
INDEX

INDEX

A

absence, reporting of	13.4
absence without leave	7.8.2, 13.4.1
academic-day workers	
vacation time	9.2.2
work year	7.7.4
access, right of	5.1.1
personnel records	7.11
administrative leave	16.11
Agreement	
amendment of	1.4, 20
definition	12.2.1
distribution of	5.4
duration of	23.1
negotiation of	20
recognition of	1
alcoholic beverages, use of, disciplinary action	16.3.11
amendment of agreement	1.4, 20
anniversary dates of service	8.3
and unpaid leave of absence	10.11
appeals	
classification decisions	15.5–15.6
for disciplinary hearings	16.8, App. A
reorganization of positions	7.6.2
application for vacancies	7.15.3
by laid off employees	11.10
application form	
in personnel file	7.11.1
arbitration	
grievance proceedings	12.8–12.10, 12.11.4
arbitrator, selection of	12.8
automobiles, use of	
District	19.3
personal	14.2

B

bargaining unit	
definition of	1.1
benefits	18. see also benefits, health
for extended work year	7.7.5
during family medical leave	10.16
qualified workers	18.1

reopening to negotiation.....	20.5
for short work year	7.7.7
during staff development leave	10.13
at termination.....	7.8.3
during unpaid leave of absence.....	10.11, 10.14, 18.6
benefits, health. see also dental benefits; medical benefits; prescription drug benefits; vision care benefits	
for retirees	17
retirees hired after July 1, 1997.....	17.1.8
retirees hired before July 1, 1997	17.1.1–17.1.7
during suspension.....	16.4.3
bereavement leave.....	10.5
break in service.....	10.14
effect on retiree health insurance	17.1
and union business leave.....	10.17
budget or financial statements, right to receive	5.1.4
bulletin boards, right to use.....	5.1.2
"bumping rights"	11.7–11.8

C

call back time.....	13.2.4
career counseling for laid off workers.....	11.16.7
changes of name or address	7.11.5
reporting requirement.....	7.13
charitable deductions, voluntary	3.4.8
check off.....	3.1
childbirth	
sick leave for	10.1
Classification Committee.....	15.4
classification, working out of.....	8.8, 15.1
Working Out of Class form.....	App. A
classification and reclassification	15. see also reclassifications and reorganizations
Classification Questionnaire.....	15.2.3
classification specialist.....	15.3
classified hourly	7.16
committee appointments.....	5.2
Committee on Political Education (C.O.P.E.)	3.4.10
compensatory time off	13.2.3
Computers, rest breaks.....	13.1
computer terminals in home.....	13.2.6
conferences, training.....	7.3
conferences, Union	5.2.7
confidentiality	
of damaging information.....	7.11
disciplinary hearings.....	16.10
of requests for personal necessity leave.....	10.10

conscientious objectors. see objections to payment of fees: religious	
contract review committee.....	22
credit union, voluntary deduction for.....	3.4.2

D

damage to District property, disciplinary action.....	16.3.4
damaging information, confidentiality of	7.11
deadlines	
grievance filing.....	12.5, 12.7
demotion, involuntary, as disciplinary action.....	16.4.4
demotion, voluntary. see "bumping rights"	
dental benefits.....	18.2.5
dependents. see also domestic partners; spouse, surviving	
defined.....	18.1.4
derogatory materials in personnel file.....	7.11
development leave for classified staff.....	10.13
disability	
caused by pregnancy	10.1
health benefits during.....	18.5
retirement because of	17A
unpaid leave for.....	10.2
disability, long-term.....	10.2, 18.5
disability leave, district-initiated.....	10.12
disciplinary action.....	16
definitions.....	16.2
Disciplinary Action Appeal.....	App. A
grievances on.....	12.10
transfers not used as	7.4.3
discourteous conduct, disciplinary action.....	16.3.10
dishonesty, disciplinary action.....	16.3.6
dismissal.....	16.4.5. see also break in service
doctors and dentist appointments.....	10.1
domestic partners.....	18.9, App. E
of retirees.....	17.1
donation of sick leave. see sick leave donation	
driving records.....	19.3
dues, membership	
check off, right of	3.1
deduction of.....	3.2
duration of Agreement.....	23
duties of position. see also classification and reclassification	
activity incompatible with, disciplinary action	16.3.8
failure or refusal to perform	16.3.2
negligence of, disciplinary action.....	16.3.13

