Agreement between the

ROSEVILLE CITY SCHOOL DISTRICT
Est. 1869

BOARD OF EDUCATION

and the

ROSEVILLE TEACHERS' ASSOCIATION

Through June 30, 2027

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Article I - Preamble

This contract is between the Roseville City School District (hereinafter referred to as “District”) and the Roseville Teachers’ Association, a chapter of the California Teachers’ Association, affiliated with the National Education Association (hereinafter referred to as “Association”).

Article II - Recognition

The District hereby confirms its recognition of the Association as the exclusive representative for a unit described as all classroom teachers, temporary certificated employees, nurses, speech pathologists, psychologists, and counselors and excludes the following positions: Superintendent, Deputy Superintendent, Assistant Superintendent, Associate Superintendent, Executive Director, Director, Coordinator, Program Specialist, Principal, Assistant Principal, Certificated Substitutes, Certificated Summer School Employees who are not permanent or probationary employees of the District.

Article III - Association Obligations and Rights

A. ASSOCIATION OBLIGATIONS

1. The Association shall file with the District Office on the date this contract is on the Board agenda for adoption and keep current, thereafter, the following information:
    a. Name, mailing address, and telephone number of the Association.
    b. Name and mailing address of each area, state or national organization with which it is affiliated.
    c. Name, mailing address, and telephone numbers of the officers and representatives authorized to represent the Association. Such listing shall include the authority of the officers and representatives and any limits on that authority.
    d. Copies of the constitution, bylaws and any other written regulations or rules governing the Association.
    e. A verified statement of the number of employees of the School District who are members in good standing of the Association on the date of such verification.
2. All correspondence and inquiries from the Association outside of the context of the "meet and negotiate" process shall be directed to the Superintendent, who may then direct the correspondence or inquiry to the appropriate person. Any correspondence or inquiry in the context of or related to the "meet and negotiate" process shall be directed either to the Superintendent or the District's representative with a copy of such inquiry or correspondence given to whichever of the two (2) individuals was not so advised by the Association.

B. ASSOCIATION RIGHTS

1. Association communications may be posted only on bulletin boards approved by the principal for Association use. The authorized Association representative shall be responsible for the posting of all such notices and the contents thereof. All

notices, prior to posting, shall be signed by the authorized Association representative. Copies of all such material will be given to the principal at the time of posting, or such materials will be shown to the principal prior to the time of posting. No member of the administration or classified staff will assume any responsibility for the preparation, posting, or distribution of material for the Association.

2. Official Association literature may be distributed through the mail distribution system to the staff if it bears the name of the Association and the name of employee representative assuming responsibility for distributing such literature. A copy of each item so distributed will be furnished to the principal no later than the time of distribution.
3. The Association may use school buildings for meetings subject to the following conditions:
    a. The Association shall have the right to use school buildings provided that (a) buildings are manned by custodial staff and do not require additional duty hours by such staff; (b) such use does not interfere with or impair the educational program in any way; (c) use has not already been granted under statute or District regulations; (d) the principal has been notified at least two (2) days in advance of the time and place of such meeting; (e) it is understood that in cases of emergency the principal may waive the two (2) day notice.
    b. If the use of said school building(s) by the Association results in any expense to the District, the Association shall reimburse the District for such expense.
    c. The Association shall leave any premises it uses in suitable condition for the next day.
    d. The Association has obtained permission from the appropriate administrator subject to the use of facilities regulations of the District.
4. The Association shall have the right to use the following District equipment subject to the approval of the appropriate administrator: computers, typewriters,

and copiers for Association purposes. It is understood that the Association shall use its own supplies and pay for any damage incurred to the equipment.

5. Representatives of the Association shall not interfere with or interrupt employees during the normal school day, at times when employees are performing their duties, or any time when employees are in a paid status. Such prohibitions shall not include the lunch period.
6. A representative of the Association shall have the right to inspect during working hours of the District Administration any public documents, provided that such right does not interfere with that representative's job responsibilities. Under these same restrictions, a representative shall have the right to copy any public document provided that the cost of such reproduction is paid at the time of such copy.
7. The District shall furnish the Association a scattergram or J-90 of employees by May 15th of each school year or as requested.
8. The District shall provide the Association, at no charge, a copy of the certificated directory when such directory is completed and made available to the certificated staff.
9. The District shall supply the Association with a list of the names and addresses of all new teachers, upon request, prior to the start of the fall semester.
10. Within 30 days of Governing Board ratification of this agreement, the District will prepare and deliver to the Association sufficient copies to provide one to each member of the Association.

Article IV - Consultation Rights

A. It is recognized that the Association has the right to consult 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 District under the law. If the Association desires to exercise this right to consult on the above-mentioned areas, it will do so by requesting a meeting with the Superintendent to discuss those issues. The Superintendent or designees will schedule a meeting with a committee of six (6) teachers designated by the Association within a reasonable amount of time, which shall be at a time when the certificated employees do not have classroom responsibilities unless mutually agreed otherwise.

B. The purpose of such meeting shall be to ascertain the views of the Association regarding those issues subject to this consultation process.

Once the Superintendent or designee has received the views of the committee at such a meeting, the District has met the requirements of consultation specified in Government Code 3543.2. Nothing in this consultation process shall be deemed to make the above-mentioned specific issues subject to the meet and negotiate process.

Article V - Hours of Employment

A. All employees covered by this contract shall report for regularly assigned duties unless formally excused. Any such employee failing to comply with the provision of this section shall be deemed to have refused employment.

B. The time of arrival shall be not less than twenty (20) minutes before school begins.

C. Each employee shall be entitled to a thirty (30) minute duty-free lunch period or duty-free school-scheduled lunch period, whichever is longer.

D. The time of departure shall be no less than twenty (20) minutes after school is dismissed.

E. The principal or immediate supervisor shall have the authority to excuse employees earlier than the time stated; however, such authority is at the discretion of the administrator and shall not serve as precedent for any like request. Each request for an early dismissal shall be individually considered by the administrator.

F.

1. Middle School teachers will have a preparation period scheduled the length of one (1) class period as a part of the regular school day. Teachers may be called upon during the preparation period to assist and provide coverage when no substitute is available. Volunteers will be solicited on a rotational basis, beginning with the most senior teacher. If there are no volunteers, the site administrator will assign a teacher to provide coverage. Such coverage shall be on a rotational seniority basis, with the least senior teacher being called on first for coverage. The least senior

teacher would provide for the first incident; the next senior teacher would provide coverage for the second incident until all teachers with that preparation period had provided coverage; then the rotational cycle would begin again with the least senior person. Teachers providing coverage will be paid an amount equal to the current substitute rate divided by the number of periods in the individual school's day.

2. Music Teachers, Elementary Physical Education teachers, and Transitional Kindergarten teachers will have preparation time equal to an average of seventy (70) minutes per week per teacher during the school year. Kindergarten through fifth-grade teachers will have preparation time equal to an average of one hundred and five (105) minutes per week per teacher during the school year. Prep time shall be scheduled in increments of no less than twenty (20) minutes.
3. During preparation time staff shall remain on campus and available unless excused by administrator.
4. Preparation periods shall be student-free unless the teacher is called to assist and provide coverage when no substitute is available.

G. **Within the regular workday**, student supervision shall be distributed among all bargaining unit members serving the site. This includes itinerant staff for assignment to the duty schedule aligned to the days that they are on site.

H. All employees covered by this contract are required to participate in activities beyond the regular workday. Professional responsibilities include:

   a. Site scheduled staff, grade level(s), and department meetings. The principal may schedule no more than two general staff meetings per month. No more than one additional meeting per month may be scheduled to address grade level and/or department-specific issues.

   b.

      - Back-to-School Night

- Open House / Whole School Family Evening Gathering
- Parent/Student Conferences
- IEP/Student Success Protocol (SSP)/504 Meetings
- Site Committee Meetings
- District Meetings
- Student Supervision for school-initiated student activities

c. Emergency situations as determined by the principal in which faculty attendance or supervision is necessary for health, safety, or welfare of students;

2. School-Initiated Student Activities
   a. Within two weeks of the first day of school, the Principal shall provide the staff with a list of school-initiated student activities per calendar day for the school year. After school, student activities include student athletics, musicals, plays, concerts, performances, shows, and school-sponsored dances.
   b. All employees covered by this contract will be required to sign up for these published student activities. The order of staff sign-up will be based upon District-wide seniority, with the most senior staff member signing up first. Each staff member is limited to a maximum of three (3).

I. The District agrees that, except in case of an emergency, any school-wide faculty meetings will be scheduled at least twenty-four (24) hours in advance.

J. The Association President may make recommendations and may provide input to the Superintendent regarding in-service training.

K. Each school year, release days shall be provided per school site for the purpose of conducting IEP meetings. Teams are encouraged to maximize IEP days for legally compliant student meetings, i.e., IEP and 504 meetings.

- Up to 50 students = 8 days

- 51-70 students = 10 days
- 71-90 students = 11 days
- 90+ students = 13 days
    - No more than five release days may be used per trimester for the 2026/2027 school year. No more than half of the allocated release days may be used per semester for the 2027/2028 school year and beyond. A maximum of two substitute teachers will be allocated per release day. The schedule will be mutually agreed upon with the Educational Support Services staff and site administration.

Contract Revision 9/2024

Effective 7/1/2025

Article VI - School Work Year - Beginning 2025/2026

A. The regular full-time schedule for each school year shall be as follows:

TEACHERS, COUNSELORS, SOCIAL WORKER I	
2	Pre-Service days
1	Post-Service day
3	Site Staff Development Days
180	Teaching days
186	Total work days *

* Total Work days for 2025/2026 is 187 per MOU

PSYCHOLOGISTS & SOCIAL WORKER II	
5	Pre-Service days
4	Post-Service day
180	Regular work days
3	Days to be determined with prior approval
192	Total work days *

* Total Work days for 2025/2026 is 193 per MOU

NURSES	
3	Pre-Service days
2	Post-Service day
180	Regular work days
3	Days to be determined with prior approval
190	Total work days *

* Total Work days for 2025/2026 is 191 per MOU

SPEECH & LANGUAGE PATHOLOGISTS	
3	Pre-Service days
2	Post-Service day
180	Regular work days
3	Days to be determined with prior approval
188	Total work days *

* Total Work days for 2025/2026 is 189 per MOU

Article VII - Class Size

A. The District shall take steps to maintain average class sizes as follows:

TK - 3	30
4 - 5	32
6 - 8	31
P.E	45 (Middle School)

B. Because of their unique characteristics, instrumental music and chorus are excluded from the class size averages.

C. It is recognized that certain specialty programs at middle schools will require class size limitations due to safety, facility limitations, and curriculum needs.

D. It is recognized that unusual and unforeseeable situations sometimes arise which make it impossible to maintain the above-stated averages in the District classrooms.

