

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN ALVORD UNIFIED SCHOOL DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA) AND ITS CHAPTER #339

10, 10.5, 11 & 12 Month Work Year Calendars for the 2023/2024 Work Year

This Memorandum of Understanding is made and entered into effective June 15, 2023 (“Effective Date”), by and between the ALVORD UNIFIED SCHOOL DISTRICT (“DISTRICT”) and CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #339 (“ASSOCIATION”) (hereafter collectively referred to as the “PARTIES”).

Terms of Agreement: The Parties agree to the following terms regarding bargaining unit work-year calendars for the 2023-2024 school year:

1. In order to reduce confusion regarding work-year calendars the work year calendars shall be assigned a letter from the alphabet that will be specific to their work year. The work year calendars for 2023-2024 shall be as follows:

Work Year	Work Months	Work Days*	Positions
A	12	243	All 12-month positions
B	11	216	All 11-month positions
C	10.5	197	10.5-month positions excl. Library Assistant I & II
D	10.5	197	Library Assistant I & II
E	10	183	All 10-month positions
F	10	183	CNS HeadStart
G	-	132	Campus Supervisor II, Adult Ed.

2. The agreed upon work year calendars for work years A-E are attached.
3. The work year calendars for F and G will be agreed upon at a later date.
4. Any changes to the classified bargaining unit 2023-2024 work-year calendars are fully negotiable between the parties;
5. **Complete Understanding.** This MOU represents a full and complete understanding between the Parties.

6. Grievance Provisions. Violations of this Memorandum of Understanding are subject to Article IV - Grievance Procedure of the collective bargaining agreement between the parties.

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

Dated this 14th day of June, 2023

Association:

Ben Savage
Chief Negotiator, CSEA Chapter #339

Sosonja Howard-Mayo
President, CSEA Chapter #339

Brittany Coleman
Labor Relations Representative

Robert Archuleta
Negotiating Team Member, CSEA Chapter #339

Kimberly Beckham
Negotiating Team Member, CSEA Chapter #339

Laura Conklin
Negotiating Team Member, CSEA Chapter #339

Rhonda Macias
Negotiating Team Member, CSEA Chapter #339

Denise McQuillan
Negotiating Team Member, CSEA Chapter #339

District:

Nicholas Hilton
Assistant Superintendent, Human Resources

LaShonda Owens
Director II, Human Resources

Linda Zamora-Murillo
Administrative Assistant, Human Resources

Anthony Warnecke
Director III, Fiscal Services

Eric Holliday
Director I, Child Nutrition Services



UNIFIED SCHOOL DISTRICT
Every Student. By Name.

12-Month Classified Work Year Calendar Calendar A 2023-2024

July				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Work Days Possible 20
Vacation Days

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Work Days Possible 23
Vacation Days

September				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days Possible 20
Vacation Days

October					
	2	3	4	5	6
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Work Days Possible 22
Vacation Days

November				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days Possible 19
Vacation Days

December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days Possible 15
Vacation Days

January				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Work Days Possible 21
Vacation Days

February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Work Days Possible 19
Vacation Days

March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days Possible 21
Vacation Days

April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Work Days Possible 22
Vacation Days

May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Work Days Possible 22
Vacation Days

June					
	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Work Days Possible 19
Vacation Days

- Holiday

- Vacation

Holidays/Breaks

- 7/4 Independence Day
- 9/4 Labor Day
- 11/10 Veteran's Day
- 11/20-24 Thanksgiving Break
- 12/15-1/2 Winter Break
- 1/15 Martin Luther King Jr. Day
- 2/19-23 Presidents Break
- 3/25-29 Spring Break
- 5/27 Memorial Day
- 6/19 Juneteenth

Name: _____

Position: _____

Signature: _____

Date: _____

Site: _____

Approved

Denied

Supervisor Signature

Date

*Any changes, once initially approved, must be approved/denied by the appropriate supervisor

- Holiday Total # of possible workdays for 2023-24 = 243

Total # of vacation days taken for 2023-24 = _____

Total # of days worked for 2023-24 = 243



UNIFIED SCHOOL DISTRICT
Every Student. By Name.

11-Month (216-Day) Classified Work Year Calendar Calendar B 2023-2024

July				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Work Days 16

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Work Days 23

September				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 20

October					
	2	3	4	5	6
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Work Days 22

November				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days 16

December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 11

January				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Work Days 20

February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Work Days 16

March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 16

April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Work Days 22

May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Work Days 22

June					
	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Work Days 12 216

- Non-Workday

- Holiday

- Designated Vacation

- *Longevity Vacation/School Break

(Pro-rated for employees starting after July 10)

(if applicable)

Holidays/Breaks

- 7/4 Independence Day Name: _____
- 9/4 Labor Day Position: _____
- 11/10 Veteran's Day Signature: _____
- 11/20-24 Thanksgiving Break Date: _____
- 12/15-1/2 Winter Break Site: _____
- 1/15 Martin Luther King Jr. Day
- 2/19-23 Presidents Break
- 3/25-29 Spring Break
- 5/27 Memorial Day
- 6/19 Juneteenth

Approved

Denied

Supervisor Signature

Date

NOTE: Any changes, once initially approved, must be approved/denied by the appropriate supervisor

*If you do not have sufficient longevity vacation, these days will be converted to a payroll deduction.

Total # of possible workdays for 2023-24 = 197

Total # of vacation days taken for 2023-24 = _____

Total # of days worked for 2023-24 = 197



UNIFIED SCHOOL DISTRICT
Every Student. By Name.

10.5-Month (197-Day) Classified Work Year Calendar Calendar C 2023-2024

July				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Work Days 9

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Work Days 23

September				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 20

October					
	2	3	4	5	6
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Work Days 22

November				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days 16

December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 11

January				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Work Days 20

February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Work Days 16

March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 16

April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Work Days 22

May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Work Days 22

June					
	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Work Days 0 197

- Non-Workday

- Holiday

- Designated Vacation

- *Longevity Vacation/School Break

(Pro-rated for employees starting after July 19) (if applicable)

Holidays/Breaks

- 7/4 Independence Day Name: _____
- 9/4 Labor Day Position: _____
- 11/10 Veteran's Day Signature: _____
- 11/20-24 Thanksgiving Break Date: _____
- 12/15-1/2 Winter Break Site: _____
- 1/15 Martin Luther King Jr. Day
- 2/19-23 Presidents Break
- 3/25-29 Spring Break
- 5/27 Memorial Day
- 6/19 Juneteenth

Approved

Denied

Supervisor Signature

Date

NOTE: Any changes, once initially approved, must be approved/denied by the appropriate supervisor

Total # of possible workdays for 2023-24 = 197

Total # of vacation days taken for 2023-24 = _____

Total # of days worked for 2023-24 = 197

*If you do not have sufficient longevity vacation, these days will be converted to a payroll deduction.



UNIFIED SCHOOL DISTRICT
Every Student. By Name.

10.5-Month (197-Day) Classified Work Year Calendar
(School Library Assistants I and II) Calendar D

2023-2024

July				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Work Days 4

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Work Days 23

September				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 20

October					
	2	3	4	5	6
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Work Days 22

November				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days 16

December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 11

January				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Work Days 20

February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Work Days 16

March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 16

April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Work Days 22

May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Work Days 22

June				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Work Days 5 197

- Non-Workday

- Holiday

- Designated Vacation

- *Longevity Vacation/School Break
(if applicable)

Holidays/Breaks

- 7/4 Independence Day Name: _____
- 9/4 Labor Day Position: _____
- 11/10 Veteran's Day Signature: _____
- 11/20-24 Thanksgiving Break Date: _____
- 12/15-1/2 Winter Break Site: _____
- 1/15 Martin Luther King Jr. Day
- 2/19-23 Presidents Break
- 3/25-29 Spring Break
- 5/27 Memorial Day
- 6/19 Juneteenth

Approved

Denied

Supervisor Signature

Date

*Any changes, once initially approved, must be approved/denied by the appropriate supervisor

*If you do not have sufficient longevity vacation, these days will be converted to a payroll deduction.

Total # of possible workdays for 2023-24 = 197

Total # of vacation days taken for 2023-24 = _____

Total # of days worked for 2023-24 = 197



UNIFIED SCHOOL DISTRICT
Every Student. By Name.

10-Month (183-Day) Classified Work Year Calendar Calendar E 2023-2024

July				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Work Days 0

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Work Days 19

September				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 20

October					
	2	3	4	5	6
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

Work Days 22

November				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Work Days 16

December				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 10

January				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Work Days 20

February				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Work Days 16

March				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Work Days 16

April				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Work Days 22

May				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Work Days 22

June					
	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Work Days 0 183

- Non-Workdays

- Holiday

- Designated Vacation
(Pro-rated for employees starting after August 7)

- *Longevity Vacation/School Break
(if applicable)

Holidays/Breaks

- 7/4 Independence Day Name: _____
- 9/4 Labor Day Position: _____
- 11/10 Veteran's Day Signature: _____
- 11/20-24 Thanksgiving Break Date: _____
- 12/15-1/2 Winter Break Site: _____
- 1/15 Martin Luther King Jr. Day
- 2/19-23 Presidents Break
- 3/25-29 Spring Break
- 5/27 Memorial Day
- 6/19 Juneteenth

Approved

Denied

Supervisor Signature

Date

NOTE: Any changes, once initially approved, must be approved/denied by the appropriate supervisor

Total # of possible workdays for 2023-24 = 183

Total # of vacation days taken for 2023-24 = _____

Total # of days worked for 2023-24 = 183

*If you do not have sufficient longevity vacation, these days will be converted to a payroll deduction.