MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS TRAVIS CHAPTER #454
AND
TRAVIS UNIFIED SCHOOL DISTRICT
REGARDING
LAYOFF EFFECTS FOR THE 7/1/2024 – 6/30/2027 CONTRACT

The following Memorandum of Understanding and agreement ("MOU") is entered into by and between the California School Employees Association and its Travis Chapter #454 ("CSEA") and the Travis Unified School District ("District") collectively referred to as the ("Parties").

This MOU is intended to memorialize negotiations between the Parties concerning the impacts and effects of layoffs initiated during the term of the 2024-2027 Contract.

The Parties agree as follows:

Agreement

1. The District shall not subcontract or transfer CSEA unit work out of the bargaining unit that is currently being performed by unit members whose positions are to be eliminated or reduced (hours) as a result of the pending reduction in force.

2. Laid off bargaining unit members may volunteer to transfer to a classification of same range or demote into a lower classification in which they have not worked if the position is vacant and if they meet the minimum qualifications. Laid off bargaining unit members who take such action shall remain on the reemployment list for the classification from which they were demoted and preserve their right for an additional twenty-four (24) months. At the unit member's option, they may be returned to a position in their former class. If a unit member is laid off and subsequently rehired into a position in a lower class or with less hours than their rehire rights at the time of layoff, they shall be afforded the sixty-three (63) months of rehire rights calculated from the original date of layoff.

3. Each employee who is laid off shall be offered employment as a substitute on a seniority basis in any job classification in the District for which the employee meets the minimum qualifications. Employees must notify the District of any job classification (other than the classification from which the employee was laid off) in which the employee seeks to be considered for employment as a substitute.

4. The District shall not contest unemployment for those impacted by layoffs and/or reduction in hours where appropriate and as required by law.

5. The District will provide CSEA with a final list of the placement of the affected bargaining unit members and all communication sent to affected bargaining unit members.

6. Any unit member who relocates shall advise the district of their correct and current contact information (address, phone number and email address etc.).

7. Reemployment offers shall be made by phone or email to the laid-off bargaining unit member. The bargaining unit member shall have five (5) calendar days (Day as defined in the Collective Bargaining Agreement) to respond to the District. They may refuse an offer without affecting

their status or order of seniority if the offer is for a position at a lesser pay range, hours, or work year from the position from which they were laid off.

8. Laid off bargaining unit members shall have the right to apply for promotional positions as an in-house applicant and use their bargaining unit seniority therein for a period of thirty-nine (39) months following layoff.

9. Bargaining unit members laid off who are rehired within thirty-nine (39) months shall have all contractual rights and benefits as provided by law.

10. With advance notice to their supervisor, laid off bargaining unit members will be allowed to utilize Personal Necessity Leave pursuant to the Collective Bargaining Agreement for the purpose of seeking other employment.

11. Upon written request, the District may provide a laid-off bargaining unit member with a letter of recommendation.

12. Nothing in this MOU shall be construed as relinquishing any right already established in the Education Code.

13. Disagreement arising from the enforcement of this agreement shall be referred to the grievance procedure outlined in the parties' collective bargaining agreement.

The parties agree that the provisions outlined herein shall become effective immediately, the terms of this agreement will be considered non-precedent setting and by affixing their signatures to this MOU the Parties acknowledge that the matter set forth herein is agreed. The signatories have represented that they are authorized representatives of the Parties to this MOU and that all actions necessary for the Parties to ratify and accept this MOU as a binding and bilateral agreement will be completed in a manner required by their respective internal policies and/or as required by law.

This Agreement is made on April 30, 2025, and shall expire after June 30, 2027.

Vincent Ruiz
Assistant Superintendent

Timothy Montgomery
CSEA 454 Vice-President

Shawana Grace, CSEA LRR

5/7/25
Janice Hunt, CSEA LRR Intern