

**MEMORANDUM OF UNDERSTANDING**

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

**and**

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER NO. 519**

**January 18, 2022**

This Memorandum of Understanding (MOU) is by and between the San Mateo Union High School District (DISTRICT) and the California School Employees Association, Chapter 519 (CSEA) for the classified positions that are eligible to work from home with prior supervisor's approval for up to 45 work days during the 2021-2022 school year.

**AGREEMENT**

The following classified positions are eligible to work from home (WFH) with prior supervisor's approval for up to 45 work days during the 2021-2022 school year:

Accountant	HR Assistant
Accounting Technician	HR Assistant/Benefits Technician
Administrative Assistant I	Information Technology Specialist
Administrative Assistant II	Internet Services Specialist
Athletic Trainer	Lead Mental Health Therapist
Attendance Clerk	Mental Health Therapist
Attendance & Welfare Technician	Mental Health Therapist Intern
Career Center Assistant	Mental Health Therapist – TUPE
Career Coordinator	Mental Health Therapist Intern – TUPE
Career Navigator	Office Assistant I
College, Career & Financial Aid Advisor	Office Assistant II
Communication & Publication Specialist	Payroll Technician
Community Service Coordinator	Purchasing Agent
Counseling Advisor	School Bus Driver Instructor/Trans. Coord.
Counseling/Student Services Assistant	Senior Accountant
Data Control Analyst	Senior Staff Assistant
District Testing Assistant	Site Accounting Technician
English Learner Specialist	Special Education Data Technician
Environmental Health & Safety	Special Education Assistant
Executive Assistant	Student Data Analyst
Facilities Specialist	Student Data Specialist
Family Engagement Coordinator	Technology Support Specialist I
Family Engagement Program Coordinator	Technology Support Specialist II
Financial Aid Advisor	Technology Support Specialist III
Health Aide	
Homework Center Tutoring Prog. Supvr.	

Employees in classifications on the above list must adhere to the process below when working from home.

1. Employee must first request approval from their supervisor to WFH.
2. A supervisor may assign an employee to WFH if the position is on the above list.
3. Once approved/assigned, employee must indicate on Frontline/AESOP that they are working from home for that day/hours (Work From Home-non-Covid).
4. Employee must fill out the Note section on Frontline/AESOP in order to complete the selection. The note should indicate name of the supervisor who approved or assigned the WFH.
5. Employees in job classifications which are not listed above may be eligible to work remotely, pursuant to this MOU with approval from their immediate supervisor and Human Resources.

**SAN MATEO UNION HIGH SCHOOL  
DISTRICT**

**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION CHAPTER NO. 519**

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