

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER CHAPTER #528 ("CSEA")
(Working Out of Classification due to COVID-19)

The parties have met, negotiated, and agreed to the following:

Background:

The District and CSEA acknowledge that due to the COVID-19 Pandemic, there is a need to make temporary adjustments to current contract language. The District will first bring back employees to work in their customary and usual position(s). If specific positions are not able to be utilized (for illustrative purposes; Bus Drivers or Student Care workers) due to restrictions or orders from Sacramento County Health or the Sacramento County Office of Education, the parties agree that temporary work will be necessary for affected employees.

1. The District and CSEA acknowledge that California Education Code §45101(a) and §88001(a) requires that classified positions have set duties. Due to current unprecedented conditions, and in order to avoid layoff, CSEA and the District agree to this non-precedent- setting solution.
2. Unit members may be asked, at the discretion of their Supervisor, to perform duties not currently contained within their current job description. (see Exhibit A)
3. When a unit member is assigned to duties outside of his/her current classification:
 - a. The unit member will be paid per Section 9.2.
 - b. The District agrees to provide training to the unit member, as appropriate.

This is a one-time non-precedent setting agreement and shall fully and finally resolve all bargaining related to the impacts and effects of this change. This MOU shall expire on December 31, 2020, unless there is mutual agreement by both parties to a modification and/or extension.

Rob Thomas

Rob Thomas, for CSEA, Chapter 528

08-11-2020

Date

Donald Ogden

Donald Ogden, for Folsom Cordova Unified School District

08-11-20

Date

Skyler Porras

Skyler Porras, CSEA Labor Representative

August 13, 2020

Date

CSEA MOU 2020-2021 MOU #2

FCUSD BOARD APPROVED: 08/13/2020

• **GENERAL CONSIDERATIONS FOR CLASSIFIED EMPLOYEES WORKING OUT OF CLASS**

- Staff Site Changes;
 1. To the greatest extent possible staff will be assigned their current location
 2. Mileage will be reimbursed for travel between sites in accordance with IRS Regulations and CBA (upon submission of *Employee Reimbursement Form*)
- Hourly schedule changes;
 1. Staff will work employee's typical hours unless supervisor and employee mutually agree on a different hourly schedule
- Employees are assigned;
 1. Remote work in their own job description if possible
 2. Work at site, employee must follow written WWSP
 3. When work within job description is unavailable, employee will be;
 - First, offered work similar to job description
 - Next, be offered work in their series
 - Next, be offered work in accordance of the matrix (when multiple work options are available employees work preferences will be considered)

CLASSIFIED JOB SERIES MATRIX	WORK GROUP
SPECIALISTS SERIES PRESCHOOL/STUDENT CARE	A, C, G, H D, F (in addition)
INSTRUCTIONAL ASSISTANTS SERIES	A, C, D, F, G, H
COORDINATORS SERIES	A, F
ADMINISTRATIVE SERIES	F
ACCOUNTING SERIES (SITE BASED)	F
CLERICAL SERIES	F, H
FOOD SERVICE SERIES	A, D
OPERATIONS SERIES	A/B
TRANSPORTATION SERIES	A/B, C, E, G
MAINTENANCE SERIES PROVIDING	A/B

• **WORK GROUP "A"**

Maintenance and Operations – additional help

LIGHT:

- Painting (roller/brush, safety lines at doors/numbering)

- Cleaning

WORK GROUP “B”

Maintenance and Operations – additional help

MEDIUM: Safety Training may be required prior to performing work

- Head Custodians sharing out – Honey Do Lists
- Gutters (clearing storm drains/sealing, installation of screens)
- Grounds & Maintenance (weeds, sprinkler repair)
- Sanitation teams in addition to travel to a hot spot area when needed
- Maintenance on play structures
- Storage containers/storage area clean-up (removal, etc.)
- Moving (teachers, furniture from Folsom Lake, Folsom High, example)
- Depending on skills – getting into more advanced work

• WORK GROUP “C”

Technology – additional help

- Chromebook carts (140) that need to be put together; unbox, enroll, and wire cart
- Chromebook power port replacement work
- Re-labelling of chromebooks (1,000+)
- PLTW lab replacements (4)
- Hot spot – moving equipment (site to site)

• WORK GROUP “D”

Child Care/Student Care/STARS

- Child care at city facilities

• WORK GROUP “E”

Food Services – additional help

- Delivery of lunches - not planning at this time, focus is on grab & go currently

• WORK GROUP “F”

Office/Clerical – additional help

- Assist with contacting families (including bilingual assistance)
- Filing/paperwork processing
- Crowd control – logistics to help with social distancing
- Copy machine help (shot records, birth certificates, etc.)
- Answering phone calls
- Communications updating: websites, phone directories, etc.
- Textbook distributions
- Chromebook distributions

WORK GROUP “G”

Print Shop – additional help

- Extra employees to help with print order requests

- **WORK GROUP “H”**

- Supporting Students Virtually w/Distance Learning**

- Student contact and Intervention activities typically performed by para professionals in person will be performed using the virtual distance learning platforms

- **WORK GROUP “I”**

- Work that will stay specific to job description and not be assigned**

- Cleaning bathrooms and Items that require Blood Borne Pathogen training
 - Diapering and student personal hygiene