

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 (Alexandra Roberts) working in the Mental Health Therapist position at Burlingame High School is currently a full-time, 37.5 hours per week employee (1 FTE). This unit member has requested to reduce her assignment by 15 hours per week for the Fall 2022 semester effective August 2, 2022 through January 3, 2023.

AGREEMENT

1. The Parties recognize and agree that the Mental Health Therapist position at Burlingame High School 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 22.5 hours per week (.6 FTE), and as such, have agreed to temporarily reduce the Mental Health Therapist position by 15 hours per week (.4 FTE), effective August 2, 2022. The Parties further agree that the District shall restore the Mental Health Therapist position to full-time, 37.5 hours per week on January 4, 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 22.5 hours, School Days Only + 10 days (194 days), during the period of the adjustment, the employee shall receive a pro-rata adjustment to the District contribution for her health and welfare benefits, in accordance with 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

Mark Westerberg, CSEA LRR

The employee acknowledges that she understands that the Mental Health Therapist position hours are reduced by 15 hours per week only until January 3, 2023 pursuant to this agreement.

Signed: _____
Alexandra Roberts

Date: _____

Dear April,

5/26/2022

I hope you are well.

I wanted to follow up to our discussion with a letter. I would like to formally request to work part time (.6 / 3 days a week) for the Fall 2022 semester.

I appreciate your consideration in this matter.

Alexandra Roberts

X 

Alexandra Roberts
Wellness Counselor

5/26/2022