



**Memorandum of Understanding Between
California School Employees Association Jurupa Chapter 392**



And

Jurupa Unified School District

This Memorandum of Understanding (MOU) is entered into this 4th day of October, 2023, by and between the California School Employees Association and its Jurupa Chapter 392 ("Association") and the Jurupa Unified School District ("District") (collectively "Parties") to settle negotiations for the 2023-2024 school year.

The Parties agree to the following:

- The Parties agree to an ongoing **7%** increase to the Classified Salary Schedule for 2023-2024 effective July 1, 2023.
- The Parties agree on the importance of maintaining competitive classified employee salaries in Jurupa Unified School District. Effective July 1, 2023, all JUSD classified job classifications will be **advanced one (1) salary range**.
- The Parties agree to an ongoing increase to the health and welfare cap from **\$12,468** to **\$13,268**, effective July 1, 2023.
- The Parties agree that monies will be distributed from the Classified Health and Welfare Pool reserves to help offset rising medical costs for eligible unit members in the 2023-2024 fiscal year.
 - Current health and welfare eligible employees who have been employed prior to July 1, 2023 and are employed on November 30, 2023, will receive a one-time distribution of **\$2,800** per full-time employee on November 30, 2023 (5M).
 - The 2023-2024 health and welfare benefit distribution will be pro-rated to eligible unit members whose employment is regularly less than eight (8) hours per day.
 - All terms and conditions will apply in accordance with the Collective Bargaining Agreement.
 - In order to accommodate the **\$2,800** per full-time employee, the Parties agree that the Classified Health and Welfare Pool will be charged for this one time increase in the Health and Welfare benefit distribution (approximately \$2,388,316 including fixed charges).
- The current "**Me too**" agreements for Salary and Health and Welfare remain in effect.

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Article 13 – Classified Salary Schedule, Applications and Ranges

- The Parties agree to an ongoing 7% increase to the Classified Salary Schedule for 2023-2024 effective July 1, 2023.
- The Parties agree on the importance of maintaining competitive classified employee salaries in Jurupa Unified School District. Effective July 1, 2023, all JUSD classified job classifications will be **advanced one (1) salary range.** (Attachment A)

Article 14 – Holidays

- The Parties agree to update Section 1 – Designated Holidays, to include June 19 known as Juneteenth. (See attachment B)

Article 15 – Health and Welfare Benefits

- The Parties agree to update Section 1A – Health and Welfare Allowances – Maximum Allowance, to update the current allowance to **\$13,268**, effective July 1, 2023.

Article 18 - Vacations

- The Parties agree to update Section 5B – Twelve (12) Month Unit Members, as follows:
 - A maximum of 800 hours of vacation may be accumulated.
 - Vacation balances in excess of the maximum, on June 30, will be paid by August 31 on a regular pay warrant.
 - Unit members having in excess of 400 accrued vacation hours, one time per fiscal year, have an option to annually request to cash out those accrued vacation hours in excess of 400 accrued vacation hours, up to a maximum of 80 hours of accrued vacation. (See Attachment C)

The Agreement is subject to ratification by the CSEA 392 membership and approval by the Jurupa Unified School District Board of Education.



For CSEA



For the District

10/4/23

Date

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Date

CLASSIFIED SALARY SCHEDULES AND RANGES

Range	Job Classification	Work Year
<u>Maintenance</u>		
5253	Database Analyst	A
5253	Programmer Analyst	A
4950	Network Specialist	A
4344	Telephone Network Technician	A
4344	Computer Support Technician	A
4243	Technology Facilitator	A
4243	Electric/Electronic Technician	A
4243	Electrician	A
4243	Heating and Air Conditioning Mechanic	A
4041	User Support Specialist	A
3839	Carpenter	A
3839	Plumber	A
3637	Locksmith	A
3637	Painter	A
3637	General Maintenance Journeyman	A
3637	Office Machines/Audio Visual Repair Specialist	A
3637	Fire Service Technician/Maintenance Worker	A
3233	Computer Support Assistant	A
3031	Maintenance Worker	A
<u>Building Operations</u>		
2829	Head Custodian - Multiple Site/K-8	A
2728	Head Custodian - Elementary and NVHS	A

