Tentative Agreement Between
The California School Employees Association (CSEA) and Its La Canada Unified School District Chapter #122
and
The La Canada Unified School District
May 21, 2018th

The California School Employees Association and its La Canada Chapter 122 (CSEA) agree to the following:

Article XXIII Compensation

- CSEA and LCUSD agree to a salary increase of 1.25% to be added on to the salary schedule effective July 1, 2018.

- CSEA and LCUSD agree to add an 8th and 25th years of longevity. Employees in the bargaining unit on the 10th, 15th, 20th, and 23rd years of longevity will receive an additional two and one- half percent .

Previous Longevity	Percentage	New Longevity Steps	Percentage
10	2.5%	8	2.5%
15	5%	10	5%
20	7.5%	15	7.5%
23	10%	20	10%
		23	12.5%
		25	15%

Article XXIV Health and Welfare

- CSEA and LCUSD have agreed to status quo on Article XXIV Health and Welfare

Article V Association Rights

- CSEA and LCUSD have agreed to the provisions of AB 119, MOU included.
- AB 119 MOU was not added into the June 30th 2015- July 1st, 2018 Contract

Article XVIII Leaves

- CSEA and LCUSD agree to report absence in the online reporting system at least 90 minutes prior to their shift.
- CSEA and LCUSD agree to status quo on providing a doctor's statement after 5 days.

Article XXI Grievance Procedure

- CSEA and LCUSD have agreed to status quo for Article XXI Grievance Procedure

Calendars

- CSEA and LCUSD agree to add an additional service day added to their calendar for those employees with School Year and School Year + 2 days.
- Modifications to Calendar years 18-19, 19 -20 have been agreed upon to reflect the additional service day.
- CSEA and LCUSD agree to the 20-21 calendar year.

Date: 5/22/18

For the Association :	For the District :

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LA CANADA UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS LA CANADA CHAPTER 122

This Memorandum of Understanding ("MOU") is entered between The La Canada Unified School District ("District") and the California School Employees Association and its La Canada Chapter 122 ("CSEA") regarding an orientation agreement pursuant to AB119.

IT IS, THEREFORE, NOW AGREED BY AND BETWEEN THE PARTIES THAT:

A. "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit. This does not include substitute employees.

B) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via email, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

a. First Name;
b. Middle initial;
c. Last name;
d. Suffix (e.g. Jr., III);
e. Job Title;
f. Department;
g. Primary worksite name;
h. Work telephone number;
i. Work Extension;
j. Mailing address (incl. apartment #);

k. City;
l. State;
m. ZIP Code (5 or 9 digits);
n. Home telephone number (10 digits);
o. Personal cellular telephone number (10 digits) on file with the district;
p. Personal email address of the employee on file with the district;
q. Employee ID;
r. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS); and
s. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall send an e-mail to CSEA confirming that it did not hire any new staff that month.

B) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via email . This contact information shall also include the following information, with each field listed in its own column:

a. First Name;
b. Middle initial;
c. Last name;
d. Suffix (e.g. Jr., III);
e. Job Title;
f. Department;
g. Primary worksite name;
h. Work telephone number;
i. Work Extension;
j. Mailing address (incl. apartment #);
k. City;
l. State;
m. ZIP Code (5 or 9 digits);
n. Home telephone number (10 digits);
o. Personal cellular telephone number (10 digits) on file with the district;
p. Personal email address of the employee on file with the district;
q. Employee ID;
r. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS); and
s. Hire date.

C) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. This shall include both one-on-one meetings with human resources representatives or any larger group orientations initiated by the District.

D) The District shall provide CSEA access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

   a. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid release time, inclusive of travel time, for two (2) CSEA representatives, the Chapter President if possible and designee(s), to make a presentation at the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

   b. In the event the District conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to make a presentation at the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

E) The orientation session shall be held on District property, during regular business office hours of the District Office. If the orientation is outside the employee's work day, the employee will be compensated for up to one hour

F) <u>Term:</u> The MOU shall remain in full force and effect from the date this MOU is signed through June 30, 2021 and shall be automatically renewed from year to year unless either party serves written notice upon the other prior to March 15, 2020 or any subsequent

anniversary date, of its desire to modify the MOU. The provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed.

