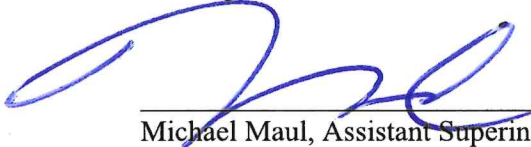


**MEMORANDUM OF UNDERSTANDING
BETWEEN
WESTERN PLACER UNIFIED SCHOOL DISTRICT ("District")
AND THE
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its WESTERN
PLACER CHAPTER NO. 741
(together, "CSEA")**

The California School Employees Association and its Western Placer Chapter No. 741 ("CSEA") and the Western Placer Unified School District ("District") (together the "Parties") have met and enter into this Memorandum of Understanding ("Agreement") regarding edits to the Classified Salary Schedule and specific listed job titles. The updated salary schedule with changes is attached.

1. The following titles will be removed from the Classified Salary Schedule and the District web site, as no such positions exist at this time:
 - a. Account Tech I
 - b. District ELD and Program Secretary/Admin Assistant
 - c. Facilities Planner
 - d. Ed Services Secretary/Admin Assistant
 - e. Supplemental Programs and Accountability Secretary
2. The job description for "Facilities Support Clerk- Grant Funded" will be edited to remove the words "Grant Funded." The District web page and Classified salary schedule will also be amended to reflect this change.

This Agreement shall be in effect upon ratification by both Parties.

 Date: 5/15/24

Michael Maul, Assistant Superintendent of Personnel Services Western Placer Unified School District

 Date: 5/15/26
Chareen Lauritzen, Chapter President Western Placer #741

 Date: 5/15/26
Kim Howell, Labor Relations Representative California School Employees Association

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	FACILITIES SUPPORT CLERK – GRANT-FUNDED
Department:	Administrative Office
Reports to:	Director of Facilities, Assistant Superintendent – Business and Operations

SUMMARY:

Under the supervision of the Director of Facilities, provides assistance and performs variety of clerical and related functions in the areas of facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. The position assists in the planning, coordination, and monitoring of school district construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs general duties in support of the facilities department including requests for information, answering questions, and providing first-level solutions to problems.
- * Assist with project coordination and reporting; to include grant application and reporting requirements.
- * Assist with OPSC, CDE, and DSA applications and submittals; process required forms for eligibility, funding, and continue to monitor projects through the process and closeout audits..
- * Monitor project budgets within appropriate funds; verify expenditures per budget and contract; process invoices and payables; maintain up-to-date financial statements by project within fund; monitor cash flow; verify income and authorize expenditures in accordance with established limitations.
- * Performs routine office support duties including copying materials, distributing mail, and filing
- * Types, edits, and proofs correspondence, reports, and other documents, may compose correspondence according to general instructions.
- * Communicates information from supervisor to others as required.
- * Operate a wide variety of office equipment including personal computers and peripherals, electric typewriter, 10-key calculator, and copier.
- * Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- * Respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- * Initiates and answers telephone calls; makes appointments; composes correspondence; types from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles and prepares reports, and perform general clerical duties.
- * Supports District Safety Committee and all committees related to facilities.
- * Attend a variety of meetings as assigned.
- * Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); prior work experience with a school district or county office of education working with school facilities preferred. Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

OTHER SKILLS and ABILITIES:

Write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; operate computers; and willing to work additional hours periodically and travel locally. Operate various office machines and equipment including computers. Establish and maintain effective working relationships with those contacted in the course of work. Communicate effectively and tactfully in both oral and written form.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**WESTERN PLACER UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE 2026-2027**

Range: Cafeteria

18 Food Service Assistant
25 Food Service Central Production Lead
20 Food Service Cook/Baker
20 Food Service Lead - Primary Schools
25 Food Service Lead - Secondary Schools
28 Food Service Secretary/Administrative Assistant
23 Food Service Warehouse Worker

