

New Contract Language 2025-2026

(approved from the 2024-2025 reopener campaign on May 16, 2025)

ARTICLE VI: HOURS OF EMPLOYMENT, ADJUNCT DUTY, AND SUPERVISION

Article opened by both TTA and TUSD (per Article XXVIII Duration and Zipper).

J. Planning and Preparation Time (Grades 1-12)

Planning/preparation time shall be used for the specific purposes of preparing materials and conferring with students, parents, support staff, and administrators. All classroom teachers (Grades 1-12) will be provided planning/preparation time regardless of grade level.

1. Elementary (1-5)

Administrators will use available programs, such as the elementary arts program and physical education, to establish planning/preparation time for all classroom teachers (Grades 1-5).

- a. Scheduling patterns shall provide grades 1-3 with the flexibility to build prep and planning time of up to 30 minutes weekly (or the equivalent). Site grade level teams will receive equal minutes of planning. Site administrators shall work collaboratively with the site leadership team to develop the schedule.
- b. Scheduling patterns shall provide 40 concurrent minutes once weekly for grades 4-5.
- c. The District and the Association shall convene a committee of stakeholders to work on developing a process and procedure by which Elementary School Teachers can receive equal planning and preparation time. The committee shall remain active until the plan is fully implemented.
- d. The District will work cooperatively with the unit members who provide program instruction and site administrators to create equitable itinerant schedules.

2. Middle School (6-8)

Full-time unit members assigned to grades 6-8 shall teach five (5) periods and have one (1) planning, preparation, and conferencing period.

3. High School (9-12)

Full-time unit members assigned to grades 9-12 shall teach five (5) periods and have one (1) planning/preparation period.

4. Community Day School Unit Member - Full-time unit members will be on a 185-day work calendar with no additional compensation multiplier. They will be assigned a planning/preparation period. If a preparation period is not assigned the unit members will enter into a 1/6th temporary contract for the year to compensate for the loss of their planning/preparation period.

ARTICLE XI CLASS SIZE AND CERTIFICATED EDUCATOR ALLOCATION/CASELOAD

Article opened by TUSD.

B. Regular Certificated Educator Allocations

A. District shall make every effort to maintain the following maximum staffing ratio:

a. Transitional Kindergarten (TK): 10:1 student-to-teacher ratio. Between 11-20 students in a class with an Instructional Aide Assistant. (Effective beginning July 1, 2025)

b. Transitional kindergarten classes will be leveled when the total number of students at the site exceeds 20 students. A 21st student will trigger leveling of both classes above the 10:1 ratio, requiring an Instructional Assistant in each class. (Effective beginning July 1, 2025)

ARTICLE XIII TEACHER SAFETY AND STUDENT DISCIPLINE

Article opened by TTA. NOTE: Items were added to this article and the order of the items was moved around.

A. Teacher Rights

A copy of the District publication, Rights and Duties of Administrators and Teachers with Respect to Student Discipline shall be presented to each unit member by the District on the first day of each school year.

B. Classroom Suspension of Students

1. Unit members may remove students from the unit member's class(es) for good cause for the day of the removal and the day following per education code § 48910 appropriate local, state, and/or federal laws and regulations. Unit members shall immediately:

- a. report classroom suspensions to the administrator or designee,
- b. send the student(s) to the administrator or designee for appropriate action,
- c. as soon as possible, offer to hold a conference with parents regarding the suspension.

2. Any student suspended by a unit member shall not be placed in another unit member's classroom during the period of classroom suspension.

C. Notifications

1. When, in the judgment of a unit member, a student might require the attention of the principal, assistant principal, counselor, school psychologist, or other specialist, the unit member shall inform the site administrator or designee. The site administrator or designee shall grant a

reasonable request by the unit member to arrange a conference between the site administrator, the unit member, and an appropriate specialist to determine the appropriate action and/or personnel needed to resolve the problem.