G) Savings Clause: If during the life of this MOU there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

H) Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to the grievance provisions of Article 21 in the Collective Bargaining Agreement, except as follows for the purposes of AB 119 :

a. "Grievant" shall only include CSEA and its La Canada Chapter 122.
b. "Grievance" shall include violations of this MOU, but no other issues outside this MOU or the Collective Bargaining Agreement.

Date : 2/5/18

Sandra J Miller

For CSEA

For CSEA Chapter 122 (LRR)

For District

CSEA and its Chapter 122 to LCUSD

March 5, 2018

CSEA proposes the following changes to Article XVIII on leaves.

ARTICLE XVIII

LEAVES

4. SICK LEAVE

A. Paid sick leave will be allocated on the basis of one (1) day for each month of service at the regular rate of pay and at a rate equal to the percentage of time regularly worked and will be pro rated for parttime employees.

B. Sick leave may be used for personal illness or injury, that is not job incurred, and/or for the illness or injury of a spouse, child, parent or domestic partner. Employees utilizing sick leave shall report any absence in the online reporting system and call/email ~~to~~ their designated work site at least ~~sixty (60)~~ ninety (90) minutes before the beginning of their shift.

C. Unused sick leave shall be transferred from school districts in which the employee has worked and unused sick leave will be accumulated from year to year.

D. Sick leave may be taken any time during the year in which it is earned. If the employee terminates prior to earning the amount of sick leave taken, the excess sick leave used will be deducted from the final pay check.

E. Sick leave is not granted for less than onehalf (1/2) day.

F. The District may require, and the employee shall provide, a doctor's statement to verify illness or injury after ~~five (5) three (3)~~ **five (5)** consecutive days of absence, or after exhaustion of annually accrued sick leave.

G. Sick leave may be used by a female employee in the bargaining unit during a period of six (6) weeks following childbirth.

H. Employees after having used all sick leave, industrial accident leave, vacation time and any other paid leaves will be entitled to be compensated at 50% of the employee's regular salary for the remainder of a period not to exceed 100 working days, beginning on the first day of illness.

I. Upon retirement, any unused sick leave may be credited to retirement credit in accordance with Government Code Section 20862.5, or its successor.

Date : March 5, 2018

For the Association:

Cerin Ritter

Sandra J. Miller

Jerry Stover

Linda Dunlap

For the District :

CSEA and its La Canada Chapter 122

May 21, 2018

CSEA employees who work School Year and School Year +2 Calendars will have an additional service day added to their calendar for an amount of time equivalent to their full time status.

~~Implement the agreed upon reclassifications, as recommended by the committee.~~

ARTICLE XXIII

COMPENSATION

Salary: 1.25% increase to the salary schedule effective July 1, 2018. ~~July 1, 2017 retroactively. Starting 7/1/18 an additional half percent (0.5%) will be available for use toward the costs of reclassification of jobs on the schedule.~~ This will close salary negotiations for 2017-18. Salary remains open for 2018-19.

~~A longevity increment of two and one-half percent (2 1/2%) above the maximum of his/her salary range shall be paid to an employee in the bargaining unit beginning ten (10) years of continuous service in the District through his fourteenth (14th) year of service. Commencing in the 15th, 20th and 25th year of continuous service and thereafter, employees in the bargaining unit shall receive an additional two and one-half (2 1/2%) above the maximum for a total of ten percent (10%).~~

~~Effective July 1, 2006, an employee commencing the 24th year of continuous service and thereafter, shall receive an additional two and one-half (2 ½ %) above the maximum for a total of ten percent (10%) Effective July 1, 2007, an employee commencing the 23rd year of continuous service and thereafter, shall receive an additional two and one-half (2 ½ %) above the maximum for a total of ten percent (10%)~~ Effective July 1, 2018 a longevity increment of two and one-half percent (2 1/2%) above the maximum of his/her salary range shall be paid to an employee in the

bargaining unit beginning the eighth (8) years of continuous service in the District through his ninth (9th) year of service. Commencing in the 10th, 15th, 20th and 23rd year of continuous service and thereafter, employees in the bargaining unit shall receive an additional two and one-half percent (2 1/2%) above the maximum for a total of twelve and one-half percent (12.5%). Commencing in the 25th year of continuous service employees in the bargaining unit shall receive an additional two and one-half percent (2 1/2%) above the maximum for a total of fifteen percent (15%).

