



AFL-CIO

California School Employees Association

8217 Auburn Boulevard
Citrus Heights, CA 95610

(916) 725-1188
(800) 582-7314

www.csea.com

Adam Weinberger
Association President

Keith Pace
Executive Director

Member of the AFL-CIO

*The nation's largest
independent classified
employee association*



March 3, 2023

Sent Via Electronic Mail Only

rcom@fcusd.org

Robert Corn
Chapter President Chapter #528

**RE: Memorandum of Understanding (MOU) – Administrative Assistant,
Elementary Increase in Work Calendar 2022-2023**

Dear President Corn:

I have received the Memorandum of Understanding (MOU) regarding the Administrative Assistant, Elementary Increase in Work Calendar 2022-2023 between the Folsom-Cordova Unified School District and California School Employees Association and its American River Chapter #528.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU is required. Please provide your Labor Relations Representative Dominic Gualco with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Gabriela Echevarria
Assistant Director of Field Operations

GE/nf

Cc: Regional Representative #72
Ron Walker; Area A Director
Dominic Gualco, Labor Relations Representative
Chapter #528 Contract File

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT (“DISTRICT”)
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER CHAPTER
#528 (TOGETHER “CSEA”)

Comprehensive Unit
Administrative Assistant, Elementary Work Year Calendar
February 28, 2023

The Folsom Cordova Unified School District (“District”) and the California School Employees Association and its American River Chapter #528 (together “CSEA”) are parties to a collective bargaining agreement (“CBA”) which expires on June 30, 2023. The District and CSEA have met to negotiate and have agreed to this Memorandum of Understanding (“MOU”) related to a change in work calendar for the Administrative Assistant, Elementary School (Range 20) classification.

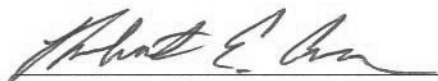
The Administrative Assistant, Elementary classification is currently on the 10.5-month work calendar (201 workdays; attached). Effective July 1, 2023, the District shall move the Administrative Assistant, Elementary to the 11.00-month work calendar (211 workdays; attached) due to an increased need for administrative support prior to the school year starting and after the school year completion. Daily hours will remain unchanged.

The District will honor any requests from current Administrative Assistant, Elementary employees who wish to opt-out of the 11.00 month work calendar. Should said employee(s) vacate their 10.5-month Administrative Assistant, Elementary position, the District will thus move the vacated position to the 11.00-month work calendar. Current Administrative Assistant, Elementary employees who choose to remain on the 10.5-month work calendar may elect to move to the 11.00-month work calendar in subsequent school years.

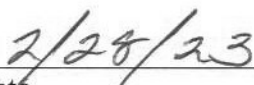
The decision of current Administrative Assistant, Elementary employees to move to the 11.00-month work calendar shall be irrevocable.

This shall fully and finally resolve all bargaining related to the change in work calendar.

This Memorandum of Understanding shall be in effect upon ratification.



For CSEA, Chapter 528



Date




For Folsom Cordova Unified School District



Date



CSEA Labor Representative



Date

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

2022-2023 Work Calendar for 11 Month Employee

July 2022						
Su	M	Tu	W	Th	F	Sa
					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						9

August 2022						
Su	M	Tu	W	Th	F	Sa
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28	29	30	31			
						23

September 2022						
Su	M	Tu	W	Th	F	Sa
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October 2022						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					21

November 2022						
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20	21	22	23	24	25	26
27	28	29	30			
						16

December 2022						
Su	M	Tu	W	Th	F	Sa
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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25	26	27	28	29	30	
						12

Important Dates

Aug 5 & 8	Teacher Work Days - No Students
Aug 9	First Day of School for Students
Sept 5	Labor Day
Nov 11	Veteran's Day
Nov 21-25	Thanksgiving Break
Dec 19-30	Winter Break
Jan 2	New Year's Day (observed)
Jan 16	Martin Luther King, Jr. Day
Feb 20&21	President's Day/Lincoln (observed)
Apr 3-10	Spring Break
May 25	Last Day of School for Students
May 26	Teacher Work Day - No Students
May 29	Memorial Day

Semester Grading Periods

1st Quarter:	Aug 9 - Oct 7 (43)
2nd Quarter:	Oct 10-Dec 16 (44)
3rd Quarter:	Jan 3 - Mar 10 (46)
4th Quarter:	Mar 13-May 25 (48)

Trimester Grading Periods

1st Trimester:	Aug 9-Nov 4 (63)
2nd Trimester:	Nov 7-Feb 24 (60)
3rd Trimester:	Feb 27-May 25 (58)

FIRST Student Day: August 9
LAST Student Day: May 25

COLOR KEY

GRAY:	Non Work Day
RED:	First and Last Day of Work
GREEN:	Holidays / No School / No Work

Less than 12 month (11, 10.75, 10.5, 10.25, 10, 9.75 & 9.5) employees are granted one non-work day on a designated non-student day with supervisor approval per contract language 10.10.1.12. Must enter in Absence Management (#77 Early Release/Float Holiday).

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

2022-2023 Work Calendar for 10.5 Month Employee

July 2022						
Su	M	Tu	W	Th	F	Sa
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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February 2023						
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March 2023						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
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April 2023						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						14

May 2023						
Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
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June 2023						
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18	19	20	21	22	23	24
25	26	27	28	29	30	
						7

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