2. The District will notify employees of potential exposures to communicable diseases (such as measles, conjunctivitis, etc.) and unsafe substances (such as mold, asbestos, pesticides, etc.) based on available information provided by local health authorities and/or other reliable sources. Notifications will be made in a manner that respects privacy rights.

3. The District will notify employees in a timely manner of existing or potential breach of data where the members' personal information has been or may have been compromised.

a. Upon receiving notification of a data breach, the District shall take appropriate action to address the breach.

D. Safe Working Conditions

Unit members shall not be required to work in unsafe conditions or perform tasks that pose a risk to their health, safety, or well-being. This includes work environments or tasks that are in violation of rules or standards per appropriate local, state, and/or federal laws and regulations.

1. Correction of Hazards

Upon receiving notification of any unsafe or hazardous condition, the District shall take immediate and appropriate action to eliminate or correct the condition per appropriate local, state, and/or federal laws and regulations.

2. Health, Safety, and Sanitation Compliance

The District shall fully comply with all health, safety, and sanitation requirements imposed by applicable local, state, or federal laws and regulations.

3. District Safety Committee Representation

The Association shall appoint up to two (2) representatives to the District Safety Committee. This committee will collaborate to review safety plans in alignment with local, state, and federal laws, and regulations.

4. In the event of an emergency closure of District facilities, including but not limited to government order, inclement weather, heat mitigation, natural disaster, or quarantine, unit members shall be compensated at their daily rate of pay and continue to receive benefits if the District receives funding to maintain employee compensation during such closures as required by law.

If instructional minutes are required by law to be made up to comply with the minimum instructional minutes required by state law the District shall negotiate any adjustments to the instructional calendar with the Association.

5. The District shall ensure every unit member has immediate access to first aid and emergency supply kits in compliance with local, state, and federal agency recommendations.

6. Each unit member shall have access to a functional, monitored method of communication (such as a telephone, a central office intercom system, or two-way radio).

7. Workplace Violence Response and Prevention

a. The District will investigate and address harassment, including sexual harassment and verbal and physical assaults and/or threat of bodily injury in accordance with applicable local, state, and federal laws.

b. Unit members are encouraged to report unsafe conditions, including verbal and physical assaults or threats of bodily injury, to their immediate supervisor in writing, per appropriate local, state, and/or federal laws and regulations.

c. The supervisor shall immediately report the incident(s) to law enforcement per appropriate local, state, and/or federal laws and regulations and forward such notification to the Superintendent.

d. The Superintendent or designee shall provide information to the reporting unit member upon request.

e. Reasonable efforts shall be taken to protect unit members from harassment or threats. Efforts taken shall be communicated to the employee by the District. These efforts may include but are not limited to:

i. Enforcing existing codes of conduct for students, student guardians, and/or other members of the school community

ii. Ensuring access to the existing forms for reporting incidents of workplace violence.

8. Unit members shall not face any sanctions or retaliation for reporting incidents to law enforcement.

9. The District shall notify unit members of a record of conduct indicating that a student has caused or attempted to cause mental or physical injury or who has demonstrated violent tendencies, per appropriate local, state, and/or federal laws and regulations

10. The District shall provide access to a workplace violence report form in digital format and provide a print form upon request. The District requires written complaints and will assist complainants in preparing written reports if requested by the complainant.

E. Specialized Health Care

1. Specialized Health Care Tasks

Qualified and credentialed school nurses or other trained unit members shall be the only bargaining unit members required to provide and conduct specialized health care procedures. These procedures include, but are not limited to, catheterizations, credé, diapering, injections, ileostomies, colostomies, gastrostomies, tracheostomy care, suctioning, oxygen administration, gavage feeding, draining, and head lice inspection.

2. Limitation on Assignments

No other bargaining unit members, unless trained, shall be requested or required to perform specialized health care procedures.

3. Workplace Safety and Equipment

To meet the safety requirements outlined in applicable local, state, and federal laws and regulations, the District shall provide:

- a. Rubber gloves, mouth-to-mouth breathers, wipes, and facilities for washing with hot water and antiseptic soap to any bargaining unit member who may come into contact with bodily fluids or infectious conditions.
- b. Appropriate facilities and protective equipment.

