

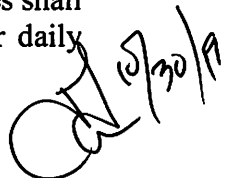
**MEMORANDUM OF UNDERSTANDING BETWEEN
ROCKLIN TEACHERS PROFESSIONAL ASSOCIATION
AND THE
ROCKLIN UNIFIED SCHOOL DISTRICT**

October 30, 2019

The parties agree the language of this Memorandum of Understanding (MOU) shall permanently replace Article VII Hours of Employment in its entirety of the parties' 2018-2020 Collective Bargaining Agreement. The parties agree the following language shall be effective retroactively, beginning in the 2019-2020 school year.

**ARTICLE VII
HOURS OF EMPLOYMENT**

1. The standard work year is as follows:
 - (a) Teachers: The standard work year of teachers will be one hundred eighty-six (186) work days, six (6) more than the number of instructional days required by the State.
 - (b) Psychologists: The standard work year for psychologists will be one hundred ninety-two (192) work days.
 - (c) Counselors: The standard work year for high school and middle school counselors will be two hundred (200) work days.
 - (d) Librarians: The standard work year for K-12 librarians will be one hundred ninety-six (196) work days.
 - (e) Nurses: The standard work year for school nurses will be one hundred ninety-one (191) work days.
 - (f) Speech Pathologists: The standard work year for speech pathologists will be one hundred eighty-nine (189) work days.
2. All employees covered by this contract shall report for regularly assigned duties unless formally excused.
 - (a) Employees are required to report for duty and be available to students not less than thirty (30) minutes before the beginning of the site program day.
 - (b) The time of departure shall be not less than thirty (30) minutes after the end of the site program day and, unless otherwise assigned at the school site, employees shall be available to students during this 30-minute time period. Prior to their daily

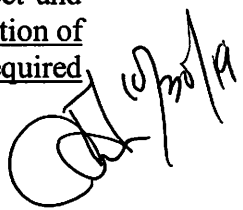
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departure, teachers shall ascertain that professional responsibilities and assigned duties for the day have been discharged. The immediate supervisor shall have the authority to excuse employees earlier than the time states; however, such authority is at the discretion of the administrator and shall not serve as a precedent for any like request. Each request for an early dismissal shall be individually considered by the administrator.

- (c) Every teacher shall be entitled to one (1) duty-free lunch period equal to thirty (30) minutes.
- (d) Except in cases of an emergency, any school-wide faculty meeting will be scheduled at least twenty-four (24) hours in advance.
- (e) Single grade level kindergarten teaching assignments shall include a minimum of 200 minutes with the teacher's assigned class. An additional 130 minutes of instruction will be assigned by the site administrator in conjunction with the affected teachers. These assignments shall provide at least 65 minutes of instructional support to each single grade level kindergarten class. The single grade level kindergarten teacher's instructional day will be commensurate with elementary grade level teachers. Assignments shall be within the school's instructional day.

3. Site Adjunct Duties and Site Committees

- (a) The parties agree the following language shall guide principals in assigning site adjunct hours and site committees to staff. The parties recognize the need for site scheduling flexibility however the hours below shall serve as absolute maximums. Principals shall meet with all respective RTPA site representatives to establish an equitable process for assigning site adjunct duties and site committee hours.
- (b) Site Committee assignment is hereby defined as a duty requiring regular (monthly or more frequent) work (meetings or other work associated with the site committee) throughout the school year during or minimally beyond the seven-and-a-half-hour contract work day. A site committee shall not exceed 10 hours total time commitment per school year.
- (c) Adjunct duty assignment is hereby defined as a duty requiring limited (not regular or monthly) work (meetings or other work associated with the adjunct duty) at designated times during the school year. Single-day adjunct duties shall not exceed three (3) hours in length on any given day for TK-8.
- (d) No later than ~~May~~ April 15th, ~~F~~ the site administrator shall create a comprehensive list of site adjunct duties and site committees and the corresponding time required for each duty and/or committee annually. The site administrator shall meet and confer with all RTPA site representatives at the site concerning the composition of the list of site adjunct duties, site committees, and the corresponding time required.