E. In no case will unusually large classes (those exceeding 34) be maintained for more than four (4) weeks after the opening of school.

F. The District shall attempt to keep all classes within the stated averages. The parties understand that budgetary constraints and availability of classrooms are all primary factors that affect placement of students in classes.

G. Management will work towards maintaining heterogeneously balanced classes. Heterogeneous classes are evenly balanced in relation to boys/girls, academic abilities, differences in behavior, and special needs students (including students

and staff).

H. The staffing ratio for Speech and Language Pathologists will be 55:1 full-time SLP based on January/February caseloads plus 10% for growth. Guidelines for equitable workloads will be established using such factors as, but not limited to:
    - Individual caseloads at a maximum of 60 students per full-time Speech/Language Pathologist
    - Number of sites
    - Geographic area to be covered
    - Travel time required
    - Type and severity of disabling condition
    - Type and amount of assessment and intervention

I. Any fourth through fifth-grade class at an elementary site that has 30 or more full-time students and two or more S.D.C. students are mainstreamed into that class during the same interval of time, an instructional aide will accompany the students during their period of time in the general education classroom. Whenever possible, the instructional aides assigned to the S.D.C. class will accompany the students. If the classroom S.D.C. aides are unavailable, then all efforts will be made to provide additional instructional aide time during the specified time the S.D.C. students are mainstreamed into the general education class.

J. Every effort will be made to maintain reasonable class sizes in Special Day Class Programs (SDC), Autism Special Day Class Program (ASD), and Functional Skills Program (FSP) classes. Sufficient level of staff support will be made available to those classes with an unusually high number of students.

Contract Revision 5/2019

Article VIII - Evaluation Procedure

A. The goal of evaluation shall be to recognize effective instructional practice, assist educators in improving their performance, promote quality instruction, and eliminate ineffective practice. Evaluations and observations will be based upon the California Standards for the Teaching Profession:

Standard One- Engaging & Supporting All Students in Learning
Standard Two - Creating & Maintaining Effective Environments for Student Learning
Standard Three -Understanding & Organizing Subject Matter for Student Learning
Standard Four - Planning Instruction & Designing Learning Experiences for All Students
Standard Five - Assessing Student Learning
Standard Six - Developing as a Professional Educator

B. The District shall evaluate and assess certificated educator competency as it reasonably relates to:
    1. The progress of pupils toward established District standards of expected pupil achievement.
    2. The instructional techniques and strategies used by the employee.
    3. The employee's adherence to curricular objectives.
    4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.
    5. Performance of other duties and responsibilities.

C. The District shall establish and define job responsibilities for those certificated non-instructional personnel whose responsibilities cannot be evaluated appropriately under the provisions of Section B and shall evaluate and assess the competency of such non-instructional certificated educators as it reasonably relates to the fulfillment of those responsibilities.

D. The evaluation and assessment of certificated educator competence pursuant to this article shall not include the use of publishers' norms established by standardized tests.

PROCESS FOR PHASE I PROBATIONARY AND TEMPORARY EDUCATORS

E. Supervisors will complete a Summative Evaluation (F-4) each year for all Phase 1 temporary and probationary educators. The evaluation will include at least one (1) formal observation cycle in addition to other evidence of performance.
    1. The educator and supervisor will complete an evaluation agreement (F-1).
    2. The evaluation agreement shall be based on the California Standards for Teaching Profession and the following:
        a. Instructional goals and/or objectives.
        b. Personal and professional development goals and/or objectives.
        c. Standards for classroom control and learning environments.
        d. Other duties and responsibilities.
    3. The formal observation cycle will consist of a Formative Observation pre and post (F-2) completed by the educator and a Formative Observation (F-3) completed by the supervisor.

PROCESS FOR PHASE II AND III PERMANENT EDUCATORS

PROFICIENT RATING

F.

1. Phase II (3-10 years) Permanent educators with an overall rating of “Proficient” will be evaluated every other year by their immediate supervisor. Educator and supervisor will complete an evaluation agreement (F-1). Supervisor will complete a Summative Evaluation (F-4). Formative_observations and conferences will be conducted as needed (F-2, F-3). Phase III (11+ year) educators with a rating of “Proficient”, will be evaluated every fifth year by their immediate supervisor. Educator and supervisor will complete an evaluation agreement (F-1). Supervisor will

complete a Summative Evaluation (F-4). Formative observations and conferences will be conducted as needed (F-2, F-3).

2. Temporary educators who have completed two or more consecutive years with an overall rating of “Proficient” shall follow language as described in evaluation procedure letter F-1 for permanent educators.

PROGRESSING TOWARD STANDARDS

G. Permanent educators with an overall rating of “Progressing Toward Standards” will participate in an Action Plan the following year. The Action Plan will be developed in coordination with the educator and a consulting educator prior to the end of the school year to address the elements of concern noted on the previous evaluation. The District will work with the supervisor, educator and association to identify a consulting educator. Every attempt will be made to select a consulting educator from a similar grade level and subject area from the same school. Consulting educators will be paid an hourly stipend based upon Classification Group VII for work completed outside the contract day.

An educator may request an additional formal observation by a different administrative evaluator approved by the Superintendent or designee. If at the end of the following year, the educator has not achieved a “Proficient” rating on the Action Plan, the result will be a “Progress Not Evident” rating and a referral to Section I of the Article.

CRITERIA FOR OVERALL RATING OF "PROGRESSING TOWARD STANDARDS"

<u>Phase I Probationary Educators</u>

- Six or more elements marked “Progressing Toward Standards”
  or
- Two or more elements marked “Progress Not Evident”
  or
- Five or more elements marked “Progressing Toward Standards” and one element marked “Progress Not Evident”

<u>Phase II and III Permanent Educators</u>

- Four or more elements marked “Progressing Toward Standards”
- or
- Two or more elements marked “Progress Not Evident”
- or
- Three or more elements marked “Progressing Toward Standards” and one element marked “Progress Not Evident”

ACTION PLAN FOR "PROGRESSING TOWARD STANDARDS"

The supervisor and educator shall mutually agree upon activities, objectives, plans, etc., that focus on improvement of all elements of concern. This may include: college classes, workshops, in-service opportunities, release time, assistance and/or visitations and observations of other teachers, peer coaching, professional reading, etc. Implementation of the agreed upon plans shall be at the expense of the District.

H. In addition to the action plan, the procedures below will be followed:
    1. The Action Plan shall be based on the California Standards for the Teaching Profession and the following:
        a. Instructional goals and/or objectives.
        b. Personal and professional development goals and/or objectives.
        c. Standards for classroom control and learning environments.
        d. Other duties and responsibilities.
    2. In the event of a disagreement, the parties shall attempt to agree upon an administrator who shall attempt to get the parties to resolve their disagreement or, if unsuccessful at that, to impose a pre-evaluation agreement upon the parties. In the event the parties fail to agree upon an administrator to assist in resolving the disagreement, the Superintendent shall be the agreed-upon administrator.

PROGRESS NOT EVIDENT RATING

I. Permanent employees with the year overall rating of “Progress not Evident” will

receive a full evaluation the next year (F-4). An action plan will be developed in coordination with the educator and a consulting educator prior to the end of the school year to address elements of concern noted on the previous evaluation. The District will work with the supervisor, educator and association to identify a consulting educator. Every attempt will be made to select a consulting educator from a similar grade level and subject area from the same school. Consulting educators will be paid an hourly stipend based upon Classification Group VII for work completed outside the contract day._Immediate supervisor will conduct a minimum of three (3) formative observations prior to March 1st (F-2, F-3).

An educator may request an additional formal observation by a different administrative evaluator approved by the Superintendent or designee. If the employee receives another Progress Not Evident" summative evaluation the following year, the District may move for dismissal.

CRITERIA FOR OVERALL RATING OF "PROGRESS NOT EVIDENT"
Phase I, II and III

- At least three elements marked as "Progress Not Evident"

ACTION PLAN FOR "PROGRESS NOT EVIDENT"
The supervisor and educator shall mutually agree upon activities, objectives, plans, etc., that focus on improvement of all elements of concern. This may include: college classes, workshops, in-service opportunities, release time, assistance and/or visitations and observations of other teachers, peer coaching, professional reading, etc. Implementation of the agreed upon plans shall be at the expense of the District.

J. In addition to the evaluation and action plan, the procedures below will be followed:
    1. The evaluation and action plan shall be based on the California Standards for the Teaching Profession and the following:

a. Instructional goals and/or objectives.
b. Personal and professional development goals and/or objectives.
c. Standards for classroom control and learning environments.
d. Other duties and responsibilities.

2. In the event of a disagreement, the parties shall attempt to agree upon an administrator who shall attempt to get the parties to resolve their disagreement or, if unsuccessful at that, to impose a pre-evaluation agreement upon the parties. In the event the parties fail to agree upon an administrator to assist in resolving the disagreement, the Superintendent shall be the agreed-upon administrator.

K. When a supervisor determines through documented evidence, conversations and assistance that has been shared with all parties involved that an educator not in an evaluation year is in need of specific professional assistance, an Assistance Phase Plan (F-5) may be developed to address the identified areas of need. Educators receiving an overall rating of Progress Not Evident upon completion of the Assistance Plan will move to Letter I, Progress Not Evident, section of this Article.

L. All formative observations (F-3) will be followed by a conference and written summary within eight (8) days of the observation. At the educator's option, at least one (1) formative observation may be preplanned.

M. Any educator may request an additional observation (F-3).

N.

1. Summative Evaluation (F-4) shall be written and a copy shall be transmitted to the employee not later than thirty (30) days before the last school day scheduled on the school calendar for the school year in which the evaluation takes place.
2. The educator shall have the right to respond in writing to the evaluation.

3. Such response shall be attached to the evaluation and placed in the educator's personnel file.
4. Before the last school day scheduled on the school calendar, a meeting shall be held between the educator and supervisor to discuss the evaluation.
5. Educators shall have the right to have another District certificated educator present during an observation and/or an evaluation.

O.

1. The evaluation and written observation reports shall include recommendations, if necessary, as to areas of improvement in the performance of the educator.
2. In the event an educator is not performing his or her duties in a satisfactory manner according to the standards prescribed by the District, the District shall notify the educator in writing of such fact and describe such unsatisfactory performance.
3. The supervisor shall confer with the educator and make specific recommendations as to areas of improvement in the educator's performance. The District shall provide assistance to enable the educator to improve in the recommended areas.

P. The District will consult with the Association on the forms to be used for the evaluation.

Article IX - Transfer/Reassignment Procedure

A. A transfer is defined as a change in assignment of an employee from one job site to another, which does not involve a change in classification or job title. A reassignment is defined as a change of assignment within the current worksite.

