MEMORANDUM OF UNDERSTANDING

Tracy Unified School District and
California School Employees Association and Its Tracy Chapter 98
February 19, 2026

Negotiations Re: Closure to 2024-2025 Reclassification Process

The California School Employees Association and its Tracy Chapter 98 (hereafter "CSEA") and the Tracy Unified School District (hereafter "District") have met and agreed to the following revised job descriptions. The descriptions were negotiated and agreed upon through the Reclassification process. This MOU brings closure to the Reclassification process for the 2024-2025 school year. All Job Descriptions as listed are attached.

Reclassification Requests Approved for Entire Classification – all incumbents will be reclassified upon ratification:

- Maintenance Electrician RECLASSIFIED TO Electrician:
  - Salary Range = 54
- Irrigation Specialist/Grounds Mechanic
  - Salary Range = 38
- Maintenance Mechanic
  - Salary Range = 52

Reclassification Requests Approved for Specified Incumbents to New Job Description – only specified incumbents will be reclassified upon ratification:

- Food Service Worker II RECLASSIFIED TO **Food Service Worker II – Transport Kitchen** – PCNs to be reclassified #1815, #1745
  - Salary Range = 33
- Food Service Kitchen Supervisor RECLASSIFIED TO **Food Service Transport Kitchen Supervisor** – PCNs to be reclassified #1835, #937
  - Salary Range = 45
- Utility Person III RECLASSIFIED TO **Mechanic Assistant** – PCNs to be reclassified #1592, #1931
  - Salary Range = 44

Reclassification Requests Denied – Job Descriptions Remain Status Quo

- Secretary to the Director of Special Education
- Warehouse Supervisor
- Irrigation Specialist/Bus Driver/Custodian

The parties agree that nothing in this MOU is intended to establish precedent or past practice.

Agreed to this 19th day of February 2026.

Tammy Jalique
Associate Superintendent for Human Resources

Michael Caulfield
President, CSEA Chapter 98

Debra Ladwig
Labor Representative, CSEA

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Electrician job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: ~~Maintenance~~ Electrician

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under supervision of the ~~Maintenance Leadman/Supervisor and/or~~ the Director of Maintenance **Operations and Transportation or their designee** to do a variety of skilled maintenance work in the maintenance and repair of the District's facilities, inspect, service and repair of all electrical equipment; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Installs, **programs,** maintains and repairs a variety of electrical systems.
2. Maintains a variety of light fixtures, both indoors and outdoors
3. Runs conduit, **cable,** and wiremold.
4. Trouble shoots any electrical problem, maintains different types of complex phone systems, clock and bell systems, P.A. systems, fire alarm systems and intrusional alarms.
5. Installs and maintains TV cable.
6. Performs preventive maintenance on a variety of electrical systems.
7. Performs skilled electrical installation and repair.
8. Reads blueprints/schematics.
9. Performs work according to the National Electric Code.
10. Performs other related responsibilities and tasks as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read and speak at a level sufficient to fulfill the duties to be performed for the position described. Minimum of three years experience working with electrical systems, journeyman experience is desirable, possession of an appropriate California driver's license. **Ability to meet District auto insurance requirements. This position is subject to DMV pull notice.** ~~and be insurable.~~ High School Diploma or equivalent is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles, rules and regulations relating to electrical maintenance and safe

work practices.

2. Knowledge of and ability to safely operate and properly maintain all equipment and tools commonly used in installation, repair and electrical maintenance.
3. Ability to carry out a program of preventive maintenance.
4. Ability to read and understand blueprints and schematics and understand plans and specifications.
5. Ability to operate and use the tools and equipment commonly employed in installation.
6. Ability to maintain and repair electrical systems and equipment
7. Ability to plan layouts of circuits and draw plans to meet city, county, and state codes.
8. Ability to diagnose equipment operating problems and execute required repairs.
9. Ability to use precision measuring equipment
10. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
11. Must pass required physical examination.
12. **Ability to obtain and maintain certification and training to operate powered industrial equipment including boom lift, scissor lift, and forklift.**

PHYSICAL REQUIREMENTS:
Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Stand, walk, bend, squat, stoop and/or climb for extended periods of time.
3. Reach above shoulders, push/pull for extended periods of time.
4. Lift and carry up to 100 lbs. at shoulder height for short distances.
5. Repetitive foot movements, hand/arm movements (grasp/pinch, etc.) for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work outdoors in various weather and to work indoors completing paperwork and repairs and installation of equipment. Exposure to noise, dust, and fume levels will vary depending on equipment and projects. As required, must wear protective devices; such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified range ~~52~~ **54**

Adopted: TUSD 1/13/98
Revised: TUSD 12/14/99

Agreed to this 19th day of February 2026.

