

MEMORANDUM OF UNDERSTANDING #35
between
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER
CHAPTER No. 528 (CSEA)

Reclassification of
Administrative Assistant II - Fiscal Services to Administrative Assistant III
May 21, 2025

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association, and its American River Chapter No. 528 (CSEA). Collectively, the District and CSEA will be referred to as "the Parties."

Employee #618157 is currently an Administrative Assistant II - Fiscal Services at eight (8) hours, twelve (12) months.

Rationale

Employee #618157 was assigned to support the Director of Fiscal Services. The Director of Fiscal Services was promoted to Executive Director of Administrative Services. Employee #618157 continues to support the Executive Director of Administrative Services and a total of four (4) Managers in the Fiscal Services and Human Resources Departments. The scope and complexity of the role has significantly changed.

Employee #618157 has been working out of class in the capacity of Administrative Assistant III in support of the Executive Director of Administrative Services. The District intends to reclassify Employee #618157 from Administrative Assistant II at eight (8.00) hours, twelve (12) months, which is Range 11 on the Classified Comprehensive Salary Schedule to Administrative Assistant III at eight (8.00) hours, twelve (12) months, which is Range 12 on the Classified Comprehensive Salary Schedule.

Employee #618157 will retain seniority and bumping rights.

Fiscal Impact

The cost estimated for this reclassification to the General Fund is approximately \$2,143.45 annually.

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 reclassification. This agreement is retroactive to July 1, 2024. This MOU shall be an effect upon ratification by the Board.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: _____

Erik Swanson, Superintendent

Date: _____

7/7/2025

FOR THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, CH. 528

By: _____

Rob Corn, President

By: _____

Kennedy Liem, Labor Relations Representative

Date: _____

7/7/2025

Board Approved: 09/18/2025

CSEA Ratified: 08/27/2025