Date: May 21, 2018

For the Association:

For the District:

Mark Evans 5/21/18

La Cañada Unified School District
CSEA Work Calendar
2018-19

FOR CSEA: [illegible] Linda Dunlap

Lorna Ritter
Terry Stoker
Sandra J. Miller
Teresa Rebecchi

Revised 05/21/2018

	1st week					2nd week					3rd week					4th week					Student Instruct Days	CSEA Work Days	Non-Work Days for Less Than 11 Mos.	School Break	Legal Holiday	Local Holiday
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
	July												Aug.													
	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10						
1st school month	Aug															Sept.										
Aug. 16 - Sept. 7	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	16	16			1	
2nd school month	Sept.															Oct.										
Sept. 10 - Oct. 5	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	1	2	3	4	5	20	20				
3rd school month	Oct.																		Nov.							
Oct. 8 - Nov. 2	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	20	20				
4th school month	Nov.					12	13	14	15	16						Dec.										
Nov. 5 - Dec. 7	5	6	7	8	9	19	20	21	22	23	26	27	28	29	30	3	4	5	6	7	19	22		3	2	1
5th school month	Dec.										24	25	26	27	28	Jan.										
Dec. 10 - Jan. 11	10	11	12	13	14	17	18	19	20	21	31	1	2	3	4	7	8	9	10	11	13	20	1	6	2	3
6th school month	Jan.														Feb.											
Jan. 14 - Feb. 8	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	4	5	6	7	8	19	19			1	
7th school month	Feb.														Mar.											
Feb. 11 - Mar. 8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	1	4	5	6	7	8	18	18			2	
8th school month	Mar.															Apr.										
Mar. 11 - Apr. 5	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	15	20		5		
9th school month	Apr.																	May								
Apr. 8 - May 3	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	20	20				
10th school month	May																									
May 6 – June 5	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	22			1	
	June																									
	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						
Total Days																					182	197	1	14	9	4

1st quarter:	Aug. 16 – Oct. 12	(41 days)
2nd quarter:	Oct. 15 – Dec. 20	(43 days)
3rd quarter:	Jan. 8 – Mar. 29	(56 days)
4th quarter:	Apr. 8 – June 5	(42 days)
First day of school for students:	August 16	
Last day of school for students:	June 5	

Legal Holiday: Sept. 3, Nov. 12, Nov. 22, Dec. 25, Jan. 1, Jan. 21, Feb. 15, Feb. 18, May 27

Local Holiday by Contract: Nov. 23, Dec. 24, Dec. 26, Dec. 31

School Breaks (unpaid for employees working calendars less than 12 months, unless vacation time is available and approved: Nov. 19-21, Dec. 21, Dec. 27-28, Jan. 2-4, Apr. 1-5

Non-work/non-paid day for employees working calendars less than 11 months (may be taken as Vacation days if approved and available): Jan. 7

Classified Employee's Work Year:

1. School Year Only — August 15, 2018 – June 5, 2019
2. School Year + 2 Days (Food Services) — August 13, 2018 – June 5, 2019
3. School Year + 2 Days (Elem. Attendance) — August 14, 2018 – June 6, 2019
4. School Year + 5 Days — August 10, 2018 – June 6, 2019
5. School Year + 10 Days — August 9, 2018 – June 12, 2019
6. School Year + 15 Days — August 2, 2018 – June 12, 2019
7. Eleven Months (K-12) — July 16, 2018 – June 14, 2019
8. Twelve Months — July 1, 2018 – June 30, 2019 (all days except holidays)

