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

RE: TEMPORARY SUMMER STUDENT INTERNSHIPS – 2025
(COMMUNICATION DEPARTMENT SPECIFIC)

This Memorandum of Understanding (MOU) is entered into by and between the Torrance Unified School District (District) and the California School Employees Association and its Torrance chapter 19 (CSEA), collectively referred to as "the Parties."

PURPOSE

The purpose of this MOU is to establish the terms and conditions under which the District's Communication Department may employ student interns during the Summer of 2025 to perform duties and functions typically represented by CSEA. The program supports student workforce development in fields related to public communication, media, and technology while upholding the collective bargaining rights of CSEA bargaining unit members.

TERMS OF AGREEMENT

1. Scope and Duration

- This agreement is temporary in nature and shall be in effect only during the summer months of 2025, specifically from June 10, 2025, through August 9, 2025.
- Upon expiration, all provisions herein shall cease unless mutually extended in writing by the Parties.

2. Communication Department Student Internship Program

- The District's Communication Department may hire student interns (high school or postsecondary students) through a paid internship program intended to expose students to careers in public relations, digital media, journalism, graphic design, and multimedia production.
- Interns may perform non-critical, supervised duties traditionally classified within the CSEA bargaining unit such as content drafting, photo/video documentation, social media support, and file management.
- Interns shall not displace or supplant any existing CSEA represented employee, nor shall their presence result in reduction in hours, reassignment, or layoff of bargaining unit members.

3. Wages and Supervision

- Interns shall be compensated through restricted funds that cannot be used for bargaining unit wages. (e.g., workforce development grants, educational foundation funds, or student employment programs).
- Interns shall work under the direct supervision of the Director of Communications and shall not supervise CSEA represented employees or operate autonomously.

4. Exclusions and Limitations

- Interns shall not be assigned to fill permanent vacancies or conduct work requiring:
    - Access to confidential employee or student records;
    - Duties requiring certification in union-exclusive classifications;
    - Tasks involving labor relations or internal personnel matters.

- The number of student interns, work schedules, and assignment locations within the Communication Department shall be disclosed in advance to CSEA, by way of E-mail to the Chapter President.

5. Non-Precedent Setting

- The Parties agree that this MOU is non-precedent setting and shall not be used in any grievance, arbitration, or negotiation as evidence of past practice or implied agreement.

6. Mutual Collaboration

- The Communication Department and CSEA agree to collaborate on implementation, including:
    - Identifying appropriate intern tasks;
    - Monitoring compliance with this MOU;
    - Addressing concerns in good faith and timely manner.

7. Dispute Resolution

- Any dispute concerning the interpretation or implementation of this MOU shall be resolved through a collaborative process between District Administration and CSEA leadership, with an emphasis on expedited resolution due to the MOU's limited duration.

SIGNATURES

Torrance Unified School District

Julio Hernandez (Jun 12, 2025 07:45 PDT) 06/12/25

Julio Hernandez Date
Chief Personnel Officer

California School Employees Association and its Torrance Chapter 19

Tania Kalemkiarian (Jun 11, 2025 15:59 PDT) 06/11/25

Tania Kalemkiarian Date
President, Chapter 19

Jerome Wilson 06/11/25

Jerome Wilson Date
Labor Relations Representative