

Memorandum of Understanding

Between

Teamsters Local 911

And

Pasadena Unified School District

Notice of Participation

Classified School Employee Summer Assistance Program

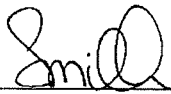
December 11, 2020

This Memorandum of Understanding ("MOU") is entered into by and between the Pasadena Unified School District ("District"), and the Teamsters Local 911, collectively referred to as the "Parties," regarding Senate Bill ("SB") 75's Classified School Employee Summer Assistance Program for the 2021-2022 school year.


The District elects to participate in the Classified School Employee Summer Assistance Program ("Program"), pursuant to SB 75, for the 2021-2022 school year. Teamsters agrees to assist and cooperate with the District relative to the implementation of the Program.

Prior to January 1, 2021, the District shall provide written notice to all classified employees about its election to participate in the Program. A copy of the written notice is attached hereto as **Exhibit A**.

Date: 12-10-2020

  
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Steven Miller, Ed.D., Chief Human Resources Officer, Pasadena Unified School District

  
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Gregorio Daniel, M.Ed., Senior Business Representative, Teamsters Local 911



## Pasadena Unified School District *Human Resources*

### Exhibit A

The Pasadena Unified School District ("District") is pleased to inform you that it will participate in the Classified School Employee Summer Assistance Program ("Program") for the 2021-2022 school year.

The Classified School Employee Summer Assistance program (CSESAP), introduced in 2018, has been extended for another school year by the California Department of Education (CDE). The Program allows school districts to provide matching money for eligible and participating classified employees who elect to withhold a portion of their monthly paycheck during the 2021-2022 school year to be paid out during the 2022 summer recess period in which they are not working.

The Program will provide the employee up to one dollar (\$1) for each one dollar (\$1) that the employee elects to have withheld from his/her monthly paycheck. The employee may elect to withhold up to ten percent (10%) of his/her monthly pay during the school year.

By June 1, 2021, CDE will inform the District of the estimated amount of state matching funding that employees can expect to receive, which may be prorated if such funding is insufficient to provide one dollar (\$1) for each one dollar (\$1) withheld from employee paychecks. Participating employees will be notified of the estimated state matching funding they can expect to receive and be given an opportunity to withdraw their election to participate in the Program or reduce the amount to be withheld from their paychecks.

Eligible classified employees may elect to participate in the Program. Eligibility requirements are as follows:

- The employee must have been employed here for at least one year at the time that the employee elects to participate in the Program;
- The employee must be employed in the District in their regular assignment for 11 months or less per fiscal year;
- The employee is not eligible if the employee's regular annual pay from their employer is more than \$62,400 for an entire school year, at the time of enrollment. ("Regular annual pay" does not include any pay that the employee received during the summer recess period in the previous fiscal year.)

The District shall work together with the bargaining units to ensure all terms and requirements with regard to the Classified School Employee Summer Assistance Program (SB 75) are met and implemented.

If it is determined that you are eligible for this program, additional details relating to how and when to sign up for this Program will follow.