

APPENDIX A

Grievance Forms – Levels 1, 2, 3, 4

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ORANGE COUNTY DEPARTMENT OF EDUCATION

GRIEVANCE PROCEDURE FORM – LEVEL 1
(Grievant’s Initial Submission of Grievance to Immediate Supervisor)
Classified and Certificated

Date: _____

Name of Grievant (Last, First, Middle): _____

Signature of Grievant: _____

School/Work Location: _____

Assignment: _____

Name of Representative, if any: _____

Name of Immediate Supervisor: _____

Date Alleged Grievance Occurred: _____

Provision(s) of the Agreement alleged to have been violated: (State the section number(s), page number(s), and line number(s) of the Agreement which is alleged to have been violated.)

Specific Grounds of the Grievance: (Describe the specific grounds of the grievance, including provision(s) of the Agreement alleged to have been violated; how the grievant is adversely affected by the alleged violation, and the names, dates and places necessary for a complete understanding of the grievance. Additional pages may be attached to each copy of this form if more space is required.)

3 Reasons Proposed Resolution is Unacceptable: (State the specific reasons why the immediate supervisor’s proposed resolution of the grievance at the informal level is unacceptable.)

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9 Action(s) Requested to Resolve the Grievance: (State the specific action(s) requested of the Department which is expressly provided for in the Agreement and which will resolve the grievance.)

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25 *[Handwritten initials]*

Original: Immediate Supervisor

Copy: Human Resources

ORANGE COUNTY DEPARTMENT OF EDUCATION

GRIEVANCE PROCEDURE FORM – LEVEL 2
(Grievant's Appeal to Cabinet Representative)
Classified and Certificated

Date: _____

Name of Grievant (Last, First, Middle): _____

Signature of Grievant: _____

School/Work Location: _____

Assignment: _____

Status: _____

Name of Representative, if any: _____

Reasons Proposed Resolution is Unacceptable: (State the specific reasons why the immediate supervisor's proposed resolution of the grievance at Level 1 is unacceptable.)

Actions Requested to Resolve the Grievance: (State the specific action(s) requested of the Department which is expressly provided for in the Agreement and which will resolve the grievance.)

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Original: Cabinet Representative

Copy: Immediate Supervisor, Human Resources

1 ORANGE COUNTY DEPARTMENT OF EDUCATION

2 GRIEVANCE PROCEDURE FORM – LEVEL 3
3 (Grievant’s Appeal to Deputy Superintendent)
4 Certificated

5 Date: _____

6 Name of Grievant (Last, First, Middle): _____

7 Signature of Grievant: _____

8 School/Work Location: _____

9 Assignment: _____

10 Status: _____

11 Name of Representative, if any: _____

12 Reasons Proposed Resolution is Unacceptable: (State the specific reasons why the Cabinet Representative’s proposed resolution of the grievance at Level 2 is unacceptable.)

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18 Actions Requested to Resolve the Grievance: (State the specific action(s) requested of the Department which is expressly provided for in the Agreement and which will resolve the grievance.)
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1 ORANGE COUNTY DEPARTMENT OF EDUCATION

3 GRIEVANCE PROCEDURE FORM – LEVEL 4
(Grievant's Appeal to Superintendent)
Certificated

4 _____
5 Date: _____

6 Name of Grievant (Last, First, Middle): _____

7 Signature of Grievant: _____

8 School/Work Location: _____

9 Assignment: _____

10 Status: _____

11 Name of Representative, if any: _____

12 _____
Reasons Proposed Resolution is Unacceptable: (State the specific reasons why the Deputy Superintendent's proposed resolution of the grievance at Level 3 is unacceptable.)

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18 Actions Requested to Resolve the Grievance: (State the specific action(s) requested of the Department which is expressly provided for in the Agreement and which will resolve the grievance.)

