

ARTICLE 14 GRIEVANCE PROCEDURES

14.

14.1 DEFINITIONS:

A grievance is defined as any complaint of an employee, employees, or CSEA involving the interpretation, application, or alleged violation of this Agreement. It is the intent of the parties to equitably resolve grievance at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of grievance.

All days not defined shall be considered days the District Office is open for business.

14.2 PROCEDURE:

A grievance shall be handled in the following manner:

14.2.1 Step One:

An aggrieved employee may present directly his/her grievance to his/her immediate supervisor within twenty (20) work days of the event or when the employee knew or should have known of the event and/or circumstance. The grievance shall be submitted only orally. If the grievance is not satisfactorily adjusted informally, the grievance may proceed to Step Two.

14.2.2 Step Two:

If the grievant is not satisfied with the informal adjustment made pursuant to Step One, he/she may within five (5) days of the adjustment present the grievance ~~An aggrieved employee may present directly his/her grievance~~ to his/her immediate supervisor in writing. If the grievant does not seek resolution at Step One, then within twenty-five (25) days of the event, the grievant shall seek resolution at Step Two. If the grievance is not satisfactorily adjusted within five (5) days after the submission of the grievance to his/her immediate supervisor in writing, the immediate supervisor, within ten (10) days after the submission of the grievance, shall reduce to writing his/her response to the grievance. Written response to the grievance shall be submitted to the aggrieved party within ten (10) days of the submission of the grievance. At Step Two of the grievance procedure, the grievant may elect in writing to represent himself/herself rather than have CSEA provide representation.

14.2.3 Step Three:

If the ~~grievance-grievant~~ is not ~~satisfactorily satisfied with the decision of his/her immediate supervisor resolved at Step Two~~, or if the procedures called for in Step Two are not followed by the District, the grievant may submit the grievance in writing to the District Superintendent within five (5) days of the receipt of the response at Step Two, or within five (5) days after the time period called for in Step Two ~~have has~~ passed. Within five (5) days of the receipt of grievance at Step Three, the Superintendent or his/her designee will meet with the grievant in an attempt to resolve the grievance. Within ten (10) days after this meeting, the Superintendent shall deliver to the grievant the response to the grievance.

14.2.4 Step Four:

If the ~~grievance-grievant~~ is not ~~satisfactory satisfied with the decision of resolved by~~ the Superintendent, the grievant may within five (5) days refer the decision in writing to the CSEA, with a copy to the Superintendent. Within five (5) days of receipt of this report, CSEA may submit the grievance to mediation by filing with the Superintendent a written request for mediation. ~~submit the grievance in writing to the governing board within five (5) days of the receipt of the response of the Superintendent or within five (5) days of the failure of the Superintendent to respond in accordance with Step Three. The governing board will schedule a hearing on the grievance at its next regularly scheduled meeting. At that meeting, all parties shall have an opportunity to testify, present evidence and witnesses pertaining to the grievance. The grievance will be heard in closed session of the Board. Within ten (10) days after this meeting, the governing board will deliver to the grievant its written response to the grievance by registered or certified mail.~~

14.2.4.1 The request for mediation may be withdrawn at any time and shall not be filed again.

14.2.4.2 The parties shall request that a conciliator/mediator from the California State Mediation and Conciliation Service be assigned to assist the parties in resolution of the grievance. In the event that no mediator from State Mediation and Conciliation Service is available, the parties may elect to submit the grievance to a mutually agreeable mediation service or third party mediator.

14.2.4.3 If the parties execute a written settlement agreement at the conclusion of mediation, that settlement shall become binding on the parties. Neither party may appeal the written settlement agreement pursuant to this Article. If no such settlement is reached at mediation, the decision of the Superintendent at Step Three shall

become final, unless CSEA chooses to arbitrate the grievance in accordance with ~~Step Level~~ Five.

~~14.2.4.1~~14.2.4.4 The mediator's proposal(s) shall not constitute a settlement agreement for purposes of Article 14.2.4.3. Only a signed, written agreement executed by both parties shall constitute a settlement agreement for purposes of Article 14.2.4.3.