Mark E Geren 5/21/18

FOR CSEA: 5/21

Corina Kitter
Terry Stover
Sandra Miller
Teresa Pedeane

La Cañada Unified School District
CSEA Work Calendar
2019-20

Revised 05/21/2018

	1st week					2nd week					3rd week					4th week					Student Instruct Days	CSEA Work Days	Non-Work Days for Less Than 11 Mos.	School Break	Legal Holiday	Local Holiday
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
	July													Aug.												
	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	5	6	7	8	9						
1st school month	Aug															Sept.										
Aug. 15 - Sept. 6	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	16	16			1	
2nd school month	Sept.																Oct.									
Sept. 9 - Oct. 4	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	1	2	3	4	20	20				
3rd school month	Oct.																			Nov.						
Oct. 7 - Nov. 1	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	20	20				
4th school month	Nov.										18	19	20	21	22	Dec.										
Nov. 4 - Dec. 6	4	5	6	7	8	11	12	23	14	15	25	26	27	28	29	2	3	4	5	6	19	22		3	2	1
5th school month	Dec.										23	24	25	26	27	Jan.										
Dec. 9 - Jan. 10	9	10	11	12	13	16	17	18	19	20	30	31	1	2	3	6	7	8	9	10	13	20	1	6	2	3
6th school month	Jan.															Feb.										
Jan. 13 - Feb. 7	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	19	19			1	
7th school month	Feb.															Mar.										
Feb. 10 - Mar. 6	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	2	3	4	5	6	18	18			2	
8th school month	Mar.																	Apr.								
Mar. 9 - Apr. 3	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	20	20				
9th school month	Apr.																			May						
Apr. 6 - May 1	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	15	20		5		
10th school month	May																									
May 4 – June 3	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	22	22			1	
	June																									
	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26						
Total Days																					182	197	1	14	9	4

1st quarter:	Aug. 15 – Oct. 11	(41 days)
2nd quarter:	Oct. 14 – Dec. 19	(43 days)
3rd quarter:	Jan. 7 – Mar. 20	(51 days)
4th quarter:	Mar. 30 – June 3	(47 days)
First day of school for students:		August 15
Last day of school for students:		June 3

Legal Holiday: Sept. 2, Nov. 11, Nov. 28, Dec. 25, Jan. 1, Jan. 20, Feb. 14, Feb. 17, May 25

Local Holiday by Contract: Nov. 29, Dec. 23-24, Dec. 31

School Breaks (unpaid for employees working calendars less than 12 months, unless vacation time is available and approved: Nov. 25-27, Dec. 20, Dec. 26-27, Dec. 30, Jan. 2-3, Apr. 6-10

Non-work/non-paid day for employees working calendars less than 11 months (may be taken as Vacation days if approved and available): Jan. 6

Classified Employee's Work Year:

1. School Year Only — August 14, 2019 – June 3, 2020
2. School Year + 2 Days (Food Services) — August 12, 2019 – June 3, 2020
3. School Year + 2 Days (Elem. Attendance) — August 13, 2019 – June 4, 2020
4. School Year + 5 Days — August 9, 2019 – June 4, 2020
5. School Year + 10 Days — August 8, 2019 – June 10, 2020
6. School Year + 15 Days — August 1, 2019 – June 10, 2020
7. Eleven Months (K-12) — July 15, 2019 – June 12, 2020
8. Twelve Months — July 1, 2019 – June 30, 2020 (all days except holidays)

Mark Cheran 5/21/18

FOR CSEA 5/21/18

Cerina Ritter
Terry Stone
Sandra J. Miller
Teresa Rizzone

La Cañada Unified School District
CSEA Work Calendar
2020-21

Draft 5, 05/21/2018

	1st week					2nd week					3rd week					4th week					Student Instructional Days	CSEA Work Days	Non-Work Days for Less Than 11 Mos.	School Break Days	Legal Holiday	Local Holiday
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
	July															Aug.										
	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7						
1st school month	Aug																Sept.									
Aug. 17 - Sept. 4	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	1	2	3	4	15	15				
2nd school month	Sept.																		Oct.							
Sept. 7 - Oct. 2	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2	19	19			1	
3rd school month	Oct.																									
Oct. 5 - Oct. 30	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	20	20				
4th school month	Nov.										16	17	18	19	20		Dec.									
Nov. 2 - Dec. 4	2	3	4	5	6	9	10	11	12	13	23	24	25	26	27	30	1	2	3	4	19	22		3	2	1
5th school month	Dec.										21	22	23	24	25	Jan.										
Dec. 7 - Jan. 8	7	8	9	10	11	14	15	16	17	18	28	29	30	31	1	4	5	6	7	8	14	20	1	5	2	3
6th school month	Jan.															Feb.										
Jan. 11 - Feb. 5	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	19	19			1	
7th school month	Feb.															Mar.										
Feb. 8 - Mar. 5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	1	2	3	4	5	18	18			2	
8th school month	Mar.																		Apr.							
Mar. 8 - Apr. 2	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	20	20				
9th school month	Apr.																									
Apr. 5 - Apr. 30	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	15	20		5		
10th school month	May																									
May 3 - June 3	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	23	23			1	
	May	June																								
	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25						
Total Days																					182	196	1	13	9	4