Tammy Jalique
Associate Superintendent for Human Resources

Michael Caulfield
President, CSEA Chapter 98

Debra Ladwig, Labor Representative, CSEA

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Irrigation Specialist/Grounds Mechanic job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Irrigation Specialist/Grounds Mechanic

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under minimal supervision of the **Director of Maintenance, Operations and Transportation or their designee**, ~~Grounds Leadman/Supervisor~~ to perform all functions of groundskeeper I and performs routine grounds maintenance and gardening work, including operation of large equipment, rodent and insect eradication, development of uniform turf and garden areas and surfaces, application of soil, soil amendments, fertilizer, and monitoring and maintaining grounds irrigation systems. This includes monitoring, trouble shooting, maintaining, ordering, reporting, and taking all appropriate steps to maintain district grounds in a uniform, relatively weed-free condition with healthy plant conditions.

ESSENTIAL FUNCTIONS:

1. Schedules routine testing, orders repair parts and repairs all district irrigation systems.
2. Monitors and reports on the condition of, and repairs damage to, garden and field areas and irrigation systems.
3. Maintains communications with outside monitoring agencies and operates irrigation systems to ensure water levels, times, and frequencies are properly maintained.
4. Plans and implements programs designed for the beautification of all district landscaped areas, plants, cultivates, waters and sprays ornamental plants, shrubs, hedges, trees, flowers and lawns.
5. Trims hedges and shrubs, prepares and treats soil for planting, spades and fertilizes flower beds and sets out plants.
6. Uses pesticides to keep assigned areas free from pests and plant diseases.
7. Rakes leaves, hoes weeds and performs general grounds maintenance work. Sweeps walks and picks up papers, trash, and refuse.
8. Properly operates, maintains and **performs light** repairs **on** all tools, equipment, ~~vehicles~~ and irrigation systems in use.
9. Loads and unloads materials and equipment.
10. Maintains **and repairs** athletic fields and playground equipment.
11. May be assigned custodial or maintenance duties either seasonally or incidental to gardening activities.

12. May organize the duties of student workers and other positions which include grounds responsibilities.
13. Operate large equipment including, but not limited to, tractors, back-hoes, trenchers, seeders, top-dressers, etc.
14. Maintains natural and synthetic sports fields and tracks for safe athletic use in accordance with league requirements.
15. Performs other related duties as required.

~~**POSITION: Irrigation Specialist/Grounds Mechanic**~~

EDUCATION AND EXPERIENCE:

1. Ability to carry out oral and written directions read and write at a level sufficient to fulfill the duties to be performed for the position described.
2. Two years of experience in gardening, irrigation, and grounds maintenance work.
3. High School Diploma or equivalent is required.
4. Must earn and maintain a valid class C driver's license and be insurable.
5. Must be able to acquire and maintain the appropriate certification required to safely and lawfully apply insecticide, herbicide, rodenticide, and other pesticides on school district property.

SKILLS AND QUALIFICATIONS:

1. Knowledge of and ability to safely use gardening tools, materials, and equipment with skill and efficiency.
2. Knowledge of methods and practices followed in maintenance of tools, machinery, and equipment.
3. Knowledge of safe work practices.
4. Ability to develop, understand, and follow a work schedule.
5. Ability to effectively supervise student workers.
6. Knowledge to plan and properly install irrigation systems.
7. Knowledge to work without immediate supervision in the field.
8. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
9. Must pass required physical examination.
10. Must pass required courses and maintain required certification to safely and legally apply pesticides.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Speak and understand at normal levels with or without hearing aids.
3. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Reach above shoulder level, push/pull up to 25 pounds for extended periods of time.
6. Lift and carry up to 100 lbs. at shoulder level.

