

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CORONA-NORCO CHAPTER 369
AND
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**

Elimination of Secretary I and addition of Human Resources Technician

May 16, 2022

This Memorandum of Understanding (MOU) is between the California School Employees Association and its Corona-Norco Chapter 369 (CSEA) and Corona-Norco Unified School District (District). The District has determined that there is a need for specialized and technical work around securing substitutes and tracking employee data.


On May'16, 2022, the District met with and agreed to the follow:

- District will permanently eliminate one (1) Secretary I (Range 27) position from the bargaining unit.
 - a. The position is 12 months, 8 hours, and scheduled shift hours are Monday to Friday from 8:00 a.m. to 4:30 p.m.
- District will add one (1) Human Resource Technician (Range 27) position to the bargaining unit.
 - a. The position is 12 month, 8 hours, and scheduled shift hours are Monday to Friday from 7:00 a.m. to 3:30 p.m.
- The employee currently in the Secretary I position, employee #15588, will be reclassified from her current position of Secretary I to the newly established Human Resources Technician position.
 - a. The employee, #15588, will retain transfer rights in the classification of Secretary I.
- The District agrees there will be no transferring of bargaining unit work, inside or outside the bargaining unit, nor shall the District use temporary, short-term, or substitute employees or volunteers to perform the work previously performed by Secretary I position.


This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.


California School Employees Association
Corona-Norco Chapter 369


Lorena Lopez 5/16/22
President, Chief Negotiator


Myesha Kennedy 5/16/22
CSEA Labor Relations Representative

Corona-Norco Unified School District


Glen Gonsalves 5/17/22
Assistant Superintendent, HR


Kathy Lee, Ed.D. 5/14/22
Administrative Director, HR