MEMORANDUM OF UNDERSTANDING
BETWEEN
TORRANCE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #19

Updated Work Calendar
Licensed Vocational Nurse, Health Services Assistant,
Library/Media Specialists, Office Assistants,
Senior Office Assistants, and 239 Workday Positions

May 7, 2024

This Memorandum of Understanding ("MOU") is between the Torrance Unified School District ("District") and the California School Employees Association and its Chapter #19 ("CSEA") and sets forth the parties' agreed upon update to established work years for CSEA 19 positions.

Recitals

1. The parties previously negotiated work calendars for the 2023-2024 and 2024-2025 years.
2. The parties did not capture all of the contracted workdays for several positions.

To these ends, the District and CSEA agree as follows:

1. The established work calendars are a reflection of the actual days worked in prior years and are not an increase in the work year.
2. The established work years will be revised as follows:
    a. Licensed Vocational Nurse + 3 days - from 202 to 205 (2 workdays plus 1 holiday)
    b. Health Services Assistant + 3 days - from 202 to 205 (2 workdays plus 1 holiday)
    c. Library/Media Specialist + 3 days from 203 to 206 (2 workdays plus 1 holiday)
    d. Office Assistant + 4 days from 214 to 218 (3 workdays plus 1 holiday)
    e. Senior Office Assistant - 10 months + 4 days from 214 to 218 (3 workdays plus 1 holiday)
3. The attached calendars for 2023-2024 and 2024-2025 reflect the additional days in June of each year for the positions listed in #2.
4. The attached calendars have been updated to accurately place the 239 workdays for School Staff Assistant I for 2024-2025.
5. The attached calendar position listing for 239 No July and No August have been corrected as follows:
    a. 239 Work July
        i. Special Ed Office Assistant
        ii. Staff Secretary

b. 239 Work August

i. Account/Payroll Clerk

ii. Accounting Specialist

iii. Adult Education Specialist

iv. Adult Education Assessment & Attendance Tech

v. Adult Education Student Support Services Tech

vi. Career Planning & Placement Coordinator

vii. WIA Testing Specialist

6. This MOU shall remain in effect through June 30, 2024. The parties agree that the work years shall automatically be updated into Appendix D of the parties' collective bargaining agreement as part of its 2024-25 negotiations.

This MOU is subject to final approval by Torrance Chapter 19 members and by the Torrance Unified School District.

California School Employees Association and its Torrance Chapter 19

Tania Kalemkiarian (May 8, 2024 11:43 PDT) 05/08/24

Tania Kalemkiarian Date
President Chapter 19

Robert DeWitz 05/08/24

Robert DeWitz Date
Labor Relations Representative

Torrance Unified School District

Julio Hernandez 05/08/24
Julio Hernandez (May 8, 2024 13:44 PDT)

Julio Hernandez Date
Chief Personnel Officer

Carrie Skoll 05/08/24

Carrie Skoll Date
Director, Human Resources

CSEA 19 Calendars 23-25 - v2 - 4 15 24

CSEA 19 Position List

(Calendar and Months in HRS Codes)

205 Day Positions (118)
Health Services Assistant
Licensed Vocational Nurse

206 Day Positions (118)
Library/Media Specialists

218 Day Positions (118)
Office Assistant
Senior Office Assistant •
Tech Voe Assessment

239 School Site Positions (12C)
College-Career Counseling Coard (11&12C)
School Staff Assistant I
Senior Office Assistant •

