



California
School
Employees
Association

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Member of the AFL-CIO

*The nation's largest
independent classified
employee association*



May 30, 2017

Via E-Mail: lpelecto@aol.com

Holly Hernandez, Chapter President
Alpine #607
658 Tierra Del Sol Rd
Boulevard, CA 91905-9643

Re: Memorandum of Understanding (MOU): Global Reclass/Salary Study

Dear Chapter President:

As required by CSEA Policy 610, I have reviewed the Memorandum of Understanding (MOU) regarding the Global Reclass/Salary Study that was recently negotiated between California School Employees Association and its Chapter #607 and the Alpine Union School District in accordance with Policy 610. I find nothing in this tentative agreement that conflicts with applicable statutes or CSEA Policy.

This agreement is therefore recommended for ratification.

Please ensure your chapter complies with the Policy 610 Ratification Notice and Ratification Meeting requirements as identified in your chapter's Constitution and Bylaws which include the following:

- Call a meeting of the bargaining unit for a secret ballot vote with at least a five (5) days meeting notice;
- Identify the meeting time, date and location with an opportunity for discussion/debate;
- Attach a copy of tentative agreement or a summary;
- Provide the Negotiating Committee's recommendation;

Please be advised that four (4) copies of the signed contract must be submitted to the San Diego Field Office.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedication is truly appreciated.

In Solidarity,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Leticia Munguia, Field Director

C: Regional Representative; Area Director; Labor Relations Representative; File

**Alpine Union School District
And
California School Employees Association and Its Chapter 607**

Memorandum of Understanding

The Alpine Union School District (hereinafter "District") and the California School Employees Association and its Chapter 607 (hereinafter "CSEA") agree to a Classification and Compensation Study in accordance with Article 5 of the Collective Bargaining Agreement. The parties also agree that the result of the compensation study does not guarantee that any changes in salary will occur and that any changes must be negotiated.

1. The study will be conducted in two phases. The first phase is to be completed during the 2017-18 school year, The second phase is to be completed during the 2018-19 school year. Please see Appendix A for list of job titles and the number of employees included in the study.

2. Phase I (Commence work beginning in August/September and complete by June 2018)
Scope of work includes the following
 - Convening of Steering Committee to focus on a review of documents, such as:
 - Sample format of new job descriptions
 - Verify "old" job descriptions for jobs being studied
 - Review format and content of data gathering instrument- Employee - Job Questionnaire
 - Sample Letter to Employees to accompany distribution of Questionnaires are sent
 - Discuss and confirm logistics of distribution and collection of Questionnaires
 - Role of District HR
 - Role of Classified Supervisors
 - Logistics of Job Analysis interviewing schedule in October

- Send Job Analysis Questionnaires out to employees
- Consultant Review of Questionnaires turned in by employees in preparation for Job Analysis Interviews
- Consultant Job Analysis Interviews with Employees and Supervisors - based on Questionnaires and related materials
- Consultants review all job analysis information and prepare first draft of job descriptions
- Meet with Steering Committee and Executive Cabinet
- Consultant address any issues arising from meetings with Steering Committee and Executive Cabinet
- Distribute first draft of job descriptions to employee, with cover letter and instructions about how to provide input in writing
- Determine deadline for employees to respond with input to first draft job descriptions. Consultant incorporates information from employees as appropriate and prepares final job descriptions and first draft of summary report
- Consultant meets with Steering Committee and Executive Cabinet for final review of information prior to final report
- Consultant addresses any issues arising from Steering Committee and Executive Cabinet Meetings
- Final job descriptions and summary report submitted to District

3. Phase II (Commence work beginning in August/September and complete by June 2019)

3. Steering Committee meeting

- Committee will focus on a Review of Compensation:
 - Identify Benchmark Districts (to be negotiated)
 - Review process of AUSD/Benchmark District job no/match
 - Review sample format of salary analysis
 - Review whole job internal/external analysis
-
- Discuss and confirm Logistics of distribution and collection of Phase II Job Questionnaires
 - Determine dates and Logistics of Job Analysis interviewing schedule
 - Send Job Analysis Questionnaires out to employees
 - Consultant Review of Questionnaires turned in by employees in preparation for Job Analysis Interviews
 - Consultant Job Analysis Interviews with Employees and Supervisors - based on Questionnaires and related materials
 - Consultants review all job analysis information and prepare first draft of job descriptions
 - Meet with Steering Committee and Executive Cabinet
 - Consultant address any issues arising from meetings with Steering Committee and Executive Cabinet
 - Distribute first draft of job descriptions to employee, with cover letter and instructions about how to provide input in writing


- Determine deadline for employees to respond with input to first draft job descriptions. Consultant incorporates information from employees as appropriate and prepares final job descriptions
- Consultant conducts compensation review using final job descriptions and benchmark Districts
- Consultant meets with Steering Committee and Executive Cabinet for review of Compensation Analysis prior to the preparation of the Final Report
- Consultant addresses any issues arising from Steering Committee and Executive Cabinet Meetings and prepares draft Final Report including job descriptions, compensation analysis and draft findings and recommendations
- Consultant meets with Steering Committee and Executive Cabinet for review of draft Final Report
- Consultant addresses issue arising from meetings with Steering Committee and Executive Cabinet
- Consultant submits Final Report to the Steering Committee and Executive Cabinet. Presents Final Report to Board of Trustees as necessary

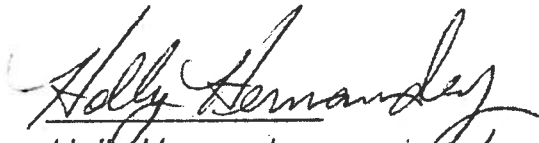

Appendix A

Phase One Classification Study (2017-18)	
Position Title	# of Incumbents
FOOD SERVICE WORKER II	13
FOOD SERVICE WORKER I	1
LEAD MAINTENANCE WORKER	2
GROUNDS/MAINTENANCE HELPER	1
SENIOR CUSTODIAN	5
CUSTODIAN	4
PROGRAM SECRETARY	1
SCHOOL SECRETARY	5
SCHOOL CLERK	5
HEALTH AIDE	6
BUS DRIVER	9
TOTAL INCUMBENTS	52

Phase Two Classification Study (2017-18)	
Position Title	# of Incumbents
EXTENDED STUDENT SERVICES COORDINATOR	1
INSTRUCTIONAL AIDE	11
INSTRUCTIONAL AIDE, SPECIAL EDUCATION	31
INSTRUCTIONAL AIDE, SPECIAL EDUCATION TRAINEE	2
TECHNOLOGY RESOURCE SPECIALIST (TRS)	1
FOOD SERVICES TRANSPORTER	1
STUDENT SUPERVISOR	28
TOTAL INCUMBENTS	52

This Tentative Agreement shall be subject to review under CSEA's Policy 610, and review and approval by the Alpine School District Board of Education.


 Dr. Rich Newman
 Superintendent
 5-24-17


 Holly Hernandez
 CSEA President 5/24/2017
 5/29/17