1st quarter:	Aug. 17 – Oct. 9	(39 days)
2nd quarter:	Oct. 12 – Dec. 18	(44 days)
3rd quarter:	Jan. 4 – Mar. 19	(51 days)
4th quarter:	Mar. 22 – June 3	(48 days)
First Day of School for Students:	August 17	
Last Day of School for Students:	June 3	

Legal Holiday: Sept. 7, Nov. 11, Nov. 26, Dec. 25, Jan. 1, Jan. 18, Feb. 12, Feb. 15, May 31

Local Holiday by Contract: Nov. 27, Dec. 23-24, Dec. 31

School Break Days (unpaid for employees working calendars less than 12 months, unless vacation time is available and approved): Nov. 23-25, Dec. 21-22, Dec. 28-30, Apr. 5-9

Non-work/non-paid day for employees working calendars less than 11 months (may be taken as a vacation day if approved and available: Jan. 4

Classified Employee Work Calendars:

1. School Year Only	August 14, 2020 – June 3, 2021	5. School Year + 10 Days	August 10, 2020 – June 10, 2021
2. School Year + 2 Days (Food Services)	August 12, 2020 – June 3, 2021	6. School Year + 15 Days	August 3, 2020 – June 10, 2021
3. School Year + 2 Days (Elem. Attendance)	August 13, 2020 – June 4, 2021	7. Eleven Months	July 15, 2020 – June 15, 2021
4. School Year + 5 Days	August 11, 2020 – June 4, 2021	8. Twelve Months	July 1, 2020 – June 30, 2021 (all days except holidays)

MEMORANDUM OF UNDERSTANDING

BETWEEN LA CAÑADA UNIFIED SCHOOL DISTRICT AND THE LA CAÑADA UNIFIED SCHOOL DISTRICT'S CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA) AND ITS LA CAÑADA CHAPTER #122 REGARDING THE APPROVAL OF RECLASSIFICATION PETITIONS

The La Cañada Unified School District (LCUSD) and the California School Employee Association ("CSEA" or "Association") and Its La Cañada Chapter #122 enter into this Memorandum of Understanding concerning approval of the following reclassification petitions as discussed and agreed to between the parties during official negotiations sessions.

Position Title	Current Pay Range	New Pay range/Title	Employee
Accounting Technician I	33	35/Acct Tech II	Raquel Mutuc
9-12 Principal Secretary/Office Manager	33	34	Claudia Alequin

The parties understand and agree that the District Job Committee will update the job descriptions that led to the increase in classifications for the above positions. The position of 9-12 Principal Secretary/Office Manager reclassification will be retroactive to February 1, 2016.

Date: 5/21/18

For the Association:

LRL

Sandra G. Miller

Jerry Stover

Carrie Ritter

For the District:

Mark Evan

Joyce Lewandowski

LA CANADA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION
Locator No. 4.01 **April 2001**

ACCOUNTING TECHNICIAN I

DEFINITION

Under the supervision of the Director of Fiscal Services, performs a variety of specialized booking, accounting and clerical work pertaining to activities or programs in the Business Office.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Maintains accounts receivable records.
Prepares distribution of multiple entries against proper budget accounts.
Verifies and posts bank deposits and cash journals.
Research discrepancies in billing and take action to ensure correction.
Codes and prepares document input to data system.
Assist in taking physical inventory.
Prepare statistical data as directed.
Processes substitute employee reports.
Verifies all cash collections from sites; prepares bank deposits and inputs C.C. report to LACOE.
Reconcile bank statements on Revolving Cash accounts
Inputs approved payment packages; files paid invoices.
Distributes monthly PBA reports.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition.
Numerical, alphabetical and subject matter filing systems.
Bookkeeping principles and procedures including journal and ledger account systems.
Modern office practices, procedures and terminology particularly as they apply To purchasing and receiving transactions and financial record keeping.
Data processing techniques including.
Operation of standard office equipment.
District policies, rules and regulations.
State Education Code regulations relative to school accounting procedures and principles.