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for each duty and/or committee annually. The site administrator shall send a copy to the Associate Superintendent of Human Resources at the District office for both RTPA and the District to review and approve prior to the start of the school year. The annually approved RTPA/RUSD Approved Adjunct Duty, Site Committee, and Site Stipend List shall be posted on the RUSD website and shall be emailed to the RTPA President no later than May 15th annually. ~~The approved list shall be incorporated as an annual appendix into the parties' collective bargaining agreement.~~

- (e) Staff members TK-12 shall only be assigned site adjunct duties and/or site committee assignments from this approved list and subject to the contract provisions within this article. However, ~~I~~ In the event that an additional adjunct duty and/or site committee is determined necessary by the site administrator in consultation with all RTPA site representatives for that site, after the list has been approved and finalized by RTPA and RUSD and the assignments have been made for the school year, the following process shall be implemented: The site administrator and all respective RTPA site representatives shall submit a joint request for modification including a rationale to the RTPA President and the Associate Superintendent of Human Resources for their joint review and approval. Any RTPA/RUSD approved additions shall be added to the current year's annual RTPA/RUSD Approved Adjunct Duty, Site Committee and Site Stipend List and the updated list shall be posted on the RUSD website within ten (10) days. Any additional approved duties shall not result in RTPA bargaining unit members being assigned beyond the maximum hours allowed in this article.
- (f) Staff preference for specific adjunct duties and site committee assignments ~~will~~ shall be considered. Each site ~~will~~ shall develop an annual process to assign site duties in an equitable manner. The assignment process ~~will~~ shall be shared with all the RTPA site representatives at the site prior to the start of the school year. Any inequities in the assignment of site duties shall be brought to the attention of the site administrator, who ~~will~~ shall make a good-faith effort to equalize the site duty workload.
- (g) The following list of professional activities ~~will~~ shall not receive additional compensation and do not fulfill extra-duty assignments:
- Back-to-School Night
 - Open House
 - Staff Meetings: Staff meetings shall last no longer than one hour and shall not exceed two meetings per month
 - Grade Level, Departmental, and Subject-Area Meetings: These meetings shall be conducted during Monday PLC times, excluding monthly Special Education Articulation meetings
 - Parent Conferences

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(h) Grades TK-6 Site Adjunct Duties and Site Committees:

- i. Each TK-6 bargaining unit staff member grades TK-6 ~~will~~ shall not be assigned site adjunct duties in excess of 10 hours for any school year.
 - a) Site administrators ~~will~~ shall only assign site adjunct duties as needed up to the maximum number established.
- ~~ii. TK-6 bargaining unit members shall not be assigned to more than three (3) site adjunct duties per school year.~~
 - a) b) Any single duty assignment for grades TK-6 ~~is not to~~ shall not exceed three (3) hours in duration.
- iii. Site committee assignments shall not exceed 10 hours for the school year.
- iv. ~~TK-6 bargaining unit member's required participation, as a result of a site committee assignment, shall not exceed more than ten (10) hours total time commitment per school year. Inclusive of the ten (10) hour limit per year, any required work related to the site committee assignment shall not exceed one (1) hour on any given day.~~
- v. TK-6 bargaining unit members shall not be assigned more than one (1) site committee per school year.
- vi. ~~Each staff member may be required to serve on no more than one site committee per year.~~

(i) Grades 7-128 Site Adjunct Duties and Site Committees

- i. Each staff member grades 7-8 ~~will~~ shall not be assigned site adjunct duties in excess of 15 hours for any school year.
 - a) Site administrators ~~will~~ shall only assign site adjunct duties as needed up to the maximum number established.
- ii. Any single duty assignment for grades 7-8 ~~is~~ shall not to exceed three (3) hours in duration.
- iii. Site committee participation for grades 7-8 shall be on a voluntary basis only. Site committee participation for grades 7-8 outside of the contracted hours or the duties outlined in Article VII, Section 3g, shall be on a voluntary basis.
- ~~iv. Each staff member may shall not be required to serve on no more than one site committee per year.~~

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~~a) Site committee assignments shall not exceed 10 hours for the school year.~~

(j) Grades 9-12 Site Adjunct Duties and Site Committees

i. Each staff member grades 9-12 ~~will~~ shall not be assigned site duties in excess of a range from 14 to 17 hours for any school year.

a) Site administrators will shall only assign site duties as needed up to the maximum number established.

b) ~~Any site committee meetings at the 9-12 level will be held in lieu of the second monthly staff meeting.~~ Site committee participation for grades 9-12 outside of the contracted hours or the duties outlined in Article VII, Section 3g, shall be on a voluntary basis.