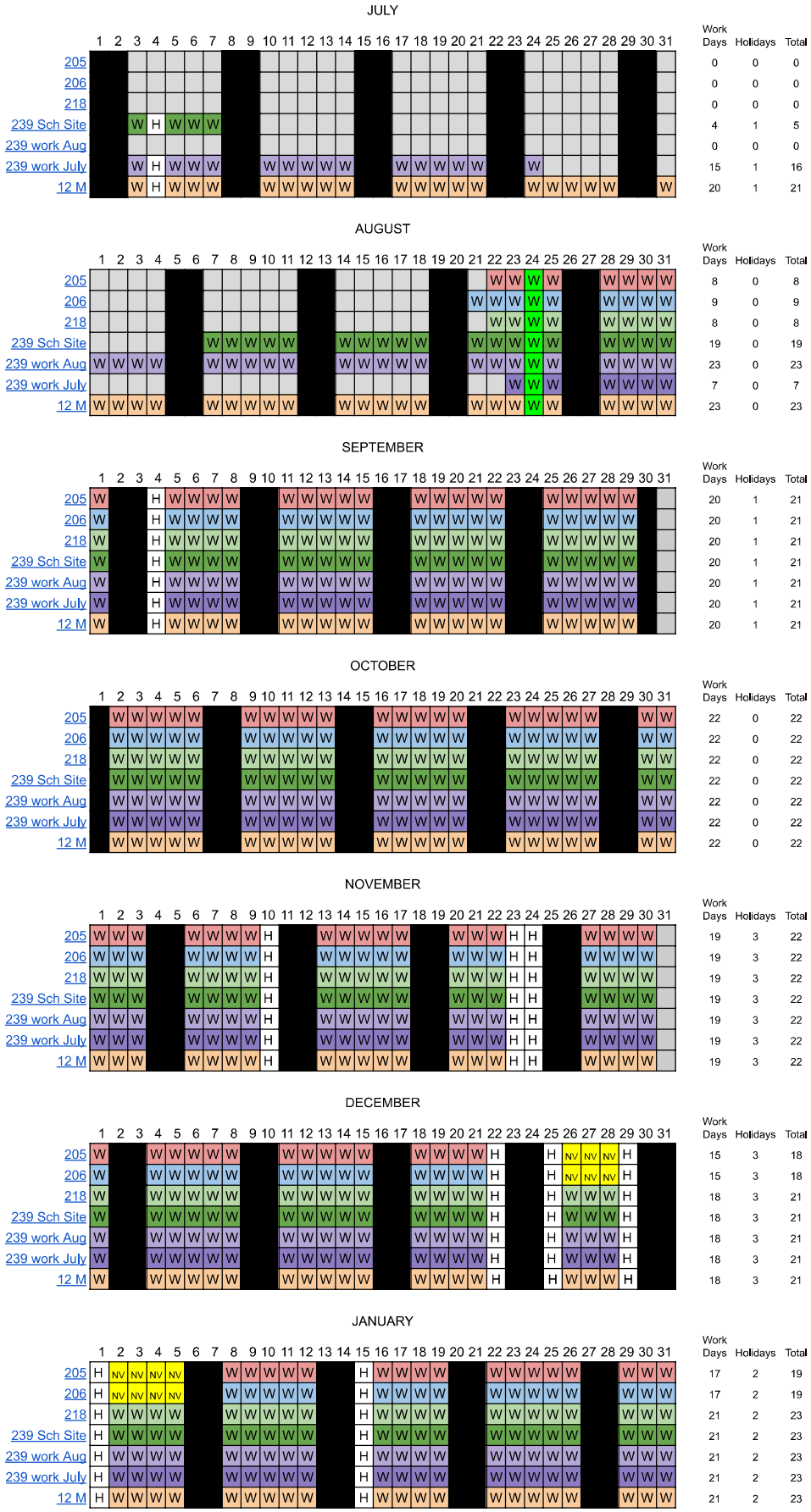
239 Work July Positions (12C)
Special Ed Office Assistant
Staff Secretary •

239 Work August Positions (D)
Account/Payroll Clerk (12D)
Accounting Specialist (12D)
Ad Ed Specialist (12D)
Ad Ed Testing Specialist (12D)
AE Assmt & Attendance Tech (12D)
AE Student Support Services Tech (12D)
Career Planning & Placement Coard (11D)
WIA Testing Specialist (12D)

12 Month Positions (12E)		
Administrative Assistant	MAA-LEA Specialist	Staff Assistant
ASB Accounting Specialist	Network Analyst	Staff Assistant - Special Education
Benefits Specialist	Nutrition Services Specialist	Staff Assistant - Facilities
Buyer	Office Assistant (M&O Sub Desk)	Staff Assistant - Student Svcs & Enrollment
Categorical Funding Specialist	Payroll - Position Control Coordinator	Staff Secretary •
Communications Coordinator	Personnel Commission Specialist	Systems Analyst
Credentials Analyst	Reprographics Technician	Systems Support Specialist District Tech
Database Analyst	School to Career Employment Assistant	Purchasing
Database Specialists IT	School Staff Assistant II	Technology Support Specialist
Education Testing Coordinator	Senior Admin Assistant - ETIS	Transportation Assistant
District Office Assistant	Senior Admin Assistant - Ed Services	Webmaster - Media Specialist
Enrollment and Student Services Tech	Senior Buyer	
Fiscal Services Specialist	Senior Fiscal Services Specialist	
Human Resources Specialist	State Info Exchange Specialist	

