



AGREEMENT

between

THE IRVINE UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

and

ADMINISTRATIVE ASSISTANTS TO THE PRINCIPALS

Effective July 1, 2018 to June 30, 2019



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ARTICLE 1 - PERSONS COVERED

- 1.1 Employees whose responsibility is to serve as administrative assistant to the principal of a school shall be identified as “Administrative Assistant to the Principal (AAP).”
- 1.2 Representatives from the AAP group shall engage in the Meet and Confer process with the Superintendent, or designee, on a regular basis, or when requested by either party, to discuss matters related to working conditions, salary, and benefits.

ARTICLE 2 - EVALUATION

- 2.1 Time of Evaluation
 - 2.1.1 Probationary employees shall be evaluated at the end of the second and fifth months of employment.
 - 2.1.2 Permanent employees shall be evaluated at least once each year. The annual evaluation shall occur at the end of the fiscal year.
- 2.2 Evaluations shall be made by the employee’s principal and shall be reviewed by the Superintendent and/or his designee.
- 2.3 Procedures
 - 2.3.1 Evaluation of personnel shall follow a narrative management-by-objectives format.
 - 2.3.2 The employee and his/her principal shall meet annually prior to December 1 in a pre-conference to discuss the objectives for evaluation.
 - 2.3.3 Evaluations shall be based primarily upon pre-established goals and objectives derived from job-oriented functions as specified in the 2/26/04 revision of the job description for Administrative Assistant to the Principal.
- 2.4 Evaluation Conference
 - 2.4.1 The completed evaluation shall be shown to and discussed with the employee being evaluated during an evaluation conference. Both parties shall sign the report and each may write any comments deemed necessary. Signing the report does not necessarily indicate that the employee agrees with the report.

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2.4.2 After receiving the completed evaluation, the employee shall have two working days following the conference to make whatever additional comments desired.

2.5 Unsatisfactory Performance

2.5.1 If at any time an employee established a pattern of unsatisfactory performance, it shall be the responsibility of the principal to do the following:

- a. Confer with the employee.
- b. Identify the problem areas and offer positive steps for correction.
- c. Provide the employee with a copy of the written record of that conference and send one copy to the Division of Human Resources.

2.6 Employee Complaints Concerning Evaluation

2.6.1 Employees who have a complaint about the evaluation shall seek satisfaction at the first step possible through the normal channels in Article 10 of these Guidelines.

ARTICLE 3 -WORKING CONDITIONS

- 3.1 The standard work year shall be twelve (12) months, of which the standard work week of a regular Administrative Assistant to the Principal shall be forty hours. The working day on a five-consecutive-day work week shall be eight hours exclusive of lunch breaks. The working day on a four-consecutive-day work week schedule shall be ten hours exclusive of lunch breaks. Anything less than 40 hours per week and/or 8 hours per day shall be termed part-time and prorated accordingly.
- 3.1.1 Modifications of the year for 10 month administrative assistants will be mutually determined by the Administrative Assistant to the Principal and the Principal at an individual site.
- 3.1.2 The normal work year for 10-month Administrative Assistants to the Principals is September 1 through June 30, except in the case of schools on a year-round calendar. This work year may be modified by mutual consent. Administrative Assistants to the Principal will be granted an exchange with days during the regular school year or will be paid for days beyond the normal work year. Such exchange or pay is in straight time or hours.
- 3.2 Overtime
- 3.2.1 Overtime shall be defined as extraordinary workload situations when an employee is requested by the employer to work beyond the standard time allotted and is available only when the work day exceeds 8 hours or the work week exceeds 40 hours, exclusive of lunch. The employee shall be compensated time and one-half based on the employee's per diem/hourly rate, as determined by the employer.
- 3.3 Professional Growth
- 3.3.1 An Administrative Assistant to the Principal who satisfactorily completes the equivalent of six semester units of college, university, workshop, or seminar course work shall be reimbursed for up to a maximum of \$300.00 per year. Fifteen hours of seat time shall be considered the equivalent of one semester unit.
- 3.3.2 Prior approval of all course work shall be obtained from the immediate supervisor and from the Assistant Superintendent, Human Resources.

