

**SIDE LETTER**

**SAN MATEO UNION HIGH SCHOOL DISTRICT  
and  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 519**

This Side Letter Agreement is by and between the San Mateo Union High School District (hereinafter referred to as "District") and the California School Employees Association Chapter No. 519 (hereinafter referred to as "CSEA") and collectively referred to as the "Parties".

**BACKGROUND**

The CSEA unit member (Laura Adams) working in the Mental Health Therapist-TUPE Program position (Districtwide) is currently a full-time, 37.5 hours per week employee (1 FTE). This unit member has requested to reduce her assignment by 7.5 hours per week for personal reasons for the spring semester of School Year 2021-2022.

**AGREEMENT**

1. The Parties recognize and agree that the Mental Health Therapist-TUPE Program position (Districtwide) is a full-time, 37.5 hours per week employee (1 FTE) position. However, the Parties further agree to accommodate the unit member to work 30 hours per week (.8 FTE), and as such, have agreed to temporarily reduce the Mental Health Therapist-TUPE Program position by 7.5 hours per week (.2 FTE), effective January 4, 2022. The Parties further agree that the District shall restore the Mental Health Therapist-TUPE Program position to full-time, 37.5 hours per week in School Year 2022-2023.
2. Fringe benefits for the unit member shall be adjusted appropriately during the period of the reduction. Since the unit member will be working a total of 30 hours, School Days Only + 10 Days (192 days), during the period of the adjustment, the employee shall receive a pro-rata adjustment to District contribution for her health and welfare benefits, pursuant to the applicable terms of the CSEA collective bargaining agreement.
3. This agreement shall not be precedent setting.

Date: \_\_\_\_\_

**San Mateo Union High School District**

**California School Employees Association and its Chapter No. 519**

\_\_\_\_\_  
Kirk Black, Deputy Superintendent

\_\_\_\_\_  
Jim Broock, Vice-President, CSEA Chapter 519

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Mark Westerberg, CSEA LRR

The employee acknowledges that she understands that the Mental Health Therapist-TUPE Program position hours are reduced by 7.5 hours per week only until June 3, 2022 pursuant to this agreement.

Signed: \_\_\_\_\_  
LAURA ADAMS

Date: \_\_\_\_\_