E

Education Code	
and temporary workers.....	4.2
educational fees, reimbursement.....	7.3
Training/Retraining Reimbursement form.....	App. A
eleven (11)-month workers	
vacation time.....	9.2.2
work year.....	7.7.2
emergencies, personal	
and personal necessity leave.....	10.10
emergencies on job	
and release time for committee service.....	5.2.6
and stand-by status.....	13.2.6.1–13.2.6.2
and stewards leaving work to talk to workers.....	6.4
employee assistance program.....	18.3
employment physicals.....	14.3
employment practices.....	7
enforcement	
payroll deductions.....	3.3
equipment and facilities, right to use.....	5.1.3
equipment and tools, provision of.....	14.1
ergonomically appropriate equipment.....	19.5
executive board, release time for.....	5.2.2
exempt positions.....	8.6
eye care benefits.....	18.2.5

F

failure to perform duties, disciplinary action.....	16.3.2
family, immediate. see also dependents	
defined.....	10.15
use of personal necessity leave.....	10.10
use of sick leave for.....	10.1
family medical leave.....	10.16
Family Medical Leave Act.....	App. H
felony conviction, disciplinary action.....	16.3.9
filing, grievances	
definition.....	12.2.3
firing of workers. see dismissal	
"first consideration" status.....	7.5.1
Foothill-De Anza Foundation, voluntary deduction for.....	3.4.7
forms.....	App. A

G

garnishments in personnel file.....	7.11.4
government savings bonds, voluntary deduction for.....	3.4.3
graveyard shift	

differential pay	8.7.1
lunch periods.....	13.1
grievance	
definition	12.2.2
right to file.....	12.3
grievance filings	
formal procedure.....	12.5
stewards.....	6.5
grievance procedure.....	12
stewards leaving work to talk to workers.....	6.3
grievances, worker-processed.....	12.11.6

H

health benefits. see benefits, health	
health services office.....	19.4
hearing, formal	
for disciplinary action.....	16.8
Hearing Officer	16.8.2
hold harmless clause	14.4
holidays.....	9.1
overtime pay	13.2.2
and personal necessity leave	10.10
religious, leave for.....	9.1, 10.10.2
holidays and weekends, paydays falling on.....	8.1,9.1
hours and overtime.....	13

I

identification cards.....	14.6
in-service training	7.3 see also professional growth award
priority registration for laid off workers	11.16.5
incompetence, disciplinary action.....	16.3.1
initiation fees	
check off right of	3.1
insubordination, disciplinary action.....	16.3.3
insurance, voluntary deduction for	3.4.4
insurance carriers.....	18.8
intermittent work.....	4.1.2
involuntary demotion as disciplinary action.....	16.4.4

J

job classifications	
in personnel file.....	7.11.2
job descriptions	
in classification.....	15.2
job openings. see position vacancies	
Joint Classification and Compensation Study Implementation	App. G
jury duty	10.6

K	
keys, duplication of, disciplinary action	16.3.7
L	
layoff	11. see also break in service
improper	11.14
permanent employees.....	7.4.4, 11.1
and temporary workers.....	4.1.1, 11.1
and vacation leave.....	9.2.5
volunteering for	11.8
leave of absence, unpaid	10.11
benefits.....	18.6
and employment vacancies.....	7.15.1, 7.15.3
leaves.....	10
life insurance.....	18.4
longevity program.....	8.4
lunch periods.....	13.1
M	
mail system, right to use.....	5.1.2
make-up time for educational training.....	7.3
management positions	
exempt	1.1
management rights.....	21.1
medical benefits.....	18.2
medical reports during sick leaves.....	10.1
Medicare	
retirees hired after July 1, 1997.....	17.1.8
retirees hired before July 1, 1997	17.1.1
membership dues. see dues, membership	
military leave	10.7
miscarriage, sick leave for	10.1
moral turpitude, disciplinary action.....	16.3.9
N	
negligence in performance of duties, disciplinary action	16.3.13
negotiations.....	20
of amendments	1.4
nepotism. see relatives, hiring of	
new workers	
dues authorization forms.....	3.2
placement on salary schedule.....	8.2
sick leave.....	10.1
non discrimination clause	2
for reporting safety violations.....	19.2

