

**MEMORANDUM OF UNDERSTANDING (MOU  
BETWEEN THE  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
AND THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SAN BERNARDINO  
CHAPTER 183 (CSEA)**

**SB 328 Late Start**

This Memorandum of Understanding is between the San Bernardino City Unified School District (District) and the California School Employees Association and its San Bernardino Chapter 183 (CSEA) concerning the impacts and effects of Senate Bill 328 (SB328) Late Start. The District will implement late start schedules for all Middle School and High Schools by July 1, 2023.

**A. School and Employee Work Schedules:**

**Elementary Schools**

Board Approved Bell Schedule (8:50 AM - 3:30 PM)

Bargaining unit members assigned to elementary school sites are not affected by Late Start, therefore, will not have their shift hours changed.

**Middle School**

Board Approved Bell Schedules (8:00 AM - 2:31 PM)

Bargaining unit members assigned to middle school sites are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Bargaining unit members assigned to Paakuma K-8 will follow the shift changes in alignment with Middle Schools.

<b>Job Family (Classification)</b>	<b>Proposed Start Time</b>
Secretarial (Secretary I and III - including bilingual)	7 a.m. or 7:30 a.m.*
Clerical (Clerk I, II, Senior Clerk, Registrar, and Curriculum Materials Clerk - including bilingual)	7:30 a.m. or 8:00 a.m.* if part-time
Attendance (Attendance Technician, Office Technician Registrar - including bilingual).	7 a.m. or 7:30 a.m. *
Health/Auxiliary Services (Office Assistant I/Health Aide - including bilingual)	7:30 a.m. or 8:00 a.m.* if part-time
Fiscal Services School Based (School Accounting Technician I-MS - including bilingual)	7:30 a.m.

Instructional Assistant (Paraprofessional staff Education Assistant, and Instructional Tutor - including bilingual)	8:00 a.m. **
Student Family Services (Community Resource Worker - including bilingual)	7:30 a.m.
IT Computer Repair/Maintenance Group (Site-based IT staff)	7:30 a.m.

- \* Principals in collaboration with the unit members working under these classifications will determine who at the site will start at the earlier time.
- \*\* Paraprofessional staff who provide transportation support to students *may* report thirty minutes (30) prior to the start of school. Staff will be notified of their work hour assignment by the end of their 2022-2023 contract.

**High Schools**

Board Approved Bell Schedules (8:30 AM - 3:35 PM)

Bargaining unit members assigned to high school sites are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Bargaining unit members assigned to Middle College High School will follow the shift changes in alignment with High Schools.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7:30 a.m. or 8:00 a.m. *
Clerical (Clerk I, II, Senior Clerk, and Office Technician Registrar - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Attendance (Attendance Assistant, Attendance Technician, Attendance Verifier, Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Health/Auxiliary Services (Office Assistant I/Health Aide, Lifeguard - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Health/Auxiliary Services (Certified Athletic Trainer, Athletic Equipment Attendant - including bilingual)	Schedules will be determined based upon the needs of individual site student athletic programs.
Fiscal Services School Based (School Accounting Technician II-H)	8:00 a.m.

Instructional Assistant (Paraprofessional staff, Education Assistant, and Instructional Tutor - including bilingual)	8:30 a.m. **
Student Family Services (School Outreach Worker - including bilingual)	8:00 a.m.
IT Computer Repair/Maintenance Group (Site-based IT staff)	8:00 a.m.

- \* Principals in collaboration with the unit members working under these classifications will determine who at the site will start at the earlier time
- \*\* Paraprofessional staff who provide transportation support to students *may* report thirty minutes (30) prior to the start of school. Staff will be notified of their work hour assignment by the end of their 2022-2023 contract.

**Alternative High Schools (San Andreas HS and Sierra HS)**

Bargaining unit members assigned to San Andreas and Sierra high schools sites are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7:30 a.m. or 8:00 a.m. *
Clerical (Clerk I, II, Senior Clerk, and Office Technician Registrar - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Attendance (Attendance Assistant, Attendance Technician, Attendance Verifier, Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Health/Auxiliary Services (Office Assistant I/Health Aide, Lifeguard - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Instructional Assistant (Paraprofessional staff, Education Assistant, and Instructional Tutor - including bilingual)	8:30 a.m. or 10:35 a.m.
Student Family Services (School Outreach Worker - including bilingual)	8:00 a.m.
IT Computer Repair/Maintenance Group (Site-based IT staff)	8:00 a.m.