APPENDIX B

Salary Schedules TA1, TA1A, TA3

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**ORANGE COUNTY DEPARTMENT OF EDUCATION
TEACHER
SALARY SCHEDULE**

TA1 182 DAYS

STEP	RANGE I BA + CRED	RANGE II BA + 15	RANGE III BA + 30	RANGE IV BA + 45 or MA	RANGE V BA + 60 Incl MA
01	39,506 217,067	43,298 237,903	47,091 258,740	50,882 279,570	54,672 300,393
02	41,087 225,751	45,031 247,422	48,974 269,086	52,916 290,750	56,858 312,408
03	42,730 234,780	46,833 257,322	50,933 279,849	55,033 302,377	59,133 324,904
04	44,439 244,171	48,706 267,617	52,970 291,044	57,234 314,472	61,497 337,897
05	46,216 253,934	50,655 278,325	55,089 302,687	59,523 327,049	63,958 351,419
06	48,291 265,336	52,681 289,455	57,293 314,797	61,904 340,131	66,517 365,478
07			59,585 327,388	64,380 353,736	69,178 380,098
08			61,968 340,482	66,956 367,888	71,945 395,301
09			64,447 354,103	69,633 382,601	74,823 411,117
10			67,025 368,269	72,419 397,906	77,816 427,563
11			69,705 382,997	75,315 413,820	80,929 444,663
12			72,494 398,317	78,329 430,377	84,166 462,451
14			75,394 414,250	81,462 447,593	87,533 480,950
16				84,720 465,496	91,034 500,189
18				88,109 484,116	94,676 520,199
20				91,633 503,478	98,463 541,008
23				95,298 523,617	102,402 562,648

- Includes:
- 2004 - Adapted PE Specialist
 - 2009 - Audiologist
 - 2010 - Counselor
 - 2021 - Language, Speech & Hearing Specialist
 - 2005 - Orientation and Mobility Specialist
 - 2008 - Resource Specialist
 - 2011 - School Social Worker
 - 2022 - Child Welfare and Attendance Worker
 - 2001 - Teacher
 - 2007 - Vision Specialist

Hourly Rate per Section 21.3.2.3 - TA1, Range IV, Step 6 ÷ 7
(requires HR Director approval)
Hourly Rate per Section 21.3.3.1 - \$30.00

**ORANGE COUNTY DEPARTMENT OF EDUCATION
TEACHER
SALARY SCHEDULE**

TA1 216 DAYS

STEP	RANGE I BA + CRED	RANGE II BA + 15	RANGE III BA + 30	RANGE IV BA + 45 or MA	RANGE V BA + 60 Incl MA
01	46,886 217,067	51,387 237,903	55,888 258,740	60,387 279,570	64,885 300,393
02	48,762 225,751	53,443 247,422	58,123 269,086	62,802 290,750	67,480 312,408
03	50,712 234,780	55,582 257,322	60,447 279,849	65,313 302,377	70,179 324,904
04	52,741 244,171	57,805 267,617	62,866 291,044	67,926 314,472	72,986 337,897
05	54,850 253,934	60,118 278,325	65,380 302,687	70,643 327,049	75,907 351,419
06	57,313 265,336	62,522 289,455	67,996 314,797	73,468 340,131	78,943 365,478
07			70,716 327,388	76,407 353,736	82,101 380,098
08			73,544 340,482	79,464 367,888	85,385 395,301
09			76,486 354,103	82,642 382,601	88,801 411,117
10			79,546 368,269	85,948 397,906	92,354 427,563
11			82,727 382,997	89,385 413,820	96,047 444,663
12			86,036 398,317	92,961 430,377	99,889 462,451
14			89,478 414,250	96,680 447,593	103,885 480,950
16				100,547 465,496	108,041 500,189
18				104,569 484,116	112,363 520,199
20				108,751 503,478	116,858 541,008
23				113,101 523,617	121,532 562,648

- Includes:
- 2004 - Adapted PE Specialist
 - 2009 - Audiologist
 - 2010 - Counselor
 - 2021 - Language, Speech & Hearing Specialist
 - 2005 - Orientation and Mobility Specialist
 - 2008 - Resource Specialist
 - 2011 - School Social Worker
 - 2022 - Child Welfare and Attendance Worker
 - 2001 - Teacher
 - 2007 - Vision Specialist