Ability to:

Monitor and report on student attendance and enrollment.
Work effectively and efficiently with all levels of District personnel and the public.
Perform double entry bookkeeping on computer.
Type at a speed of 40 words per minute.
Analyze and compare records, make recommendations to supervisors and other departments.
Perform complex arithmetical calculations with speed and accuracy.
Operate a variety of modern office machines and equipment.
Understand and carry out oral and written directions.
Perform in all situations requiring specialized knowledge, using tact and good judgment.
Maintain cooperative work relationships with supervisor and others contacted in the course of work.
Compile and prepare complex and accurate financial and other reports.
Work effectively without close supervision.
Organize and schedule activities relative to the Business Office.
Maintain confidentiality.
Be Bondable.
Present a positive image of the District and its operation to the public.
Communicate effectively with other agency personnel.
Be able to work on multiple tasks and retrieve information and prepare reports in an organized and timely manner.

Training and Experience:

Graduation from high school supplemented by additional courses in financial record keeping, including bookkeeping and accounting. Two years of financial experience as it relates to school business, including year end closing.
Spread sheet and work processing, bookkeeping software.

Approved by:_____ Date:_____

8r 5.21.18
MEvans 5/21/18

LA CANADA UNIFIED SCHOOL DISTRICT
Locator No. 2.07

POSITION DESCRIPTION
May 2018

ACCOUNTING TECHNICIAN II

DEFINITION

Under the supervision of the Director of Fiscal Services, performs a variety of specialized and complex bookkeeping, accounting and clerical work and maintains specific financial records and files pertaining to activities or programs in the Business Office.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Verifies, audits and processes invoices for payment.
Processes mileage reimbursement claims.
Assists in district purchasing program administration.
Assembles and audits data from various accounts.
Codes and prepares documents input to data systems.
Prepares control sheets and posts to journals.
Prepares distribution of multiple entries against proper budget accounts.
Traces errors and records adjustments to correct charges or credits posted to Incorrect amounts.
Prepares replacement warrants.
Prepares input and reconciles payroll taxes, and returns.
Verifies, summarizes and prepares attendance and enrollment reports.
Reconciles statements and cash journals.
Coordinates benefits program for all employees including enrollment and COBRA notification.
Prepares monthly cashflow statements.
Reconciles payroll clearance fund and fringe benefits.
Audits inventories; assists in taking physical inventory and posts reports to ledgers.
Compiles statistics and prepares reports on budget control job costs and taxes.
Prepares Federal, State, County and local reports as necessary.
Contacts other school employees and business representatives.
Types reports, forms, and correspondence.
Operates standard office machines, including microcomputers.
Sorts and files documents.
PBA and HRS input and monitoring.
Compile and prepare complex reports as required.
1099 regulations and reporting.
Sales tax collection and reporting regulations.
Tracks report expenses related to A/R collection for the District accounts.
Maintains accounts receivable records.

QUALIFICATIONS GUIDE

Knowledge of:

Correct English usage, spelling, grammar, punctuation and composition.
Numerical, alphabetical and subject matter filing systems.
Bookkeeping and accounting principles and procedures including journal and ledger account systems.
Modern office practices, procedures and terminology particularly as they apply To purchasing and receiving transactions and financial record keeping.
Data processing techniques.
Operation of standard office equipment.
District policies, rules and regulations.
State Education Code regulations relative to school accounting procedures and principles.
Requirements as relates to construction accounting and processing of payments to contractors.

Ability to:

Monitor and report on student attendance and enrollment.
Work effectively and efficiently with all levels of District personnel and the public.
Perform double entry bookkeeping on computer.
Type at a next corrected speed of 40 words per minute.
Analyze and compare records, make recommendations to supervisors and other departments.
Perform complex arithmetical calculations with speed and accuracy.
Operate a variety of modern office machines and equipment.
Understand and carry out oral and written directions.
Perform in all situations requiring specialized knowledge, using tact and good judgment.
Compile and prepare complex and accurate financial and other reports.
Work effectively without close supervision.
Organize and schedule activities relative to the Business Office.
Maintain confidentiality.
Be Bondable.
Maintain cooperative work relationships with supervisor and others contacted in the course of work.