14.2.5 Step Five: Arbitration:

If the parties are not able to reach an agreement in mediation, ~~In the event that the grievance is not satisfactorily adjusted at Step Four,~~ the grievant may submit, within ten (10) days of ~~receipt of mailing the conclusion of mediation,~~ a request in writing to CSEA, with a copy to the Superintendent, that the grievance be submitted to arbitration. The request for arbitration may be withdrawn at any time and shall not be filed again. ~~CSEA shall notify the grievant and the District Superintendent whether or not the grievance will be submitted shall submit the grievance~~ to arbitration within twenty (20) days of receiving the request from the grievant. If CSEA decides not to arbitrate the grievance, the decision of the ~~Board Superintendent in Step Three~~ shall be final.

If CSEA decides to submit the grievance to arbitration, a list of arbitrators shall jointly be requested from the California State Mediation and Conciliation Service. Upon receipt of the list, the parties shall select an arbitrator within ten (10) days. If agreement on an arbitrator cannot be reached, selection of the arbitrator shall be made by the parties alternately striking names from the list. The order of striking shall be determined by lot. The arbitrator selected shall be jointly notified of his selection by the parties. The conduct of the arbitration shall be governed by the arbitrator. The arbitration award resulting from this procedure shall be final and binding on all parties. The costs of arbitration shall be borne equally by both parties.

14.2.6 If any of the timelines provided for in Steps One through Five are not followed by the grievant and/or CSEA, as applicable, the grievance shall be rendered moot and the last decision rendered shall be final.

~~14.2.6~~14.2.7 Group Grievances:

If the grievance involves employees with different immediate supervisors, the grievance may be filed at Step 3.

~~14.2.7~~14.2.8 Grievance Witnesses:

The District shall make available for testimony, in connection with the grievance procedure, any District employee whose appearance is requested by the grievant or CSEA. CSEA shall make available for

testimony, in connection with the grievance procedure, any association member whose appearance is requested by the District. Any employee witness required to appear in connection with this article shall suffer no loss of pay.

14.2.8 14.2.9 Grievance Processing During Regular Working Hours:

The grievant and the CSEA steward shall be entitled to a reasonable amount of time to process a grievance during normal working hours with no loss of pay or benefits.

14.2.9 14.2.10 Separate Grievance File:

All materials related to the processing of a grievance shall be kept in a file separate from the employee's personnel file.

14.2.10 14.2.11 Authority:

CSEA stewards shall have the authority to file notice and take action on behalf of employees relative to this grievance procedure, with the written consent of the employee.

14.2.11 14.2.12 Representation:

The grievant may be represented at any stage of these proceedings by CSEA or a representative ~~of his/her choice~~.

14.2.12 14.2.13 Employee-Processed Grievances:

An employee covered by this agreement may present a grievance directly and have such grievance resolved without intervention of CSEA as long as the adjustment is not inconsistent with the terms of the Agreement. CSEA shall be provided copies of any grievance filed by employees directly and any response by the District. Prior to any resolution of any grievance, CSEA shall be provided with a copy of the proposed resolution for review. CSEA shall be given an opportunity to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of the Agreement shall be subject to the grievance process.

District -
M. V. Robinson
Ellie R. Austin

CSEA
Theresa Stout
Paul
Valley Lucia 12/16/17
Miss Ruth
[Signature]

ARTICLE 18
PUBLIC ALLEGATIONS

18

- 18.1 Any parent or citizen complaint about an employee shall be reported immediately to the employee by the administration, unless prohibited by law.
- 18.2 Should the involved employee, the complainant, or the administration believe that the allegations in the complaint are sufficiently serious to warrant a meeting, a meeting will be arranged by the administration. Under no circumstances shall the complainant be required to be present at the meeting. An Association representative may be present at said meeting, if so requested by the employee. An administrator shall be present.
- ~~18.3~~ If the ~~matter is not resolved at the meeting to the satisfaction of the~~ complainant ~~decides to, he/she shall~~ put his/her complaint in writing, within ten (10) days ~~of submission of the complaint to the District, the District will and submit the original provide a copy~~ to the employee, ~~with a copy to his/her administrator.~~ The employee may prepare a written response within five (5) days to such complaint. The response shall be attached to the written complaint. ~~If no written complaint is received within ten (10) days, the matter shall be dropped.~~
- ~~182~~ The complainant's decision regarding whether or not to put their complaint in writing shall in no way preclude the District from investigating the allegations therein, as required by law and/or District policy.
- ~~182~~ 183 If the District investigates the allegations in the complaint, the District shall notify the employee in writing regarding the allegations, to the extent allowed by law.
- 18.4 The ~~written~~ complaint shall be processed in accordance with District policy and applicable law. ~~and the attached~~ The District may consider any response shall be forwarded to the Superintendent thereto submitted by the employee. The Superintendent shall meet with the employee and his/her immediate administrator upon request ~~within ten (10) days~~ to discuss the complaint, ~~prior to determination if further action is to be taken.~~
- 18.5 ~~A Should~~ an employee may choose not to respond in writing and/or participate in meetings, unless otherwise required by law and/or District policy. ~~his/her actions shall not be the sole basis for determining that the accusations are true.~~
- 18.6 If it is determined through any District investigation ~~the procedure~~ that the