<p>Hourly Rate per Section 21.3.2.3 - TA1, Range IV, Step 6 ÷ 7 (requires HR Director approval) Hourly Rate per Section 21.3.3.1 - \$30.00</p>
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ORANGE COUNTY DEPARTMENT OF EDUCATION
TEACHER
SALARY SCHEDULE

TA1A 182 DAYS

STEP	RANGE IA BA + CRED	RANGE IIA BA + 15	RANGE IIIA BA + 30	RANGE IVA BA + 45 or MA
01	51,057 280.534	51,058 280.539	51,060 280.548	51,061 280.556
02	51,058 280.539	51,060 280.548	51,061 280.556	
03	51,060 280.548	51,061 280.556	51,062 280.563	
04	51,061 280.556	51,062 280.563		
05	51,062 280.563	51,063 280.568		
06	51,063 280.568			

- Includes:**
- 2004 - Adapted PE Specialist
 - 2009 - Audiologist
 - 2010 - Counselor
 - 2021 - Language, Speech & Hearing Specialist
 - 2005 - Orientation and Mobility Specialist
 - 2008 - Resource Specialist
 - 2011 - School Social Worker
 - 2022 - Child Welfare and Attendance Worker
 - 2001 - Teacher
 - 2007 - Vision Specialist

Hourly Rate per Section 21.3.2.3 - TA1, Range IV, Step 6 + 7
(requires HR Director approval)
Hourly Rate per Section 21.3.3.1 - \$30.00

- a) Ranges IA, IIA, IIIA, and IVA are contingent upon receipt and continuation of special state funding of the minimum salary for fully credentialed teachers as defined in Education Code 45023.4.
- b) Ranges IA, IIA, IIIA, and IVA will begin receiving negotiated salary increases when the corresponding steps on the regular salary schedule are equal to or greater than the incentive salary schedule.
- c) Ranges IA, IIA, IIIA, and IVA are effective 7-1-99.
- d) All Stipends, Site Liason Pay and Extra Service and Extra Curricular Assignment, and Hourly Rate pay rates will be based on the regular salary schedule.

**ORANGE COUNTY DEPARTMENT OF EDUCATION
TEACHER
SALARY SCHEDULE**

TA1A 216 DAYS

STEP	RANGE IA BA + CRED	RANGE IIA BA + 15	RANGE IIIA BA + 30	RANGE IVA BA + 45 or MA
01	60,595 280.534	60,596 280.539	60,598 280.548	60,600 280.556
02	60,596 280.539	60,598 280.548	60,600 280.556	
03	60,598 280.548	60,600 280.556	60,602 280.563	
04	60,600 280.556	60,602 280.563		
05	60,602 280.563	60,603 280.568		
06	60,603 280.568			

- Includes:**
- 2004 - Adapted PE Specialist
 - 2009 - Audiologist
 - 2010 - Counselor
 - 2021 - Language, Speech & Hearing Specialist
 - 2005 - Orientation and Mobility Specialist
 - 2008 - Resource Specialist
 - 2011 - School Social Worker
 - 2022 - Child Welfare and Attendance Worker
 - 2001 - Teacher
 - 2007 - Vision Specialist

Hourly Rate per Section 21.3.2.3 - TA1, Range IV, Step 6 + 7
(requires HR Director approval)
Hourly Rate per Section 21.3.3.1 - \$30.00

- a) Ranges IA, IIA, IIIA, and IVA are contingent upon receipt and continuation of special state funding of the minimum salary for fully credentialed teachers as defined in Education Code 45023.4.
- b) Ranges IA, IIA, IIIA, and IVA will begin receiving negotiated salary increases when the corresponding steps on the regular salary schedule are equal to or greater than the incentive salary schedule.
- c) Ranges IA, IIA, IIIA, and IVA are effective 7-1-99.
- d) All Stipends, Site Liason Pay and Extra Service and Extra Curricular Assignment, and Hourly Rate pay rates will be based on the regular salary schedule.