B. Transfers fall into three categories:
    1. Involuntary transfers that are initiated by the District
    2. Transfers that are initiated at the request of the member on a voluntary basis
    3. Reduction in staff

C. Job site is the location where the employee is normally assigned and performs his/her duties or the location from which employees perform duties throughout the District.

D. The District shall consider and determine the following in making transfers:
    - The experience and recent training of the employee
    - Seniority
    - Quality of service to the District
    - The operational and educational needs of the District
    - Qualifications required to teach unique or special classes

E. Voluntary Transfers Initiated at the request of an employee
    1. An employee may request a voluntary transfer to be made at the beginning of the following school year. Such requests will be made prior to August 1**.**
    2. Applicants will submit a letter to the Personnel Office requesting a transfer. Such requests will be acknowledged in writing.
    3. If an employee requests that his/her application for transfer be kept

confidential, he/she shall first discuss the matter with the Assistant Superintendent or Director of Personnel.

F. Involuntary Transfers Initiated by the District

1. When involuntary transfers occur, the District shall notify the employee in writing by certified mail or school mail with return receipt five (5) days in advance, except in the case of emergency, of those factors which determined his/her transfer.
2. The employee shall be given five (5) days after receipt of his/her notification within which to request a review of the transfer and to submit a rebuttal in writing. In the event of the above emergency situations, the transfer may take place before the five (5) days for review expire.

G. Transfers created by the reduction in staff due to decreased enrollment:

1. When a reduction in certificated staff at a school site is due to decreased student enrollment, staff members at those sites shall be accorded first priority for filling any new or vacant positions in the district, excluding new school openings or I.B. programs. Displacement of staff members from a site shall be by district seniority, then site seniority, then all else being equal, a drawing of names with the name drawn to be the employee who is transferred. Staff members shall designate their top three (3) choices from open positions. Staff members shall be assigned their top choice when not in conflict with another staff member having greater district seniority. When two (2) or more staff members express interest in the same position, that position shall be given to the staff member with the greatest district seniority. When a new opening occurs at the site from which the staff member was displaced, that staff member may return to the school site if the opening occurs not later than the last instructional day of the school year. If two (2) or more staff members express interest in returning to their original school site, the option shall be given to the staff member with the greatest district seniority, then site seniority.

H. When a reassignment becomes necessary, an administrator will actively seek volunteers within the school site through general announcement. If there is no volunteer who meets the needs of the position as determined by the administrator, the administrator will meet with employees who are being considered for reassignment before making the final decision and meeting with the employee to be reassigned to articulate the reasons for reassignment.

I. Prior to the end of a school year, employees shall be notified in writing of their teaching assignments and work locations for the coming year.

J. Employees who are transferred during the school year shall be allowed no more than three (3) days of released time for preparation prior to the effective date of the transfer.
    1. The District shall move all school-related materials of any transferred employee.
    2. Employees who change classrooms during the school year shall be allowed no more than three (3) days of released time for preparation prior to the effective date of the change.
    3. Employees who change grade assignments during the school year shall be allowed no more than two (2) days of released time for preparation prior to the effective date of the change.

K. A vacancy occurs when there is a resignation, retirement, or new opening in the District.
    1. All employees shall receive written notice regarding any openings at their job site for the following school year. Any permanent/probationary employee at the job site where the vacancy occurs may apply for the position. Criteria outlined in Paragraph D shall apply. The District will make the decision.
    2. If the open position(s) is not filled at the school site within three (3)

working days, it must be posted at all schools for five (5) working days prior to being filled. Site-level applicants missing the three-day deadline will interview for positions with other District applicants. Outside applicants may be considered for open positions upon completion of a five (5) day posting and interview of any interested permanent/probationary employee.

3. An interview of all in-District applicants will be conducted by a panel consisting (when possible) of, but not limited to, a site administrator and two (2) teachers. The committee will make a recommendation. The final decision is to be made by the District. (Criteria in "D" shall apply.)
4. Employees not selected are entitled to a conference with the site administrator regarding their interview.
5. Any openings occurring after the close of the school year, prior to 15 working days of the first date of school, will be advertised by mail to school site employees of the school where there is an opening, then to all applicants for transfer (who have not been reassigned).
6. Vacancies occurring 15 working days prior to the first date of school through the current school year shall be filled at the discretion of the District. After the opening of the school year, a probationary/permanent employee working less than full-time may be considered for any increase in assignment available in the District.

Article X - Leave: Association

A. The Association shall be given twenty (20) release days per year to be used for the purposes of preparation or discussion concerning modification of the contract or for the purpose of fulfilling Association duties. During this release time, any bargaining unit member released will retain all rights and benefits as if in regular work status. This release time in no way limits the Association's/President's right to use other release time allowed under this contract by statute or administrative ruling.

Article XI - Leave: Bereavement

A. Employees are entitled to a District paid leave of absence not to exceed five (5) days on account of a death of any member of their immediate family, including reproductive loss. These 5 days do not need to be consecutive but must be taken within 3 months of the date of the family member's death.

B. Employees will be entitled to an additional District paid five (5) days of leave of absence if the family member is the spouse or child of the employee, including reproductive loss.

C. No deduction shall be made from the salary of such employee, nor shall such leave be deducted from leave granted by other sections of this contract. Except as provided under Section E of this Article.

D. Members of the immediate family, as used in this contract, means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the employee, a reproductive loss or any relative or person maintaining a bona fide family relationship living in the immediate household of the employee.

E. An employee may be granted, upon request, up to five (5) days extended bereavement leave for the death of a member of their immediate family. These days shall be deducted from any accrued sick leave. If the employee has no sick leave available, the rate for a substitute will be deducted from their pay.

Article XII - Leave: District Liability

A. Both the Board and the District shall be free from any liability for the payment of any compensation or damages provided by law for the death or injury of any employee of the District employed in a position requiring certification qualifications when the death or injury occurs while the employee is on any leave of absence.

Article XIII - Leave: Industrial Accident or Illness

A. Industrial Accident or Illness Leave is granted to employees who have had an accident or illness arising out of and in the course of their employment with the District. All probationary and permanent certificated employees shall be entitled (in any one (1) fiscal year for the same accident or illness) to sixty (60) days of Industrial Accident or Illness Leave during which the schools of the District are required to be in session or when the employees would otherwise have been performing work for the District. Such Industrial Accident or Illness Leave shall commence on the first day of absence and shall be reduced by one day for each day of authorized absence, regardless of a temporary disability indemnity award. (Part-time employees assigned to a full-time position are not eligible.)

B. Allowable leave shall not be accumulative from year to year, except when an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year. The employee shall then be entitled to only that amount of unused leave due him/her for the same illness or injury.

C. During any paid industrial leave of absence, Temporary Total Disability checks will be sent directly to the District and distributed to the employee via their normal end-of-the-month payroll. The District must make adjustment on payroll by reducing employee's regular check by the full amount of said benefit check(s). The District will notify the County Office that the adjustment is for Workers' Compensation and that the retirement contribution from the employee must be adjusted to an amount equal to the full amount of pay before the compensation benefit reduction. Workers' Compensation benefits are not taxable or subject to FICA, but the employee is entitled to full STRS retirement credit.

D. If an employee returns to work during the period for which he/she has received a

benefit check, the District is informed of the overpayment by Claims Management. Once the overpayment has been returned to Claims Management, the District refunds the reduction in salary to the employee.

E. Any employee receiving benefits from an Industrial Accident or Illness Leave shall, during periods of injury or illness, remain within the State of California unless the District authorizes travel outside the state.

F. The Industrial Accident or Illness Leave of Absence is to be in lieu of entitlement acquired under "Sick Leave." An employee's absence shall be deemed to have commenced on the date of termination of the Industrial Accident or Illness Leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much accumulated sick leave which, when added to the temporary disability indemnity, will result in a payment of not more than his/her full salary.

G. Industrial Accident or Illness Leave for each occurrence shall cease when temporary disability benefits under workers' compensation laws of the State of California are discontinued for the applicable industrial accident or illness.

H. An employee who is eligible for reemployment and has been medically released for return to duty but fails to accept an appropriate assignment shall be terminated or placed on a health leave of absence.

I. When available leaves of absence have been exhausted, and the employee is not medically able to assume the duties of his/her position, he/she may be terminated. An employee shall be eligible for reemployment upon submission of a physician's statement that he/she is able to assume his/her duties.

Article XIV - Leave: Jury Duty

A. An employee shall be paid his/her regular salary for absence caused by service as a juror. The employee may keep the mileage allowance, but all fees shall be given to the District.

B. An employee shall be granted up to two (2) days per year to be a witness under a court order which the employee did not initiate. Procedures for use of this leave shall be the same as for "A" above.

Article XV - Leave: Leave of Absence

A. A Leave of Absence may be granted to a probationary or permanent employee.

B. A Leave of Absence is an extended absence from duty for a prescribed period of time specifically authorized by the District, not to exceed twelve (12) months; however, a one (1) year extension may be granted, at the discretion of the Board of Education. Such leaves are normally granted for reasons of health or academic advancement.

C. A written request for a Leave of Absence shall be submitted to the employee's principal and then to the Superintendent. The request must specifically state the reason for the request and its duration. The Superintendent will present a recommendation for approval or disapproval to the Board. Time spent on a leave of absence without pay shall not count toward salary step advancement.

D. Employees given Leaves of Absence for an academic year shall give the District written notice on or before March 1 of their intention to return. Failure to notify the District shall constitute a resignation on the part of the employee; such resignation may be accepted by the Board at any time within twenty (20) days after the due date of the required notification by the employee. At least ten (10) days prior to March 1, the Superintendent will remind the employee of the obligation by certified letter.

E. A request for a leave based upon a reason not specified in this article will be considered by the Superintendent and the Board from the standpoint of value to the District, urgency of the request, and the employment record of the employee making the request.

F. An application for Leave of Absence for reasons of personal health must be

supported by the written recommendation of a licensed physician, and before reinstatement, a statement must be furnished from the physician indicating that the returning employee is capable of performing all assigned duties.

Article XVI - Leave: Legislative

A. Employees who are elected to the State Legislature shall be granted a leave of absence. The leave of absence shall not affect their classification.

B. Such employees have the right within six (6) months after their term of office expires to return to the position held at the time of their election and at a salary they would have been entitled to had they not been elected to the Legislature.

Article XVII - Leave: Personal Business

A. Permission to be absent without pay may be granted for urgent personal reasons for a maximum of six (6) days in any school year after all appropriate paid accurals have been exhausted. Personal business leaves are not granted to extend a vacation period or to provide additional days off immediately preceding or following a holiday. Personal business leave may be granted for the following reasons:

1. Unavoidable transportation delay, immediate telephone notification required, in lieu of prior notification
2. Marriage
3. Attendance at graduation ceremonies involving a member of the immediate family
4. Participation in college graduation ceremonies
5. Attendance as officer or delegate at religious, civic, or fraternal convention
6. Funeral attendance
7. Emergency childcare problems, immediate telephone notification required, in lieu of prior notification
8. Religious holiday
9. Attendance at wedding
10. Taking examination
11. Other reasons determined by the immediate supervisor or principal to be appropriate and approved by the Superintendent or Superintendent's designee. Such approval to be at the discretion of the Superintendent or Superintendent's designee.

