

The College Council of Classified Employees CFT/AFT Local #4522 (CCE)
Proposal to the
Palomar Community College District (District)
for
2023-2024 Successor Negotiations

July 13, 2023

ARTICLE 3 – DEFINITIONS

Accrued Sick Leave: Days of sick leave the employee earned in previous school years and has not taken, thereby accruing a balance from year to year.

Active Service: Time worked and on paid-leave in a bargaining unit position.

Bargaining Unit Employee: All probationary and regular classified employees in the bargaining unit as set forth in Article 1 and who are represented by CCE/AFT.

Calendar Year: January 1 through December 31.

Child: A biological, adopted, or foster child, a step-child, a legal ward or a child of a person standing in loco parentis who is either (a) under eighteen (18) years old or (b) over eighteen (18) years old and incapable of self-care because of a mental or physical disability.

Classification: Each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

Day: A day is a day in which the administrative office of the District is open, unless otherwise specified.

Demotion: A change in assignment of an employee from a position in one classification to a position in another classification that is allocated to a lower salary range.

Differential/Shift Differential: A salary allowance in addition to the basic rate or schedule based upon hours of employment.

Displacement Right (Bumping): The right of a Classified employee, under certain conditions, to displace an employee with the least seniority in a classification. Displacement is determined by the seniority in the class from which the layoff occurs plus higher classes.

Emergency Condition: An earthquake, flood, tornado, hurricane, fire or any other natural disaster, extended power failure, epidemic requiring the quarantine of employees, declaration of martial law, or any emergency declared by authorized local,

state or federal officials.

Extended Sick Leave: Leave of up to one hundred (100) days compensated at fifty percent (50%) of salary

Fiscal Year: July 1 through June 30.

Grievance: A formal written allegation pertaining to a violation of this collective bargaining agreement.

Grievant: The CCE/AFT, a bargaining unit employee, or a group of bargaining unit employees.

Group Health Plan: Any plan provided or contributed to by the District to provide health care (directly or otherwise) to the employees, eligible retirees, and the eligible dependents of such employees or retirees.

Health Care Provider: An individual: (1) holding a physician's and surgeon's certificate or an osteopathic physician's and surgeon's certificate; or (2) duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state of jurisdiction, who directly treats or supervises the treatment of the serious health condition; or (3) who has been determined by the United States Secretary of Labor to be capable of providing health care services under the Family and Medical Leave Act of 1993; or (4) who is a certified Christian Science Practitioner.

Immediate Family: The mother, father, grandmother, grandfather, grandchild, brother, or sisters of the employee or of the spouse of the employee, and the spouse (including a domestic partner), son, son-in-law, daughter, daughter-in-law of the employee, or any member of the immediate household of the employee.

Immediate Supervisor: The lowest level employee not in the bargaining unit having immediate jurisdiction over the bargaining unit employee.

Industrial Accident and Illness: A work-related injury or illness.

Intermittent Leave: Leave taken in separate blocks of time due to a single illness or injury and may include leave periods from one hour or more to several weeks.

Length of Service: Length of service shall be based upon the unit member's original hire date in classified service, less any breaks in service with the District.

Member of Immediate Household: A person whose regular residence is the home of the employee and who has resided with the employee for at least 12 continuous months.

Minimum Qualifications: Qualifications mandated for the position and which must be possessed by an employee before the employee can be considered for employment in a specific classification.

Parent: A biological, foster, or adoptive parent, a step-parent, or a legal guardian to an employee when the employee was a child.

Permanent Employee: A regular employee who successfully completes an initial probationary period.

Probationary Employee: A new classified employee, **with the exception of full-time peace officers or public safety dispatchers who are certified by the Commission on Peace Officer Standards and Trainings**, serving an initial probationary period of ~~one (1) year~~ **six (6) months. For probationary employees who are new full-time peace officers or public safety dispatchers who are certified by the Commission on Peace Officer Standards and Trainings, see Article 9.**

Promotion: A voluntary or involuntary movement of an employee from one specific position in the bargaining unit represented by the CCE/AFT to another position in the bargaining unit represented by the CCE/AFT in a higher classification.

Reclassification: *See Article 10.*

Reduced Leave Schedule: A leave schedule that reduces an employee's usual number of working hours per day or per week.

Reemployment: The return to duty of an employee who has been laid-off or whose employment had been previously terminated.

Released Time: Paid hours provided to the CCE/AFT for union purposes as delineated in this agreement.

Salary Schedule: A series of salary steps and grades comprising the rates of pay for all classifications.

Salary Step: One of the salary levels within the grade for a classification.

Seniority: Seniority is defined as and is based upon length of service with the District as a classified employee. Length of service shall be based upon the unit member's original hire date in classified service. Unit members who move to an equivalent or higher classification accumulate seniority from the date of hire into that classification, and continue to accumulate seniority in former lower or equal classifications. Seniority shall accumulate during paid absences.

Serious Health Condition: An illness, injury, impairment or physical or mental condition which involves either of the following: (1) inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility; or (2) continuing treatment or continuing supervision by a health care provider.

Sick Leave: Days for which an employee is paid but is not required to work because of illness or injury.

Spouse: A husband, wife, or domestic partner (*See Appendix D – Spouses and Domestic Partners*).

Supervisor: An employee, whose position has authority which is not of a merely routine or clerical nature, to make a recommendation to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline employee(s), or the responsibility to assign work to and direct employee(s) or to adjust grievances.

Transfer: A voluntary or involuntary movement of an employee from one specific position in the bargaining unit represented by the CCE/AFT to another specific position in the bargaining unit represented by the CCE/AFT within the same classification or within the same salary range.

Voluntary Demotion: A voluntary reduction in hours of a regular assignment by an employee in a specific position in the bargaining unit represented by the CCE/AFT, or a voluntary movement to another position in the bargaining unit represented by the CCE/AFT in a lower classification.

Work Shift: Hours worked within a twenty-four (24) hour period.










CCE Article 3 Definitions TA

Final Audit Report

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