- \* Principals in collaboration with the unit members working under these classifications will determine who at the site will start and end at earlier or later times

**Virtual Academy**

Bargaining unit members assigned to Virtual Academy are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7:30 a.m. or 8:00 a.m. *
Clerical (Clerk I, II, Senior Clerk, and Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Attendance (Attendance Assistant, Attendance Technician, Attendance Verifier, Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Instructional Assistant (Paraprofessional staff, Education Assistant, and Instructional Tutor - including bilingual)	8:30 a.m.

\* Principals in collaboration with the unit members working under these classifications will determine who at the site will start at the earlier time

**B. Campus Security Officers (CSO):**

The bargaining unit members working as Campus Security Officers at the Middle School and High School levels shall have their shift hours affected, as their work directly impacts student safety and security.

- CSOs assigned by District Police to Middle Schools will report from 7:30 a.m. to 3:30 p.m. inclusive of lunch.
- CSOs assigned by District Police to High Schools will report from 8:00 a.m. to 4:00 p.m. inclusive of lunch.
- CSOs that are asked to cover for a different assignment for the day for coverage issues shall be compensated with half an hour of pay of time and a half.
  - o Assignments to work at another location shall be offered in a revolving order and be equitably distributed.
  - o CSOs shall receive an email confirming the change of assignment for the day.
  - o CSOs that cannot cover for a different assignment for the day with verifiable commitments shall NOT be assigned to a new site for that day. No later than the close of the following business day, CSOs shall provide written documentation as to why he/she could not cover the different assignment.

**C. Nutrition Services Workers (NS):**

The bargaining unit members working in the Nutrition Services Department shall have their shift hours affected, as their work directly impacts student feeding.

- Nutrition Services employees assigned to middle schools will report as follows:
  - o Full time employees will report at 6:30 a.m.

- o Part time employees will report at various schedules, based on the needs of the sites.
- Nutrition Services employees assigned to high schools will report as follows:
  - o Full time employees will report at 7:00 a.m.
  - o Part time employees will report at various schedules, based on the needs of the sites.

**D. Maintenance and Operations (M&O):**

To maintain a consistent standard of cleanliness for student and staff health and safety, custodial staff assigned to middle and high schools will have their shift hours adjusted. (Custodian I, II, and III)

- Morning shift custodians will report at 6:30 a.m. and end at 3:00 p.m.
- Mid-day shift custodians will report at 11:30 a.m. and end at 8:00 p.m.
- Evening shift custodians will report at 2:30 p.m. and end at 11:00 p.m.

Prior to the end of each employee's contracted 2022-2023 work calendar, every affected bargaining unit member shall receive notification from Human Resources that memorializes their current shift hours for the 2022-2023 school year and identifies the new shift hours for the 2023-2024 school year.

Based on the needs of the District, the sites and departments shall utilize existing contract language (Article IX - Hours, Section 16 - Shift Change), to make adjustments to a unit member's work hours, if needed. Unit members shall be notified of all changes in writing.

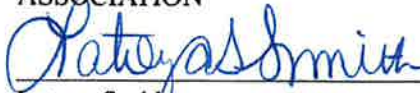
The District and CSEA will continue to discuss the impact of late start and any necessary changes not discussed during negotiations. Additional changes shall be memorialized in an MOU.


CSEA and the District shall meet prior to the 2024-2025 school year and negotiate any necessary changes.

This MOU is subject to CSEA's Policy 610 review, and the approval and ratification process followed by the District and CSEA.

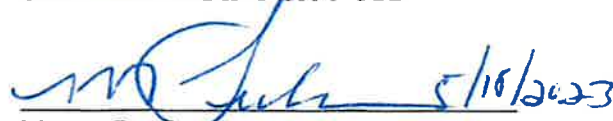
This agreement will be effective July 1, 2023.

CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION

  
\_\_\_\_\_  
Latoya Smith Date  
CSEA Chief Negotiator

  
\_\_\_\_\_  
Oni Jimenez Date  
CSEA Chapter 183 President

SAN BERNARDINO CITY USD

  
\_\_\_\_\_  
Marcus Funchess Date  
Assistant Superintendent, Human Resources

  
\_\_\_\_\_  
Luis Chávez-Andere Date  
Director of Employee Relations

*Monica L. Contreras* 5/23/23

Monica Landry Contreras Date  
CSEA Labor Relations Representative

*Alexis Jenks* 5/18/23

Alexis Jenks Date  
Human Resources Director - Classified

*Mark Cortez*

Mark Cortez Date  
CSEA Negotiations Team Member

*Nersidalia Garcia* 5/19/23

Nersidalia Garcia Date  
CSEA Negotiations Team Member