

APPENDIX D

DEFINITIONS

"Association" means the employee organization recognized by the District Board of Trustees as the Exclusive Representative for the unit of employees covered by this Agreement.

"Classification" means a position that is assigned the same job description and minimum qualifications.

"Complaint" means a problem that an employee desires to be resolved which is not covered by this Agreement. Complaints shall be filed with the immediate supervisor or chief administrator of the work site, to be resolved at that level.

"Day" means any day on which the central administrative offices of the District are open for business.

"Discipline" or "Disciplinary action" means a written reprimand, a suspension without pay, a demotion (other than reduction in hours of employment or assignment to a lower class pursuant to Education Code sections 45101(g) and 45298) and discharge.

"Grievance" means an allegation that there has been a violation, misapplication, or misinterpretation of an express provision(s) of this Agreement.

"Grievant" means an employee who is a member of the bargaining unit, or the Exclusive Representative. The Exclusive Representative may file a grievance on behalf of any specifically identified employee or employees.

"Immediate Family" means the spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandfather, grandmother of the employee, or the employee's spouse, or any relative of either spouse living in the immediate household of the employee. Pursuant to Family Code sections 297 and 297.5(a)-(c), or successor if applicable, the term "spouse" includes a registered domestic partner. An employee who claims any benefit pursuant to the term of this Agreement must have valid proof of the registered domestic partnership on file with the District.

"Immediate supervisor" means the first level administrator or manager who is responsible for day-to-day direction and evaluation of an employee.

"Job Family" means a group of classifications having similar or related job qualifications and duties, e.g., instructional aide classifications.

"Layoff" means an involuntary separation from employment due to lack of work or lack of funds. Layoff also includes any reduction in hours of employment or assignment to a classification lower than that in which the employee was assigned at the time of the layoff.

"Seniority" means time in District service from the date of hire as a classified employee without a break in service.

"Singleton" means a classification which has only one position in the District.