ARTICLE 4 - COMPENSATION

- 4.1 The Irvine Unified School District wants to acknowledge that it is extremely fortunate to have such an outstanding group of professionals as the Administrative Assistants to the Principals to assist with the management of our schools. The magnitude of the job and the responsibilities assumed on a daily basis require continual exploration of ways to both recognize and compensate the Administrative Assistants for what they do for the students of IUSD, their continued care and management of the school community as evidenced by the job description.
- 4.2 Effective July 1, 2018, the salary schedule shall be increased by 2.95%.
- 4.2.1 The salary of the Administrative Assistant to the Principal shall be modified based on school size as noted on the increment index in Appendix A.
- 4.3 Movement on the salary schedule shall be at the rate of one step per year for steps 1-6. Advancement to steps 7-9 shall be based upon principal recommendation and satisfactory or better annual evaluation.
- 4.4 Longevity
- 4.4.1 Effective July 1, 2018, Administrative Assistants to the Principals shall be granted long-term longevity salary increases in the amount of \$52.26 per month, beginning after six (6) full years of service and satisfactory or better evaluations. Such increases shall continue to a maximum of \$522.60 per month.
- The increase to longevity pay for additional or overtime hours beyond the regular assignment for monthly employees will commence on the first day after board approval of the MOU.
- 4.5 Hire Date
- 4.5.1 If an employee starts work on the first to the fifteenth day of the month, then the first of that month will be considered to be his/her hire date. If an employee starts work after the fifteenth day of the month, the first day of the following month will be considered to be his/her hire date.
- 4.5.2 Employees hired after March 1 of any year shall not be eligible for movement on the salary schedule until the beginning of the year following the next fiscal year.

4.6 Retirement

- 4.6.1 The District shall offer a unit member upon retirement a recognition stipend of \$5,000. The recognition shall be offered to a unit member who has served a minimum of fifteen (15) full time or equivalent years (last five (5) years to be consecutive) in the bargaining unit.

ARTICLE 5 - FRINGE BENEFITS

- 5.1 Only those employees consistently having a work assignment of twenty (20) hours per week or more qualify for fringe benefits.
- 5.2 The employer will provide the employees with the following coverages as identified and structured by the insurance committee:
 - < medical insurance (comprehensive plan with second opinion surgery)
 - < dental insurance
 - < life insurance
 - < disability insurance
 - < vision care insurance
- 5.3 Effective January 1, 2019, the District shall pay \$10,275 per eligible unit member per benefit year. The District's contribution for health benefits shall be subject to annual review. In addition, the District shall make a one-time contribution of \$800,000 to the reserve fund of the Benefit Management Board for the 2018-19 school year.
- 5.4 Employees may include their dependents in medical, dental and life insurance coverage by contributing toward the insurance premiums as established by the employer.
- 5.5 Permanent employees who are absent on account of long-term illness and who have exhausted their accumulated paid leaves will continue to receive insurance coverage as specified in this section for that period of illness not to exceed twelve (12) months following exhaustion of said leave.
- 5.6 An employee, on employer-approved unpaid leave of absence, shall have the option to continue to receive employee benefits, as specified in this section, for the period of the approved leave at the employee's own expense.
- 5.7 The employer shall provide medical, vision, and dental insurance as specified in Article 5 for an employee retiring after his/her 55th birthday, until meeting the minimum age eligibility of Medicare or Medi-Cal. Said employee shall have served a minimum of ten (10) consecutive years with the district prior to retirement.

ARTICLE 6 - ABSENCES AND LEAVES

- 6.1 It is the responsibility of each employee to report each period of absence as prescribed by the employer and to complete the appropriate employer forms. Verification of employee absences shall be at the employer's request.
- 6.2 Employees must maintain an accounting of authorized time for absence or leave. Upon request of the employee, the employer will provide notification when leave time or accumulated absence has been used. This notification will generally be made to Human Resources the first week in October, or as soon as possible thereafter, and will be itemized as to type of leave remaining.
- 6.3 It shall be the responsibility of an employee on leave to notify the Division of Human Resources in writing, no less than 90 days before they are scheduled to return from a year's leave of absence, of their intention of returning or not returning to regular District employment. A leave of less than one year shall require a 60-day written notice. Unless the Human Resources Department receives this notice, a leave of absence shall be considered void and Employer contractual commitments to the employee no longer exist.
- 6.4 Upon returning from extended leave, if an opening exists, employees will be reassigned to a position similar to that held prior to the leave.
- 6.5 Sick Leave
- 6.5.1 Each employee shall be entitled to one (1) day of illness leave of absence per month employed during the fiscal year. Unused leave shall be carried forward to the succeeding year and shall be cumulative.
- 6.5.2 When employees are absent from their duties because of illness, they shall use all of their accumulated sick leave. At the termination of the accumulated sick leave period, the employee shall be eligible for a total of 100 sick leave days, inclusive of the used sick leave within the school year in which the absence occurs. For this additional sick leave, the employer will pay the employee the difference between the employee's normal salary and the amount that would be paid to a substitute to fill the position. Extended leave must be on the basis of a recognized medical doctor's statement.
- 6.6 Maternity Leave
- 6.6.1 Maternity leave shall be provided in accordance with state law, including the use of accumulated sick days. A physician's statement of expected date of confinement