Present a positive image of the District and its operation to the public.
Communicate effectively with other agency personnel.
Read and interpret contracts and law as it relates to school business.

Training and Experience:

Bachelor's degree in business or related area in financial record keeping, including bookkeeping and accounting. Three years of financial experience as it relates to school business, including year end closing.
Spreadsheet, word processing and accounting software.

Approved by:_____ Date:_____

Sor 5-21-18
McEwan 5/21/18

LA CANADA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION
Locator No. 2.05 **May 2018**

9-12 HIGH SCHOOL PRINCIPAL'S SECRETARY/OFFICE MANAGER

DEFINITION

Under supervision of the Principal, performs a variety of specialized and complex clerical work and maintains specific records and files pertaining to activities or programs in the high school administration/principal's office.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

Acts as 7-12 Office Manager.
Maintains confidentiality as secretary to high school Principal.
Acts as liaison in the absence of Principal.
Assigns work to clerical staff.
Manages the general operation of the administrative office.
Maintains attendance/time reports all high school staff excluding custodial personnel.
From dictation, drafts, oral directions, independently, prepares, composes and types correspondence, memoranda, reports, minutes, evaluations, statistical data and other materials of varying complexity, as required.
Receives telephone calls and visitors; schedules appointments and arranges group meetings.
Receives and determines disposition of mail for Principal's office.
Operates office equipment and machines.
Maintains various filing systems for administrative office.
Assists with preparation of teacher and administrative evaluations.
Coordinates substitute teacher requests and assignments for the high school.
Maintains files and prepares extra duty/extra pay contracts and requests for payment.
Prepares, reproduces and distributes the staff Handbook.
Maintains files for each staff member.
Maintains schedule of clerical/administrator vacation periods.
Coordinates and supervises the production of documents related to the Accreditation process.
Coordinates all activities relating to 12th grade graduation.
Updates and types the annual athletic packet.
Maintains and processes budget for non ASB accounts (Field Trips).
Receives shop and lab fees from teachers and verifies deposits.
Processes Purchase Orders and balances all accounts.
In charge of Maintenance and repairs; daily issues and long term.
Issues elevator keys to staff and students.
Coordinates Back to School Night.
Coordinates Open House Night.
Performs other related duties as required.

QUALIFICATIONS GUIDE

Knowledge of:

Functions and operations of an administrative office.
Correct English usage, spelling, grammar, punctuation and composition.
Modern office organization, procedures and practices.
Receptionist and telephone techniques.
Letter writing and proof-reading standards.
Numerical, alphabetical and subject matter filing systems.
District policies rules and regulations.
Methods, techniques and procedures related to input and output of a computer-based records management system.
Operation of standard office equipment.
Principles of supervision.

Ability to:

Direct and coordinate work load of high school clerical staff.
Work effectively and efficiently with all levels of District personnel, students, parents and the public.
Perform a variety of complex clerical work involving use of independent judgement.
Operate a variety of modern office machines and equipment including a calculator, typewriter, word processor, copier and computer terminal and related software.
Perform in situations requiring specialized knowledge, using tact and good judgement.
Maintain accurate filing systems.
Maintain confidentiality.
Compile and prepare complex and accurate reports.
Work effectively without close supervision.
Understand and carry out oral and written instructions.
Maintain cooperative working relationships with supervisor and others contacted in the course of work.
Present a positive image of the District and its operation to the public.
Direct the work of students and volunteer aides.
Take notes at meetings, transcribe into report or minutes.
Type at a rate of 60 words per minute and take some form of dictation (i.e. shorthand, fast notes or Dictaphone) at a rate of 80 words per minute and transcribe accurately.

Training and Experience:

Equivalent to the completion of twelfth grade supplemented by or including courses in business and secretarial skills. Two years responsible secretarial experience required including public contact responsibilities. One year of high school experience preferred.

Approved by:_____ Date:_____

Reviewed and Agreed to by:_____ Date:_____

5-2018