

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
SAN JUAN UNIFIED SCHOOL DISTRICT (District)
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
AND ITS SAN JUAN CHAPTER NO. 127 (CSEA)
Re: Effects of Implementing a New Financial Information System

This Memorandum of Understanding (MOU) is between the California School Employees Association and its San Juan Chapter No.127 ("CSEA") and San Juan Unified School District ("District") concerning impacts to members as the District implements a new Financial Information System (FIS).

Background:

Effective July 1, 2023, the District will be implementing a new Financial Information System (FIS), which includes new payroll practices designed to reduce errors in what members are paid, reduce fluctuations in member pay, comply with statutory requirements, and reduce the number of outdated, manual processes that employees are currently required to complete under the former system.

Agreement:

The San Juan Unified School District and the California School Employees Association and its Chapter No. 127 have met and negotiated the effects of specific aspects of FIS implementation, including:

1. **Equalized monthly pay:** All employees with a regular schedule, regardless of days or months, will be paid as hourly employees with their annual earnings equalized over the number of months in which they have workdays.
2. **Summer savings program:** San Juan Unified employees who work less than 12 months will have the option of signing up for a summer savings program opportunity. If a member chooses to participate, 1/11 (~9%) of their monthly net paycheck would be deducted (starting in August), and the member would then receive a paycheck for the following July of all prior summer savings withholdings.
 - a. The implementation of a District summer savings program will not interrupt negotiations between CSEA and the District regarding the pilot California School Employee Summer Assistance Program (Article 21 of the Collective Bargaining Agreement).
3. **Employees receiving pay in July:** Employees currently being advanced pay in July - but have no workdays in July - will be given the option to participate in the summer savings program (as outlined in item 2 of this MOU). This option will eliminate misreporting and align District practices with industry best practices. For these employees, the District will prepare a personalized worksheet giving them one of four options:
 - a. They may elect no advance or Summer Savings participation. This would result in 11 paychecks paid August 2023 through June 2024.
 - b. They may elect to be advanced funds July 2023 due to the condensed timeline and not participate in the Summer Savings. This would result in 12 paychecks July 2023 through June 2024. Each Check would have a withholding of 1/12th of the amount of the advance to repay the advance by June 30, 2024. They would then move to August through June