~~1. Site committee assignments shall not exceed 10 hours for the school year.~~

c) ~~Each staff member may be required to serve on no more than one site committee per year.~~

4. District Duties

(a) A unit member may be requested to serve on a District committee each year. Participation on a District committee shall be purely voluntary.

(b) If a staff member participates on a District committee which requires unusually frequent or lengthy meetings, the staff member may request a reduction in the site extra-duty assignments or site committee assignments in order to equalize the extra-duty work load.

(c) A list of all District committees and committee members ~~will~~ shall be provided to the RTPA President. The President may appoint additional members to each committee if they desire.

5. Calendar

(a) A calendar review committee comprised of three (3) administrators and three (3) Association members (one from elementary, middle, and high school) ~~will~~ shall have input into the development of the calendar before District commitments are made to other school districts. The Association President and the Assistant Superintendent of Human Resources shall convene the committee by October 1.


(b) The time line for this calendar committee ~~will~~ shall be as follows:

Call 10/30/19

- December 1 - Provide a draft calendar to the Leadership Team, Association membership, and the Board of Trustees
 - January 15 - Receive input from the Leadership Team, Association membership, and the Board of Trustees
 - February 1 - Submit finalized calendar recommendations to the District administration leadership team
- Final calendar recommendations shall be submitted to the Board for approval no later than March 15.


This MOU is hereby agreed to by the parties on the 30th day of October 2019.

For the District:




Michelle Lannon

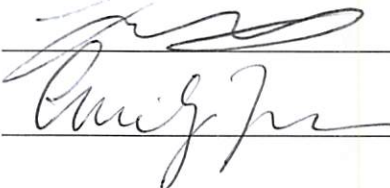
For the Association:



Colleen Crowe



Allison Hoover



ROCKLIN UNIFIED SCHOOL DISTRICT
Extra-Compensation Pay Schedule - HIGH SCHOOL

10/25/2019

DRAFTOther Assignments

<u>Assignment</u>	<u>1-2 Years</u>	<u>3-5 Years</u>	<u>6+Years</u>
Band Director	\$4,130	\$4,475	\$4,819
Symphonic, Orchestra, Jazz (concert[s], competition[s], school performance, community, pep)			
Choir Director	\$3,787	\$4,130	\$4,475
Music (concert[s], competition[s], school performance, community activities)			
Marching Band	\$2,067	\$2,440	\$2,756
Mock Trial	\$1,719	\$2,017	\$2,411
Academic Decathlon	\$1,719	\$2,017	\$2,411
Debate	\$1,719	\$2,017	\$2,411
Link Coordinator	\$1,719	\$2,017	\$2,411
Career Technical Education Advisor (CTE) (2)	\$1,719	\$2,017	\$2,411
Drama Director (each production/2 maximum)	\$1,719	\$2,017	\$2,411
Dramatic Musical Production			
Musical Drama Director (1 max)	\$1,719	\$2,017	\$2,411
Musical Choral Director (1 max)	\$1,375	\$1,719	\$2,067
Musical Orchestra Director (1 max)	\$1,375	\$1,719	\$2,067
Musical Choreographer (1 max)	\$1,375	\$1,719	\$2,067
Dance Director	\$2,411	\$2,756	\$3,100
Yearbook	\$2,411	\$2,756	\$3,100
Newspaper	\$2,411	\$2,756	\$3,100
Student Activities	\$4,475	\$4,819	\$5,162
Athletic Director	\$4,475	\$4,819	\$5,162
Drill Team Director			
Fall	\$2,411	\$2,756	\$3,100
Winter	\$2,411	\$2,756	\$3,100
Intramural Director	\$2,067	\$2,411	\$2,624
Cheerleading			
Fall Varsity	\$2,580	\$2,926	\$3,272
Fall Junior Varsity	\$2,411	\$2,756	\$3,100
Fall Freshman	\$2,411	\$2,756	\$3,100
Winter Varsity	\$2,580	\$2,926	\$3,272
Winter Junior Varsity	\$2,411	\$2,756	\$3,100
Winter Freshman	\$2,411	\$2,756	\$3,100
ROTC Director	\$2,841	\$3,184	\$3,527
ROTC Assistant	\$2,411	\$2,756	\$3,100
Academic stipends	\$3,443		
to be determined by high school site administrator for academic competitions (e.g. Science Olympiad).			