CSEA 19 CP: TK TK CSEA LRR: RD TUSD CPO: JH JH TUSD DHR: CS CS

CSEA 19 - 2023-2024 v2



Legal Holidays	Date
Independence Day	July 4, 2023
Labor Day	Sept 4, 2023
Veterans Day	Nov 10, 2023
Thanksgiving	Nov 22-23, 2023
Christmas Eve	Dec 22, 2023
Christmas Day	Dec 25, 2023
New Years Eve	Dec 29, 2023
New Years Day	Jan 1, 2024
MLK Jr. Day	Jan 15, 2024
Lincoln's Birthday	Feb 12, 2024
Presidents' Day	Feb 19, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024

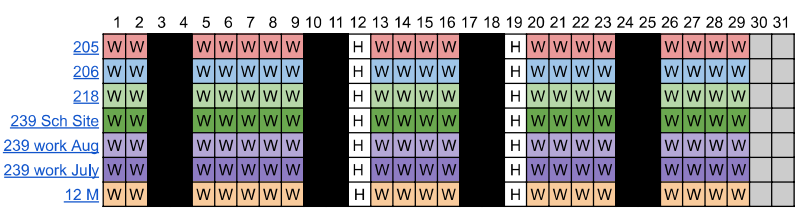
Instructional Breaks	
Winter Break	Dec 26-28, 2023
	Jan 2-5, 2024
Spring Break	April 1-5, 2024
Non Instructional Days	Sept 25, 2023
	Nov 20-22, 2023
	March 15, 2024
Student Free Days	October 9, 2023
	March 14, 2024

Labels

W	Work
W	First Day of School
W	Last Day of School
H	Holiday
NV	No Work - Vacation

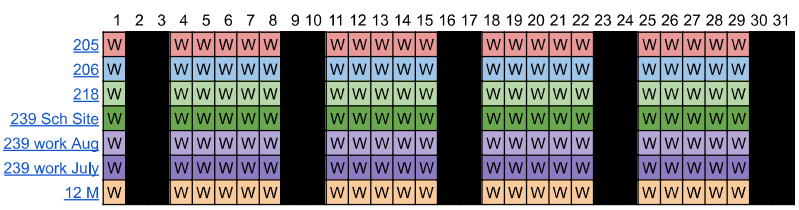
CSEA 19 CP: TK CSEA LRR: RD TUSD CPO: JH TUSD DHR: CS

FEBRUARY



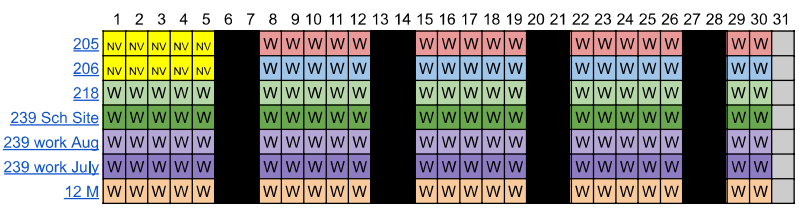
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205	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21
206	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21
218	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21
239 Sch Site	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21
239 work Aug	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21
239 work July	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21
12 M	W	W			W	W	W	W	W			H	W	W	W	W			H	W	W	W	W			W	W	W	W			19	2	21

MARCH



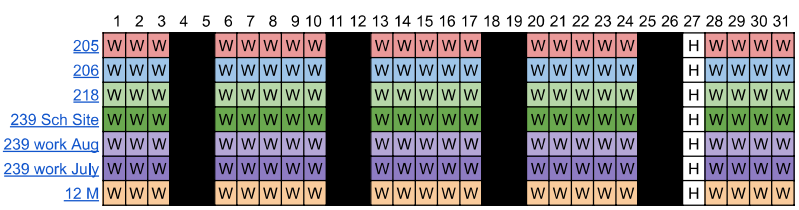
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205	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21
206	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21
218	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21
239 Sch Site	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21
239 work Aug	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21
239 work July	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21
12 M	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			21	0	21