allegations regarding an employee are untrue, all such information shall not be placed in his/her personnel file.

- 18.7 If the Superintendent determines that the merits of the complaint justify the initiation of disciplinary proceedings against the employee, disciplinary action may be imposed ~~only~~ in accordance with the provisions of this Agreement and applicable law and/or District policy.

District

m.v. Robinson

Ellie R. Conti

CSEA

Therese Stornetta

Miss Ritchie



Shelley Lucia 12/11/17

**The Point Arena Joint Union High School District and
The Arena Union Elementary School District (together, "District") and
The California School Employees Association Chapter #343 ("CSEA") Agree as Follows:**

1. Appendix B – Salary Schedule

ERA The District accepts CSEA's salary proposal as reflected in the salary schedule ^{as attached} ~~proposed on August 21, 2017 at 1:05 pm, and attached hereto~~ (attachment 1), with the following conditions: *JS*

- a. The salary schedule maintains the current squaring of 3% between steps.
- b. The attached salary schedule shall be effective January 1, 2018, and shall be paid no later than the March regular payroll after ratification by both parties no later than March 7, 2018.
- c. Step placement on the new salary schedule shall be adjusted upward to the next whole step for any individual if the lateral movement from the former salary schedule would result in the loss of wages for that individual.
- d. This closes salary negotiations for 2017-18 and 2018-19, subject to the me-too provision in Paragraph 2 of this tentative agreement.

2. Article 22.3 – Me-Too

In 2018-19, CSEA may reopen negotiations on salary (Article 5.1) and/or health and welfare benefits (Article 7.1.2), subject to the following:

1. The percentage cost of the total compensation settlement with CSEA is less than the percentage cost of the total compensation settlement with AUTO or PAHSTA.
2. The District will provide the CSEA President and Labor Representative with written notice of settlement with each certificated unit. CSEA must submit a written request to reopen negotiations on salary and/or health and welfare benefits within ten (10) work days of the District's written notice. The parties will meet on a mutually agreeable date within 30 calendar days of receipt of CSEA's written request to negotiate.
3. The District shall calculate the cost of 1% to each bargaining unit, which will be used to make the comparison of total compensation between bargaining units. (The parties agree that the increase to CSEA for 2017-18 and 2018-19 is equal to 2.4%.)

Article 22.3 sunsets at the end of the 2017-18 school year and shall be removed from the CBA at that time.

3. Article 19 – Discipline. See attachment 2.

4. This agreement, along with the tentative agreements reached on December 11, 2017 regarding Article 14 – Grievance Procedures and Article 18 – Public Allegations, shall close negotiations for 2017-18. For 2018-19, each party may reopen on two articles (excluding salary, except as provided in Paragraph 2) plus Article 7 – Insurance Coverage.