ORANGE COUNTY DEPARTMENT OF EDUCATION
SCHOOL NURSE
SALARY SCHEDULE

TA3 182 DAYS

STEP	RANGE III	RANGE IV	RANGE V
	BA + CRED	BA + 45 or MA	BA + 60 Incl MA
01	47,091	50,882	54,672
	258,740	279,570	300,393
02	48,974	52,916	56,858
	269,086	290,750	312,408
03	50,933	55,033	59,133
	279,849	302,377	324,904
04	52,970	57,234	61,497
	291,044	314,472	337,897
05	55,089	59,523	63,958
	302,687	327,049	351,419
06	57,293	61,904	66,517
	314,797	340,131	365,478
07	59,585	64,380	69,178
	327,388	353,736	380,098
08	61,968	66,956	71,945
	340,482	367,888	395,301
09	64,447	69,633	74,823
	354,103	382,601	411,117
10	67,025	72,419	77,816
	368,269	397,906	427,563
11	69,705	75,315	80,929
	382,997	413,820	444,663
12	72,494	78,329	84,166
	398,317	430,377	462,451
14	75,394	81,462	87,533
	414,250	447,593	480,950
16		84,720	91,034
		465,496	500,189
18		88,109	94,676
		484,116	520,199
20		91,633	98,463
		503,478	541,008
23		95,298	102,402
		523,617	562,648

Credential required authorizing service as a School Nurse.

Hourly Rate per Section 21.3.2.3 - TA1, Range IV, Step 6 + 7
(requires HR Director approval)
Hourly Rate per Section 21.3.3.1 - \$30.00

ORANGE COUNTY DEPARTMENT OF EDUCATION
SCHOOL NURSE
SALARY SCHEDULE

TA3 216 DAYS

STEP	RANGE III	RANGE IV	RANGE V
	BA + CRED	BA + 45 or MA	BA + 60 Incl MA
01	55,888	60,387	64,885
	258,740	279,570	300,393
02	58,123	62,802	67,480
	269,086	290,750	312,408
03	60,447	65,313	70,179
	279,849	302,377	324,904
04	62,866	67,926	72,986
	291,044	314,472	337,897
05	65,380	70,643	75,907
	302,687	327,049	351,419
06	67,996	73,468	78,943
	314,797	340,131	365,478
07	70,716	76,407	82,101
	327,388	353,736	380,098
08	73,544	79,464	85,385
	340,482	367,888	395,301
09	76,486	82,642	88,801
	354,103	382,601	411,117
10	79,546	85,948	92,354
	368,269	397,906	427,563
11	82,727	89,385	96,047
	382,997	413,820	444,663
12	86,036	92,961	99,889
	398,317	430,377	462,451
14	89,478	96,680	103,885
	414,250	447,593	480,950
16		100,547	108,041
		465,496	500,189
18		104,569	112,363
		484,116	520,199
20		108,751	116,858
		503,478	541,008
23		113,101	121,532
		523,617	562,648

Credential required authorizing service as a School Nurse.

Hourly Rate per Section 21.3.2.3 - TA1, Range IV, Step 6 ÷ 7
(requires HR Director approval)
Hourly Rate per Section 21.3.3.1 - \$30.00

APPENDIX C

Function/Duties of Site Liaison, Alternative Education

Function/Duties of Site Liaison, Community Home Education Program

Function/Duties of Site Liaison, Special Schools

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1 Site Liaison, Alternative Education

3 Function/Duties

4 The site liaison performs all the normal functions and duties of a teacher, and, in addition,
5 assumes designated functions and duties of the administrator in his/her absence due to illness,
6 non-work days, or other events or situations that preclude the administrator from being on campus.
The site liaison shall not assume any supervisory, evaluative and/or disciplinary functions typically
performed by the principal/site administrator in regard to site staff.

