

**Memorandum of Understanding
By and Between the
Covina-Valley Unified School District and
California School Employees Association and its Covina-Valley Chapter #49**

MEMORANDUM OF UNDERSTANDING

February 20, 2024

To support the growing need for instructional aides in the classroom due to the expansion of the Transitional Kindergarten (TK) program throughout the state of California, the Covina-Valley Unified School District (District) and the California School Employees Association (CSEA) and its Covina-Valley Chapter #49 (“CSEA”) have come to the following agreement:

Effective April 1, 2024, CSEA and the District agree to the following:

- Seventeen (17) classified employees (Exhibit A) who are currently employed as an Instructional Aide – Classroom will be reclassified to an Instructional Aide – Early Childhood.
- The following shall apply regarding the calculation of seniority for the position of Instructional Aide-Early Childhood and shall take effect on April 1, 2024:
 - Seniority is defined as “date of hire”.
 - Bargaining unit employees hired on or after April 2, 2024, shall accumulate seniority in the classification for which they are employed.

The classified employees who are being reclassified (Exhibit A) and who were hired and working as an Instructional Aide - Classroom in the TK program, as established by the District, prior to April 1, 2024, shall have their seniority calculated based upon the following:

- The bargaining unit employees shall retain their seniority for the time they have worked in the TK program for the purposes of layoff and bumping rights (Exhibit B).
- If the bargaining unit employee is the lowest in seniority on the new seniority list which reflects a new hire date in the position (Exhibit B), then he/she shall be subject to layoff, per the Collective Bargaining Agreement.
- Employees in the Instructional Aide – Early Childhood position will not be called to diaper and/or toilet students outside of Infant, Preschool, and TK, unless it is deemed an emergency.
- If the reclassified employee declines the reclassified position and remains an Instructional Aide – Classroom, they must inform Personnel Services before May 1, 2024. There is no guarantee the employee will return to the same classroom or the same site.
- The District will provide training to support the transition to the Instructional Aide – Early Childhood position. The District will provide four (4) hours of training to assist with the transition. The support training shall occur prior to April 9, 2024.
- All employees reclassifying into the Instructional Aide – Early Childhood position will maintain their current hours, vacation, and health and welfare benefits.

This agreement resolves all bargaining obligations of the parties related to the reclassification of those unit members currently serving as Instructional Aides – Classroom in Transitional Kindergarten (TK) classes.

The parties acknowledge this Agreement is subject to ratification by the District's Governing Board and CSEA.



Michele Doll, Ed.D.
Assistant Superintendent, Personnel Services

02/21/24

Date



Angelina Cabrera
CSEA Chapter 49 President

02/23/24

Date



Michelle Ruiz
CSEA Labor Relations Representative

02/22/24

Date