B. The employee shall submit a completed personal business leave request for leave form to the Personnel Office at least three (3) working days prior to requesting the leave. The Personnel Office staff will verify the request for the leave and will make the appropriate recommendation on the leave form before forwarding it to the principal or immediate supervisor for review. In any instance in which an employee has utilized subsections 1 or 7 of this article, the employee shall complete the personal business leave form within three (3) days of returning to work.

Article XVIII - Leave: Personal Necessity and Compelling Personal Importance

A. Sick leave may be used by the employee, upon prior approval, in cases of personal necessity. The following are incidents in which Personal Necessity Leave may be used.
    1. Death of a member of the employee's or spouse's immediate family
    2. Accident involving the employee's person or property, or the person or property of a member of their immediate family
    3. Serious or critical illness of a member of the immediate family

B. Employee may use one day per year for the purpose of funeral attendance outside the family definition.

C. A maximum of seven (7) days of accumulated sick leave may be used in any school year for required appearances in court as a litigant.

D. The employee shall submit a completed personal business leave request for leave form to the Personnel Office at least three (3) working days prior to requesting the leave. The Personnel Office staff will verify the request for the leave and will make the appropriate recommendation on the leave. The employee shall not be required to secure permission for leave taken pursuant to subsection A.1, A.2, or A.3 above; however, the employee must notify their principal or immediate supervisor prior to the first day of absence to ensure coverage. In situations where absence is due to subpoena or an official order, the employee must provide evidence from a certified clerk or authorized officer of a court or other governmental jurisdiction.

    Other authorizations may be required as deemed necessary by the District.

E. Compelling Personal Importance (CPI) Leave, not to exceed five (5) days per school year, may be used by the employee. Compelling Personal Importance Leave used shall be deducted from the employee's accrued sick leave. The employee shall not be required to secure permission for CPI leave; however, the employee must enter the absence into the employee absence management system prior to the leave.

Such leave shall not be used during state-mandated testing periods. In addition, no more than three (3) CPI days may be used consecutively.

Such leave shall not be used for any of the following purposes:

1. Engaging in other employment
2. Work stoppage or strike
3. Any illegal activity
4. To extend any of the following school recess periods: Fall Break, Winter Break, President's Week, Spring Break.
5. CPI days may not be used during the first five (5) contract days and the last five (5) contract days except to attend a graduation ceremony. Staff may use one (1) CPI day to attend a middle school, high school, or college graduation ceremony for their child or grandchild. The graduation must be from an accredited institution. Staff may use up to three (3) days CPI if travel is required beyond 150 miles one way. The District reserves the right to request evidence of attendance at the graduation ceremony.

Article XIX-A - Leave: Family and Medical Leave

A. Employees who have completed one year of full-time service in probationary or permanent status during the previous one year period and are currently employed full time by the District have the right to request an unpaid leave of absence for up to 12 work weeks within a 12-month period for the purpose of caring for a new baby, a newly adopted baby, or a newly placed foster child or for a child, spouse, parent, or employee with a serious health condition.

B. Health insurance coverage to the level of the benefit cap shall be maintained and paid for by the District for the duration of the leave, not to exceed 12 work weeks in a 12-month period. The District may recover the premium paid for the employee during the leave if the employee fails to return from leave after the period of leave has expired for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave or other circumstances beyond the control of the employee.

C. There is no carry-over of unused leave; Family Care Leave does not accumulate from year to year.

D. "Parent" means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee standing in loco parentis who is either under 18 years of age or is an adult dependent child who is incapable of self-care because of a mental or physical disability.

E. If both parents of a child who are entitled to Family Care Leave under the first paragraph of this article are employees of the District, the District shall not be required to grant leave in connection with the birth, adoption, or foster care of a

child that would allow the parents Family Care Leave totaling more than a combined total of twelve work weeks in a twelve-month period specified in the first paragraph of this article.

F. The employee shall provide reasonable advance notice to the District of the need for Family Care Leave, the date the leave will commence, and the estimated duration of the leave. If the need for a leave becomes known more than thirty (30) days prior to the date a leave is to begin, the employee must provide at least thirty (30) days written advance notice.

G. If verification is required by the District to verify the serious illness of the child, spouse, parent, or employee, the District may accept medical verification by the treating health professional.

H. Seniority protection -This leave does not constitute a break in service for seniority under any collective bargaining agreement or employee benefit plan.

I. Family Care is an unpaid leave of absence unless an employee elects to use accrued vacation or other appropriate paid leave. When available paid leave is exhausted, the balance of the family leave, if any, is unpaid.

J. Employees who do not qualify for the Family Leave Act may be eligible for other leave provisions provided by the contract. Pregnancy and Maternity Leave is in addition to provisions of the Family and Medical Leave Act. (Refer to Article XIX - B, Leave: Pregnancy and Maternity.)

K. Upon return from an FMLA leave, an employee is entitled to return to the same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, including the same work site (if available). However, the employee has no right to return to the same position if it is no longer available. The determination of whether a position is equivalent shall be

based on established school board policies and collective bargaining agreements.

Article XIX-B - Leave: Pregnancy and Maternity

A leave of absence shall be granted to any employee for that period of time during which the employee, in the judgment of her physician, is unable to perform her duties due to pregnancy, miscarriage or childbirth, and recovery therefrom.

1. The employee's accrued sick leave shall be used for such leave until exhausted or leave period ends.
2. The duration of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. The employee shall notify the District Superintendent of the projected date on which the leave is expected to commence and the probable date on which such leave will terminate. Such notice to be given not later than thirty (30) days prior to the expected commencement date.
3. The employer may request at any time that the employee provide a written statement from her physician attesting to the actual duration of the employee's physical incapacity.
4. At the employee's request and with the approval of the Superintendent or Superintendent’s designee, an employee may be granted a maternity leave without pay following or in lieu of the pregnancy leave.

Article XX - Leave: Requested Absence from Assigned Duties

A. When a circumstance occurs in which an employee requests permission to miss service days in order to attend an activity which is of professional interest to that individual and offers to pay all trip expenses involved, or when an employee requests permission to miss service days based upon a personal problem to that individual, the Superintendent is then charged with the responsibility of either granting or refusing authorization in each circumstance. Such request shall be made to the Superintendent at least three (3) days prior to the date the individual requests to be absent from the assigned duties. Further, it is the responsibility of the Superintendent, if authorization is granted, to consider each request individually and without precedent to any other like request and render decisions as to substitute pay responsibility, sick leave deduction, and travel expense with reference to District responsibility in the matter.

B. Should an employee have an emergency which requires the possible application of this section without the opportunity of providing the advance request required, the employee should immediately advise the appropriate principal or immediate supervisor of that need. Such an action does not automatically signify that the absence will be approved. Within three (3) days of returning, the employee must discuss the absence with the Superintendent, who will then determine the appropriate financial decision as if the information had been submitted in advance.

C. The Superintendent is to have complete authority in all such matters of this nature and his/her decisions are final so far as the District is concerned and are not appealable either to the Board of Education or through the grievance procedure.

Article XXI - Leave: Sick

A. A full-time employee employed five (5) days a week is entitled to ten (10) days of sick leave during a school year; such leave is to accumulate from year to year without limit. An employee working less than full-time shall be granted sick leave in the same ratio that the employment bears to full-time employment.

B. Use of current annual sick leave need not be accrued prior to taking such leave. When an employee has exhausted the accrued annual ten (10) days of earned sick leave, absences beyond that period shall be continued with pay for a period of five (5) months from the end of that accrued earned sick leave period. During the five (5) month period, the employee shall have deducted from his/her monthly salary the sum actually paid to a substitute to fill the position, or if no substitute is hired, the amount which would have been paid to the substitute had one been employed. The five (5) month period will be calculated as 100 working days to eliminate the ambiguity of a 5 month calculation.

C. In cases of absence in excess of the extended five (5) month period, the employee may be granted a leave of absence without pay for the remainder of the school year; however, the employee's medical and dental insurance shall be paid by the District until the end of the year.

D. The District reserves the right to request verification of any absence, including, but not limited to, a physician's statement. Employees returning to work from extended illness (including surgery) or injury absences shall be required to present a doctor's release prior to returning to duty.

E. Employees on an extended contract will receive sick leave accumulation credit prorated to an eight (8) hour day.

F. Sick leave shall be taken in morning or afternoon allotments, and for this purpose, the District shall employ one-half (1/2) day substitutes should such substitutes be available.

G. Any employee who does not utilize more than two (2) days of sick leave during any school year shall, the following school year, be allowed an amount equivalent to the cost of a full-day substitute teacher to be used for classroom or other educational purposes. The standard district purchasing procedures shall be followed.

Article XXI-B - Leave: Donation of Leave for Catastrophic Illness

A. Upon written request, certificated employees may donate earned sick leave to the Catastrophic Leave Bank as eligible leave credits when an employee or that employee's family member suffers from a catastrophic illness or injury. Open contribution time will annually occur in May. If the Catastrophic Leave Bank is depleted of sick leave, contributions may be donated as needed during the school year. The Personnel Office, in cooperation with the Roseville Teachers' Association, with permission of the requesting employee, will make known to all certificated employees the need for donations. The donation and receipt of such credits are subject to the following conditions:
    1. Catastrophic illness or injury is defined to mean an illness or injury that is expected to incapacitate an employee or a member of an employee's family for an extended period of time, which incapacity requires the employee to take time off from work to care for that family member for an extended period of time, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave.
    2. Eligible leave credits are defined to mean sick leave accrued to the donating employee. An employee cannot donate future sick leave that has not been accrued. An individual employee may not donate more than forty-five (45) sick leave days in any one school year.
    3. Family member is defined to mean the employee's spouse, parents, parents-in-law, siblings, children and stepchildren, or any relative maintaining a bona fide family relationship living in the immediate household of the employee.
    4. The employee who is, or whose family member is, suffering from a catastrophic illness or injury and who is requesting that eligible leave credits be donated:

a. Must submit completed form and provide medical verification to the Personnel Office. (A family member may submit form and medical verification if the employee is unable to make a written request because of the catastrophic illness or injury.)
b. must exhaust all accrued paid leave credits.
c. Must use all leave credit that he or she continues to accrue on a monthly basis before receiving paid leave credits that are donated under this contract section.