7. Bend, squat, stoop and /or climb for extended periods of time.
8. Repetitive foot movements for extended periods of time.
9. Repetitive hand/arm movements (grasp/pinch) for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work outdoors on uneven ground in various weather conditions and indoors to repair equipment and complete paperwork. Exposure to noise, dust, and fume levels will vary depending on the equipment and projects. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified range ~~36~~ **38**

Adopted: TUSD 10/13/98
Revised: TUSD 12/14/99
Revised: TUSD 8/26/2008

Agreed upon this 19th day of February, 2026

Tammy Jalique
Associate Superintendent for Human Resources

Michael Caulfield
President, CSEA Chapter #098

Debra Ladwig
Labor Relations Representative, CSEA

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the revisions to the Maintenance Mechanic job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Maintenance Mechanic

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under general supervision of the Maintenance Leadman/Supervisor and/or Director of Maintenance **or his/her designee** to perform maintenance work in the alteration or repair, construction and maintenance of school buildings, equipment and facilities.

ESSENTIAL FUNCTIONS:

1. Repairs furniture, cabinets and other equipment.
2. Prepares and paints various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick, **asphalt,** and cement.
3. **Repairs carpet, linoleum, tile and other floor surfaces.**
4. **Perform concrete work, including patchwork and concrete pours up to 10 yards.**
5. Cleans and maintains all tools and equipment.
6. Makes keys, installs and maintains a variety of locks, dead bolts, door hardware and locks, rekey, rebuild locks.
7. Makes emergency repairs to plumbing such as broken pipes, plugged drains, flushing sewer lines, replacing faucets, washer gaskets and radiator valves.
8. Makes electrical repairs such as replacing fuses, fixtures, socket drop cords and switches, taping exposed wiring, **including emergency repairs.**
9. Inspects ventilating system for proper air flow
10. Oils, greases, packs and cleans service fans, compressors, pumps and other equipment.
11. Makes general repairs of plumbing system, water supply, sprinkler supply lines and electrical systems, **including hydrojetting sewer lines to determine/prevent problems.**
12. **Installs and maintains plumbing fixtures, including installation of drinking fountains and adding new waterlines and/or drains.**
13. Fabricates, assembles and repairs District equipment and furnishings.
14. **Repairs structures, including walls, windows, doors, and roof structures, including emergency repairs.**

15. **May perform minor construction builds, such as interior walls (non-load bearing).**
16. Performs lay out and design work, sheet metal and other metals, welds and fabricates.
17. **Accompanies fire department personnel during annual fire inspections, refers questions or concerns to management, and makes noted repairs.**
18. Completes work order paperwork on a daily basis.
19. Keeps daily attendance records.
20. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read write at a level sufficient to fulfill the duties to be performed for the position described; two years of maintenance experience in one or more of the building crafts; possess a valid California drivers license and ~~be insurable~~ **meet District vehicle insurance requirements. This position is subject to DMV pull notice.** Must have a High School Diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, maintenance and repair of tools; methods, materials, and general metal working equipment used in metal work and electronic and acetylene welding work; various metals, their characteristics and methods of cutting and shaping them.
2. Knowledge of plumbing and hardware techniques.
3. Knowledge of local and state construction codes.
4. Knowledge of tools, materials, methods and terminology used in painting, glazing, heating, electrical and locksmithing.
5. Knowledge of methods and practices followed in the maintenance of tools, machinery and equipment.
6. Knowledge of safe work practices.
7. Ability to estimate the scope of each work assignment and secure necessary tools and materials to complete assignments.
8. Ability to work from plans and specifications.
9. Ability to diagnose equipment-operating problems and execute required repairs.
10. Ability to use precision measuring equipment.
11. Ability to keep records of work performed.
12. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
13. Must pass required physical examination.

PHYSICAL REQUIREMENTS:
Employees in this position must be able/have the ability to:

1. Sit for up to one hour.
2. Stand and/or walk **on hard and/or uneven surfaces** for extended periods of time.
3. **Speak so that others may understand at normal levels and on the telephone with or without hearing aids.**

4. **Hear and understand at normal levels and on the telephone with or without hearing aids**
5. Bend, squat, stoop and/or climb for extended periods of time.
6. Reach above shoulder level for extended periods of time.
7. Push/Pull **up to 50 lbs.** for extended periods of time.
8. Lift and carry up to 100 lbs. above shoulder level **for short periods of time.**
9. Perform repetitive hand/arm movements (grasp/pinch, etc) for extended periods of time.
10. **Perform repetitive foot movements for extended periods of time.**

WORK ENVIRONMENT:

Employees in this position will be required to work outside in all types of weather and inside doing repairs, construction and paperwork. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified range ~~48~~ **52**