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shall be submitted to the Division of Human Resources no later than the fifth month of pregnancy.

6.7 Military Leave

6.7.1 Military leave will be granted to those eligible.

6.8 Bereavement Leave

6.8.1 All employees are entitled to three (3) days leave of absence (five (5)) days if extensive travel is required) for the death of any member of their immediate family, and for such additional days as the employer may allow. No deduction shall be made from the salary of such employee for authorized leave of absence. "Member of immediate family" as used in this section means the mother, father, grandmother, grandfather, or grand-child of the employee, or of the employee's spouse; the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee. A person standing in loco parentis will be considered as a member of the immediate family.

6.9 Alternate Use of Sick Leave

6.9.1 Administrative Assistants to the Principals may, with prior approval of the appropriate administrator, use not more than seven (7) days of allowable sick leave in cases of personal necessity during the school year. Two (2) of the seven (7) potential personal necessity days may be used for any matters of compelling importance. The employee shall make every effort to secure prior approval from the appropriate administrator.

6.9.2 Personal necessity shall be limited to the following:

Death or accident involving person or property of a member of the immediate family (immediate family refers to those persons described in the bereavement regulations of this Agreement).

6.9.3 Appearance in court as a responding litigant, or as a witness under official order. Whenever officers or members of the Association appear as litigants in matters concerning the District, allowable leave shall be charged against the total days allocated in Organizational Leave.

6.9.4 Birth of a child -- male employee.

6.9.5 Adoption of a child -- both parents.

- 6.9.6 Personal necessity shall be approved for other compelling personal reasons if the need cannot be attended to at time outside the working day. Examples of allowable use are outlined in District Policy.
- 6.9.7 Prior approval shall not be required as specified in Education Code Section 45207.
 - 6.9.7.1 Prior approval shall not be required for two of the seven (7) allowable sick leave days for personal necessity provided that the employee has no fewer than fourteen (14) days if the employee has been employed from zero to three (0-3) years, or nineteen (19) days if the employee has been employed four (4) to six (6) years, or twenty-three (23) days if the employee has been employed more than six (6) years. However, personal necessity may still be used only according to the criteria in existing policy.
- 6.9.8 Request for personal necessity shall be on District forms signed by the Employee. The form shall include reasons for the request and number of hours required.
- 6.9.9 Denial of personal necessity leave shall be appealed through the complaint procedures in District policy.
- 6.10 Holidays
 - 6.10.1 Employees are entitled to the holidays as annually provided by law and designated by the Employer.
- 6.11 Vacations
 - 6.11.1 Vacation allowance is accrued on a fiscal basis (July 1 - June 30).
 - 6.11.2 Probationary employees are not entitled to a vacation allowance.
 - 6.11.3 A vacation with pay will be granted to employees who continue with the District beyond the probationary period. Twelve-month employees will be allowed thirteen days of vacation for the first year of service, including the probationary period. Ten-month employees will be granted eleven days of vacation.
 - 6.11.4 Beginning with the fourth year of full-time employment, vacation will accrue for 12-month employees as follows with a maximum of 23 days, beginning with the 2016-17 school year. Such accrual shall be prorated for 10-month employees. Schedule A Column A is the vacation schedule in effect for the 2014-15 school year. Schedule A Column B is in effect for the 2015-16 school year. Schedule A Column C is in effect for the 2016-17 school year.

