MEMORANDUM OF UNDERSTANDING BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE CHAPTER #506 AND THE RIVERSIDE UNIFIED SCHOOL DISTRICT

April 19, 2024

This Memorandum of Understanding (MOU) is agreed to between the California School Employees Association and its Chapter #506 (hereinafter "CSEA") and the Riverside Unified School District (hereinafter "District"). The District and CSEA meet and negotiate wages, hours, health and welfare benefits, and/or working conditions.

Employees who work less than 4 hours per day during the regular school year (regardless of the number of hours worked during the summer) will be paid on the normal payroll cycles as listed below:

| Dates Work Performed | Payroll Cycle | Pay Date |
|--------------------------------|------------------|----------------|
| June 3, 2024 to June 10, 2024 | 12A | June 20, 2024 |
| June 11, 2024 to June 25, 2024 | 12B | July 5, 2024 |
| June 26, 2024 to July 10, 2024 | 1A | July 19, 2024 |
| July 11, 2024 to July 19, 2024 | 1B | August 2, 2024 |

For employees who work more than 4 hours per day during the regular school year (regardless of the number of hours worked during the summer) will be paid on an out-of-cycle <u>direct deposit POD</u> as listed below:

| Dates Work Performed | Payroll Cycle | Pay Date |
|-------------------------------|---------------|----------------|
| June 3, 2024 to June 28, 2024 | 12P POD | July 11, 2024 |
| July 1, 2024 to July 19, 2024 | 1P POD | August 1, 2024 |

For employees working the Summer FEEDS program, all work performed after July 19, 2024, will be paid on the regularly scheduled payroll cycles.

For employees who do not have direct deposit set up, payments will be hard-copy checks sent to the mailing address on file with the Personnel Department. If you need to update your mailing address, please complete a <u>Change of Personnel Information Form</u>. All out-of-cycle POD payments will not be flat-taxed and employees will be taxed at their current withholding status. The District cannot offer tax advice.

This agreement is subject to CSEA Policy 610 and ratification from the CSEA membership and the approval of the Board of Education.

FOR THE DISTRICT:

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Assistant Superintendent, Personnel Riverside Unified School District

Robin Mesa

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