Adopted:	HS Board 3/19/86	Elem Board 4/8/86
Revised:	TUSD 12/14/99	

Agreed upon this 14th day of July, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Food Service Worker II – Transport Kitchen job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Worker II – Transport Kitchen

DEPARTMENT: Food Services

POSITION SUMMARY: Under general supervision of the Director of Food Services or designee the Food Service Worker II – Transport Kitchen assists with and monitors the preparation, serving and transporting of hot and cold foods to school sites and/or on-site cafeterias, snack bars, central kitchens and assigned satellite sites. In the absence of the Food Service Supervisor, the Food Service Worker II – Transport Kitchen acts as designee to ensure the safe and effective operation of all kitchen areas including assigned satellite sites. The Food Service Worker II – Transport Kitchen supports kitchen staff to ensure that all kitchen areas are maintained in a clean and sanitary environment, and that all food service equipment and supplies are maintained, stored and cleaned in a sanitary manner. This is a ten-month position.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of food and serving or packaging of food to food service customers including at satellite sites.
2. Sets up and serves hot and cold food, beverages and other foodstuffs at serving lines in accordance with the meal pattern requirements for the National School meal and snack programs.
3. Coordinates kitchen work activity to ensure that all equipment and supplies are available to production staff to meet customer needs and meal program requirements including at satellite sites.
4. May assist in the training and direction of Food Service Worker employees at Transport Kitchen and assigned satellite sites.
5. Assists in ordering, cleaning, and storing of cafeteria food and non-food supplies.
6. Cleans pots, pans, and other equipment and maintains food preparation and kitchen work areas in a safe and sanitary environment.
7. Arranges for proper storage and use of all food and non-food supplies, and that all foods are served and stored in compliance with safe and sanitary regulations per local and state health codes.
8. Completes all documents required by State, Federal and Food Service guidelines including but not limited to meal production sheets, transportation records, inventories and other related records.
9. Operates and maintains food service equipment.
10. Cleans and sanitizes tables and chairs in the cafeterias.
11. Follows standardized recipes and adjusts amounts to meet daily meal participation requirements.
12. Attends Food Service Department meetings and training sessions as required.

13. Monitor Transport kitchens and assigned satellite sites and maintain standards required by the United States Department of Agriculture and the California Department of Education.
14. Assists with organizing the tasks of student workers that provide services in the school cafeterias.
15. Collects and counts all monies generated at points-of-sale at sites, and assists with deposits and daily summaries.
16. Transports food and supplies as needed, which may include use of personal vehicle at employee's discretion.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other Food Service related duties as assigned.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. One year of successful work experience in food service institutional meal preparation preferred. College credit in related course work preferred. Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment at District expense. Must pass District pre-employment physical. Valid California driver's license required. Ability to meet District auto insurance requirements. This position is subject to DMV pull notice.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of quantity food preparation, proper food handling and storage techniques for hot and cold foods and related food items.
2. Knowledge of sanitation principles applicable to serving and storing of food.
3. Ability to operate and maintain food service equipment to health and safety standards.
4. Ability to coordinate the work of Food Service Worker staff to maintain a safe and effective kitchen.
5. Ability to estimate quantities of supplies needed to meet customer demands and keep the Food Service program functioning economically.
6. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
7. Ability to operate standard office equipment and perform basic computer skills needed at point-of-sale.
8. Ability to assist with Food Service Department record keeping.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop and/or climb for extended periods of time.
5. Lift and/ or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

The Food Service Worker II – Transport Kitchen will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition,

employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet uniform requirements, and as required by a particular assignment wear protective and/or hygienic equipment or clothing as required.

DAYS OF SERVICE: 181

SALARY: Classified Range 33

BOARD APPROVED:

Agreed upon this 6th day of November, 2025

Tammy Jalique, Associate Superintendent for Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Food Service Transport Kitchen supervisor.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Food Service Transport-Kitchen Supervisor

DEPARTMENT/DIVISION: Food Services

POSITION SUMMARY: Under supervision of the Director of Food Services or designee to plan, organize and oversee and monitor the preparation, serving and transporting of hot and cold foods to school sites and/or on-site cafeterias, snack bar, central kitchens and assigned satellite sites. To ensure that all kitchen areas are maintained in a clean and sanitary environment; to ensure that all food service equipment and supplies are maintained, stored and cleaned in a sanitary manner; train and direct Food Service Worker personnel at Transport Kitchen and assigned satellite sites.