4. For off-campus school activities, the District shall provide qualified and trained personnel to administer specialized health care services only for students with identified medical needs per appropriate local, state, and/or federal laws and regulations.

5. While recognizing that medical professionals are already required to possess the certifications and training necessary for their roles under California law, the District will

provide appropriate training opportunities to enhance the skills of unit members who provide services to medically fragile students.

6. The District shall offer appropriate training opportunities for all unit members who request such training, which may include but are not limited to CPR certification and classroom bleed kits, based on need and circumstance.

F. Toileting in Preschool, Transitional Kindergarten, Kindergarten, and Beyond

1. No bargaining unit member, except qualified and trained unit members, shall be requested or required to perform student toileting.

2. The District shall provide the teacher of record notification of expectations for student toileting.

3. The District shall locate pre-school, transitional kindergarten, and kindergarten classrooms as close to a bathroom as possible when a bathroom is not available within the classroom itself.

4. The District shall provide a clean, well-organized, accessible space where students and unit members have access to a clean set of clothes (as provided by the parent or guardian), as well as rubber gloves, wipes, diapers, and/or pull-ups, depending on the student's developmental stage.

5. The District shall ensure that all unit members responsible for supporting students with toileting needs are provided with the necessary resources and training.

6. The District shall provide staff to assist a child with toileting.

G. Protections and Limits

1. Unit members, acting within the scope of their duties and responsibilities, may exercise the amount of physical control reasonably necessary to protect themselves, maintain order, protect property, or protect the health and safety of pupils, per appropriate local, state, and/or federal laws and regulations.
 - a. The District shall provide professional development opportunities to unit members requesting to be trained in de-escalation techniques, conflict resolution, and intervention strategies, based on need and circumstances.
2. The District shall provide bargaining unit members written authority to take pupils to off-campus school activities. Written authority shall mean that the trip is a school-sponsored activity.
3. If an altercation, disturbance, or student discipline situation within the scope of a unit member's duties results in a lawsuit against the unit member by a student or parent or results in a criminal complaint being lodged against the unit member by a student or parent, the District shall provide legal counsel at District expense to defend the action if requested by the unit member.
4. Unit members shall not be requested or required to use their personal automobiles for the transporting of students on school-related business.
5. Should the District request or require that a unit member shall transport a pupil or pupils in a vehicle owned by the District, the District shall provide vehicle liability coverage. Unit members shall be provided with documentation of vehicle liability coverage which shall be carried in the vehicle during such assignment.
6. The District shall take necessary precautions to insure the safety of unit members who are required to return to school in the evening, including but not limited to Back-to-School Night and/or Open House, sporting events, etc.

H. Reimbursement for Loss

1. Reimbursement shall be made to unit members for the loss, destruction, or damage by arson, burglary, vandalism, or during a student disturbance of personal property such as clothing, eyeglasses, and watches used in the schools of the District.
2. Reimbursement for property used in the classroom other than personal articles such as clothing, eyeglasses, and watches shall be made only when the following conditions are met:
 - a. the unit member and site administrator or designee shall agree upon the value of the property; and
 - b. approval shall be given by the site administrator or designee on a form provided by the District for the use of such property in the school before it is brought on campus.
3. No reimbursement shall be made to any unit member for the mysterious disappearance, accidental damage, or any other loss suffered because of the lack of supervision of such personal property by the owner. Property shall not remain in the District over a weekend, on holidays, or

during vacation periods without prior written approval from the unit member's site administrator or designee. The maximum reimbursement for each separate item shall not exceed three hundred dollars (\$300).

4. The District shall be entitled to subrogation rights, if any.

I. Security Systems

1. Philosophy

The primary purpose for use of security cameras, emergency broadcast systems, and other forms of electronic surveillance systems is to foster student, employee, and visitor safety on district campuses, while respecting and protecting their privacy and the academic freedom of unit members.