APRIL



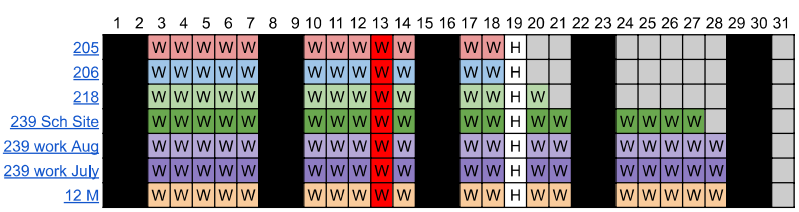
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205	NV	NV	NV	NV	NV			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		17	0	17
206	NV	NV	NV	NV	NV			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		17	0	17
218	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		22	0	22
239 Sch Site	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		22	0	22
239 work Aug	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		22	0	22
239 work July	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		22	0	22
12 M	W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W		22	0	22

MAY



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23
206	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23
218	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23
239 Sch Site	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23
239 work Aug	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23
239 work July	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23
12 M	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W	22	1	23

JUNE



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205			W	W	W	W	W			W	W	W	W	W			W	W	H														12	1	13
206			W	W	W	W	W			W	W	W	W	W			W	W	H														12	1	13
218			W	W	W	W	W			W	W	W	W	W			W	W	H	W													13	1	14
239 Sch Site			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W						18	1	19
239 work Aug			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W	W					19	1	20
239 work July			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W	W					19	1	20
12 M			W	W	W	W	W			W	W	W	W	W			W	W	H	W	W			W	W	W	W	W					19	1	20

Totals

Work Days	Holidays	Total
192	13	205
193	13	206
205	13	218
225	14	239
226	13	239
225	14	239
246	14	260

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CSEA 19 - 2024-2025 v2

JULY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205																																0	0	0
206																																0	0	0
218																																0	0	0
239 Sch Site	W	W	W	H	W																											4	1	5
239 work Aug																															W	1	0	1
239 work July	W	W	W	H	W			W	W	W	W	W			W	W	W	W	W			W										15	1	16
12 M	W	W	W	H	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	22	1	23

AUGUST

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205																					W	W				W	W	W	W	W		8	0	8
206																				W	W	W	W			W	W	W	W	W		9	0	9
218																				W	W	W	W			W	W	W	W	W		9	0	9
239 Sch Site				W	W	W	W	W		W	W	W	W	W		W	W	W	W	W	W			W	W	W	W	W	W		20	0	20
239 work Aug	W	W		W	W	W	W	W		W	W	W	W	W		W	W	W	W	W	W			W	W	W	W	W	W		22	0	22
239 work July																					W	W				W	W	W	W	W		7	0	7
12 M	W	W		W	W	W	W	W		W	W	W	W	W		W	W	W	W	W	W			W	W	W	W	W	W		22	0	22

SEPTEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21
206		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21
218		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21
239 Sch Site		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21
239 work Aug		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21
239 work July		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21
12 M		H	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W		20	1	21

OCTOBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
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218	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	23	0	23
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239 work July	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	23	0	23
12 M	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	W	W	W	23	0	23

NOVEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21
206	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21
218	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21
239 Sch Site	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21
239 work Aug	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21
239 work July	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21
12 M	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W			W	W	W	H	H			18	3	21

DECEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			NV	H	H	NV	NV			NV	H	15	3	18
206		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			NV	H	H	NV	NV			NV	H	15	3	18
218		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H	19	3	22
239 Sch Site		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H	19	3	22
239 work Aug		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H	19	3	22
239 work July		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H	19	3	22
12 M		W	W	W	W	W			W	W	W	W	W			W	W	W	W	W			W	H	H	W	W			W	H	19	3	22

JANUARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days	Holidays	Total
205	H	NV	NV			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	19	2	21
206	H	NV	NV			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	19	2	21
218	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	21	2	23
239 Sch Site	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	21	2	23
239 work Aug	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	21	2	23
239 work July	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	21	2	23
12 M	H	W	W			W	W	W	W	W			W	W	W	W	W			H	W	W	W	W			W	W	W	W	W	21	2	23

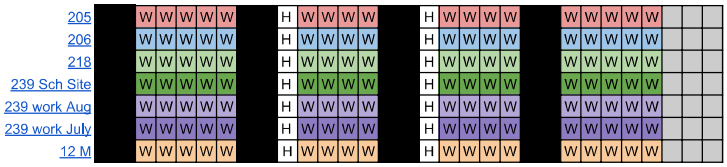
Legal Holidays	Date
Independence Day	July 4, 2024
Labor Day	Sept 2, 2024
Veterans Day	Nov 11, 2024
Thanksgiving	Nov 28-29, 2024
Christmas Eve	Dec 24, 2024
Christmas Day	Dec 25, 2024
New Years Eve	Dec 31, 2024
New Years Day	Jan 1, 2025
MLK Jr. Day	Jan 20, 2025
Lincoln's Birthday	Feb 10, 2025
Presdients' Day	Feb 17, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025

