

MEMORANDUM OF UNDERSTANDING #25-26-07
between
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER
CHAPTER No. 528 (CSEA)

Administrative Assistant, Alternative Education - Reclassification
October 22, 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.”

The Parties have met and negotiated the mutual desire to recognize the essential work of the Administrative Classification Series in the Classified Comprehensive Salary Schedule, and to improve the District’s ability to attract and retain administrative professionals to support our school sites and departments.

Rationale:

Classification Study:

Classification specifications for the Administrative series include a career succession ladder. The career ladder(s) are designed to identify and facilitate appropriate opportunities for employees to progress to a higher level of job responsibility. Revisions of the classifications specifications reflect the current scope of work, duties, knowledge, skills, abilities, education, experience, licenses, certifications, required training, etc. The revised job descriptions will list added duties that align with each classification, and/or specialized duties that align with site specific functions and responsibilities.

Following a comprehensive review conducted as part of the FCUSD Classification and Compensation Study, the district evaluated staffing at alternative education sites and the duties associated with the Administrative Assistant classification. As a result of this analysis, FCUSD identified two employees who were performing duties outside the scope of their current classification. These individuals have been determined to be working out of class and will be reclassified accordingly.

Reclassification

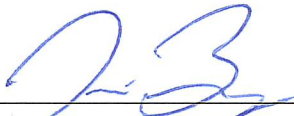
Employee #605094, and 608103 shall be reclassified to Administrative Assistant, Alternative Education effective July 1, 2025. Employees will retain seniority.

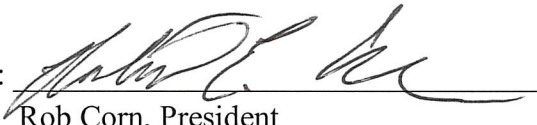
The fiscal impact to the General Fund is \$4,721.39

This MOU will be effective upon ratification by the Board. The duties and responsibilities updated in the job descriptions shall be effective July 1, 2025. Range increases to this classification shall be retroactive to July 1, 2025 and differential processed within sixty (60) days of board ratification.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

FOR THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, CH. 528

By: 
David Byrd, Executive Director
Human Resources

By: 
Rob Corn, President

Date: 11/6/25

By: 
Kennedy Liem, Labor Relations Representative

Date: 11/6/2025

Board Approved: 01/15/2026

CSEA Ratified: 12/17/2025