- 7 • Provide assistance and support to site staff, upon teacher request.
- 8 • Maintain a safe site; supervise, counsel and discipline students as needed in coordination
with site staff.
- 9 • Collect and submit Department/PAR reports from site staff, as needed.
- 10 • Attend all scheduled site liaison meetings and report back to site staff the discussions and
11 decisions made at all site liaison meetings.
- 12 • Coordinate the submission of requests for site supplies, materials and equipment.
- 13 • Coordinate facility maintenance and be a liaison with site property management.
- 14 • Model instructional leadership by following Department policies, procedures, regulations
and employee contract.
- 15 • Serve as a liaison between parents, districts, probations staff, social service agencies and
the programs, as needed.
- 16 • Open and secure the site daily (or arrange for such).
- 17 • Provide site coordination for state testing, as required.
- 18 • Ensure the audit of student folders upon entry and exit of each student and submit audit-
19 ready folders to the regional office.

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1 Site Liaison, Community Home Education Program

3 Function/Duties

4 The site liaison performs all the normal functions and duties of a teacher, and, in addition,
5 assumes designated functions and duties of the administrator in his/her absence due to illness,
6 non-work days, or other events or situations that preclude the administrator from being on campus.
The site liaison shall not assume any supervisory, evaluative and/or disciplinary functions typically
performed by the principal/site administrator in regard to site staff.

- 7 • Oversee the arrival and departure of students and families.
- 8 • Serve as a liaison between district personnel, parents, visitors and the program, as needed.
- 9 • Coordinate paraeducators' work and projects.
- 10 • Monitor the equitable distribution of new student enrollments, telephone inquiries, program
11 preview, peer file audits and forwarding of closed files to the attendance
12 secretary/enrollment technician.
- 13 • Open and secure the site daily (or arrange for such).
- 14 • Coordinate the collection and submission of weekly schedules from site staff.
- 15 • Collect and submit Department reports from site staff, as needed.
- 16 • Coordinate the submission of requests for site supplies, materials and equipment.
- 17 • Coordinate the submission of requests for repairs of equipment, as needed.
- 18 • Monitor general site appearance.
- 19 • Monitor site expenditures.
- 20 • Monitor the equitable distribution of closed student files for peer audits.
- 21 • Coordinate building maintenance and be a liaison with site property manager.
- 22 • Assist administrator in public relations with parents and community.
- 23 • Welcome and orient new staff members assigned to the site.
- 24 • Plan and coordinate site meetings, agendas and needed communications.
- 25 • Attend all scheduled site liaison meetings and report back to site staff the discussions and
decisions made at these meetings.
- Model instructional leadership by following department policies, procedures, regulations and
employee contact.

1 Site Liaison, Special Schools

3 Function/Duties

4 The site liaison performs all the normal functions and duties of a teacher, and, in addition,
5 assumes designated functions and duties of the administrator in his/her absence due to illness,
6 non-work days, or other events or situations that preclude the administrator from being on campus.
The site liaison shall not assume any supervisory, evaluative and/or disciplinary functions typically
performed by the principal/site administrator in regard to site staff.

- 7 • Serve as a liaison between parents, districts, agencies and the program, as needed.
- 8 • Arrange for substitutes when needed.
- 9 • Serve as special education teacher or the principal's designee during the IEP team meeting,
as needed.
- 10 • Open and secure the site daily (or arrange for such).
- 11 • Oversee the arrival and departure of students as well as resolve routine transportation
12 problems.

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APPENDIX D

ACCESS Special Education Matrix for Caseload Determination

The following matrix will serve as the maximum caseload limits for special education teachers in the ACCESS program.

RSP Students	DIS Students	Total		RSP Students	DIS Students	Total
28	0	28		14	20	34
27	1	28		13	21	34
26	3	29		12	23	35
25	4	29		11	24	35
24	6	30		10	26	36
23	7	30		9	27	36
22	9	31		8	29	37
21	10	31		7	30	37
20	11	31		6	31	37
19	13	32		5	33	38
18	14	32		4	34	38
17	16	33		3	36	39
16	17	33		2	37	39
15	19	34		1	39	40
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