Instructional Breaks	
Winter Break	Dec 23-27, 2024
	Dec 30, Jan 2-3, 2025
Spring Break	April 7-11, 2025
Non Instructional Days	Oct 11, 2024
	Nov 25-27, 2024
	March 14, 2025
Student Free Days	October 14, 2024
	February 7, 2025

Labels	
W	Work
W	First Day of School
W	Last Day of School
H	Holiday
NV	No Work - Vacation

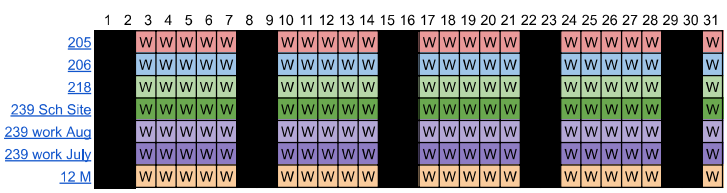
CSEA 19 CP: TK CSEA LRR: _____ TUSD CPO: JH TUSD DHR: CS

FEBRUARY



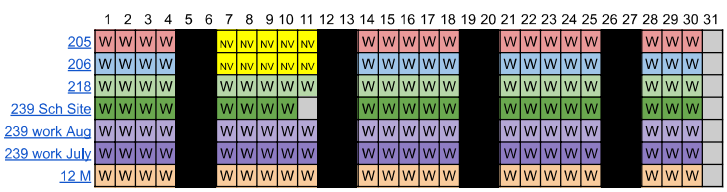
	Work Days	Holidays	Total
205	18	2	20
206	18	2	20
218	18	2	20
239 Sch Site	18	2	20
239 work Aug	18	2	20
239 work July	18	2	20
12 M	18	2	20

MARCH



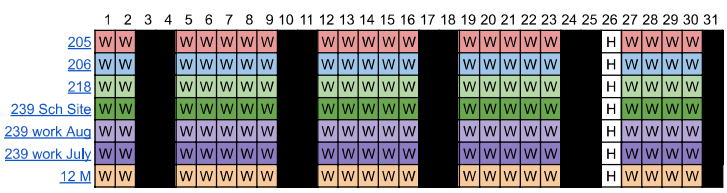
	Work Days	Holidays	Total
205	21	0	21
206	21	0	21
218	21	0	21
239 Sch Site	21	0	21
239 work Aug	21	0	21
239 work July	21	0	21
12 M	21	0	21

APRIL



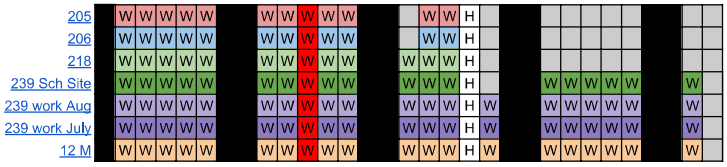
	Work Days	Holidays	Total
205	17	0	17
206	17	0	17
218	22	0	22
239 Sch Site	21	0	21
239 work Aug	22	0	22
239 work July	22	0	22
12 M	22	0	22

MAY



	Work Days	Holidays	Total
205	21	1	22
206	21	1	22
218	21	1	22
239 Sch Site	21	1	22
239 work Aug	21	1	22
239 work July	21	1	22
12 M	21	1	22

JUNE



	Work Days	Holidays	Total
205	12	1	13
206	12	1	13
218	13	1	14
239 Sch Site	19	1	20
239 work Aug	20	1	21
239 work July	20	1	21
12 M	20	1	21

Totals

	Work Days	Holidays	Total
205	192	13	205
206	193	13	206
218	205	13	218
239 Sch Site	225	14	239
239 work Aug	226	13	239
239 work July	225	14	239
12 M	247	14	261

CSEA 19 CP: TK (TK)_____ CSEA LRR:_____ TUSD CPO: JH (JH)_____ TUSD DHR: CS (CS)_____

TUSD - CSEA 19 Updated Calendars MOU 05082024

Final Audit Report 2024-05-08

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"TUSD - CSEA 19 Updated Calendars MOU 05082024" History

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