For District:
m.v. Robinson

Ellie R. Costi, 1/19/18

For CSEA:
Holly Luce
Bernard Gal

**POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT
ARENA UNION ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE**

	A	B	C	D	E	F	G
	Food Service Worker	Food Service Cook	Food Service Cook II Biling. Com/Sc. Liais.	Admin. Assistant I Campus Security	Bus Driver	Admin Asst II	Mechanic/ Bus Driver
	Pre School Res. Aide Yard/Café. Monitor	<u>Paraeducator:</u> Regular Ed.	Library/Media Tech. Custodian N.A. Comm/Sch. Liais. <u>Paraeducator:</u> Bilingual Special Ed. Health Tec. Assistant Special Ed.	<u>Instruction Specialist:</u> Construction Health Tech. Sp. Ed. Special Needs <u>Paraeducator:</u> Transition Specialist	Maintenance		
1	12.00	12.60	13.23	13.89	14.59	15.32	17.61
2	12.36	12.98	13.63	14.31	15.02	15.77	18.14
3	12.73	13.37	14.04	14.74	15.47	16.25	18.69
4	13.11	13.77	14.46	15.18	15.94	16.74	19.25
5	13.51	14.18	14.89	15.64	16.42	17.24	19.82
6	13.91	14.61	15.34	16.10	16.91	17.75	20.42
7	14.33	15.05	15.80	16.59	17.42	18.29	21.03
8	14.76	15.50	16.27	17.08	17.94	18.84	21.66
9	15.20	15.96	16.76	17.60	18.48	19.40	22.31
10	15.66	16.44	17.26	18.13	19.03	19.98	22.98
11	16.13	16.93	17.78	18.67	19.60	20.58	23.67
12	16.61	17.44	18.31	19.23	20.19	21.20	24.38
13	17.11	17.96	18.86	19.81	20.80	21.84	25.11
14	17.62	18.50	19.43	20.40	21.42	22.49	25.86
15	18.15	19.06	20.01	21.01	22.06	23.17	26.64
16	18.70	19.63	20.61	21.64	22.72	23.86	27.44
17	19.26	20.22	21.23	22.29	23.41	24.58	28.26
18	19.83	20.83	21.87	22.96	24.11	25.31	29.11
19	20.43	21.45	22.52	23.65	24.83	26.07	29.98
20	21.04	22.09	23.20	24.36	25.58	26.86	30.88
21	21.67	22.76	23.89	25.09	26.34	27.66	31.81
22	22.32	23.44	24.61	25.84	27.13	28.49	32.76
23	22.99	24.14	25.35	26.62	27.95	29.35	33.75
24	23.68	24.87	26.11	27.42	28.79	30.23	34.76

Note: Not Compliant with NCLB.

3% between steps

Professional Growth: \$75 increment per unit of study, 4 units per year. 60 Units Maximum.

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**ARTICLE 19
DISCIPLINARY
ACTION**

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19.1 PROGRESSIVE DISCIPLINE:

The parties agree It is the intent of the parties that discipline will be applied progressively, except -when the alleged misconduct warrants more severe discipline. Progressive discipline refers to the following actions:

1. Counseling or verbal warning;
2. Written reprimand and warning;
3. Suspension without pay;
4. Specific warning of termination; and
- +5. Termination.

Examples of progressive discipline include, but are not limited to: verbal warning, written warning, letter of reprimand, suspension without pay, and termination. These steps are usually taken in sequence when an employee exhibits behavior or performance issues. However, depending on the situation, any step may be repeated, omitted, or taken out of sequence. The District reserves the right to effect immediate termination should the conduct warrant such action. Each case is considered on an individual basis.

19.2 RIGHT TO REPRESENTATION:

Any bargaining unit member shall have the right to request union representation at any meeting with a District representative at which the employee reasonably believes may lead to discipline of the employee.

19.3 PERMANENT CLASSIFIED EMPLOYEES - DISCIPLINE AND DISMISSAL

- A. Discipline shall be imposed upon permanent members of the classified bargaining unit only for just cause and pursuant to this Article and pertinent laws.
 - I. No disciplinary action shall be taken for any cause which arose more than two (2) years preceding the date of the filing of the notice of discipline unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.
- B. This discipline and dismissal procedure applies to permanent classified employees only. A probationary employee may be terminated at the discretion of the Board of Trustees that employs the person.
- C. Normally, disciplinary action will be taken after the employee has been counseled by his/her immediate supervisor, administrator, and/or Superintendent regarding unsatisfactory actions or lack of action.
- D. Letter of Reprimand/Notice of Warning.
 1. A reprimand or warning notice may be placed in an employee's personnel file. The employee shall be provided a copy and a notice of an opportunity to reply by registered or certified mail, or by personal delivery. The employee shall be given at least ten (10) days to reply before the document is placed in his/her

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personnel file. The employee's written comments/response, if any, shall be attached to the reprimand or warning notice.