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The District has the right to purchase back the additional vacation days at the following rate- the two days granted at the end of years eleven and thirteen by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year, and the one day granted at the end of year sixteen by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year. It is intended the redemption option of these vacation days be in total three percent (3%) to signify the District’s recognition even in difficult financial times of the contributions of the Administrative Assistants to the Principals to the overall success of the District.

<u>Completed Years of Service</u>	<u># of Vacation Days</u>
0	13
1	13
2	13
3	14
4	15
5	16
6	17
7	18
8	18
9	18
10	19
11	20
12	20
13	22
14	24
15	24
16	25

The District has the right to purchase back the additional vacation days at the following rate - the two days granted at the end of years four and seven by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year; the two days granted at the end of years eleven and thirteen by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year; and the one day granted at the end of year 16 by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year. It is intended that the redemption option of these vacations days be in total three percent (3%) to signify the District’s recognition even in difficult financial times of the contribution of the Administrative Assistants to the Principals to the overall success of the District.

- 6.11.5 Vacations will be taken as mutually agreed upon by the employee and the immediate supervisor, and shall not be accumulated from year to year.

- 6.11.5.1 With the agreement of the principal, in extenuating circumstances and with District approval, Administrative Assistants to the Principals shall have the option to request payment for vacation days in lieu of taking them. Such request must be received by Human Resources on or before June 30.
 - 6.11.6 Permanent employees who work less than twelve months per year or less than eight hours per day, will earn paid vacation on a prorated basis as their work hours per day, days per week, weeks per year, or months per year relate to eight hours per day, forty hours per week, four calendar weeks per month, or twelve months per year.
 - 6.11.7 Vacation time should be used prior to September 1 of the year following the year in which it was earned.
 - 6.11.8 Employees who resign or are terminated prior to six months of employment are not entitled to vacation allowance.
 - 6.11.9 In the event of the termination or retirement of a permanent employee, vacation allowances accumulated under this policy will be paid in a lump sum with the last regular salary warrant. Employees who are unable to take their entire vacation due to employer needs and direction will be compensated for unused vacation time.
- 6.12 Other
- 6.12.1 The employer may grant leaves of absence, not to exceed one school year, to employees for reasons including, but not limited to, that which will lead to adoption of children, child-rearing, for reasons of health, for compelling family matters, or for employer-recommended courses of study. Whenever possible, the employee shall file written application at least sixty days prior to the effective date of such absence.

ARTICLE 7 - ASSIGNMENT AND REASSIGNMENT

- 7.1 Appointments, assignments, and reassignments are functions of Human Resources and are accomplished with the concurrent recommendation and agreement of the appropriate manager.
- 7.2 Personnel are normally assigned to a given department or school for the entire school year. However, an employee may at any time be assigned to the department of greatest need. Insofar as possible, consultations with employees are arranged with reference to placement and to insure the most productive working relationships.
- 7.3 Recommendations for reassignment, or demotion to a lower grade, shall be for reasonable cause, including, but not limited to, unsatisfactory performance.
- 7.4 Within ten working days after the awareness of a position vacancy to be filled, a personnel requisition shall be submitted to the Division of Human Resources.
- 7.5 “Transfer” means a change in the employee’s work site; from one department to another, for example, without a change in grade. “Voluntary Transfer” is a move from one job to another without a change in salary range, at the employee’s request. A “Voluntary Demotion” is a move from one grade to a lower grade at the employee’s request.
- 7.6 Permanent employees may request a transfer. The request shall be submitted to the Division of Human Resources in writing. The employee may arrange for an appointment with the Human Resources administrator at the time of the request to discuss the transfer and reassignment.

ARTICLE 8 - TERMINATION

8.1 Termination Procedures Involving Unsatisfactory Performance of Duties

8.1.1 Probationary employees may be terminated upon recommendation of the principal within the six-month probationary period.

8.1.2 Steps to termination of permanent employees:

- a. The principal notifies the employee of a pattern of unsatisfactory work.
- b. The principal will endeavor to assist the employee to improve.
- c. A special evaluation declaring unsatisfactory performance will be submitted by the Principal to the Division of Human Resources. The evaluation will be discussed with the employee by the evaluator and the Human Resources administrator or his designee. The purpose of this interview is to indicate the areas where the employee is unsatisfactory, and to endeavor to assist the employee to improve.
- d. Another special evaluation will be submitted at the end of twenty working days.
- e. At the end of this twenty-day period, if sufficient improvement is not shown, the immediate manager shall recommend dismissal.