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2	<u>Range</u>	<u>Job Classification</u>	<u>Work Year</u>
3	<u>Building Operations (Cont.)</u>		
4	<u>2728</u>	Custodian Specialist	A
5	<u>2627</u>	Lead Night Custodian	A
6	<u>2425</u>	Custodian (Floor Crew)	A
7	<u>2324</u>	Custodian	A
8	<hr/>		
9	<u>Grounds Operations</u>		
10	<u>3132</u>	Grounds Equipment Specialist	A
11	<u>3031</u>	Sprinkler Technician	A
12	<u>3031</u>	Refuse/Grounds Equipment Operator	A
13	<u>2829</u>	Grounds Equipment Operator	A
14	<u>2425</u>	Grounds Worker	A
15	<hr/>		
16	<u>Transportation</u>		
17	<u>4041</u>	Heavy Duty Mechanic/Service Coordinator	A
18	<u>3839</u>	Heavy Duty Mechanic/Brake Inspector	A
19	<u>3738</u>	Transportation Specialist	A
20	<u>3637</u>	Dispatcher/Bus Driver Trainer	A
21	<u>3536</u>	Transportation Dispatcher	A
22	<u>3435</u>	Bus Driver Trainer	A
23	<u>3334</u>	Light Duty Mechanic/Brake Inspector	A
24	<u>3233</u>	Automotive Service Coordinator	A
25	<u>2930</u>	Transportation Technician	A
26	<u>2728</u>	Automotive Servicer	A
27	<u>2728</u>	Bus Driver	F

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2	<u>Range</u>	<u>Job Classification</u>	<u>Work Year</u>
3	<u>Transportation (cont.)</u>		
4	<u>2728</u>	Bus Driver - Special Students	F
5	<u>2930</u>	Bus Driver/Delegated Behind- The Wheel Trainer	C
6	<u>1415</u>	Bus Transportation Assistant	F1
7	<u>Nutrition Services</u>		
8	<u>36-37</u>	Nutrition Services Coordinator	A
9	<u>3132</u>	Computer Network Technician - Nutrition Services	A or B
10	<u>2728</u>	Caterer	2E1
11	<u>2728</u>	Cafeteria Manager - High School	E1
12	<u>2425</u>	Cafeteria Manager - Middle School/K-8	E1
13	<u>2425</u>	Cafeteria Manager - Elementary (Multiple Site Service)	E1
14	<u>2324</u>	Cafeteria Assistant Manager - Secondary (Multiple Site Service)	E1
15	<u>2425</u>	Cafeteria Assistant Manager - Elementary (Multiple Site Service)	E1
16	<u>2122</u>	Cafeteria Manager - Elementary (Single Site Service)	E1
17	<u>1920</u>	Food Services Clerk	E1
18	<u>1920</u>	Cafeteria Assistant III	E1
19	<u>1617</u>	Cafeteria Assistant II	F
20	<u>1314</u>	Cafeteria Assistant I	F
21	<hr/>		
22	<u>Student Supervision</u>		
23	<u>2627</u>	Pool Manager	E1
24	<u>2627</u>	Campus Supervisor	E1
25	<u>2122</u>	On Campus Detention Supervisor	E1
26	<u>2021</u>	Agriculture Assistant	E1 or E1A
27	<u>1415</u>	Crossing Guard	F1

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2	<u>Range</u>	<u>Job Classification</u>	<u>Work Year</u>
3	<u>Student Supervision (cont.)</u>		
4	14 15	Night Attendance Caller	E1
5	13 14	Activity Supervisor	F1
6	18 19	Activity Facilitator	F1
7	<u>Instructional</u>		
8	6 162	School Occupational Therapist	E1
9	4344	Preschool Teacher (w/BA Range 45 46)	E2 or G
10	4243	Certified Sign Language Interpreter	E1
11	3839	Speech and Language Pathology Assistant	E1
12	3435	Liaison/Outreach Specialist	A
13	3435	Behavioral Health Associate	A
14	3132	Behavioral Health Support Provider	A
15	2728	Behavioral Health Peer Specialist II	A, B, or E1
16	2526	Behavioral Health Peer Specialist	A, B, or E1
17	2526	Outreach Worker	A or E1
18	2425	Library Technician	A
19	2324	Instructional Media Assistant	B
20	2324	Career Center Clerk	C
21	2324	Athletic Fields and Facilities Attendant	A
22	2324	Sign Language Interpreter	E1
23	2324	Language Proficiency Evaluator	A
24	2324	Elementary Media Center Clerk and NVHS	E1
25	2223	Health Care Aide	E1
26	2021	Instructional Aide - Head Start/Preschool	E1, E2, or G
27	19 20	Student Attendant Aide Specialist	E1