2. Approved Purposes

- a.** Protecting students, employees, and others in the campus community from violence and other harm.
- b.** Protecting district property and assets from theft and/or vandalism.
- c.** Assisting in the investigation of formal or informal complaints that the District is legally required to investigate pursuant to state or federal law, where surveillance data could assist in corroborating or disproving the allegations.
- d.** Assisting in the investigation of criminal activity.
- e.** Assisting in the investigation of violations of School Board Policies pertaining to civility, safety, violence, harm, theft, vandalism, criminal activities, and sexual misconduct.
- f.** Assisting in the investigation of misconduct under the California Education Code and providing supporting evidence thereof in personnel matters.

3. Limitations on Placement of Electronic Surveillance Systems and/or Devices.

- a.** Signage will be conspicuously posted at District locations that indicate the presence of surveillance devices.
- b.** The District will not use security camera footage to supervise or monitor unit members' regular work duty performance. Nor shall electronic surveillance infringe on the privacy rights of unit members. Therefore, surveillance devices are prohibited in places where unit members may have a reasonable expectation of privacy, such as classrooms, labs, faculty offices, restrooms, dedicated employee break rooms, and dressing rooms.
- c.** The District will comply with state and federal laws (e.g. Education Code §51512) when utilizing electronic listening or recording devices in the classroom or lab.

4. Limitations on Access to Surveillance Data

Access to surveillance data is for internal purposes and will only be released to outside parties as needed by law enforcement subject to a lawful subpoena, judicial order, or other legal obligation to produce the data to a third party.

5. Limitations on District Use of Surveillance Data

a. The District will not use surveillance data, such as video footage/audio recordings, to determine promotions, transfers, or unit member evaluation of professional performance unrelated to misconduct.

b. Limited, Permissible Use for Personnel Matters Involving Misconduct. Data and/or information accessed from electronic surveillance system may be used regarding unit member personnel matters, including but not limited to disciplinary action, only where each of the following requirements are met:

i. The data was accessed for an approved purpose as set forth in this Article;

ii. The information gathered presents credible evidence of misconduct that falls under one or more causes for discipline under state law, federal law and/or California Education Code, such as including, but not limited to, alleged criminal activity, child abuse, or intentional misconduct endangering staff and/or students, or violations of TUSD Board Policy pertaining to civility and the safety of students, employees, and District assets;

iii. The data shall be securely maintained and retained as required by applicable law;

iv. The employee, and the Association if approved by the employee, shall have the opportunity to review relevant investigative materials, including surveillance data, during the investigatory interview. The employee shall also be afforded an opportunity to respond to the allegations prior to any final recommendation for disciplinary action by the District, consistent with due process requirements.

6. Authorized Access.

a. In the event surveillance data needs to be reviewed for the purposes detailed in this article, initial data will only be available for review to the designated administrators conducting the investigation, District Superintendent or designee, Chief Officers and/or Senior Directors.

b. In the event the initial review demonstrates grounds for potential disciplinary action or release of data to outside entities, the unit member involved, and the unit member's designated representative shall be notified. Any data used for personnel disciplinary action will be made available to the unit member involved prior to discipline being imposed.

c. The TUSD Board of Education may review the data once disciplinary/personnel action is deemed as the appropriate course of action.

ARTICLE XXIII SALARY SCHEDULE RULES

Article opened by both TTA and TUSD.

B. Initial Placement on Salary Schedules

1. Credit for service outside the District shall be allowed on the salary schedule at the rate of one (1) increment (step) for one year of comparable service up to a maximum of fifteen (15) increments (steps). A regular (Preliminary or Professional Clear) credential is required for progress beyond Step 3 5 on the salary schedule. This initial placement is for newly hired employees with a hiring effective date of July 1, 2024 or after. For unit members hired in the 2024-2025 school year, the increment (step) adjustment will be applied to salaries beginning July 1, 2025.

a. Private school experience for step increment on the salary schedule will be accepted, provided the private school is state accredited and the unit member held a valid credential at the time of teaching.

b. Unit members employed to teach career-technical/vocational education courses may be granted up to fifteen (15) years of credit for work experience, including verified work as a journeyman, in lieu of public school experience.

c. Non-school work experience directly related to the unit member’s assignment, and/or active military service, may also be granted up to fifteen (15) years of credit for work experience, such as (JROTC instructors,) clinicians, Special Education teachers in a non-public agency, as long as the agency was and is accredited by the State of California, speech language pathologists, counselors, nurses, psychologists, etc., for which they held verified licensure.

d. All previous experience shall be verified by official statements by the unit member and by the agency before experience credit shall be allowed.