notice	
grievance	12.2.4, App. A
negotiations	20.3
proposed disciplinary action.....	16.6
notification	
of layoff	11.4
of negotiations.....	20.1
of openings during layoff	11.12
reorganization of positions.....	7.6.1
stewards.....	6.2
O	
open enrollment period for retirees.....	17.1.3
organizational charts in classification.....	15.2.4
orientation sessions.....	5.2.8
overtime	13.2
distribution of	13.2.5
and exempt positions.....	8.6
and layoffs.....	11.1.3
PERS deductions.....	17.2
by stand-by workers in emergencies.....	13.2.6.2
P	
parental leave.....	10.4
after sick leave.....	10.1
parking	14.5
part time workers	
adjustments of assigned time.....	13.3
personal necessity leave	10.10
pre-retirement reduction in contract.....	17B
sick leave.....	10.1
vacation time	9.2.3
pay and allowances.....	8
reopening to negotiation.....	20.5
pay period.....	8.1
payroll deductions	
pre-retirement reduction in contract.....	17B.5
required (see charity fee; dues, membership)	
voluntary.....	3.4
performance evaluations	
and advancement on salary schedule	8.3
in personnel file.....	7.11
probationary employment	7.1.2, 7.4.1
signing of.....	7.10.2, 7.11
personal necessity leave.....	10.10

religious holidays	9.1, 10.10.2
and unpaid leave of absence.....	10.11.2, 10.14
use of for sick family members.....	10.1
personnel records.....	7.11
administrative leaves.....	16.11
driving background checks.....	19.3.3
and grievances.....	12.11.5
physical examinations.....	14.3
for disability retirement.....	17A.3
position ranges and titles.....	App.D
position vacancies.....	7.15
applications.....	7.15.3
form of notice.....	7.15.2
and laid off employees.....	11.10
posting of.....	7.15.1
and workers on leave.....	7.15.1, 7.15.3
pre-retirement reduction in contract.....	17B
pregnancy, sick leave for.....	10.1
prescription drug benefits.....	18.2
President	
release time for.....	5.2.1
probationary employment.....	7.1
after layoff.....	11.11
after reemployment.....	7.9
new employees.....	7.1.1
personal necessity leave.....	10.10
promoted employees.....	7.1.2–7.3.43
recommendation for permanency.....	7.2
release from.....	7.1
vacation time.....	9.2
professional growth award.....	8.5. see also in-service training
application form.....	App. A
and classes during staff development leave.....	10.13
Professional Growth Program for Classified Workers.....	App. B
promoted employees	
by movement on promotional ladder.....	7.2.5
movement to new position.....	7.5.2
placement in salary schedule.....	7.5.2a
by promotion.....	7.3.4
promotions.....	7.5
placement and movement upon promotion.....	7.5
and reorganizations.....	7.6
selection for.....	7.5.1
provisions of health insurance plans.....	App. H
Public Employees Retirement System.....	17.2
during staff development leave.....	10.13

Q

quarantine, leave for.....10.8

R

raises. see salary: advancement of

reclassifications and reorganizations7.6.3

 Application for Reclassification.....App. A

reduction in contract, pre-retirement.....17B

reduction in hours11.2

reemployment

 after disability.....10.2

 after layoff11.9, 11.11–11.13

 seniority status.....7.9

references in personnel file.....7.11.2

refusal to perform duties, disciplinary action16.3.2

registration privileges for laidoff workers11.16.5

reimbursement

 training/retraining fees7.3 Appendix A

 travel expenses8.9

reinstatement

 after automatic resignation7.8.2

 after industrial accident leave.....10.9

 after parental leave10.4

 after union business leave10.17

 after unpaid leave of absence10.11.2

relatives, hiring of7.12

release time, right of5.2

 educational training.....7.3

 grievance proceedings.....12.11.7–12.11.8

 limits on.....5.2

 negotiations20.4

 work seeking by workers at risk of layoff11.16.3

religious holidays. see holidays, religious

reorganization of positions.....7.6

representation

 in disciplinary hearings16.7.2, 16.8.3

 in grievance proceedings.....12.4

reprimand, written. see written reprimand

resignation by worker. see also break in service

 effective date of resignation18.1.5

 notice of7.8.1

responsibilities of position. see classification and reclassification

rest leave10.1

rest periods.....13.1

 after emergency situations.....13.2.6.3

restoration of hours for laid off workers.....	11.11
retirement.....	17. see also break in service
in lieu of layoff.....	11.6
rights of management.....	21.1
rights of Union.....	5