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2	<u>Range</u>	<u>Job Classification</u>	<u>Work Year</u>
3	<u>Instructional (Cont.)</u>		
4	1819	Bilingual Language Tutor	E1
5	1819	Opportunity School Assistant	E1
6	1819	Student Attendant Aide	E1
7	1819	Instructional Aide	E1, E2, or G
8	1819	Independent Study Aide	F
9	1718	Special Programs Assistant	F1
10	2122	Visual & Performing Arts Assistant	E1
11	<u>Clerical-Secretarial</u>		
12	3334	Child Welfare and Attendance Technician	B
13	3233	Secretary- High School Principal	A
14	3233	Administrative Secretary	A or B
15	3031	Secretary - Middle School/K-8 Principal	A or B
16	2930	Secretary - Elementary and NVHS Principal	C
17	2930	Secretary/Account Clerk	A, B, or D
18	2930	Instructional Materials Technician	A
19	2728	Registration Specialist	A
20	2728	Registrar	A or C
21	2728	Secretary - High School Assistant Principal	A or B
22	2627	Secretary	A, B, or D
23	2425	Translator/Clerk-Typist	A or E1
24	2223	Assessment Materials Specialist	A
25	2223	Clerk-Typist	E1
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2	<u>Range</u>	<u>Job Classification</u>	<u>Work Year</u>
3	<u>Clerical-Fiscal</u>		
4	<u>4647</u>	Facilities Analyst	A
5	<u>4142</u>	Accountant	A
6	<u>3839</u>	Senior Buyer	A
7	<u>3637</u>	Lead Payroll Specialist	A
8	<u>3435</u>	Business Services Technician	A
9	<u>3435</u>	Planning and Development Technician	A
10	<u>3435</u>	Benefits Technician	A
11	<u>3435</u>	Payroll Specialist	A
12	<u>3233</u>	Buyer	A
13	<u>3031</u>	Stores Technician	A
14	<u>2728</u>	ASB Bookkeeper Secretary	A
15	<u>2728</u>	Account Clerk	A
16	<u>2627</u>	Records Clerk	A
17	<u>2627</u>	Purchasing Clerk	A
18	<u>2223</u>	Senior Fiscal Clerk	A, D, or E1
19	<hr/>		
20	<u>Warehouse</u>		
21	<u>2627</u>	Stock Clerk/Delivery Driver	A
22	<hr/>		
23	<u>Publications</u>		
24	<u>3738</u>	Senior Print Technician	A
25	<u>3738</u>	Graphic Designer	A
26	<u>3637</u>	Communications & Public Relations Assistant	A
27	<u>2829</u>	Print Technician	A

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ARTICLE 14

HOLIDAYS

Section 1 - Paid Holidays.

A. Designated Holidays.

All unit members shall be entitled to the following paid holidays: January 1; Martin Luther King, Jr. Day as designated by the District; February 12 known as "Lincoln Day"; the third Monday in February known as "Washington Day"; the last Monday in May known as "Memorial Day"; June 19 known as "Juneteenth"; July 4; the first Monday in September known as "Labor Day"; Admission Day; November 11 known as "Veteran's Day"; that Thursday in November proclaimed by the President as "Thanksgiving Day"; the Friday immediately following Thanksgiving; December 25; two (2) local holidays during the Christmas recess period as designated by the District.

B. Additional Paid Holidays.

To the extent required by law, every day appointed by the President, or Governor of this State, as provided for in subdivisions (b) and (c) of Education Code Section 37220 for a public fast, thanksgiving or holiday; or any day mandated a holiday under Education Code Section 37222 for classified or certificated employees shall be a holiday for classified employees.

C. All unit members shall be entitled to the above referenced paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday.

D. School recesses during the Christmas, Spring and Mid-February periods shall not be considered holidays for unit members who are normally required to work during that period.

Section 2 - Christmas Recess Holiday Pay.

Regular unit members who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those two (2) holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

Section 3 - Weekend Holidays.

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1 Section 5 - Use or Payment.

2 A. Less Than Twelve (12) Month Unit Members.

3 Unit members working less than twelve (12) months will be paid annually for their vacation days in excess
4 of their normally assigned working days. Such payment will be made periodically during non-work recess
5 periods with the balance paid no later than the 1st MW pay warrant. This restriction on use or payment shall
6 not apply to a unit member who requests and otherwise qualifies to receive a donation of Catastrophic Leave,
7 but must first exhaust all vacation hours.

8 B. Twelve (12) Month Unit Members.

9 1. Twelve (12) month unit members will take their vacation as scheduled and approved by their
10 immediate supervisor. Vacations will be scheduled at the convenience of the District and as nearly
11 as possible at the convenience of the unit member. A twelve (12) month unit member who provides
12 ~~his/her~~ their supervisor with written summer vacation date preferences by April 15, shall receive by
13 May 15 a confirmed summer vacation schedule.

14 2. Earned vacation for twelve (12) month unit members will be credited to the unit member's record,
15 monthly, as earned, at the end of each fiscal year. No unit member may accumulate more than a
16 maximum number of days of vacation equal to two (2) years of 800 hours of earned vacation, as of
17 ~~August 31~~ June 30, per fiscal year. However, ~~there shall be no loss of accrued vacation if the unit~~
18 ~~member is not permitted by the District to take earned vacation.~~ Vacation balances in excess of the
19 maximum, on June 30, will be paid by August 31 on a regular pay warrant.

20 a. Unit members having in excess of 400 accrued vacation hours, one time per fiscal year,
21 have an option to annually request to cash out those accrued vacation hours in excess of
22 400 accrued vacation hours, up to a maximum of 80 hours of accrued vacation.

23 1. Vacation cash out requests shall be submitted in writing to the Assistant
24 Superintendent of Human Resources or Director of Human Resources for
25 approval. The approved request shall be paid within 45 calendar days on a regular
26 pay warrant.

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