19.4 TYPES OF DISCIPLINARY ACTION:

- 19.3.1. Demotion: An employee may be demoted to a lower salary classification for cause and in accordance with this procedure.
- 19.3.2. Suspension: An employee may be suspended for cause and in accordance with this procedure, for a period of up to thirty (30) days without pay.
- 19.3.3. Dismissal: An employee may be dismissed for cause and in accordance with this procedure.
- 19.3.4. "~~Discipline~~ Disciplinary Action" specifically does not include adverse or negative evaluations, warnings, letters of reprimand, directives, paid administrative leave, and the implementation of other Articles in the Agreement such as transfer (unless such transfer causes a demotion), layoff, or the denial of any leave.

19.5 CAUSES FOR ~~DISCIPLINE~~ DISCIPLINARY ACTION:

A permanent employee may have disciplinary action taken for any of the following causes:

- 19.4.1 Abandonment of his/her position.
- 19.4.2 Demonstrable incompetence or inefficiency in the performance of the duties of his/her position.
- 19.4.3 Insubordination (Including, but not limited to, refusal to do assigned work).
- 19.4.4 Neglect of duty.
- 19.4.5 Intoxication while on duty, drinking or possession of alcoholic beverages on the job.
- 19.4.6 Illegal use, possession, sale or otherwise furnishing or being under the influence of any controlled substance as defined by Health and Safety Code 11007, and Education Code 44011.
- 19.4.7 Conviction of a sex offense as defined in Education Code 44010 and 45124.
- 19.4.8 Conviction of narcotic offense as defined in Education Code 44011 and 45123.
- 19.4.9 Willful violation of District policy, regulations, or provisions of this Agreement or of an order given by the employee's immediate supervisor, site administrator, or by the Superintendent.
- 19.4.10 Negligent or willful damage to District property.
- 19.4.11 Falsification of application.
- 19.4.11 Dishonesty in employment related matters.

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- 19.4.13 Repeated unexcused tardiness or absences.
- 19.4.14 Discourteous, offensive or abusive treatment of the public, fellow employees or students.
- 19.4.15 Evident unfitness for service.
- 19.4.16 Failure to maintain licenses or certificates required for the position.
- 19.4.17 Misappropriation of District funds or property.
- 19.4.18 Physical or mental inability to perform assigned duties.

19.5.19.6 RECOMMENDATION OF DISCIPLINARY ACTION-NOTICE OF INTENTION

The Superintendent shall recommend disciplinary action to be taken against a permanent classified employee to the Board of Trustees. Upon request, ~~the~~ employee shall be entitled to a hearing before the Board of Trustees prior to imposition of disciplinary action by the Board. ~~The hearing shall be held within a reasonable period of time, but not less than ten (10) work days after the filing of a request for a hearing.~~ The Superintendent shall serve written Notice of Intention to Take Disciplinary Action on the employee, either by personal service or by certified mail. Said notice shall contain the following:

- 19.5.1 A statement of the specific charges against the employee including:
 - a) A statement in ordinary and concise language of the specific acts and/or omissions upon which the discipline is based; and
 - b) A statement of the cause for the recommended disciplinary action. ~~If it is claimed that the employee has violated a District regulation order that shall be set forth;~~
- 19.5.2 A statement of disciplinary action which is being recommended;
- 19.5.3 A statement of the employee's right to have an informal administrative conference with the Superintendent, or the Superintendent's designee, within five (5) days of receiving the notice of intention to take disciplinary action, and the right to be represented at such meeting by the representative of his/her choice;
- 19.5.4 A statement of the employee's right to a formal hearing on the charges and to be represented at such hearing by a representative of his/her choice;
- 19.5.5 A statement of the time within which the employee may request a hearing which shall not be more than five (5) work days after service of the notice to the employee. This notice shall be effective upon personal service or deposit with the United States Postal Service. The notice shall be accompanied by a form which, when returned by the employee, shall constitute a demand for a formal hearing and a denial of all charges. Failure to request a hearing in writing within the specified time shall be deemed to be a waiver of the right to hearing.

