Experiences for All Students

Teachers plan instruction that draws on and values students' backgrounds, prior knowledge, and interest. Teachers establish challenging learning goals for all students based on student experience, language, development, and home and school expectations. Teachers sequence curriculum and design long-term and short-range plans that incorporate subject matter knowledge, reflect grade-level curriculum expectations, and include a repertoire of instructional strategies. Teachers use instructional activities that promote learning goals and connect with student experiences and interest. Teachers modify and adjust instructional plans according to student engagement and achievement.

## Assessing Student Learning

Teachers establish and clearly communicate learning goals for all students. Teachers collect information about student performance from a variety of sources. Teachers involve all students in assessing their own learning. Teachers use information from a variety of ongoing assessments to plan and adjust learning opportunities that promote academic achievement and personal growth for all students. Teachers exchange information about students learning with students, families, and support personnel in ways that improve understanding and encourage further academic progress.

## Developing as a Professional Educator

Teachers reflect on their teaching practice and actively engage in planning their professional development. Teachers establish professional learning goals, pursue opportunities to develop professional knowledge and skill, and participate in the extended professional community. Teachers learn about and work with local communities to improve their professional practice.

Teachers communicate effectively with families and involve them in student learning and the school community. Teachers contribute to school activities, promote school goals and improve professional practice by working collegially with all school staff. Teachers balance professional responsibilities and maintain motivation and commitment to all students. The District's Certificated Appraisal Instrument which follows in this Addendum is based on these California Standards for the Teaching Profession.

The District's Certificated Appraisal Instrument which follows in this Addendum is based on these California Standards for the Teaching Profession.

[Final Evaluation Summary A21.pdf \(251 KB\)](#)



# Developing Effective Educator Practice (DEEP)

## Final Evaluation Summary (A-21)

\*Must be completed on/before May 15th\*

<b>Educator:</b>	<b>Status:</b>
<b>Administrator:</b>	<b>Site:</b>

<b>Exemplary</b>	Demonstrates exemplary professional practice and leadership qualities
<b>Effective</b>	Demonstrating effective practice
<b>Developing</b>	Demonstrating appropriate progress
<b>Ineffective</b>	Unsatisfactory / Remediation required

### Overall appraisal:

<b>Ineffective</b> ____	<b>Developing</b> ____	<b>Effective</b> ____	<b>Exemplary</b> ____
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### Summative Ratings and Comments:

<b>Standard 1.5:</b> Promoting critical thinking through inquiry, problem solving, and reflection	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 1.5:</b>	

<b>Standard 2.3:</b> Establishing and maintaining learning environments that are physically, intellectually, culturally, and emotionally safe for all students	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 2.3:</b>	



# Developing Effective Educator Practice (DEEP)

## Final Evaluation Summary (A-21)

\*Must be completed on/before May 15th\*

<b>Standard 3.1:</b> Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 3.1:</b>	

<b>Standard 4.4:</b> Planning instruction that incorporates appropriate strategies to meet the learning needs of all students	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments/Evidence related to Standard 4.4:</b>	

<b>Standard 5.4:</b> Using assessment data to establish learning goals and to plan, differentiate, and modify instruction	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 5.4:</b>	

<b>Standard 5.5:</b> Involving all students in self-assessment, goal setting, and monitoring progress	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 5.5:</b>	





# Developing Effective Educator Practice (DEEP)

## Final Evaluation Summary (A-21)

\*Must be completed on/before May 15th\*

<b>Standard 6.1:</b> Reflecting on teaching practice in support of student learning	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 6.1:</b>     	

<b>Standard 6.3:</b> Collaborating with colleagues and the broader professional community to support teacher and student learning	<b>Selected Standard:</b> ____ <b>Rating:</b> __ Ineffective __ Developing __ Effective __ Exemplary
<b>Comments related to Standard 6.3:</b>     	

<b>Additional Information:</b>

**Educator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Please print)

**Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





Book	CVEA Association Contract
Section	CAJON VALLEY EDUCATION ASSOCIATION
Title	Sabbatical Leave
Code	... Addendum 3
Status	Active
Adopted	March 11, 2025

- A. Sabbatical leave is a privilege and an honor. The Governing Board may grant leaves to teachers who have completed at least seven (7) consecutive years of service. Leaves shall require written objectives, the attainment of which will clearly enrich and benefit the pupils of the District. Leave may be granted for study, research and/or travel and observation in connections with an approved project. If leaves are granted, funds will be made available. The Governing Board agrees to continue selection of personnel for sabbatical leave in accordance with its Regulation 4152.
- B. During negotiations, the Governing Board and the Bargaining Unit shall agree upon the amount of funds from the general budget that will be committed for the following year. It will then be the responsibility of the Sabbatical Leave Committee to apportion out the available funds to unit members in pursuit of a sabbatical leave. Not more than one sabbatical leave year shall be granted to any one teacher in each eight-year period (inclusive of the sabbatical year). Leave shall be granted for one-fourth, one-half, or one full-year period of time as recommended by the Sabbatical Leave Committee as needed to fulfill the requirements of the leave request but may not exceed one year in length.
- C. Leaves of absence of any kind granted by the Governing Board, other than sabbatical leave, shall not constitute a break in the continuity of service required for the sabbatical but shall not be counted in the required seven years of service.
- D. Compensation is to be 75% of the teacher's regular salary based on the salary schedule of the leave year. All benefits, excluding sick leave, shall continue without interruption during the leave period. Sabbatical leave shall not interrupt the teacher's normal progress on the salary schedule.
- E. An approved applicant shall, at his or her own expense, furnish a surety bond of a corporate surety authorized to do business in California and shall be approved by the Governing Board.
- F. The amount of the bond shall be equal to the total compensation to be paid to the applicant during the period the leave is in effect. The bond must indemnify the District against failure of the applicant to fulfill his or her obligation to serve the District at least twice the period of the sabbatical leave beyond the completion of the sabbatical term. The bond shall be exonerated in the event the teacher's failure to return and render service is caused by death or physical or mental disability of the teacher. The Governing Board may require proof of the disability. Death, disability, or serious continuous illness shall nullify the necessity of the teacher to fulfill the aforesaid obligation and no penalty shall be expected of the teacher, the heirs, or the surety.
- G. Should the teacher be unable to continue the sabbatical leave because of accident, serious illness or unforeseen circumstances, for reasons acceptable to the Governing Board, he or she shall be permitted to return to the District to be reinstated in a similar position to the one held at the time the leave was granted, if available. Request for termination of the leave shall be submitted to the

Superintendent or his designee for consideration and approval.

- H. The contribution to the State Teachers' Retirement System shall be made by the teacher and by the District as though the teacher were on active duty excepting that these payments will be made only on the actual compensation paid by the teacher.
- I. At the expiration of the leave, the returning teacher shall be reassigned to the same position held prior to going on leave unless, by mutual agreement, another position is offered and accepted. The Governing Board shall be freed from any liability for the payment of any compensation or damages provided by law for the death or injury of the teacher while on leave.