8.2 Procedures for Layoffs of Employees

8.2.1 If under unusual and/or emergency circumstances, i.e., budget reductions, the District reduces staff, the following steps will be taken to determine employees who will retain employment in the District.

8.2.2 Employees will be laid off in the various classifications in the following order:

- a. Temporary
- b. Probationary

In the case of probationary employees, merit, as determined by the principal, shall be the determining factor.

8.2.3 When there is a reduction of elimination of a service, including specially funded programs, affected employees shall be given notice of layoff not less than thirty

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days prior to the effective date of layoff, and informed of their displacement rights, if any, and re-employment rights. Employees will be notified in writing by certified or registered mail.

8.3 Hearing and Appeal Procedures for Suspensions, Demotion, or Termination

8.3.1 Any employee who is suspended, demoted, or terminated from a position shall be given immediate notice in writing of the cause therefore. The notice shall be delivered to him/her in person or by registered mail.

8.3.2 Within fifteen days from the effective date of the action, the employee may make a request for a hearing and shall be given a minimum of fifteen days notification of the date of such hearing. The hearing shall be conducted by the employer. Within ten days after the conclusion of the hearing, the employer's decision to sustain or deny the appeal shall be given. The employer's decision is final.

ARTICLE 9 - COMPLAINT PROCEDURE

9.1 General

- 9.1.1 A “complaint” is a difference of opinion regarding an application of a portion of these Administrative Guidelines.
- 9.1.2 An employee may only represent herself/himself in the complaint procedure.
- 9.1.3 A “day” is any day in which the District office is open for business.
- 9.1.4 The principal has immediate jurisdiction over the employee.

9.2 Informal Level

- 9.2.1 Before making a formal complaint, the employee will attempt to resolve the situation by an informal conference with his/her principal.

9.3 Formal Level

9.3.1 Level I

- 9.3.1.1 Within no less than three days, or more than ten days after the occurrence of the incident subject to complaint, the employee shall file written notice with his/her principal. This notice must contain a factual description of the incident or situation in question, any dates, the portion of the Administrative Guidelines in question, and the remedy sought and decision rendered at the informal conference. The immediate manager shall reconsider the complaint and communicate his decision to the employee in writing within ten days after receiving the written notice.

9.3.2 Level II

- 9.3.2.1 In the event the employee is not satisfied with the decision at Level I, or if the principal does not respond within the specified time, the employee may appeal the decision to the Human Resources administrator or his designee within ten days after receipt of the decision, or twenty days after the date of initial filing of Level I, whichever comes first. The appeal must contain a copy of the original complaint, the decision rendered, and a concise statement of the reasons for appeal. The Human Resources administrator (or designee) will

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render his decision within ten days of receipt of the appeal. If the Human Resources administrator does not respond within the time limits, the employee may appeal to the next level.

9.3.3 Level III

9.3.3.1 Within ten days of the receipt of the Level II decision, the employee may appeal the matter to the Superintendent. The appeal must contain copies of all documents transmitted at Level II, and a concise statement of the reasons for appeal. The Superintendent will communicate his decision to the employee within ten days. If the Superintendent does not respond within ten days, the employee may appeal to the next level.

9.3.4 Level IV

9.3.4.1 Within ten days of the receipt of the Level II decision, the employee may appeal the matter to the Board of Education. The appeal must contain copies of all documents transmitted at Level III and a concise statement of the reasons for appeal. Within thirty days, but not less than ten days, the Board of Education will render a final decision in writing.

ARTICLE 10 - WAIVER

- 10.1 It is acknowledged that within the meaning of “specific waiver” as required by Government Code 3540 et seq. and by the Public Employment Relations Board, the Administrative Assistants to the Principal specifically waive the right to bargain layoff and its effects, classification/reclassification and its effects.