Categories

Extra Curricular Activities/Competitions	\$1719 per position
Overnight Field Trips	\$100 per night/per individual
School Program Support	\$850 per position
Student Enrichment	\$850 per position
Student Support/Intervention	\$1719 per position/per semester
Curriculum and Instruction Coordinator	Hourly, Extra Pay Salary Schedule, Curriculum and Staff Development

Revised: May 20, 2015 reflects 5% increase for 2014-15 retro to July 1, 2014
Revised: May 20, 2015 reflects 1% increase for 2015-16 effective July 1, 2015
Revised: December 14, 2016 reflects 2% increase effective November 1, 2016
Revised: October 3, 2018 reflects 1.95% increase for 2017-18 effective July 1, 2017
Revised: January 16, 2019 reflects a 5% increase effective July 1, 2018
Revised: January 16, 2019 reflects a 1.86% increase effective July 1, 2019

Revised:

**ROCKLIN UNIFIED SCHOOL DISTRICT
Extra Compensation Pay Schedule - ELEMENTARY/MIDDLE SCHOOL**

<u>Position</u>	<u>Athletics</u>			
	<u>Grade</u>	<u>1-2 Years</u>	<u>3-5 Years</u>	<u>6+ Years</u>
Cross Country(co-ed)	8	\$1,896	\$2,240	\$2,580
	7			
Football	8	\$1,896	\$2,240	\$2,580
	7			
Basketball (men/women)	8	\$1,896	\$2,240	\$2,580
(men/women)	7			
Volleyball (men/women)	8	\$1,896	\$2,240	\$2,580
(men/women)	7			
Wrestling	8	\$1,896	\$2,240	\$2,580
	7			
Softball	8	\$1,896	\$2,240	\$2,580
	7			
Track (coed)	8	\$1,896	\$2,240	\$2,580
	7			
Discretionary Coaches (2)	7	\$1,896	\$2,240	\$2,580
Athletic Director		\$2,411	\$2,756	\$3,100
Activities Director		\$2,067	\$2,411	\$2,756

Other Assignments - Middle

Music (concerts, competitions, school performance, community activities)	\$3,014
Cheerleading (fall/winter) (1 max)	\$2,067
Drama	\$1,719
Yearbook	\$2,067
Academic stipends (to be determined by site administration for academic competitions and/or enrichment activities (e.g. speech, debate, dance, and Math Counts))	\$7,403 per site

- Categories**
- Academic Competition \$700 per position**
- Overnight Field Trips \$100 per night/per individual**
- School Program Support \$700 per position**
- Program Lead \$300 per position**
- Marine Biology \$500 per position**
- Broadcasting \$1000 per position**

Other Assignments - Elementary

Music (concerts, competitions, school performance, community activities)	\$2,152
Academic stipends (to be determined by site administration for academic competitions and/or enrichment activities)	\$3,443 per site

- Categories**
- Student Leadership/Student Council/ASB \$400 per position**
- Student Clubs/Student Enrichment \$250 per position**
- (Activities fall Outside of contract with Admin approval)**
- Overnight Field Trips \$100 per night/per individual**
- Yearbook \$250 per position**
- Teacher-in-Charge \$300 per position**
- School Program Support \$250 per position**
- Program Lead \$300 per position**

Revised: April 23, 2014 reflects 4% increase for 2013-14
 Revised: May 20, 2015 reflects 5% increase for 2014-15 retro to July 1, 2014
 Revised: May 20, 2015 reflects 1% increase for 2015-16 effective July 1, 2016
 Revised: December 14, 2016 reflects 2% increase effective November 1, 2016
 Revised: October 3, 2018 reflects 1.95% increase for 2017-18 effective July 1, 2017
 Revised: January 16, 2019 reflects a 5% increase effective July 1, 2018
 Revised: January 16, 2019 reflects a 1.86% increase effective July 1, 2019

RTPA/RUSD Approved Adjunct Duty, Site Committee, and Site Stipend List - Elementary - 2019-2020