5. The Personnel Office will refer eligible employees under the Catastrophic Leave provisions to the Catastrophic Leave Committee, which will consist of four Roseville Teachers' Association members. To approve an employee's request for sick leave, there must be three affirmative votes.
6. An employee who chooses to donate eligible leave credits:
    a. Must submit completed form to the Personnel Office of the intent to transfer the eligible leave credits.
    b. Acknowledges that all transfers of eligible leave credits are irrevocable and binding.
    c. Must donate eligible leave credits of a minimum of one day. Additional eligible leave credits have to be donated in full-day increments.
7. Eligible credits donated into a "pool" will be distributed by the Catastrophic Leave Committee.
    a. The Catastrophic Leave Committee will determine the number of days eligible employees may receive.
    b. For eligible employees, the Catastrophic Leave Bank will supplement the District-provided Income Protection Plan up to a maximum of 100% of salary for one year.
    c. For eligible employees, the Catastrophic Leave Bank will provide a maximum of sick leave for one year to the extent of days available in the Catastrophic Leave Bank.
    d. The Catastrophic Leave Committee's decision to deny the

employee's request to receive donated leave credits is final and is not subject to review or appeal under the grievance or any other procedure.

8. If the Catastrophic Leave Bank exhausts all available sick leave, there is no obligation to provide sick leave to any eligible employees.
9. If the option of the Catastrophic Leave Bank is negotiated out of the contract, then the District and the Association agree to negotiate how the remaining sick leave days will be utilized.
10. The Association will not be held responsible for the District's determination of eligibility. The District will not be held responsible for the Association's distribution of sick leave days in the Catastrophic Sick Leave Bank.

Article XXII - Leave: Unauthorized

A. Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the District Administration including all duties and responsibilities as defined by statute, rules and regulations of the District and the State Board of Education, adopted job descriptions for certificated employees, which are incorporated by reference into this contract and may not be modified during the term of this contract, and the articles of this contract.

B. Such unauthorized leave may include but is not limited to refusal to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings, and failure to perform required supervisory functions at school-sponsored activities.

C. An employee is deemed to be on unauthorized leave when the employee is absent from such required duties. The employee will receive a deduction of pay for the period of such absence.

Article XXIII - Grievance Procedure

A. Definitions

1. A "grievance" is a claim by an employee that there has been a violation, misinterpretation, or misapplication of a written provision of this Agreement.
2. A "day" is an employee duty day.
3. Grievant" is the employee or the Association making the claim.
4. An "immediate supervisor" is the principal or supervisor having jurisdiction over the employee filing the grievance and who has the authority to resolve the grievance.
5. A "representative" is an employee or representative of the Association or legal counsel who participates in this procedure.

B. General

1. The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to grievances. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. An employee may present grievances to the District and have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this agreement. The District shall not agree to the adjustment or resolution of a grievance until the Association has received a copy of the grievance and the proposed resolution and has been given five (5) days to file a response.
3. Failure by the administration to adhere to decision deadlines constitutes the right for the grievant to appeal automatically to the next level. Failure of the employee to adhere to the submission deadlines shall mean that the employee is satisfied with the latest decision and waives any right to further appeal. However, nothing prevents the parties from extending the time limit by mutual agreement.

4. Until the final disposition of a grievance takes place, the grievant is required to conform to the original direction of the supervisor.
5. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
6. Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular work day and assignments of the participants. If any grievance meeting or hearing must be scheduled during the school day, any employee required by either party to participate as a witness in such meeting or hearing shall be released from regular duties without loss of pay for the amount of time necessary for the hearing.
7. When a grievance has been filed by an employee, the grievant may terminate the grievance at any time by giving written notice to the District. Failure to comply with time limits, to attend scheduled meetings, to discuss or hear the grievance, or to provide requested information at the grievant's disposal relating to the grievance shall be deemed a termination of the grievance by the employee. The District shall give written notice of such termination to the employee.
8. The grievant has the right to have a representative present at any formal level. The grievant, however, must be present at each level.
9. Since it is important that grievances be processed as rapidly as possible, the time limits specified at each level shall be adhered to. The time limits may, however, be extended by mutual agreement.
10. In the event a grievance is filed at such a time that it cannot be processed through all levels by the last day of the school year, and if left unresolved until the beginning of the following school year could result in harm to a grievant or to the District, the time limits will be reduced by agreement of the parties, so that the procedure may be exhausted as soon as practicable.

C. Non-Grievable: The following are not grievable:

1. The termination of services of or failure to reemploy any probationary employee.
2. The termination of services of or failure to reemploy any employee to a position for which extra compensation is received.
3. Any claim or complaint for which there is another procedure or forum established by law or by regulation having the force of law. Examples of other procedures or forums include, but shall not be limited to: EEOC, FEPC, Workers Compensation Appeals Board, Unemployment Compensation Commission.
4. Any matter involving employee evaluation content.

D. Procedure

1. Informal. Employees who believe there is a grievance shall present the grievance orally to the immediate supervisor within five (5) days after the circumstances occurred which form the basis for the grievance. Failure to do so will render the grievance null and void. The immediate supervisor and the employee shall meet and attempt to resolve the matter within three (3) days after the presentation of the grievance. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the immediate supervisor.
2. Formal
    a. Level 1 - If not settled at the informal level, a grievance shall be presented in writing to the immediate supervisor within five (5) days. The immediate supervisor shall meet with the grievant before making a decision. The immediate supervisor shall make a decision within five (5) days of having the meeting.
    b. Level 2 - If the grievant is not satisfied with the decision at Level 1, or if no decision is rendered within the time limits, the grievant may appeal the decision to the Superintendent or his designee within five (5) days. The Superintendent or his designee shall meet with

the grievant before making a decision. The Superintendent or his designee shall make a decision within five (5) days of the meeting. The written decision shall be provided to the grievant and to the Association president.

c. Level 3 - If the grievance is not resolved at Levels 1 or 2, the Association may submit the grievance to advisory arbitration. The submission shall be filed with the Superintendent within ten (10) days after receipt of the written decision at Level 2.

3. The parties shall select a mutually acceptable arbitrator. Should the parties be unable to agree on an arbitrator within seven (7) days of the Association's submission to advisory arbitration, submission shall be made to the American Arbitration Association, who shall be requested to supply a list of names to the parties. Thereafter, the parties shall follow the rules and procedures of the American Arbitration Association.
4. It shall be the function of the arbitrator to make an advisory recommendation to resolve the grievance. The arbitrator shall be subject to the following limitations:
    a. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement.
    b. The arbitrator shall have no power to establish salary structures or change any salary.
    c. The arbitrator shall have no power to change any practice, policy, rule, regulation, or procedure of the District nor to substitute any judgment for that of the District as to the reasonableness of any such practice, policy, rule, regulation, procedure, or any action taken by the District.
    d. If either party should dispute the arbitrability of the grievance, whether or not arbitrability has been raised in a prior step of this procedure as a defense, such a claim shall be heard and a ruling given by the arbitrator prior to any hearing on the grievance.

E. Miscellaneous

1. No reprisals of any kind will be taken by either party against the other party.
2. All costs for the services of the arbitrator, including but not limited to per diem expense, travel and subsistence expenses, and the cost of any hearing room, will be borne equally by the District and the Association. All other costs will be borne by the party incurring them.
3. Upon receipt of the recommendation, the Board shall render its decision within thirty (30) days. It alone has the power to render a final and binding determination of a grievance. The recommendation of the arbitrator shall only be advisory, and if, upon review, the Board determines that it is unable to render a final determination on the record, it may reopen the record for the taking of additional evidence.
4. Hearings under this procedure shall be conducted at a time and place which will provide a fair and reasonable opportunity for all persons entitled to be present to attend. The hearing shall be held at 1:00 pm unless there is a mutual agreement for other arrangements. The District and Association are responsible for the payment of their own representatives and witnesses involved in any grievance meeting.
5. If a grievance arises as a result of any action or inaction by an administrator higher than the immediate supervisor, the employee may present such grievance at Level 2.
6. Time limits in this procedure may be extended by mutual agreement. Failure at any level to communicate the decision on a grievance within the specified time limit shall permit the grievant to appeal to the next level. Any grievance not advanced from one (1) level to the next within the time limits of that level shall be deemed resolved by the District's response at the previous level.
7. All forms for grievances will be jointly prepared by the District and the Association and given appropriate distribution. Grievances not written according to the form requirements may be rejected and returned to the

grievant.

8. The Superintendent and the Association President shall meet on a regular basis to discuss mutual concerns.

Article XXIV - Professional Growth Credential Requirements

Requirements for Those Who Receive Clear Multiple or Single Subject Credentials on or After September 1, 1985

A. Parties shall be governed by Education Code 44277-44279, Title V Administrative Rules and Regulations, The California Professional Growth Manual, and Board policy #4520 a/b. Professional Growth advisors shall be certificated persons.

B. Hours and/or credits taken to fulfill the requirements for the Professional Clear Credential may or may not qualify as units for advancement on the salary schedule.

C. The parties shall meet at mutually agreeable times to discuss problems with this provision, should they occur.

Article XXV - Salary and Salary Advancement

A. Salary Contingency

1. Effective July 1, 2026, the following changes will be in effect:
    a. There will be a 4% increase to the current salary schedule and Classifications I – V and X of Appendix B.
2. An employee's daily rate shall be determined by dividing the employee's gross salary by the total number of teacher workdays.
3. All employees shall be paid on an eleven (11) month basis. Employees will be paid from August to June.
4. Employees shall have the option of having an amount specified by the employee withheld and deposited at the institution of their choice for withholding purposes by the Placer County Office of Education. The list is available at the District Office.

B. Salary Advancement

All employees are encouraged to improve their proficiency through study. Courses taken to improve proficiency may also be used for salary advancement. Units obtained for salary advancement must be taken from an accredited college or university or through district-approved in-service programs and have required coursework.

1. Frequency of salary schedule movement:
    a. Employees will be allowed to move over one column on the salary schedule in successive years. Employees in their first year of service with the district will not be allowed to advance on the salary schedule until the completion of two years of service credit has been completed.

2. Maximum number of units:
    a. Employees will be allowed to take six (6) units per semester during the school year.
    b. Units taken beyond six (6) per semester may be banked for future use with the approval of the Assistant Superintendent- Personnel. The decision is final and not appealable to the Superintendent or Board or through the grievance procedure.
    c. The number of semester units taken during the summer will not be limited.
3. Procedures for application for salary advancement:
    a. Employees planning to receive credit for courses are required to submit District Form #55 to the Assistant Superintendent-Personnel prior to enrollment.
    b. In consultation with the site administrator, the Assistant Superintendent-Personnel will consider such requests for application to the salary schedule. It shall be the responsibility of the Assistant Superintendent-Personnel to consider each request, individually, without precedent to any other like request. The decision of the Assistant Superintendent-Personnel is final and is not appealable to the Superintendent or Board or through the grievance procedure. The following standards will be used by the Assistant Superintendent when evaluating requests:
        i. Upper division or graduate courses.
        ii. Lower division courses.
        iii. A course in an employee's major or minor.
        iv. A course required for an advanced degree in education or in the employee's major or minor
        v. A course required for a California educational credential.
        vi. A course directly related to a subject presently taught in the school or District or a course directly related to a subject tentatively planned for implementation within the District.

