

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WESTERN PLACER UNIFIED SCHOOL DISTRICT (“DISTRICT”)
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
WESTERN PLACER CHAPTER #741 (together “CSEA”)**


Job Descriptions

May 28, 2024

The following reflects the full and complete agreement of the California School Employees Association and its Western Placer Chapter 741 (hereinafter “CSEA”) and the Western Placer Unified School District (hereinafter "District"; together the “Parties”) revised bargaining unit job description.

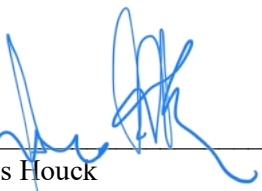
1. Effective July 1, 2024, the Parties agree to the salary range changes for the following classifications.
 - School Secretary I/Administrative Assistant (K-5) from range 24 to range 26
 - School Secretary II/Administrative Assistant (6-12) from range 25 to range 26
 - Alternative Education Secretary/Administrative Assistant from range 24 to range 26
2. Effective July 1, 2024, the Alternative Education Secretary/Administrative Assistant shall be increased from 205 workdays to 210 workdays. The 2024-2025 work calendar is attached as Attachment A.
3. Effective July 1, 2024, Mail/Delivery Drier shall be increased from 181 workdays to 191 workdays. The 2024-2025 work calendar is attached as Attachment B.

This MOU shall be in effect upon ratification by the Parties.



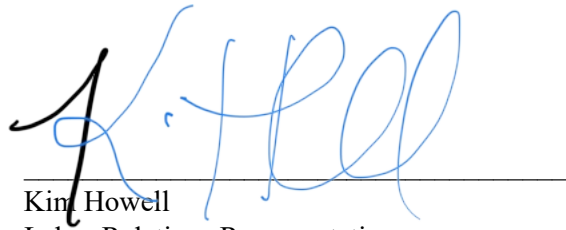
Cliff De Graw
Assistant Superintendent of Personnel Services
Western Placer Unified School District

5/28/2024
Date



James Houck
Chapter President
Western Placer #741

5/28/24
Date



Kim Howell
Labor Relations Representative
California School Employees Association



Date

Attachment B

2024-2025 WORK YEAR CALENDAR

 **First day back: August 6th**  **Last work day: June 10th**
7 days before school / 3 days after school

191 Work Days
11 Holidays=202 total da

July 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Workdays =

August 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Workdays = 19

September 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Workdays= 20
Holidays = 1

October 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Workdays= 21

November 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Workdays = 15
Holidays = 4

December 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Workdays = 15
Holidays = 1

January 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Workdays = 19
Holidays = 2

February 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Workdays = 18
Holidays = 2

March 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Workdays = 20

April 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Workdays= 16

May 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Workdays = 21
Holidays = 1


June 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Workdays= 7

HOLIDAYS (Paid Non Workdays)

Labor Day September 2nd
 Veteran's Day November 11th
 Thanksgiving November 27th-29th
 Christmas Day December 25th
 New Years Day January 1st
 Martin Luther King, Jr. Day January 20th
 President's Days February 14th & 17th
 Memorial Day May 26th

NON WORK DAYS/SCHOOL DAYS

District Day 
 November 1st

Public Safety Days: