

Memorandum of Understanding  
between  
the California School Employees Association  
and its Chico Chapter #110 (together "CSEA")  
And  
the Chico Unified School District ("District")

*CSEA*  
*JH*

**RE: Agreement to Increase Work Hours Per Day or Workdays Per Year**

This MOU will become effective with the signatures and ratification of both CSEA and the District.

The District and CSEA (the "Parties") recognize the difficulty in recruiting, hiring, and retaining Classified staff. It is understood that periodically there is a need for continuity and commonality of workload to be experienced at school sites. Therefore, the parties agree to the following:

**Increased Hours:**

The District will be able to increase total work hours within a classification uniformly. When a need is identified, the District may increase the work hours per day or workdays per year of a classification. Under this ability, the District is required to increase the work hours per day or work days per year of all positions in the classification.

If the classification identified for an increase in hours per day or workdays per year relates to positions at secondary sites, then all secondary site positions in the same classification will increase to the same number of work hours per day or workdays per year. The same example holds true for elementary positions.

An example of an increase in work hours per day: The District deems that all Health Aide positions should have the same, minimum daily hours. In this case, the positions at all elementary school sites are increased to the new District determined work hours per day.

- The employees at each elementary school site holding the Health Aide position will have the first opportunity to accept the increase in hours at their site. All employees in the classification are offered the same number of work hours.
- If an employee in the classification currently holds the same hours per day or more than the proposed increase, the District will not decrease the employee's work hours per day and the employee will maintain their current work hours. Employees will not have work hours per day or workdays per year reduced as a result of this MOU.
- If a current employee chooses to decline the increase in assigned work time, the current position stays at the current work hours per day until the position is vacated. Once vacated, the vacated position will be increased to the same minimum work hours per day as the other positions in the classification.

**Increased workdays:**

- Example: The District deems that all Health Aide positions should have an increase to the work calendar for the classification to include the month of June. In this case, all current Health Aide employees are offered the same increased number of workdays per year.

- The employee at each school site holding the Health Aide position will have the first opportunity to accept the increase in work year at their site. All employees who hold the same position are now offered the same number of days per year.
- If an employee in the classification is currently assigned the same number of days per year or more as the proposed work calendar and the increase in workdays per year does not increase the employee's work year, the employee will maintain their current work calendar. Employees will not have work hours per day or workdays per year reduced as a result of this MOU.
- If a current employee chooses to decline the increase in assigned work year, then the position stays at the current work hours per day and workdays per year until the position is vacated. Once vacated, a new position will be established to reflect the same work calendar as the other positions in the classification. There will be a one-time option of opting into the additional days for the permanent employee.

All other provisions of the CBA will stand as is unless mutually agreed to by both parties.



Lori Sullivan,  
Association (CSEA) Chapter 110 President

2/24/23  
Date

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CSEA Exclusive Representative

\_\_\_\_\_  
Date



Jim Hanlon, Assistant Superintendent  
Chico Unified School District

2/24/23  
Date