"Directly related to" is interpreted to mean that the course content has a direct, immediate benefit to the classroom instruction as contrasted to an indirect benefit which would accrue from the pursuit of courses of general interest or generalized knowledge concerning educational matters.

vii. District approved in-service credit.

viii. An upper division or graduate course, which does not meet one of the requirements of the above-mentioned criteria, may be approved by the Assistant Superintendent-Personnel on an individual basis.

4. Procedures after receiving course approval
    a. In order to receive credit for salary schedule advancement, employees must present transcripts or grade cards for completed courses.
    b. Credit will not be granted for salary advancement for any course in which a grade of D, F, or W is earned.
5. Procedures for receiving salary advancement
    a. All coursework must be completed prior to the first day of service for the new year.
    b. Transcripts or grade cards must be turned in by August 10 to have salary advancement reflected on employees' August paycheck.
    c. Employees must submit transcripts or grade cards prior to October 15 of the current year in order to advance on the salary schedule.
    d. For employees turning in transcripts or grade cards after August 10, salary adjustments retroactive to the beginning of the school year will be made on their next regular paycheck.

C. Compensation for Student Independent Study

1. For each day of Average Daily Attendance (ADA) earned by a student during their Independent Study absences, the teacher of record will receive six dollars ($6.00), or a prorated portion of that amount if the

contract is shared. Alternatively, at middle school sites, the $6.00 per day will be credited directly to the site and distributed equally among departments.

All compensation earned through this provision will be disbursed no later than July 30 following the end of the academic year. These funds are to be used to support and enhance instructional practices within the classroom or department.

Article XXVI - Health and Welfare Benefits

A. The Association agrees that the District-paid contribution/cap for medical, dental, and vision coverage will be limited to the negotiated maximum for the current contract. The employees will be offered a choice of any medical plan available through SIG. All plans are available in tiered rates for employee only, employee and spouse, employee and children, and employee and family (see Appendix F). Medical benefits, including dental and vision, are available only to those employees working fifty percent (50%) or more contracts.

1. Employees' Income Protection Insurance:

Provident Life	$.34 per $100 of total classified payroll

2. Life insurance for all employees equal to one times annual salary when taking medical benefits.

B. The District will provide part-time employees, including shared contract employees, with the option of pro-rating the cost of the total health and welfare benefits package on the basis of the number of hours worked per day to a unit of eight (8). Part-time employees must take all or none of the package listed above.

C. Retirees: Medical Insurance

Upon retirement, an employee may elect one of the options set forth below:

1. The District will, upon request, pay 50% of the District-paid contribution/cap for medical insurance for an employee choosing early retirement after fifteen (15) full years of continuous service to the District.
2. The District will, upon request, pay 60% of the District-paid contribution/cap for medical insurance for an employee choosing early retirement after sixteen (16) full years of continuous service to the District

3. The percentage of the District paid contribution/cap paid by the District shall increase by 10% for each full year of continuous service after sixteen (16), so the District will, upon request, pay 100% of the District paid contribution/cap for medical insurance for an employee choosing early retirement after twenty (20) full years of continuous service to the District.
4. Once an employee chooses non-election of medical benefits, he/she may not re-enroll.
5. The medical plan(s) available to retirees shall be the same plan(s) available to an active employee in the month of receipt.
6. Retirees enrolled in medical benefits may purchase dental and/or vision.
7. Entitlement to a District-paid contribution/cap for medical shall cease on the death of the retiree or at the end of the month in which the early retiree reaches sixty-five (65) years of age.
8. District-paid contribution/cap remains the same as the year of retirement and is not subject to further negotiated increases.

D. Employees who are on approved leave of absence without pay under the Family Care Leave Act will retain medical insurance benefits only for the duration of their leave not to exceed twelve (12) work weeks in a twelve-month period.

E. Employees who are on an approved leave of absence without pay may retain the total health and welfare benefits package provided they make arrangements with the Business Office to pay the total premium costs for such benefits on a quarterly basis in advance.

F. Pregnancy and Maternity Health & Welfare Benefits: If an employee works 50% or more work days in a month, the District pays 100% of benefits for that month. If an employee works less than 50% of the work days in a month, the employee's cost of benefits for days not worked in that month will be prorated based on 365 days per year.

G. Upon reaching sixty-five (65) years of age, the early retiree may retain District medical, dental, or vision insurance provided they make arrangements with the Business Office to pay the total costs for such benefits in advance on no less than a quarterly basis.

H. Employees subject to reduction in force or on full-year temporary contracts shall maintain health and welfare benefits through June 30th of the same year.

Article XXVII - Payroll Deduction Procedure

A. Once submitted by the RTA Membership chairperson, the District will deduct from the salary of Association members the normal and regular monthly Association membership dues as voluntarily authorized in writing by the employees on the District form subject to the following conditions:
    1. Such deduction shall be made only upon submission of the list submitted by the RTA Membership chairperson to the Director of Business as duly completed and executed by the employee.
    2. The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing thirty (30) days or more after such submission.

B. In addition, the District will continue payroll deductions for any type of program which is in existence and being deducted as of December 1, 1976, subject to the conditions specified in 1 and 2 above.

Article XXVIII - Travel, Private Automobiles

A. The District shall reimburse employees for the use of automobiles owned by employees and used in the performance of regular assigned duties specifically authorized by the Superintendent or designee.

B. To receive mileage payments, these employees must have on file in the business office of the District a certificate of automobile liability insurance. Minimum limits to be: Bodily injury $100,000/300,000, Property damage $50,000.

C. Dates, places, and mileage involved shall be submitted to the Assistant Superintendent of Business on the appropriate District form before reimbursement is made.

D. The mileage rate shall be that set in Board policy.

Article XXIX - Effect of Contract

It is understood and agreed that the specific provisions contained in this contract shall prevail over any past District practice or procedure and shall prevail over state law to the extent permitted by state law. In the absence of a specific provision in this contract, any past practice or procedure is hereby declared to be discretionary on the part of the District.

Article XXX - Severability

If any provisions of this contract or the application of such provision to any person or circumstance shall be held invalid, the remainder of this contract or the application of such provisions to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

Article XXXI - Waiver

A. During the term of this contract, the Association expressly waives and relinquishes the right to meet and negotiate and agrees that the District shall not be obligated to meet and negotiate with respect to any subject matter whether referred to or covered in this contract or not, even though such subject matter may not have been within the knowledge or contemplation of either the District or the Association at the time they met and negotiated on and executed this contract. Any meet and negotiate session to amend, modify, or change this contract shall take place as stipulated in the Duration Article.

B. This article shall not preclude the parties from mutually agreeing during the term of this Agreement to reopen and modify this Agreement.

Article XXXII - Complaint Procedure

A. A formal complaint made by a parent/guardian about an employee shall be referred to the employee as soon as possible.

B. In the event a three (3) way conference is scheduled, the employee and immediate supervisor will meet to discuss the complaint prior to the conference.

C. Initial complaints to the Central Office shall be directed to the school site.

D. Unresolved complaints at the school site level may be referred to the Central Office.

E. In the event a conference is scheduled at the Central Office level, the employee, his/her immediate supervisor, and the Superintendent or designee will meet to discuss the complaint prior to the conference.

Article XXXIII - Discipline: Short of Dismissal

A. Employees may be subject to discipline short of dismissal for just cause with due process.

B. Incompetent teaching shall not be subject to discipline under this article.

C. Discipline is defined as suspension of duties without pay of up to fifteen (15) working days.

D. Prior to discipline being administered, an employee may be warned or reprimanded orally or in writing. However, the degree of reprimand or discipline administered in any situation shall depend on the frequency and/or severity of the infraction.

E. The Superintendent or designee may discipline an employee.

F. The Superintendent or designee shall meet with the employee to discuss the matter prior to serving notice of disciplinary action.

G. The District shall serve written notice on the employee that shall include:
    1. A statement of the disciplinary action
    2. A statement of the reasons for the disciplinary action

H. An employee has a right to appeal the disciplinary action by filing a grievance at Level 2. For purposes of this article only, the Association may submit grievances at Level 3 to binding arbitration per the current grievance procedure.

I. Nothing included in this article shall preclude or affect the District's right to dismiss an employee pursuant to the Education Code.

Contract Revision: 1/1996

Article XXXIV - Safety Procedure

A. Employees are to be safety conscious in their own actions and are to report unsafe or unhealthy conditions to their immediate supervisor.

B.

1. Upon receiving written notice of an alleged unsafe or unhealthy condition from an employee, the supervisor will have the responsibility of determining if, in fact, an unsafe or unhealthy condition exists.
2. If the supervisor determines that an unsafe or unhealthy condition does exist, he/she will initiate action to correct the condition.

C. If no satisfactory solution is reached, the employee has the right to bring the unsafe or unhealthy condition to the attention of the Superintendent.

D. Nurses shall be the identified bargaining unit members designated to provide or conduct necessary specialized health care procedures including, but not limited to, tracheostomy, ileostomies, catheterizations, and toileting except in emergency situations.

The intent of the District is to ensure that a trained individual other than the classroom teacher is assigned to care for the medical procedures of special needs students. Classroom teachers with special needs students shall be trained in health care procedures to address emergencies.

Article XXXV - Golden Handshake

The District will implement the Golden Handshake according to the provisions of Education Code 44929, in accordance with the procedures outlined by the State Teachers Retirement System (STRS) Administrative Regulations.

The District will complete worksheets provided by STRS to determine net cost or savings for each qualified employee submitting an interest form. Per code, the combined total for all employees must show a net savings to the District.

Article XXXVIII - Duration

A. This agreement shall become effective upon ratification by both parties and shall remain in full force and effect through June 30, 2025. Articles in this contract may be reopened by mutual agreement.

B. RTA shall commence the public notice procedures for negotiations no earlier than April 1st of each year, and negotiations shall commence on or about September 15th of each year.

