

**MEMORANDUM OF UNDERSTANDING****Perris Union High School District (District)  
and the  
California School Employee Association (CSEA) and Its Chapter, Perris Valley # 469****CLASSIFIED SUBSTITUTE COVERAGE****JULY 8, 2020**

This memorandum is agreed between Perris Union High School District ("District") and the California School Employees Association and its Perris Valley Chapter 469 ("CSEA"), collectively, ("the parties").

**BACKGROUND:** The District has a need to implement cost saving measures. The District provides substitute coverage when a bargaining unit member is out on leave. The District would like to institute limiting substitute coverage during the 2020-2021 school year. Therefore:

1. Beginning July 30, 2020, the District will implement a substitute coverage plan.
  - **CATEGORY 1:** The following classifications shall receive substitute coverage beginning the first day of the unit members absence: Attendance Tech/Health Aide, Campus Supervisor, Custodians, Health Technicians, Licensed Vocational Nurse, Nutrition Services Assistants, Paraeducators, and District identified positions at small sites due to a lack of additional staff.
  - **CATEGORY2:** The following classifications shall receive substitute coverage beginning the third day of the unit members absence: Junior Clerks, Senior Clerks, Guidance Technician, SIS Technician, Receptionist/Telephone Operator, Secretary II, Secretary III, and Secretary IV.
  - **CATEGORY 3:** All other classifications may receive substitute coverage in the event the absence is longer than fourteen (14) calendar days.
2. If an absence is not covered, bargaining unit members may have to cover for an employee who is out without substitute coverage. The site administrator will develop a coverage plan for this scenario, in advance if possible.
3. The parties agree that in the event multiple positions in Category 2 are absent on the same day, or there are circumstances at a site that warrant coverage, site administration may request exceptions to this policy.
4. The employee will work with their Administrator, upon their return, for the purpose of prioritizing work and developing a plan to complete work that has accumulated during their absence. If needed, an employee may be asked, or may submit a request to their supervisor, to work extra duty or overtime in accordance with the collective bargaining agreement.
5. If an employee is working out-of-class to cover an employee who is absent, the member will be compensated in accordance with the CBA.
6. The District and CSEA will review the substitute coverage program during the monthly collaboration meetings and site Classified Relationship Councils (CRC).

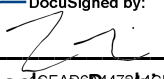
- 7. Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the collective bargaining agreement between the parties.
- 8. This Agreement sunsets on June 30, 2021. The parties agree to meet prior to assess the need to renew this agreement.

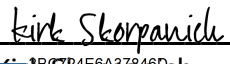
It is agreed and understood this agreement is subject to CSEA Policy 610 review and PUHSD Governing Board approval.

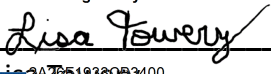
Dated this 8<sup>th</sup> day of July 2020

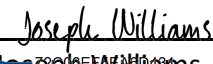
**Association:**

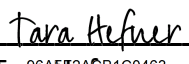
**District:**

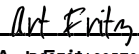
DocuSigned by:  
  
 \_\_\_\_\_  
 Joshua Rushing  
 President, CSEA

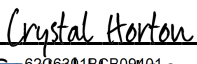
DocuSigned by:  
  
 \_\_\_\_\_  
 Kirk Skorpanich  
 Assistant Superintendent, Human Resources

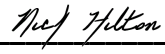
DocuSigned by:  
  
 \_\_\_\_\_  
 Lisa Towery  
 CSEA Labor Relations Representative

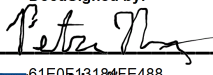
DocuSigned by:  
  
 \_\_\_\_\_  
 Joseph Williams  
 Executive Director, Technology

DocuSigned by:  
  
 \_\_\_\_\_  
 Tara Heffner  
 CSEA Representative

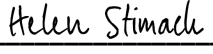
DocuSigned by:  
  
 \_\_\_\_\_  
 Art Fritz  
 Director, Facilities Services

DocuSigned by:  
  
 \_\_\_\_\_  
 Crystal Horton  
 CSEA Representative

DocuSigned by:  
  
 \_\_\_\_\_  
 Nick Hilton  
 Director, Human Resources

DocuSigned by:  
  
 \_\_\_\_\_  
 Petra Nuñez  
 CSEA Representative

DocuSigned by:  
  
 \_\_\_\_\_  
 Audrey Mitchell  
 Director, Nutrition Services

DocuSigned by:  
  
 \_\_\_\_\_  
 Helen Stimach  
 CSEA Representative