C. Pay Schedules

1. Unit members shall be paid on a calendar-month basis. Unit members shall receive an earned salary advance of approximately one-half (1/2) of the first month's service on the 20th of the month and the remainder of the salary shall be paid after the conclusion of the school month on the 5th of the following month. Actual payday schedules shall be distributed to unit members in accordance with pay schedule approved by the Los Angeles County Superintendent of Schools.

2. Members who perform additional paid duties, work or participate in TUSD summer programs, summer professional development or summer PLC work shall receive payment based on the following pay schedule:

<i>Payroll Period</i>	<i>Issue Date</i>
<i>August 1 - August 31</i>	<i>October 5</i>
<i>September 1 - September 30</i>	<i>November 5</i>
<i>October 1 - October 31</i>	<i>December 5</i>

<i>November 1 - November 30</i>	<i>January 5</i>
<i>December 1 - December 31</i>	<i>February 5</i>
<i>January 1 - January 31</i>	<i>March 5</i>
<i>February 1 - February 28/29</i>	<i>April 5</i>
<i>March 1 - March 31</i>	<i>May 5</i>
<i>April 1 - April 30</i>	<i>June 5</i>
<i>May 1 - May 31</i>	<i>July 5</i>
<i>June 1 - June 30</i>	<i>August 5</i>
<i>July 1 - July 31</i>	<i>September 5</i>

(Item 2’s timeline for pay has since been found to not comply with California Education Code and is being renegotiated—see summer e-blasts for more information.)

J. Unit members who are certified by the National Board for Professional Teaching Standards (NBPTS) will receive an annual stipend of \$1,000. Such stipend will be increased with the annual salary increase percentage starting July 1, 2024. Unit members may opt to instead use the National Board Certification in lieu of a master’s degree for placement in Column 5 (only) of the salary schedule.

ARTICLE XXVII CALENDAR CONSIDERATIONS

Article opened by both TTA and TUSD.

[2026-2027 Calendar](#) (linked here)

B. The District will develop a calendar committee and invite representatives from all district labor unions to meet on an annual basis to discuss parameters and considerations for calendars that need to be negotiated. This committee should meet before calendar negotiations commence with the Association.

ARTICLE XXVIII DUAL ENROLLMENT AND EARLY COLLEGE

Article opened by TTA.

*****This is a new article. *****

A. Unit members assigned to teach dual enrollment and Early College courses shall continue to receive all contractual rights and protections applicable under the TUSD–TTA Collective Bargaining Agreement.

B. Definitions: These definitions are for the purpose of defining these terms for the TUSD–TTA Collective Bargaining Agreement.

1. Dual Enrollment Course refers to a college-level course in which an eligible high school student is concurrently enrolled in both a secondary school and a community college, earning both high school and college credit for successful completion.

2. Dual Enrollment Partnership Course refers to a college-level course authorized under a formal established and jointly approved by Torrance Unified School District and a partnering community college district.

3. High School Instructor refers to a certificated employee of Torrance Unified School District assigned to deliver instruction that satisfies high school graduation requirements.

In the context of dual enrollment, a high school instructor may be designated as the instructor of record for a college-credit course.

4. Postsecondary Instructor refers to a faculty member employed by a partnering community college district who is assigned to teach a Dual Enrollment Partnership course concurrently for TUSD and the community college.