Roseville City School District

Appendix A - Certificated Salary Schedule

2026/27

Teacher, Counselor, Social Worker I: 187 Workdays												
YEAR OF SERVICE STEP	PRE-A Emergency / Intern	A BA/Reg. Credential	B BA/Reg Cred +15 Units	B-1 BA/Cred +15 Masters or Doctorate	C BA/Reg Cred +30 Units	C-1 BA/Cred +30 Masters or Doctorate	D BA/Reg Cred +45 Units	D-1 BA/Cred +45 Masters or Doctorate	E BA/Reg Cred +60 Units	E-1 BA/Cred +60 Masters or Doctorate	E-2 BA/Cred +60 Masters & Doctorate
1	57,619	66,910	66,913	68,585	66,914	68,586	66,915	68,587	74,639	76,310	77,983
2	57,817	66,913	68,254	69,928	68,255	69,931	72,024	73,698	77,814	79,487	81,162
3	60,678	66,914	69,594	71,267	69,596	71,268	76,639	78,312	82,574	84,246	85,920
4	$ -	66,915	69,596	71,268	74,921	76,593	81,438	83,113	87,528	89,202	90,875
5	$ -	66,916	70,937	72,612	78,130	79,803	84,711	86,383	90,846	92,519	94,192
6	$ -	66,918	73,449	75,121	81,329	83,001	87,990	89,662	94,154	95,829	97,501
7	$ -	66,922	76,542	78,213	84,547	86,220	91,248	92,921	97,451	99,124	100,798
8	$ -	69,238	79,621	81,294	87,754	89,429	94,525	96,198	100,762	102,434	104,109
9	$ -	69,238	82,706	84,379	90,962	92,635	97,781	99,454	104,066	105,739	107,412
10	$ -	69,238	82,706	84,379	98,613	100,286	105,826	107,501	112,449	114,122	115,795
11	$ -	69,238	82,706	84,379	98,613	100,286	109,251	110,923	115,906	117,579	119,253
12	$ -	69,238	82,706	84,379	98,613	100,286	109,251	110,923	123,742	125,416	127,089
15	$ -	70,745	84,306	85,980	100,327	102,000	110,980	112,654	125,537	127,211	128,884
18	$ -	75,285	89,119	90,790	105,459	107,132	116,163	117,836	130,921	132,595	134,269

Psychologist, Social Worker II: 193 Days			
STEP	F BA/Cred	F-1 BA/Cred + Masters or Doctorate	F-2 BA/Cred + Masters & Doctorate
1	103,958	105,633	107,306
2	111,019	112,692	114,366
3	118,278	119,952	121,624
4	125,740	127,414	129,086
5	132,524	134,196	135,870
6	133,848	135,521	137,195
7	135,186	136,861	138,534
8	136,540	138,212	139,885
9	137,903	139,576	141,251
10	139,284	140,957	142,630

Nurse: 191 Workdays				
STEP	G BA/Cred	H BA/Cred +30 Units	H-1 BA/Cred +30 +Masters or Doctorate	H-2 BA/Cred +30 +Masters & Doctorate
1	89,459	95,541	97,214	98,887
2	92,671	98,788	100,461	102,133
3	95,862	102,026	103,698	105,372
4	103,751	110,244	111,916	113,590
5	103,751	110,244	111,916	113,590
6	107,108	113,634	115,306	116,979
7	107,108	113,634	115,306	116,979
8	108,804	121,316	122,990	124,663
9	108,804	123,078	124,751	126,424
10	113,886	128,355	130,028	131,700

Speech & Language Pathologist: 189 Days			
STEP	I BA/Cred	I-1 BA/Cred + Masters or Doctorate	I-2 BA/Cred + Masters & Doctorate
1	94,423	96,096	97,770
2	97,728	99,401	101,074
3	101,148	102,822	104,496
4	104,688	106,361	108,035
5	108,351	110,026	111,699
6	112,143	113,818	115,490
7	116,069	117,743	119,416
8	120,130	121,804	123,477
9	125,028	126,701	128,373
10	130,921	132,595	134,269

Effective: 7/1/2026

Board Approval: 10/15/2026

Note: This represents a 4.0% salary increase effective 7/1/2026

Appendix B - Salary Schedule Administration

Effective 7/1/2026

Class.	Salary Schedule	Job Title
I	Salary Schedule	Classroom Teacher Counselors Music Teacher Special Education Teacher Nurse SLP PE Teacher Psychologist Social Worker I & II
II	Salary Schedule plus **$1,070** - (Rolled into Salary): (Lump-Sum Stipends, paid in two payments - Dec. & May):	State & District Assessment Leader TK-8 Leader in Technology Education TK-5 Teacher in Charge I PK-5 – two stipends *(unless school has AP)* Foster Youth/Homeless Coordinator TK-5 *(Non-Title I Schools Only)* PBIS Coordinator TK-8 Restorative Practices Team Member TK-5 Schools receive max. seven stipends in Classifications II and III 6-8 Schools receive max. eleven stipends for Classes II and III ***(All stipends must receive District Approval)***
III	Salary Schedule plus **$1,609** – (Rolled into Salary): (Lump-Sum Stipends, paid in two payments - Dec. & May):	Counselor, School Nurse Teacher In Charge II TK-5 504 Coordinator TK-8 – one additional for 40+ students Leader in Technology 6-8 EL Coordinator – one additional for 40+ students TK-8 Department PLC Chair 6-8 SSP Facilitator TK-8 Yearbook Advisor 6-8 Student Activities 6-8 – two stipends PE Chair TK-5 Elementary Music Chair ***(All stipends must receive District Approval)***
IV	Salary Schedule plus **$2,061 – (**Rolled into Salary): (Lump-Sum Stipends, paid in two payments - Dec. & May): (Paid at End of Season):	Adaptive Physical Education Combination Class Teacher Athletic Director 6-8 Inter-Scholastic coaches 6-8 *(Cross Country, Track, Wrestling teams with 40+ students receive additional stipend)* Cheerleader Advisor 6-8 Speech Clinical Fellow Supervisor 6-8 Schools receive max. sixteen stipends for Class IV ***(All stipends must receive District Approval)***
V	Salary Schedule plus **$2,548** - (Rolled into Salary):	RSP, SDC, ASD, FSP, Speech Therapist, ongoing Case manager
VI	**$21** per Hour	Seminar Teacher Independent Study Teacher Detention Supervisor
VII	**$32** per Hour	Curriculum Work/Special Projects Intervention Teacher Home/Hospital Instructor Joint Committee
VIII	**$35** per Hour	Summer School Session Teacher Inter-Session Teacher Saturday School
IX	5% of Step I, Column C **$3,346** (Lump-Sum Stipends, paid in two payments - Dec. & May):	Instrumental and Choral Music Teacher Stipend for Extra Duty 6-8 Year Round Competitive Program
X	Salary Schedule plus **$5,097** - (Rolled into Salary):	10 or more years of continuous special education service in RCSD for members eligible for Classification V. When members become eligible for Classification X, they no longer receive Classification V.
A Master's Stipend will be paid for employees holding a Master's Degree from any accredited institution in the field of or related to education. Part time employees will receive the Master's stipend on a prorated basis.		

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Elementary Music Education Program

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to Elementary Music Education for the 2026/2027 school year.

I. Hire credentialed elementary music education teachers to teach a standards-based elementary music education curriculum and direct two performance ensembles on a yearly basis.

   A. Each credentialed music education teacher will be assigned to a minimum of two (2) elementary schools and a maximum of three (3) elementary schools per year.
   B. Each credentialed music education teacher shall receive preparation time equal to an average of seventy (70) minutes per week.
   C. Supervision and evaluation of the elementary music education teachers are the responsibility of the assigned elementary school principals.
   D. A music education teacher scheduled to travel between two sites during the school day will be provided with the regularly assigned lunch time separate from the time provided to travel between schools.

II. Every kindergarten – 5th grade general education class will receive an average of 60 minutes of standards-based music education every two weeks.

   A. These 60 minutes may be considered additional preparation time for the teacher of record, provided the credentialed music teacher (or assigned substitute teacher) is on campus and available to teach.
   B. The additional preparation time for the teacher of record is dependent upon the economic viability of the Elementary Music Program.
   C. Every attempt will be made to schedule music class outside the regular teacher's classroom.

III. Credentialed music education teacher will be responsible for one class of students at a time. Additional students from an SDC class may join a grade level appropriate class in addition to their own SDC music class, with support staff as needed

   A. The teacher of record is not expected to supervise their class while they are receiving music education instruction and is not expected to complete additional Principal assigned duties.

IV. The credentialed music education teachers will provide an after school performance ensemble at their assigned elementary schools.

   A. The performance ensembles shall begin by the fifth full week of school.
   B. The performance ensembles shall conclude no earlier than three weeks before the end of the school year.
   C. The performance ensemble at each school will meet for 45 minutes per day, two days per week.
   D. The performance ensemble shall not be scheduled on PLC Wednesday afternoons.

E. In order to accommodate the after school performance ensemble, elementary music education teachers are exempt from the 20 minute after school departure time duty (Article V, Sections B and D).
F. Teachers will support their school sites for the first five weeks of school, or until their ensemble practices begin, with before and after school duty as assigned by their administrator.

V. The credentialed music education teachers will provide two community performance ensemble performances per year.

A. There shall be a winter performance and a spring performance.
1) Each of the two community performances shall include at least one evening performance (parents/guardians). Each of the two community performances shall also include at least one school day performance.

VI. Create an Elementary Music Education Chair Teacher position (Classification III Lump Sum Stipend) whose responsibilities shall include:
A. Develop curriculum maps.
B. Order curriculum, materials, supplies, and instruments.
C. Collaborate with music teacher and site administrators to create and distribute music education schedules.
D. Serve as the elementary music education liaison between the sites and the District Office.
E. Plan, organize and facilitate elementary music education staff development PLC meetings and in-service days.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Back to School Night/Open House

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding Back to School Night and Open House for the 2026/2027 school year.

1. The forthcoming year's date and time for Back to School Night at all schools will be determined by the majority vote of staff prior to the end of each school year.

2. Schools will agree on one night to host families either prior to school starting or within 3 weeks of school starting.

3. Back-to-School Night and Open House will be no less than one hour and no more than two hours.

4. Back-to-School Night and Open House will begin no earlier than 6:00 pm.

5. Schools that elect to host Back to School Night after school starts will be allowed to have an early release time on the day (*same as the time of release on a PLC day*) of the Back to School Night. Schools that elect to hold Back to School Night prior to school starting for the year will have 70 minutes of prep on one of the three pre-service days.

6. Open House events will be held in the Spring at all schools.

7. Schools will be allowed to have an early release time (*same as the time of release on a PLC day*) on the day of the Open House event.

8. Sites will avoid scheduling Back to School Night and Open House on PLC Wednesdays or School Board meeting nights.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

New Credentialed Staff Orientation Days

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding New Credentialed Staff Orientation Days for the 2026/2027 school year.

1. Newly hired staff for the 2026/2027 school year will be offered Orientation on July 28, 29, and 30 2026, for 6 hours each day.

2. Content will be provided addressing District information, curriculum and instruction, staff expectations, and professional development.

3. New staff who attend will be paid on an hourly basis at Classification VII $32 per hour.

4. These days will not count toward days in paid status or go toward any retirement benefit.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District — 4/21/26 Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association — 4/21/26 Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association — 4/21/26 Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Professional Development

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding Professional Development for the 2026/2027 school year.