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APPENDIX A

Irvine Unified School District

2018-2019 SALARY SCHEDULES FOR ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

2.95% effective 7/1/18, Board Approved January 22, 2019

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL SALARY SCHEDULE									
STEPS	1	2	3	4	5	6	7	8	9
1	\$ 4,202.23	\$ 4,370.32	\$ 4,545.13	\$ 4,726.94	\$ 4,916.02	\$ 5,112.66	\$ 5,317.17	\$ 5,529.86	\$ 5,751.05
TENTHLY	\$ 42,022.30	\$ 43,703.20	\$ 45,451.30	\$ 47,269.40	\$ 49,160.20	\$ 51,126.60	\$ 53,171.70	\$ 55,298.60	\$ 57,510.50

Longevity: \$52.26 per month beginning after six full years as a classified employee and continuing

Administrative Assistant to the Principals	
School Size Increments	
0 - 399	0.00%
400-649	0.57%
650 - 799	1.14%
800 - 1049	1.72%
1050 - 1399	2.29%
1400 - 1799	2.86%
1800 - 2199	3.43%
2200 plus	4.00%

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

DEFINITION

The Administrative Assistant to the Principal (AAP) supports the principal in a wide range of office and school operations and entails a diverse set of duties performed in a dynamic environment. Under general supervision of the site administrator, the AAP serves as office manager, performs a variety of managerial and secretarial duties including those responsibilities of a confidential nature dealing with employee/employer relations and related personnel matters. Duties performed are designed to support the site administrator in the completion of all office responsibilities by planning, organizing, supervising and participating in the school office administrative operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by school principal.
- Handles routine issues and emergencies concerning employees and/or students with the ability to make decisions independently or collaboratively, or recommend action as appropriate.
- Performs a wide variety of secretarial work, including typing/word processing, proofreading, filing, recording information, and processing and distribution of all correspondence, some of which is of a confidential nature.
- Maintains a high degree of confidentiality regarding all aspects of the school site operation.
- Supervises office personnel, organizes and expedites the work flow of the school site, and offers guidance and direction to other school personnel as needed.
- Serves as a major program information resource person, acting as liaison between schools, departments, district office, and other locations. Dispenses accurate and timely information and direction to students, parents, staff, and visitors.
- Establishes, maintains and insures proper use of confidential files, which may include student, personnel, and payroll records.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area.
- Attends meetings as recorder, preparing minutes from notes. Types and composes a variety

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of materials from verbal or written instruction.

- Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
- Exercises sound judgment in answering questions and resolves situations involving students, parents, public, location staff and district personnel through knowledge of school policies and general district rules and regulations.
- Performs first aid and cares for injured/ill students, taking full responsibility for students' welfare in the absence of school nurse or administrator. Dispenses medicine to students according to physician's orders and District guidelines.
- Maintains financial records, such as school budget, student-body accounts, or other school accounts.
- Compiles, develops, and designs reports, handbooks, newsletters and special projects from a variety of sources.

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.
- Current technology, software applications, office methods, procedures, and equipment, including receptionist and telephone techniques.
- District policies, rules and regulations applicable to the school site.
- Organizational systems and effective office practices.
- Principles of supervision and training.
- First aid, CPR, and emergency preparedness.

Ability to:

- Perform a variety of secretarial work involving use of independent judgment, accuracy, speed, and confidentiality.
- Relate well to a variety of individuals, including students, parents, staff, and the community.
- Perform secretarial work with minimal supervision and coordinate the work of others.
- Maintain a professional demeanor at all times.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work, maintaining confidentiality of specified information.

Training and Experience:

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Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and secretarial skills. Some college experience preferred. Three years of experience in increasingly responsible secretarial experience which has included the exercise of independent judgment, including experience in a public school system, or any combination of training and experience that would likely provide the desired knowledge and abilities.

QUALIFICATION REQUIREMENTS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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Memorandum of Understanding
between the
Irvine Unified School District
and the
Irvine Assistants to the Principals

This Memorandum of Understanding ("MOU") is entered into by and between the **Irvine Administrative Assistants to the Principals** and the Irvine Unified School District ("District").

RECITALS

The parties desire to enter into this MOU in order to conclude the meet and confer process about compensation and related benefits for the 2014-15 school year.

Wherefore, the parties agree as set forth below.

Article 4 – Compensation

4.2 Effective July 1, ~~2013~~ 2014, the salary schedule shall be increased by ~~2%~~ 4.8% for the ~~2013-14~~ 2014-15 school year. In addition, there shall be a one-time ~~1.7%~~ 1.5% off-schedule payment, based on the ~~2013-14~~ 2014-15 salary schedule, to be paid in one (1) increment prospectively (not retroactively) by the end of February 2014. This increment will be applied to the pay warrant of those employed by the District on February 1, 2015.