19.76. ACCESS TO MATERIAL

The employee or his/her authorized representative may, upon request, have copies of the material upon which the charges are based, and any materials or documents which may be needed to substantiate or may be relevant to the employee's case, subject to any privacy limitations.

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19.78 ADMINISTRATIVE CONFERENCE ("SKELLY" MEETING)

The Superintendent or the Superintendent's designee shall conduct an informal conference for the employee and his/her representative (if any) to explain the charge upon which the recommendation for disciplinary action is based, and to hear the employee's response to said charges. If the Superintendent drafts the Notice of Charges, the Superintendent shall not conduct the Skelly meeting, but shall designate another individual to serve as the Skelly officer.

19.78.1 Any and all materials, reports and documentation upon which the disciplinary action is based shall be made available to the employee and his/her representative upon request.

19.78.2 After hearing the response of the employee to the charges, the ~~Superintendent or the Superintendent's designee~~ Skelly officer shall recommend to the Governing Board that the proposed disciplinary action be taken, that the disciplinary action be modified, or that the charges be dropped.

19.89. HEARING BEFORE THE GOVERNING BOARD:

19.89.1 If the employee requests a hearing, the Board of Education shall determine whether to conduct the hearing itself or whether to appoint a hearing officer who shall conduct a hearing and prepare proposed findings of fact and conclusions and present a recommended decision to the Board.

19.8.2 The Board of Education or the hearing officer shall set the matter for hearing and shall give the employee at least ten (10) work days' notice in writing of the date, time, and place of the hearing. The hearing shall be held within a reasonable period of time, but not less than ten (10) work days after the filing of a request for a hearing.

19.8.3 The hearing shall be in closed session unless a public hearing is requested by the employee. Confidential information relating to other employees or students will be heard in closed session.

19.8.4 The employee shall have the right to personally appear and testify under oath, to call, or through a representative, call witness(s) who have relevant and probative information on the matter to testify, and to examine and/or cross-examine all witnesses appearing. Witnesses shall be called individually and excused after testifying, if so requested by the employer or the employee.

19.8.5 Upon the request of either party, an audio recording shall be made of all hearings, and then transcribed to a written record. The district will bear the cost of the transcription, and will have it proofed by a third party. Transcripts of hearing shall be furnished to either party on payment of the cost of preparing such transcripts.

19.8.6 All costs of a hearing officer shall be borne by the District. All other expenses shall be borne by the party incurring them.

19.10 RESULTS OF HEARING, DECISION:

19.9.1 The Board shall render a decision as soon as possible after the hearing is completed and adopt it at that meeting or the next scheduled Board meeting.

19.9.2 A copy of the written decision by the Board shall be sent to the employee and

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his/her representative no later than five (5) work days after it is adopted. The decision shall include findings of fact and determination of issues by the Governing Board.

19.11 ADMINISTRATIVE LEAVE; ~~SUSPENSION WITH PAY~~

19.11.1 In cases of dismissal and/or where it is felt that district personnel, students, district property or the public are endangered, or in the best interests of the District, the Superintendent may ~~suspend an employee with pay~~ place an employee on administrative leave with pay by giving a written notice to the employee and to CSEA ~~prior to a hearing being held.~~ However, the procedure for notice, hearing, etc., as provided in this Article shall be followed. The employee shall remain in paid status until a final decision has been made which may include disciplinary action or reinstatement to the position held prior to the ~~suspension~~ administrative leave. Paid administrative leave is not disciplinary action.

19.12 COMPULSORY LEAVE; SEX OR CONTROLLED SUBSTANCE OFFENSES

19.12.1 Any employee charged with the commission of any sex offense as defined in, but not limited to, Education Code 44010, or with the commission of any controlled substance offense as defined in, but not limited to, Education Code 44011, may be placed on compulsory leave of absence pending a final disposition of such charges.

Any employee placed on compulsory leave shall continue to be paid his/her regular salary during such leave if he/she furnishes to the District a suitable bond to guarantee that the employee will repay the salary paid during the compulsory leave in case the employee is convicted of such charges or fails to return to service following expiration of the compulsory leave. If the employee does not furnish a bond and if the employee is acquitted of such offense, or the charges are dropped, the District shall pay to the employee upon his/her return to service, the full amount of salary which was withheld during the compulsory leave.

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