Committees	Adjunct	Stipend	Volunteer
<ul style="list-style-type: none"> • Leadership Team • MTSS/Academic • MTSS/SEL • PBIS Tier I • PBIS Tier II/III • Strategic Planning Implementation • Technology Committee 	<ul style="list-style-type: none"> • Kindergarten Settle-in Time - if applicable at the site based on the TK-K MOU • School Site Council • Wellness • Safety • Sunshine • ELAC • PBIS Intervention Coordinator • PBIS Curriculum Coordinator • PBIS Assembly Coordinator • PBIS Data Analyst • Behavior Response Team • Targeted Behavior Support Team • Morning Sing • Garden (planning) • Science Expo/STEAM Fair • Dance Coordinator • Behavior Response Team • Special School Event/Party Coordinator • Science Lab • Social Media Coordinator • Student Leadership/Council/ASB Participants • WE Facilitators • Lunch time Activities • Spirit Squad • Grant Writing Support • Enrichment Club Coordinator • A/V Support • Conflict Management Coordinator • Book room • Environmental Green Team • Morning Greeters • Playground Leaders • Lost and Found Leaders • Huddle • SPED Squad • Science Camp Coordinator 	<p><u>Student Leadership/Student Council/ASB(\$400)</u></p> <ul style="list-style-type: none"> • Student Leadership/Council/ASB Lead <p><u>Student Clubs/Student Enrichment (Activities that fall outside of regular contract hours)(\$250)</u></p> <ul style="list-style-type: none"> • Broadcasting • Cross Country • Bobcat Spirit Club • WE Lead • Lexia Club • Golf club • Volleyball Club <p><u>Overnight Field Trip(\$100 per night/per individual)</u></p> <p><u>Yearbook(\$250)</u></p> <ul style="list-style-type: none"> • Yearbook Lead <p><u>Teacher-in-Charge(\$300)</u></p> <ul style="list-style-type: none"> • TIC - Attend Academy <p><u>School Program Support(\$250)</u></p> <ul style="list-style-type: none"> • Volunteer Lead • GATE Parent Liaison / Communications • Book Fair <p><u>Program Lead(\$300)</u></p> <ul style="list-style-type: none"> • PBIS Tier I Lead • PBIS Tier II Lead • PBIS Tier III Lead • MTSS Lead • STEAM Lead <p>\$3443 for ALL exclusive of student clubs/enrichment.</p>	<p>Kinder Night Dance Show PTC Meetings</p> <p>Lunch Time Activities - will receive adjunct duty credit upon mutual agreement with site admin</p>
<p>Per Article VII - Section 3 of the RTPA/RUSD Contract Agreement</p> <p>A Site Committee assignment is hereby defined as a duty requiring regular (monthly or more frequent) work (meetings or other)</p>	<p>Per Article VII - Section 4(a) of the RTPA/RUSD Contract Agreement</p> <p>An Adjunct duty assignment is hereby defined as a duty requiring limited (not regular or monthly) work (meetings or other work associated with the adjunct</p>	<p>Per Appendix E of the RTPA/RUSD Contract Agreement Stipended Positions are duties requiring additional responsibility and/or expertise and/or work largely conducted outside the contract day.</p>	<p>Principals will have a conversation with staff about committing to these optional activities.</p>

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<p>throughout the school year during or minimally beyond the seven-and-a-half-hour contract work day. A site committee shall not exceed 10 hours total time commitment per school year.</p>	<p>duty) at designated times during the school year. Single-day adjunct duties shall not exceed three (3) hours in length on any given day for TK-8. No bargaining unit member shall be assigned adjunct duties in excess of 10 hours per school year.</p>		
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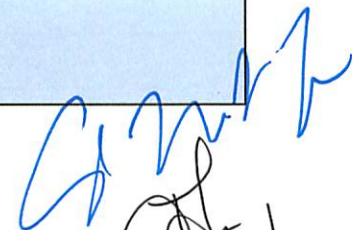

RTPA/RUSD Approved Adjunct Duty, Site Committee, and Site Stipend List - Middle School - 2019-2020