4.4.1 Effective July 1, ~~2013~~ 2014, Administrative Assistants to the Principal shall be granted long-term merit salary increases in the amount of ~~\$37.24~~ \$39.03 per month beginning after six (6) full years of service and satisfactory or better evaluations. Such increases shall continue and be cumulative to a maximum of ~~\$372.4~~ \$390.28 per month.

The parties agree to the following changes in health and welfare benefits for the 2014-15 school year:

- The district shall make a one-time contribution of \$200,000 to the reserve fund of the Benefit Management Board for the 2014-15 school year.

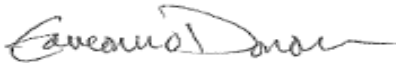
Article 6- Absences and Leaves- 6.11 Vacations

6.11.4 Beginning with the fourth year of full-time employment, vacation will accrue for 12-month employees as follows with a maximum of ~~25~~ 23 days, beginning with the 2016-17 school year. Such accrual shall be prorated for 10-month employees. Schedule A Column A is the vacation schedule in effect for the 2014-15 school year. Schedule A Column B is in effect for the 2015-16 school year. Schedule A Column C is in effect for the 2016-17 school year.

The District has the right to purchase back the additional vacation days at the following rate- ~~the two days granted at the end of years four and seven by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year; the two days granted at the end of years eleven and thirteen by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year, and the one day granted at the end of year sixteen by increasing the salary schedule by one percent (1%) effective with the beginning of the next fiscal year.~~ It is intended the redemption option of these vacation days be in total three percent (3%) to signify the District's recognition even in difficult financial times of the contributions of the Administrative Assistants to the Principals to the overall success of the District.

Schedule A

Completed Years of Service	Column A # of Vacation Days 2014-15	Column B # of Vacation Days 2015-16	Column C # of Vacation Days 2016-17
0	13	13	13
1	13	13	13
2	13	13	13
3	14	14	14
4	15	14	14
5	16	15	15
6	17	16	16
7	18	16	16
8	18	16	16
9	18	16	16
10	19	17	17
11	20	17	18
12	20	17	18
13	22	18	20
14	24	20	22
15	24	20	22
16	25	21	23


 For the District


 For the Administrative Assistants to the Principals

Dec 16, 2014
 Date

12/16/14
 Date

Memorandum of Understanding
between the
Irvine Unified School District
and the
Irvine Administrative Assistants to the Principal

This Memorandum of Understanding ("MOU") is entered into by and between the Irvine Administrative Assistants to the Principal (IAAP) and the Irvine Unified School District ("District").

The parties desire to enter into this MOU in order to conclude the meet and confer process about compensation and related benefits for the 2018-19 school year. Wherefore, the parties agree as set forth below.

Article 4 – Compensation

4.2 ~~Effective July 1, 2017, the salary schedule for 2016-17 shall be the salary schedule for the 2017-18 school year. There shall be a one-time 1.5% off-schedule payment, based on the 2017-18 salary schedule, to be paid in one (1) increment on the first available pay warrant.~~

Effective July 1, 2018, the salary schedule shall be increased by 2.95%

4.4.1 ~~Effective July 2016~~ July 1, 2018, Administrative Assistants to the Principals shall be granted long-term longevity salary increases in the amount of ~~\$50.76~~ \$52.26 per month beginning after six (6) full years of service. Such increases shall continue and be cumulative to a maximum of ~~\$507.60~~ \$522.60 per month.

~~This increase to longevity also includes the equivalent of a 0.5% increase to total compensation based on the 2015-16 salary schedule.~~

The increase to longevity pay for additional or overtime hours beyond the regular assignment for monthly employees will commence ~~on December 1, 2016 pending~~ on the first day after board approval of the MOU.

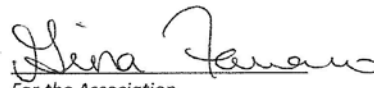
Article 5- Fringe Benefits

5.3 ~~Effective January 1, 2019~~, the District shall pay ~~\$10,143~~ \$10,275 per eligible unit member per benefit year ~~unless modified~~. The District's contribution for health benefits shall be subject to annual review.

In addition, the district shall make a one-time contribution of \$800,000 to the reserve fund of the Benefit Management Board for the 2018-19 school year.


For the District

January 16, 2019
Date


For the Association

Viola
Date