ESSENTIAL FUNCTIONS:

1. Oversees and directs the preparation of food and serving or packaging of food-to-food service customers at Transport Kitchen and at assigned satellite sites.
2. Organizes and schedules menu production to ensure all meal requirements are met per the National School Lunch, Breakfast and At-Risk Afterschool food programs and District requirements.
3. Organizes all kitchen work activity to ensure that all equipment and supplies are available to production staff at Transport Kitchen and assigned satellite staff to meet customer demands and meal program requirements.
4. Arranges for proper storage and use of all food and non-food supplies.
5. Orders food, non-food and equipment supplies to maintain adequate and appropriate inventories at Transport Kitchen and at assigned satellite sites.
6. Sets standards for efficient and sanitary practices in food preparation and work areas at Transport Kitchen and assigned satellite sites.
7. Completes all documents required by State, Federal, and Food Service guidelines including but not limited to meal production sheets, transports sheets, payroll documents, inventories, and other related documents at Transport Kitchen and assigned satellite sites.
8. Creates and maintains records pertaining to the operation of assigned satellite sites.
9. Follows standardized recipes and adjusts amounts to meet daily meal participation requirements.
10. Directs and trains Food Service Worker staff in meal production techniques, sanitary kitchen and food handling practices, customer service, personal hygiene and uniform requirements, providing yearly performance evaluations and daily work routines. Including several assigned satellite sites.
11. Attending all Food Service related meetings and training sessions as directed by the Director of Food Services.
12. Counts all monies generated at points-of-sale at sites, prepares accurate deposits and daily summaries,

and maintains an adequate change fund if necessary.

13. Assists in the planning and implementation of the Food Service Department strategic plan and goals at Transport Kitchen and assigned satellite sites.
14. Prepares and transport food and supplies three times a day to assigned satellite sites.
15. Coordinates coverage of missed shifts when due to last-minute scheduling issues at assigned satellite sites.
16. Visits and monitors serving kitchens at assigned satellite sites to maintain standards required by the United States Department of Agriculture and the California Department of Education.
17. Supervises student workers that assist in site cafeterias.
18. Performs other Food Service-related duties as required

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. Two years of increasingly responsible work experience in food service institutional meal preparation preferred. Two years of college in related course work preferred. Have, or be able to obtain a Food Service Sanitation Certificate within six months of employment at District expense. Must pass District required pre-employment physical. Valid California driver's license isrequired. Ability to meet District auto insurance requirements. This position is subject to DMV pull notice.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and methods of quantity food preparation; proper food handling and storage techniques for hot and cold foods and other related food items.
2. Knowledge of sanitation principles applicable to serving and storing food.
3. Ability to operate and maintain large and small food service equipment.
4. Ability to estimate quantities needed to meet customer demands and to meet economical demands of the program.
5. Ability to complete all records as required.
6. Ability to effectively train and organize the work of Food Service Worker personnel.
7. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
4. Bend, squat, stoop, and/or climb for extended periods of time.
5. Lift and/or carry up to 50 pounds to waist height for short distances.
6. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
7. See and read a computer screen and printed matter with or without vision aids.
8. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:
Food Service Transport Kitchen Supervisors will be required to work indoors in a standard office or kitchen environment and may come in direct contact with District staff, students, parents and the public. In addition, employees in this position may occasionally perform duties and responsibilities that occur outside school buildings and facilities in serving lines that may be indoor and/or outdoor at school related activities and events. Employees in this position will be exposed to moderate noise levels from food service equipment, cafeterias and/or exhaust fans. Must wear closed toe shoes, meet uniform requirements, and as require by a particular assignment wear protective and/or hygienic equipment or clothing as required.

SALARY: Classified Range 45

BOARD APPROVED:

Agreed upon this 6th day of November, 2025

Tammy Jalique, Associate Superintendent for Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
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TRACY UNIFIED SCHOOL DISTRICT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Mechanic Assistant job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Mechanic Assistant

DEPARTMENT/DIVISION: Transportation

POSITION SUMMARY: Under general supervision of the Director of Maintenance, Operations, and Transportation, and/or site/department administration, performs a variety of duties in the areas of Transportation and Custodial. A Mechanic Assistant may be assigned to bus driving, vehicle/equipment maintenance and repair, or custodial duty during the work day, providing services in a combination of these assignments. This is a 12-month position.

