

**SIDE LETTER OF AGREEMENT  
BETWEEN  
SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,  
AND ITS SAN JUAN CHAPTER NO. 127 (CSEA)  
*Re: 2024-25 Pilot Program for Mentoring New Clerical Employees***

This Side Letter of Agreement (SLA) is between the California School Employees Association and its San Juan Chapter No.127 ("CSEA") and San Juan Unified School District ("District") concerning a pilot program to mentor clerical employees newly hired into their positions during the 2024-25 school year. The parties have met and agreed to the following:

**Background:**

The purpose of the pilot program is to provide support and professional learning to classified clerical support staff such as secretaries, clerks, records and reports clerks, and other similar positions who are newly hired to San Juan Unified during the 2024-25 school year. The District and CSEA have a shared interest in improving the onboarding process for newly hired classified employees in an effort to support their long-term success.

**Agreement:**

The District and the CSEA, hereby agree to the following provisions for the term of this SLA:

1. **Pilot program:** The 2024-25 school year shall be a pilot year in which the parties jointly evaluate the effectiveness of this program.
  - a. The parties agree to gather feedback from staff and begin revisiting the terms of this SLA no later than by March 30, 2025 to review and evaluate new learning from the pilot program. Should the parties agree to continue the program beyond the 2024-25 school year, any revisions or renewals to this agreement shall be made no later than June 30, 2025.
  
2. **Positions receiving mentoring support:** During the 2024-25 school year, members newly hired into the following classifications will be eligible for mentoring support:
  - a. High School Secretary I and/or II
    - i. One (1) mentor will be assigned to support these hires
  - b. Middle School Secretary
    - i. One (1) mentor will be assigned to support these hires
  - c. Middle School Records and Reports Clerk
    - i. One (1) mentor will be assigned to support these hires
  - d. Elementary Secretary (including those serving K-8 sites)
    - i. Up to three (3) mentors will be assigned to support these hires
  - e. Elementary Clerk (including those serving K-8 sites)
    - i. Up to three (3) mentors will be assigned to support these hires

- ii. These are priority positions based on existing need. May include other positions, such as ICTs and department secretaries, if need is determined during the pilot.

3. **Mentor Eligibility:** In order to be considered for selection as a mentor, candidates must have:

- a. prior approval from their direct supervisor
- b. a minimum of three (3) years of full-time experience working in San Juan Unified in a clerical position
  - i. Preferred qualifications will include candidates who are currently assigned to the same classification as the employee they will be mentoring.
    - 1. Candidates who are not currently assigned to the same classification as the employee they will be mentoring - but who have previously held the same classification for at least two (2) consecutive years during their employment history in San Juan Unified - will also be considered.
- c. three (3) consecutive positive evaluations in San Juan Unified and are not on an improvement plan

4. **Mentor Roles, Responsibilities, and Compensation:**

- a. Serving as a mentor shall be a one-year commitment
- b. Mentors shall:
  - i. provide advice and guidance to new employees assigned to them
  - ii. provide 10 hours per assigned employee of classification-specific, onsite training within their assigned employee's first 30 days of employment.
    - 1. Division of Teaching and Learning staff will provide training instructions to mentors that are customized to the classification they are supporting, including, but not limited to: district systems and platforms, critical workflows and timelines, and other classification-specific tasks.
  - iii. provide up to a maximum of 70 additional hours, per assigned employee, of regular and on-call mentorship and support during the 2024-25 school year. This may include but is not limited to:
    - 1. scheduling check-in meetings (at least once a week) with assigned employees (in-person, virtual, phone, etc.)
    - 2. being available for support during emergency/crisis situations
      - a. Mentors shall not exceed a total of 80 hours of support to their assigned employee during the 2024-25 school year. If a mentor exceeds 40 hours within the first 90 working days of their assignment, the District and CSEA shall review the assignment and determine whether more hours are needed.

- c. Mentors will be paid at their regular hourly rate (with any applicable overtime) and shall submit their hours on a timecard to Wendy Harrington (Division of Teaching and Learning) during the appropriate pay period.
- d. Mentors will be entitled to mileage reimbursement consistent with IRS rules and regulations.
- e. During the pilot, mentors may be assigned to support new hires outside of their classification, depending on need.

**5. Mentor Selection Process and Timeline:**


- a. The Division of Teaching and Learning will solicit interest from qualified candidates as close to the beginning of the 2024-25 school year as practicable. The application process will be communicated using multiple outreach methods.
- b. After collecting interest from candidates, the Division of Teaching and Learning and CSEA will jointly interview and select mentors for the pilot program no later than October 11, 2024.

**6. Feedback loops: Throughout the 2024-25 pilot program, the District and CSEA will survey mentors and their assigned employees no less than twice. This feedback and input will be one of several measures the parties will use to evaluate the effectiveness of the pilot.**

**7. Term of agreement:** This Side Letter of Agreement is non-precedential and will sunset on June 30, 2025. This Side Letter may be revised and/or extended by mutual agreement between the District and CSEA.

 9-17-24

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 Daniel Thigpen Date  
 Executive Director  
 Labor Relations and Government Affairs  
 San Juan Unified School District

 09.17.24

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 Adara Clark-Gunn Date  
 President  
 California School Employees Association

 9/19/24

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 Kurt Benfield Date  
 Labor Relations Representative  
 California School Employees Association