

MEMORANDUM OF UNDERSTANDING

**Perris Union High School District (District)
and the
California School Employee Association (CSEA) and Its Chapter, Perris Valley # 469**

CLASSIFIED SUBSTITUTE COVERAGE

March 6, 2024

This memorandum is agreed between Perris Union High School District (“District”) and the California School Employees Association and its Perris Valley Chapter 469 (“CSEA”), collectively, (“the parties”).

BACKGROUND: The District has a need to implement cost saving measures. The District provides substitute coverage when a bargaining unit member is out on leave. The District would like to temporarily institute limiting substitute coverage. Therefore:


1. Upon approval, the District will implement a substitute coverage plan.
 - **CATEGORY 1:** The following classifications shall receive substitute coverage beginning the first day of the unit members absence: Attendance Tech/Health Aide, Campus Supervisor, Health Technicians, Licensed Vocational Nurse, Nutrition Services Assistants, Paraeducators, and District identified positions at small sites due to a lack of additional staff.
 - **CATEGORY 2:** The following classifications shall receive substitute coverage beginning the second day of the unit member’s absence: Custodians and Library Media Technicians.
 - **CATEGORY 3:** The following classifications shall receive substitute coverage beginning the third day of the unit members absence: Senior Clerks, Guidance Technician, SIS Technician, Receptionist/Telephone Operator, Secretary II, Secretary III, and Secretary IV.
 - **CATEGORY 4:** All other classifications may receive substitute coverage in the event the absence is longer than fourteen (14) calendar days.
2. If an absence is not covered, bargaining unit members may have to cover for an employee who is out without substitute coverage. The site administrator will develop a coverage plan for this scenario, in advance if possible.
3. The parties agree that in the event multiple positions in Category 2, 3, or 4 are absent on the same day, or there are circumstances at a site that warrant coverage, site administration may request exemptions to this policy from Human Resources.
4. The employee will work with their Administrator, upon their return, for the purpose of prioritizing work and developing a plan to complete work that has accumulated during their absence. If needed, an employee may be asked, or may submit a request to their supervisor, to work extra duty or overtime in accordance with the collective bargaining agreement (CBA).
5. If an employee is working out-of-class to cover an employee who is absent or covering during a recess period assignment, the member will be compensated in accordance with the CBA.

6. The District and CSEA will review the substitute coverage program during the monthly collaboration meetings and Classified Relationship Councils (CRC). Either party may request to reopen this agreement at any time if they believe the provisions in this agreement are no longer effective.
7. Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the CBA.
8. This Agreement sunsets on June 30, 2025. Either party may request to meet during the term of this agreement to assess the need to renew this agreement.

It is agreed and understood this agreement is subject to CSEA Policy 610 review and PUHSD Governing Board approval.

Dated this 6th day of March 2024


Association:



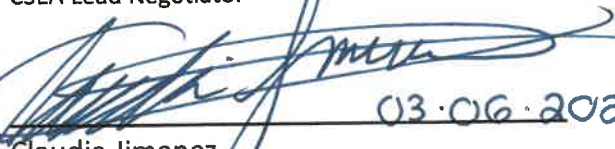
David Bocanegra
CSEA Representative of M&O/Custodial



Douglas Eller
CSEA Representative of Community Services



Heliezer Espinoza
CSEA Lead Negotiator



Claudia Jimenez
CSEA Labor Relations Representative

03.06.2024



Jeff Plamondon
CSEA Representative of Information Technology

District:



Maribel Escobar
Director, Human Resources



Hector Gonzalez
Director, Facilities Services



Audrey Mitchell
Director, Nutrition Services



Kirk Skorpanich
Assistant Superintendent, Human Resources

A handwritten signature in cursive script, reading "Helen Stimach", written in black ink. The signature is positioned above a horizontal line.

Helen Stimach
CSEA Representative of Clerical