1. Staff members will be paid their per diem rate for full-day professional development days provided by this MOU for summer or weekend training related to the implementation of a school-wide program (I.e., AVID or IB).

2. Staff members will submit a timesheet to be paid their individual per diem for each full-day of professional development in the summer or over a weekend as provided in this MOU.

3. These days/conferences will have been presented to and approved by the Superintendent's Cabinet and/or the Board of Education.

4. Site administration and staff will work together to schedule weekend and summer training as far in advance as possible.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Teacher on Special Assignment/Physical Education

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding Teacher on Special Assignment for Physical Education for the 2026/2027 school year.

1. A Teacher on Special Assignment (TOSA) is a teacher who performs duties outside the classroom in a position and a classroom teaching assignment. Duties shall include, but may not be limited to, supporting the district and sites' program logistics, teacher support, curriculum, professional development, and overall support of district activities, meetings, and events.

2. The Educational Services Director may alter TOSA duties to address the needs of the District program and at individual sites. In no case shall duties include evaluating or supervising another bargaining unit member. Teachers on Special Assignment shall not be counted in the normal student-to-teacher ratios that govern class size averages and caps.

3. Teachers on Special Assignment (TOSA) shall work the same contractual year as regular teachers and be paid the same as regular teachers according to the District's salary scale. Upon the Director's request, hours may be flexed to provide coverage of pre-planning prior to the school year starting. By mutual agreement, TOSAs may work an additional three (3) days per year beyond the regular contract days and be paid at the per diem rate.

4. TOSA/PE will teach dance classes each week.

5. TOSA/PE will be granted a prep period of 70 minutes per week.

6. At the completion of the 2026-2027 school year, by request of the staff member or by decision of the Director, the staff member may return to a regular elementary PE teaching position. Upon returning to a regular elementary PE teaching position, the TOSA will be included in the regular bumping process.

This MOU is non-precedent setting and is in effect through the 2026-2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District — 4/21/26 Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association — 4/21/26 Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association — 4/21/26 Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Teacher on Special Assignment - Preschool

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding PreSchool TOSA for the 2026/2027 school year.

1. A Teacher on Special Assignment is a teacher who performs teaching-related duties outside the classroom in a position other than a classroom teaching assignment. Duties shall include, supporting preschool staff in the implementation of effective preschool programs and teaching methods, demonstration lessons, data review, IEP development, and progress monitoring, assist in development and implementation of coherent curriculum across the preschool programs, develop and support staff in implementing effective practices for the transition from preschool to TK/Kindergarten, Assessment Coordinator for initial preschool eligibility assessment, support academic assessments for initial preschool eligibility assessments, admin designee for IEP meetings and attend transition meetings with ALTA regional center.

2. TOSA duties may be altered by the Principal to address the needs of the program. In no case shall duties include evaluation or supervision of another bargaining unit member. Teacher on Special Assignment shall not be counted in the normal student-to-teacher ratios that govern class size averages and caps.

3. Teacher on Special Assignment shall work the same contractual year and day as a regular teacher and be paid the same as a regular teacher according to the District's salary scale. In recognition of Preschool TOSA's additional duties listed above, they are not included in any before or after-school student supervision duties. By mutual agreement, TOSA's may work an additional three (3) days per year beyond the regular contract days and be paid at the per diem rate or schedule flex days.

4. Preschool Teacher on Special Assignment positions shall be offered to all staff in the preschool program. Staff must be in permanent status upon the first day being assigned TOSA and hold a valid California Early Childhood Special Education Credential. The Principal shall make the selection. If there are no qualified applicants in the program the TOSA position will be posted within the District.

5. At the completion of the 2026/2027 school year, or by request of the staff member, or by decision of the Principal, the staff member will return to a regular teaching position in the program. If at any time during the term of the TOSA there is a reduction in staff due to enrollment, the staff member, excluding the TOSA, with the least district seniority will be bumped. Upon returning to the classroom, the TOSA will be included in the regular bumping process.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Class Size Ratios for Kindergarten through Third Grade

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding Class Size Ratios for Kindergarten through Third Grade for the 2026/2027 school year.

Each elementary school shall maintain an average class-size ratio of students to teacher for Kindergarten through third grades not greater than 26:1, with no class size exceeding 26 students.

Each teacher with a class size of 26 students shall be compensated $23.37 per day for each additional student enrolled. This is based on the average district teacher salary divided by the number of workdays divided by 25 students. This rate is effective from the date the Governing Board approves the negotiated contract between RTA and RCSD.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services Roseville City School District	10/1/26 Date
Angela Espley, Lead Negotiator Roseville Teachers' Association	10/1/26 Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Coverage for Classes and Preparation Period Loss

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") related to a teacher covering a class during their prep time for the 2026/2027 school year.

Principal will review absences and coverage options.

Any teacher covering a class during their prep at middle school or an elementary classroom teacher who loses their PE prep, due to a lack of substitute teachers for the 2026-2027 school year, will be compensated as follows:

- $30 per period of 35 minutes or less
- $50 per period of 36 minutes or more

Any elementary teacher absorbing another elementary teacher's students for the day will be compensated as follows:

- Only applicable when a substitute teacher was requested
- Must be 60 minutes or more
- Capped at $50 per day, per teacher ($100 per day, per teacher absence)

Timesheets will be used to record time and compensation.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

District Training Day

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding one District mandated training day for the 2026/2027 school year.

1. One (1) additional day will be added to the work year for certificated staff during the 2026/2027 school year to provide time for staff to complete mandated training.

2. The mandated training will be assigned to staff no later than July 15, 2026, with a completion due date of no later than September 15, 2026.

3. Staff will be allowed to use any non-calendered workday to complete the training in the timeframe referenced in #2.

4. Any staff with incomplete training on September 16, 2026, will be docked the equivalent of one day's pay to be reflected in their October 31, 2026 paycheck.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

SDC Mainstreaming to General Education

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding mainstreaming students from SDC into General Education classes for the 2026/2027 school year.

1. For any Kindergarten through 5th grade class where the number of students goes over 26 in grades K–3 or 34 in grades 4–5, when students from a Special Day Class (SDC) join the class for at least 90 minutes a day, teachers will receive extra pay, following the per student compensation amount in the Class Size Reduction (CSR) Memorandum of Understanding agreement. The current value is $23.37 per day.

2. Kindergarten through 3rd grade classes will be capped at 29, and 4th - 5th grade classes will be capped at 37.

3. Collaboration between general education, administration, and special education will be held prior to the placement of students.

4. When possible, instructional assistants will support SDC students while they are in the general education classroom.

5. To help manage support and classroom balance, students from SDC will be placed across grade-level classes at their current school of attendance based on their needs and available special education staff. Educational Support Services staff will monitor equity in the mainstream classroom.

6. This rate is effective from the date the Governing Board approves the negotiated contract between RTA and RCSD.

7. Timesheets for eligible teachers must be submitted by May 31, 2027.

This MOU is a non-precedent setting and is in effect only through the end of the 2026/2027 school year.

M Baichtal
Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District
10/1/26
Date

Angela Espley
Angela Espley, Lead Negotiator
Roseville Teachers' Association
10/1/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Class Size for Ballroom Dance Elective (Eich Middle School)

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding Class Size for Ballroom Dance Elective.

1. Because of its unique characteristics and student interest, Ballroom Dance electives may exceed the 34-student ratio.

2. Enrollment will not exceed an average of 45 students per Advanced Ballroom class.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Professional Learning Communities

The Roseville City School District ("District") and the Roseville Teachers' Association ("Association") enter into this Memorandum of Understanding ("MOU") regarding Professional Learning Communities ("PLC") for the 2026/2027 school year.

Professional Learning Communities (PLC) occur each Wednesday as designated on the school year calendar. PLC meetings are 70 minutes long, commencing twenty minutes after school dismissal and continuing until the end of the contractual work day for certificated staff.

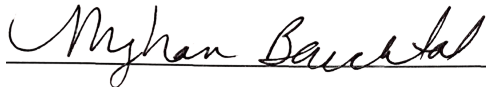
The District and RTA will mutually select three Wednesdays for report card preparation (one per trimester) and three Wednesdays for progress report preparation (one per trimester) to be determined when the school year calendar is developed and approved by the Board of Education.

It is the intent of the Memorandum of Understanding to focus PLC time on a systematic process in which teachers work together interdependently to analyze and impact professional practice to improve our individual and collective student results. District and RTA. Share a belief that all students can learn and commit to using the following critical questions to guide our PLC work:

1. What is it we expect students to learn?
2. How will we know when they have learned it?
3. How will we respond when they don't learn it?
4. How will we respond when they already know it?

PLC Wednesdays are a protected time to support the learning of all students in our district.

This MOU is non-precedent setting and is in effect through the 2026/2027 school year.



Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

4/21/26
Date



Julie Ferguson, RTA Co-President
Roseville Teachers' Association

4/21/26
Date



Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

4/21/26
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Chilton Middle School Teacher Teaching ELA Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to a Chilton Middle School teacher teaching an ELA class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/24/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Chilton Middle School Teacher Teaching ELD Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to a Chilton Middle School teacher teaching an ELD class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/24/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Chilton Middle School Teachers Teaching PE Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to Chilton Middle School teachers teaching PE during their preps during the 2026/27 school year.

1. Teachers must volunteer to teach through their prep.

2. Teachers will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/24/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Eich Middle School Teacher Teaching Band Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to an Eich Middle School teacher teaching a Band class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/24/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Eich Middle School Teacher Teaching Computer Tech Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to an Eich Middle School teacher teaching a Computer Tech class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/24/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Eich Middle School Teacher Teaching Dance Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to an Eich Middle School teacher teaching a Dance class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/26/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Eich Middle School Teacher Teaching Study Skills Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to an Eich Middle School teacher teaching a Study Skills class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

07/24/2026
Date

Memorandum of Understanding between
Roseville City School District and Roseville Teachers' Association

Eich Middle School Teacher Teaching Woodwork Class During their Prep

The Roseville City School District (District) and the Roseville Teachers' Association (RTA) enter into this Memorandum of Understanding (MOU) related to an Eich Middle School teacher teaching a Woodwork class during their prep during the 2026/27 school year.

1. Teacher must volunteer to teach through their prep.

2. Teacher will be compensated at 1/5 of their daily rate.

3. Seniority will be used to determine the order of eligibility.

This MOU is non-precedent setting and is in effect through the 2026/27 school year.

Meghan Baichtal, Assistant Superintendent of Personnel Services
Roseville City School District

7/30/2026
Date

Julie Ferguson, RTA Co-President
Roseville Teachers' Association

7/30/2026
Date

Wendy Frederiksen, RTA Co-President
Roseville Teachers' Association

7/24/2026
Date