Nothing in this definition shall be construed to imply employment by the District or inclusion within the District's bargaining unit. Postsecondary instructors operate under the sole authority of the College District and are governed by the policies, procedures, and collective bargaining agreements (if applicable) of their postsecondary employer.

5. Early College refers to a structured dual enrollment pathway developed under a formal College and Career Access Pathways (CCAP) Agreement through which eligible high school students may enroll in college credit courses while concurrently earning high school credit.

6. Synchronous Learning refers to instruction delivered in real-time, where the instructor and students interact simultaneously through in-person classroom settings or through live digital platforms.

7. Asynchronous Learning refers to instruction delivered without real-time interaction, where students engage with course materials—such as lectures, readings, videos, assignments, or assessments—on their own schedule within defined timeframes to meet academic requirements. This delivery method may occur through digital platforms.

C. Teaching Assignments for Dual Enrollment and Early College Courses

1. When a dual enrollment or Early College course is scheduled for delivery by a qualified K–12 instructor, unit members who meet the minimum qualifications established by the California Community Colleges Chancellor's Office shall be considered for assignment through a joint selection process conducted by TUSD and the partnering College District.

2. The District shall make every effort to preserve unit member positions that are impacted by dual enrollment.

3. Observations & Evaluations:

a. Unit members assigned to teach dual enrollment or Early College courses shall continue to be evaluated by the Torrance Unified School District in accordance with Article VII of this Agreement for purposes related to District employment, compensation, and assignment.

b. In addition to District evaluations, when a unit member teaches a college-credit-bearing course, the postsecondary institution retains the right to conduct classroom

observations and instructional reviews to ensure compliance with applicable postsecondary curriculum standards, Title 5 regulations, and accreditation requirements.

Such observations by the College District:

i. Shall be limited to the scope of course content delivery, curriculum alignment, and instructional standards;

ii. Shall not be used by the College District for employment evaluation of the unit member within TUSD or affect the unit member's personnel file, compensation, or District evaluation outcomes;

iii. Are conducted solely to satisfy the College District's legal, regulatory, and accreditation responsibilities related to instruction, apportionment, and academic quality assurance.

D. Advisory Workgroup

1. To support the successful implementation of dual enrollment and Early College programs, the District shall establish a standing District Advisory Workgroup to gather input and provide recommendations on student support, implementation logistics, and program alignment with secondary instructional needs.

2. This advisory workgroup shall meet at least once every two (2) years.

3. The advisory workgroup may include:

- One (1) teacher and one (1) counselor from each high school with direct experience in dual enrollment or Early College programming;
- Site administrators, counseling leads, and relevant District-level staff;
- Additional participants as mutually agreed upon by the District and the Association.

4. The purpose of the workgroup shall be to:

- Share site-level experiences and feedback;
- Identify implementation needs related to scheduling, student services, and communication;
- Collaborate on strategies to support student access and success in dual enrollment courses.

Salary Schedule Changes

The Gene Drevno Community Day School Counselor will move to the [High School Counselor and Deans Schedule](#). The [Gene Drevno Community Day School Counselor salary schedule](#) will be eliminated. The [High School Counselor and Deans Schedule](#) will henceforth be known as the 21 High School Counselors, Gene Drevno Community Day School Counselor and Dean of Students' schedule.

The CLAD salary schedules on the [Counselors \(K-8\) Schedule](#) and the [High School Counselor and Deans Schedule](#) were removed and the stipend for the CLAD was moved to the rules below the salary schedules.

The Gene Drevno Community Day School Teacher Schedule was eliminated and those teachers moved to the 185-Day Teacher Schedule to align with the new language granting them either 1/6th pay or a conference period.

Memoranda of Understanding (MOUs)

[Salary Equalization MOU](#)

[Elementary Progress Report Committee MOU](#)

[Leave for Military Spouses MOU](#)

[TTA President's Release MOU](#)

MOUs enacted earlier in the 2024-2025 school year that were ratified in this contract:

[Supervision Duty for Itinerant Teachers MOU](#)

[Heat Mitigation Minute Make Up for High Schools MOU](#)