

Side Letter

Between the Vacaville Unified School District (VUSD) and SEIU Local 1021 Regarding Safety Commitments

This Side Letter is entered into by and between the Vacaville Unified School District (VUSD) and SEIU Local 1021 (SEIU), collectively referred to as "the parties." This side letter outlines the parties' mutual commitments to enhancing safety in the workplace for both employees and students and recognizing the importance of proactive measures to address behavioral and safety concerns.

The District recognizes the responsibility to comply with CAL/OSHA in providing employees with safe working conditions and tools, and equipment, and SEIU recognizes the employee's duty to utilize safe working procedures and to report safety hazards and unsafe conditions to their immediate supervisor.

Commitment 1: Annual NCI Training for Paraprofessionals

Effective for the 2025-2026 school year and thereafter, VUSD agrees to provide comprehensive Nonviolent Crisis Intervention (NCI) training to all paraprofessionals on an annual basis. This training includes methods of effectively managing a crisis situation and includes de-escalation techniques. The training offerings will consist of:

- 12 hours of NCI training held in August, prior to the commencement of the school year.
- For newly hired paraprofessionals, additional NCI training courses will be available throughout the academic year to ensure they are equipped with the necessary safety skills as needed.
- All members receiving these trainings will be provided pertinent Board/ District policies, Education Code provisions (including sections 49005 through 49006.2), and California Labor Code (sections 6401.7 and 6401.9) at the beginning of the school year, or otherwise upon employment.
- To the extent permissible under law, Paraprofessionals will have access to behavioral issues, modifications, supports, notes, considerations and special factors for students as assessed in the student's Individualized Education Plans (IEPs) and 504s.

Training for the remainder of the 2024-2025 school year will continue to be offered for those paraprofessionals that have yet to be trained this year.

Commitment 2: Annual De-escalation Training for Student Monitors and Campus Supervisors

- VUSD will provide in-person training through North Bay Schools Insurance Authority (NBSIA) or similar and optional online Keenan Training for de-escalation training up to

1.5 hours annually for all Student Monitors and Campus Supervisors during their normal work hours.

Commitment 3: Professional Development and Classroom Preparation

In addition to the NCI training, effective August 1, 2025, and annually thereafter, paraprofessionals will receive:

- One additional scheduled workday, the weekday immediately preceding the first day of school for students when teachers are in classrooms, for paraprofessionals to work in their assigned classrooms. This time is designated for collaboration with teachers to review Behavior Intervention Plans (BIPs), classroom management strategies and techniques, discussion of incoming students' accommodations and modifications, and beginning of school preparations.

Commitment 4: Task Force for Classrooms with Significant Safety Concerns

VUSD will establish a Task Force to intervene in classrooms where extreme behavior concerns pose safety risks to SEIU members. The Task Force will:

- Include a behavior specialist, a program specialist, and a special education administrator, who will collaborate with the classroom teacher, classroom paraprofessionals and site principal.
- Conduct an assessment of the behaviors, review relevant documentation (e.g., IEPs, BIPs), and provide recommendations for addressing the concerns and improving safety in the classroom environment.
- Be activated by a request from the site administrator or SEIU Chapter President or designee. The SEIU Chapter President will notify HR who the designee will be in their absence.

Commitment 4.5: Address Immediate Concerns to Create a Temporary Solution:

- To address immediate concerns regarding behavior that has resulted in staff injury, any of the following personnel can provide input:
 - Site administrator
 - Credentialed, non-substitute, classroom teacher
 - Behavior specialist
 - Special Education program specialist
 - Special Education Administrator
- Possible solutions could include: the student(s) being removed (due to suspension, as determined by the site administrator), the staff member(s) being removed, a different staff member(s) going into the classroom, or a temporary decision to de-escalate the situation.
- SEIU unit members shall not be mandated to return to a situation where the behavior that resulted in a staff injury has not been addressed.

Commitment 5: Communication and Documentation

The District and SEIU agree to the following:

- All documentation required to be completed by staff related to a behavioral incident will be easily accessible to every employee to complete.
- Assistance completing documentation related to a behavioral incident will be available upon request by the member to the site administrator.
- Workplace violence log data under OSHA shall be sent to the SEIU leadership team upon request by SEIU.
- Paraprofessionals in regionalized programs shall be provided with a means of directly communicating a need for assistance to the principal or designee-in-charge in the case of an emergency.
- The District agrees to follow all applicable Education Code provisions in regards to safety.

Commitment 6: Monthly Leadership Meetings on Safety


The parties agree to hold monthly meetings between the Chapter President of SEIU or designee and the Superintendent of VUSD to discuss safety-related issues. The SEIU Chapter President will notify HR who the designee will be in their absence. These meetings will be:

- Focused solely on the topic of safety and will be held in addition to any regularly scheduled meetings between the parties.
- An invitation will also be extended to the Vacaville Teachers Association to participate in these meetings, fostering collaboration on shared safety concerns.


Conclusion:

This Side Letter reflects the joint commitment of VUSD and SEIU to create a safer and more supportive environment for all employees and students. The parties recognize that continued communication and collaboration are essential to achieving these goals.


This side letter shall remain in effect until June 30, 2026, at which time it may be reviewed, revised and/or continued by mutual agreement of both parties.



David Robertson
Assistant Superintendent,
Human Resources



Barbrea Hamilton
SEIU Chapter President



Casey Thompson
SEIU Field Representative

Date 1/27/25

Date 1-27-25

Date 1/27/25