Range: Clerical

26 Accounting Technician I
30 Accounting Technician II
35 Accounting Technician III
26 Alternative Education Secretary/Administrative Assistant
22 Assistant Principal Secretary/Administrative Assistant
16 Bilingual School Clerk
22 Counselor Secretary/Administrative Assistant
28 Department Secretary/Administrative Assistant
22 District ELD & Intervention Program Secretary/Administrative Assistant
20 District Office Clerk
23 District Receptionist Clerk
32 Dual Enrollment Technician
28 Educational Services Secretary/Administrative Assistant
26 Elementary School Secretary/Administrative Assistant
42 Facilities Planner
26 Facilities Support Clerk, Grant Funded
20 Health Clerk
26 High School Secretary/Administrative Assistant
20 Mail Delivery/Driver
26 Middle School Secretary/Administrative Assistant
28 MTSS Technician
24 Registrar/Student Data Manager
20 School Office Clerk II
21 School Office Clerk II-Bilingual
22 School Office Clerk III
24 Special Education Clerk
28 Special Education Secretary/Administrative Assistant
28 Supplemental Programs & Accountability Secretary/
Administrative Assistant
22 Transition Provider

Range: Education

20 After School Lead Program Facilitator
18 After School Program Facilitator
15 Before/After School Aide
28 Behavior Specialist Assistant
28 College & Career Technician
24 Educational Services Clerk
35 Education Services Technician
21 Elementary Art Technician
13 Elementary Campus Monitor
21 Elementary Dance Technician
15 Instructional Aide
16 Instructional Aide-Bilingual/ESL
25 Interpreter - Oral (***Paid on Step A only***)
25 Interpreter- Deaf & Hard of Hearing
20 Intervention Services Provider
21 Intervention Services Provider-Bilingual
21 Library Media Technician
23 Library Media Technician-High School
32 Licensed Vocational Nurse
28 LVN/Paraprofessional, Specialized Phys Hlth Care
28 Occupational Therapist Assistant I
21 Paraprofessional, Physical Health Care
22 Paraprofessional, Physical Health Care -Bilingual
25 Parent/School/Community Liaison
13 Secondary Campus Monitor
32 Speech-Language Pathology Assistant
33 Translator - Written (***Paid on Step A only***)

RANGE	Step A	Step B	Step C	Step D	Step E	Step F
13	17.93	18.77	19.67	20.63	21.65	22.73
14	18.29	19.21	20.12	21.10	22.19	23.30
15	18.77	19.67	20.63	21.65	22.67	23.81
16	19.21	20.12	21.10	22.19	23.23	24.38
17	19.67	20.63	21.65	22.67	23.81	25.02
18	20.12	21.10	22.19	23.23	24.41	25.63
19	20.63	21.65	22.67	23.81	24.96	26.22
20	21.10	22.19	23.23	24.41	25.60	26.86
21	21.65	22.67	23.81	24.96	26.23	27.55
22	22.16	23.23	24.41	25.60	26.85	28.18
23	22.67	23.81	24.96	26.23	27.52	28.88
24	23.23	24.41	25.60	26.85	28.14	29.54
25	23.81	24.96	26.23	27.52	28.85	30.30
26	24.41	25.60	26.85	28.14	29.54	31.03
27	24.96	26.23	27.52	28.85	30.29	31.77
28	25.60	26.85	28.14	29.54	31.04	32.59
29	26.23	27.52	28.85	30.29	31.76	33.36
30	26.85	28.14	29.54	31.04	32.56	34.20
31	27.52	28.85	30.29	31.76	33.38	35.04
32	28.14	29.54	31.04	32.56	34.19	35.91
33	28.85	30.29	31.76	33.38	35.02	36.75
34	29.54	31.04	32.56	34.19	35.90	37.70
35	30.29	31.76	33.38	35.02	36.79	38.63
36	31.04	32.56	34.19	35.90	37.69	39.58
37	31.76	33.38	35.02	36.79	38.61	40.52
38	32.56	34.19	35.90	37.69	39.58	41.56
39	33.38	35.02	36.79	38.61	40.58	42.60
40	34.19	35.90	37.69	39.58	41.53	43.62
41	35.02	36.79	38.61	40.58	42.58	44.75
42	35.90	37.69	39.58	41.53	43.60	45.77
43	36.79	38.61	40.59	42.58	44.65	46.90
44	37.69	39.58	41.53	43.60	45.75	48.05
45	38.61	40.58	42.58	44.65	46.91	49.26
46	39.58	41.53	43.60	45.75	48.06	50.47
47	40.58	42.58	44.65	46.91	49.26	51.73
48	41.53	43.60	45.75	48.06	50.49	53.01
49	42.58	44.65	46.91	49.26	51.75	54.33
50	43.60	45.75	48.06	50.49	53.02	55.68

