

**MEMORANDUM OF UNDERSTANDING**  
Between Napa Valley Unified School District  
And  
Napa Valley Supervisory Association

**Mental Health Clinician**

This agreement is entered into between the Napa Valley Unified School District (District) and the Napa Valley Supervisory Association.

It is hereby agreed that a new salary schedule will be adopted for the position of Mental Health Clinicians. This salary schedule is modeled after a certificated psychologist's schedule. The schedule steps down from 0001 to 0024 for experience, with the range across of A or B, based on education. Initial placement on the schedule will be determined by years of experience outside of the district with a maximum of six (6) years credited and initial placement on step 0007.

The new salary schedule would cause this classification exclusion from or a modification of the following sections of the Supervisory MOU & CSEA Collective Bargaining Agreement.

**SUPERVISORY MOU**

Section 1: Wages (Modifications as they apply to the Mental Health Clinician Salary Schedule. Note: CSEA Article 2: Wages contract language will not apply.)

- A. 2. Lottery/COLA adjustment does not apply to the Mental Health Clinician Salary Schedule.
- A. 3 Bilingual Stipend incorporated into Mental Health Clinician Salary Schedule.
- B. On call time not applicable.
- D. Return to duty time not applicable.
- G. Professional Growth (see below).
- H. Longevity incorporated into Mental Health Clinician Salary Schedule.

Professional Growth Career Step Based on the design of the salary schedule, the career step is incorporated in the Ranges. Process modified as follows: the deadline to submit the "Application for Approval of Professional Growth" form to Human Resources is April 15<sup>th</sup>. Work must be completed by September 1<sup>st</sup>. Proof of completion must be provided to HR by November 1<sup>st</sup> of the same year. Failure to meet these deadlines will result in no range advancement that year. Up to fifteen (15) semester units may be applied for advancement per year. Units must be from an accredited college. Other courses/workshops which are directly connected with the job duties of an Occupational Therapist may be submitted to HR for approval prior to enrollment. Employee must include an outline of the course study, projects, and attendance requirements comparable to units offered by an accredited college. One semester unit of District salary credit will be awarded for twelve (12) hours of participation. The approved course work shall be completed outside of the regular workday. Satisfactory completion of the course must be verified. Proof of completion from the organization presenting course/workshop must be on official letterhead or certificate, verify beginning and ending dates of attendance, total hours completed, and signature of instructor or representative. All units must be taken after the Bachelor's degree has been awarded.

Section 3: Leaves

- A. and B. No Change
- C. (New Language) Vacation time for the position of Mental Health Clinician is generally to be scheduled on days when students are not in attendance, or by mutual agreement between the employee and the employee's supervisor.

**CSEA Collective Bargaining Agreement**

CSEA Article 13: Employee Evaluation Procedures

- 13.1 Probationary Employees (Due to the design of the salary schedule, the first salary increment does not occur upon completion of six (6) months of service. This schedule step advances every year of service ending at step 0024).

  
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Ashley Halliday, for NVUSD  
Asst. Supt. HR/EER

6-1-12  
Date

  
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Kate MacMillan, for Napa Valley Supervisory Association

June 1, 2012  
Date