

**MEMORANDUM OF UNDERSTANDING**  
**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**AND**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER NO. 519**

**July 1, 2022**

This Memorandum of Understanding (MOU) is by and between the San Mateo Union High School District (District) and the California School Employees Association and its Chapter 519 (CSEA) regarding increasing the hours of bus drivers.

**AGREEMENT**

The District and CSEA agree to all of the following:

1. The District shall offer all bargaining unit members who hold the position of Bus Driver the option of a workday of 6.5 hours per day (.86 FTE). If the employee accepts the increase in work hours, his/her assignment shall be permanently changed to the number of hours accepted and may not be reduced without compliance with the process for the reduction of hours. Nothing contained herein shall prevent the District and CSEA from negotiating a reduction of hours in the future.

2. During a Bus Driver's "fill time" or "standby time", defined as any time a driver is not driving, but required to be on the clock and available for a driving or work assignment, Bus Drivers may be assigned duties outside of the bus driver's job description

2.1 Bus Driver's assigned to work in a lower classification shall continue to be paid at the salary range of their original classification. Employees who are assigned to work in a higher classification shall be paid at a rate pursuant to Section 8.5 of the parties' collective bargaining agreement ("CBA"). In the event that there is no classification that has the duties being performed, the employee shall receive no less than their regular rate of pay.

2.2 This agreement is not intended to create a burdensome or unrealistic workload for employees who are impacted by this agreement.

2.3 Employees shall only be assigned duties for which they are qualified based on the qualifications and that are within the employee's physical abilities as determined by the Human Resources Department of the District.

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

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

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

\_\_\_\_\_  
Mark Westerberg, CSEA LRR