Range: Technology

38 CALPADS/Tech Project
Tech
33 District & Site Support Tech
45 Network Administrator
45 Technology Data Specialist
33 Technology Support Tech I
36 Technology Support Tech II

Range: Transportation & Maintenance

33 Assistant Mechanic
24 Bus Driver, Special Needs
37 Bus Driver/Driver Trainer
22 Custodian
30 Dispatcher
37 Dispatcher/Driver Trainer
33 District Maintenance Worker
24 Grounds Maintenance Worker
26 Lead Custodian
24 Maintenance/Custodian
42 Mechanic
22 Passenger Van Driver

Longevity: 2.5% salary increase for 10 years of service and 2.5% for each additional 5 years of completed service.

****In addition, the district pays \$14,424 annually towards health benefits**

Retiree Benefits: 15-19 years of consecutive yrs of service, not to exceed \$1201.99 monthly for a max of 7 consecutive yrs or until age 65 or whichever comes first. 20 or more years of consecutive yrs of service, not to exceed \$1201.99 monthly for a max of 10 consecutive yrs or until age 65 or whichever comes first. Part time employees' retirees benefits will be prorated in the way as their current rate of benefits at their effective date of retirement. Members who retire at 65 yrs or older with 20 or more consecutive yrs will be entitled to a one lump sum payment \$5000 paid through supplemental payroll.

Revision History

Revised 06/02/26 - Speech Language Pathology Assistant moved from range 28 to 32 on the 26/27 Salary Schedule eff. 06/02/26
Revised 06/02/26 - Accounting Technician I removed from the 26/27 salary schedule eff. 07/01/26
Revised 06/02/26 - District ELD & Intervention Program Secretary/Admin Assistant removed from the 26/27 salary schedule eff. 07/01/26
Revised 06/02/26 - Facilities Planner removed from the 26/27 salary schedule eff. 07/01/26
Revised 06/02/26 - Educational Services Secretary/Admin Assistant removed from the 26/27 salary schedule eff. 07/01/26
Revised 06/02/26 - Supplemental Programs & Accountability Secretary/Admin Asst. removed from the 26/27 salary schedule eff. 07/01/26
Revised 06/02/26 - Removed "Grant Funded" from Facilities Support Clerk position on the 26/27 salary schedule eff. 07/01/26
Revised 04/21/26 - Increase of 3% added to the 2025-2026 salary schedule retro to 01/01/26
Revised 03/03/26 - Account Tech III Position added on range 35, eff. 03/01/26
Revised 03/03/26 - Account Tech II moved from range 28 to 30, eff. 03/01/26
Revised 03/03/26 - Educational Services Clerk position added on range 24, eff. 03/17/26
Revised 01/20/26 - Passenger Van Driver Position added on range 22, eff. 1/20/26
Revised 01/20/26 - Before/After School Aide Position added on range 15, eff. 1/20/26
Revised 01/20/26 - Instructional Aide-Special Education removed from the salary schedule eff. 01/20/26
Revised 08/05/25 - Cafeteria Site Cashier removed from the salary schedule eff. 07/01/25
Revised 08/05/25 - MTSS Technician added on range 28, eff. 7/1/25
Revised 08/05/25 - Bus Driver/Driver Trainer Position added on range 37, eff. 7/1/25
Effective 07/01/25 - .93% added to the 2024-2025 salary schedule
Revised 03/18/25 - Dual Enrollment Technician Position added on range 32, eff. 7/1/25
Revised 02/04/25-Special Education Clerk moved from range 22 to 24 eff. 02/01/25
Revised 02/01/25 - School Secretary I/Administrative Assistant to Elementary School Secretary/Administrative Assistant