S

safety.....	19
safety committee.....	19.6
salary schedule	
advancement on.....	8.3
for classified staff.....	App. C
and laid off workers.....	11.11
and parental leave.....	10.4
placement on.....	8.2
schedule changes and reorganizations.....	7.6.3
scholarship funds, voluntary deduction for.....	3.4.5
seasonal work.....	4.1.2
seniority.....	8.10
after reemployment.....	7.9
layoffs.....	11.5, 11.11
and parental leave.....	10.4
and promotional probationary period.....	7.1.2
and reclassified positions.....	15.1.4
during staff development leave.....	10.13
and unpaid leave of absence.....	10.11.2, 10.14
seniority roster	
right to receive.....	5.1.5
Union right to.....	11.15
service, first month of.....	8.3
sexual harassment, disciplinary action for.....	16.3.14
shift differential pay.....	8.7
sick leave.....	10.1
absence, reporting of.....	13.4.1
extended leave.....	10.2
and personal necessity leave.....	10.10
during staff development leave.....	10.13
and unpaid leave of absence.....	10.11.2, 10.14
during vacation leave.....	9.2.5
vacation leave converted to.....	10.1
sick leave donation.....	10.3
Donation of Sick Leave Pledge.....	App. A
signing of performance evaluation.....	7.10.2, 7.11
Skelly Hearing.....	16.7
Skelly Officer.....	16.2.8, 16.6.2, 16.7
Social Security.....	17.3

spending accounts.....	18.7
spouse, surviving	
health insurance benefits.....	17.1.2
staff development leave.....	10.13
stand-by status.....	13.2.6.1
State Teachers Retirement System	
disability insurance benefits.....	18.5
retiree health benefits.....	17.1.1.1
step increases. see salary: advancement of	
stewards.....	6
in grievance proceedings.....	12.7.2
in informal dispute resolution.....	12.1
at layoff.....	11.5
and personnel records.....	7.11
time for grievance proceedings.....	12.11.7–12.11.8
and written reprimands.....	16.4.2
STRS. see State Teachers Retirement System	
student loan funds, voluntary deduction for.....	3.4.6
substance abuse, disciplinary action.....	16.3.12
substitute employees.....	4.4
summer temporary positions.....	4.2.1
suspension as disciplinary action.....	16.4.3
swing shift	
differential pay.....	8.7
lunch periods.....	13.1
T	
tax-deferred annuities, voluntary deduction for.....	3.4.1
telephone calls after working hours.....	13.2.6
temporary work.....	4. see also classification, working out of
eligibility of Union members for.....	4.2
and layoffs.....	4.1.1, 11.1, 11.16.2
summer positions.....	4.2.1
ten (10)-month workers	
vacation time.....	9.2.2
work year.....	7.7.3
termination.....	7.8
abandonment of position.....	7.8.2
for cause.....	16.3
for disability.....	17A
dismissal as disciplinary action.....	16.4.5
payment for vacation time.....	9.2.1
probationary workers.....	7.1.2, (see also break in service)
resignation by worker.....	7.8.1
time reports, filing of.....	13.1
tools and equipment, provision of.....	14.1

transfer	7.4
and accumulated sick leave.....	10.1
by administration.....	7.4.2
as discipline.....	7.4.3
by worker.....	7.4.1
travel and conference fund	14.7
travel expenses.....	8.9
travel time for call backs.....	13.2.4
tuberculosis examination	7.14
twelve (12)-month workers, work year.....	7.7.1

U

uniforms.....	14.1
Union activities	
release time for	5.2
unpaid leave for	10.17
Union and layoffs.....	11.3
Union "Bug," use of	5.5
Union representative	
definition	12.2.6
Union rights	5
Union security	3
Union Worksite Organizer	
in grievance proceedings.....	12.2.6, 12.5.2
United Way, voluntary deduction for	3.4.8
use of District time or facilities for private advantage, disciplinary action.....	16.3.5

V

vacancies. see position vacancies	
vacation leave.....	9.2
accumulation of	9.2.5
holidays during.....	9.1
and personal necessity leave	10.10
scheduling of	9.2.6
sick leave converted to	10.1
during staff development leave.....	10.13
and unpaid leave of absence.....	10.11.2, 10.14
vision care benefits	18.2.5

W

warning as disciplinary action	16.4.1
weekend differential pay.....	8.7.2
work day.....	13.1. see also working day
work week.....	13.1
summer schedule.....	13.5
work year	7.7

10-month workers	7.7.3
11-month workers	7.7.2
12-month workers	7.7.1
extension of	7.7.5–7.7.6
worker expenses and materials	14
Workers' Compensation	18.10
and industrial accident leave	10.9
working day	12.2.5. see also work day
written reprimand as disciplinary action.....	16.4.2