Committees	Adjunct	Stipend	Volunteer
<p>Site committee participation for grades 7-8 outside of contracted hours or the duties outlined in article VII, Section 3g, shall be on a voluntary basis</p>	<ul style="list-style-type: none"> • Site Council • Sports Events Supervision • Dance Supervision • Drama Supervision • Music Supervision • WEB Day Facilitator • Special School Event/Party Coordinator • Friday School 	<p><u>Academic Competition(\$700)</u></p> <ul style="list-style-type: none"> • National History Day • Science Olympiad <p><u>Overnight Field Trips(\$100 per night/per individual)</u></p> <p><u>School Program Support(\$700)</u></p> <ul style="list-style-type: none"> • CJSF • Math Squad • Webmaster <p><u>Program Lead(\$300)</u></p> <ul style="list-style-type: none"> • PBIS Lead • WEB Lead <p><u>Marine Biology(\$500)</u></p> <p><u>Broadcasting(\$1000)</u></p> <p>\$7403 for ALL exclusive of student clubs/enrichment.</p>	<ul style="list-style-type: none"> • Clubs
<p>Per Article VII - Section 3 of the RTPA/RUSD Contract Agreement A Site Committee assignment is hereby defined as a duty requiring regular (monthly or more frequent) work (meetings or other) throughout the school year during or minimally beyond the seven-and-a-half-hour contract work day. A site committee shall not exceed 10 hours total time commitment per school year.</p>	<p>Per Article VII - Section 4(a) of the RTPA/RUSD Contract Agreement An Adjunct duty assignment is hereby defined as a duty requiring limited (not regular or monthly) work (meetings or other work associated with the adjunct duty) at designated times during the school year. Single-day adjunct duties shall not exceed three (3) hours in length on any given day for TK-8. No bargaining unit member 7-8 shall be assigned adjunct duties in excess of 15 hours per school year.</p>	<p>Per Appendix E of the RTPA/RUSD Contract Agreement Stipended Positions are duties requiring additional responsibility and/or expertise and/or work largely conducted outside the contract day.</p>	<p>Principals will have a conversation with their staff about committing to these optional activities.</p>

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RTPA/RUSD Approved Adjunct Duty, Site Committee, and Site Stipend List - High School - 2019-2020

Committees	Adjunct	Stipend	Volunteer
<p>Site committee participation for grades 9-12 outside of contracted hours or duties outlined in Article VII, Section 3g, shall be on a voluntary basis.</p>	<ul style="list-style-type: none"> • Site Council • Sports Events Supervision • Dance Supervision • Drama Supervision • Music Supervision • Special School Event/Party Coordinator 	<p><u>Extra-Curricular Activities/Competitions (\$1719 per position)</u></p> <ul style="list-style-type: none"> • Culinary • Robotics <p><u>Overnight Field Trips (\$100 per night/per individual)</u></p> <p><u>School Program Support (\$850 per position)</u></p> <ul style="list-style-type: none"> • Shout Leader • Graphics • Student Leadership Support • CTE Support <p><u>Student Enrichment (\$850 per position)</u></p> <p><u>Student Support/Intervention (\$1719 per position/per semester)</u></p> <ul style="list-style-type: none"> • MTSS Lead <p><u>Curriculum and Instruction Coordinator (Hourly, Extra Pay Salary Schedule, Curriculum and Staff Development)</u></p> <p>\$3443 for ALL exclusive of student clubs/enrichment.</p>	<p>Clubs</p>
<p>Per Article VII - Section 3 of the RTPA/RUSD Contract Agreement A Site Committee assignment is hereby defined as a duty requiring regular (monthly or more frequent) work (meetings or other) throughout the school year during or minimally beyond the seven-and-a-half-hour contract work day. A site committee shall not exceed 10 hours total time commitment per school year.</p>	<p>Per Article VII - Section 4(a) of the RTPA/RUSD Contract Agreement An Adjunct duty assignment 9-12 is hereby defined as a duty requiring limited (not regular or monthly) work (meetings or other work associated with the adjunct duty) at designated times during the school year. No bargaining unit member 9-12 shall be assigned adjunct duties in excess of 14-17 hours per school year.</p>	<p>Per Appendix E of the RTPA/RUSD Contract Agreement Stipended Positions are duties requiring additional responsibility and/or expertise and/or work largely conducted outside the contract day.</p>	<p>Principals will have a conversation with their staff about committing to these optional activities.</p>

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