ESSENTIAL FUNCTIONS:

1. Drives a bus over designated routes in accordance with time schedules.
2. Picks up, transport and discharges school children; visually verify passengers are properly secured using appropriate safety equipment, safely escorting students across streets as necessary.
3. Transports students and teachers on field trips to various locations, sometimes choosing the best route to conform to a schedule.
4. Performs a complete daily vehicle safety check, and refuels vehicles and equipment as needed.
5. Assists in maintaining and repairing buses/District vehicles and auxiliary mechanical equipment. Makes and/or advises on repairs as needed.
6. Cleans windshields and headlights, and may occasionally wash buses, clean, and lubricate other equipment.
7. Maintains good order among students on buses following District policies regarding the disciplining of children.
8. Operates equipment such as buses, cars, vans, forklifts, and lawnmowers.
9. Maintains a variety of records as required, including a daily bus report, and work orders.
10. Updates route sheets to include accurate directions and other pertinent instructions.
11. Picks up and delivers equipment and supplies.
12. Performs cleaning tasks in restrooms, offices, and outside areas such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming and shampooing carpets; empties waste containers.
13. Removes graffiti from various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
14. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.

15. Follows proper procedures when handling blood and body fluids as per Blood Borne Pathogens policy.
16. Observes and reports hazards or activities which may affect district facilities or employee safety.
17. Maintains regular and prompt attendance in the workplace and keeps daily attendance records.
18. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions; read and writes at a level sufficient to fulfill the duties to be performed for the position described. Must complete and pass a 40 hour school bus training course; pass a drug test and pre-employment physical and pass the commercial driver's license test, which includes knowledge of passenger management and brakes. Entry level experience in the custodial field and two years driving experience preferred, including bus or truck operation. Ability to meet the requirements of the State Department of Motor Vehicles and Highway Patrol for School Bus Driver, possess or obtain a valid Class B Commercial License, California School Bus Driver's License and meet District vehicle insurance requirement. High School diploma required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of safe, defensive and efficient driving practices and techniques.
2. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
3. Knowledge of Education Code applicable to the operation of vehicles transporting school students; methods, practices and procedures used in required first aid and emergency conditions.
4. Knowledge of the geography of the District.
5. Ability to read and develop a variety of routes, schedules and maps.
6. Ability to plan for, carryout and complete extracurricular trips including athletic trips.
7. Knowledge of and ability to demonstrate effective methods of student supervision and discipline.
8. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment including precision measuring equipment.
9. Knowledge of plumbing and hardware techniques, only as related to District vehicles and equipment.
10. Knowledge of safe work practices.
11. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete assignments.
12. Ability to diagnose equipment operating problems and execute required repairs.
13. Ability to develop and maintain cooperative working relations with those contacted in the course of work.
14. Ability to keep accurate records of work performed.
15. Ability to work without immediate supervision in the field.
16. Must pass required physical examination and drug test.
17. Ability to operate mechanical and power-driven equipment.
18. Ability to physically cover the areas of responsibility under varying weather conditions.
19. Knowledge of District policies, rules and regulations.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for brief periods of time.
4. Exercise, during the performance of his/her duties, the amount of physical control reasonably necessary to maintain order, protect property or protect the health and safety of students, staff and community members.
5. Run short distances.
6. Enter data into a computer terminal for necessary record keeping and electronic communication.
7. See and read a computer screen and printed matter with or without vision aids.
8. Right and left foot movements such as operating foot controls for extended periods of time.
9. Reach above shoulder level for extended periods of time.
10. Push/pull up to 50 lbs. for extended periods of time
11. Push/pull up to 100 lbs. for short periods of time.
12. Lift and carry up to 100 lbs. at waist height or above shoulder level for short periods of time.
13. Repetitive foot and/or hand/arm movements (grasp/pinch, etc.) for extended periods of time.
14. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
15. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT: Employees in this position will be required to work indoors and outdoors under various weather conditions and temperatures during the course of the required schedule, including inclement weather conditions. Employees will also be required to work on uneven ground. Employees will be exposed to noise, dust, fumes, pollen, gases and smoke levels depending on assignment being performed. Must wear closed toe shoes and meet uniform requirement. As required, must wear protective devices such as gloves, earplugs, coveralls, safety boots, safety glasses and dust mask. Employees will be exposed to vibrations.

Salary Range: 44

Board Approved:

Agreed upon this 6th day of November, 2025

Tammy Jalique, Associate Superintendent for Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative