

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

**Excessive Vacancies  
August 9, 2021**

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). CSEA met the District regarding the excessive number of vacancies at CNUSD. Therefore, the District and CSEA have agreed that the terms set forth below will effectively reduce the number of vacancies in the District and limit the use of contracted employees. The District will focus its immediate attention on all Paraeducators, Clerk Typist II, and Caf  Assistant I. These classifications make up more than 70% of current classified vacancies.

On August 9, 2021, CSEA and the District met and agreed to the following:

1. Each month, the District shall update and review the remaining vacancies during CSEA and CNUSD weekly Problem Solving Meeting.
2. The District shall make a reasonable effort to fill existing vacancies.
3. The District shall provide a list of all vacancies to the bargaining unit that are available for transfer.
4. The District will make a reasonable effort to fill all new vacancies within the timeline outlined in the CBA under Article 25.2.
  1. Any new vacancies that arise during the process will follow the current contract language.
5. The intent is to provide additional hours, overtime, and out-of-class unit members who may experience increased workload due to failing to fill vacancies within 60 days under the current CBA.
6. This agreement is effective until December 31, 2021. At which point, CSEA and CNUSD will reevaluate the number of vacancies and plans.

**Phase 1**

**Publicize Vacancy List and Fly for Transfers**

*Between August 16, 2021, to August 31, 2021*

1. Vacancies must be flown for transfer per Article 12.2 of the Collective Bargaining Agreement (CBA).
2. All notices for vacant positions shall be posted for seven (7) days per Article 12.8.

3. For all transfers on file, unit members will be offered positions based on seniority.
  1. Seniority is determined by the hire date.
4. No additional transfers for Paraeducators, Caf  Assistant I, and Clerk Typist II vacancies will be considered until the end of Phase 4.

## **Phase 2**

### **Publicize Remaining Vacancies and Fly for Promotion**

*Between September 1, 2021, to September 30, 2021*

1. For Paraeducators no **Child Left Behind Exam** will be offered to promotional applicants. If 48 units or an AA degree or higher, the applicant is not required to take NCLB Exam.
2. Paraeducator vacant positions shall be flown for promotion following Article 13.3 of the Collective Bargaining Agreement.
3. Promotional Candidates apply on Edjoin per Article 13.5 of the Collective Bargaining Agreement.
4. For Paraeducators Applicants that have passed the **NCLB exam and meet** minimum qualifications will be offered a vacant position based on seniority.

## **Phase 3**

### **Publicize Remaining Vacancies and Fly for Current CNUSD Substitutes Only**

*Between October 1, 2021, to October 29, 2021*

## **Phase 4**

### **Publicize Remaining Vacancies and Fly Outside/ Public**

*Between November 1, 2021, to November 30, 2021*

This MOU is subject to ratification by CSEA Corona Norco 369 membership, CSEA Policy 610 requirements, and the adoption by the Corona Norco School Board of Education.

California School Employees Association  
and its Corona-Norco Chapter 369

Lorena Lopez 8/13/21  
Date

Lorena Lopez  
President

Monica Landry Contreras 8/13/2021  
Date

Monica Landry Contreras  
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Corona Norco Unified School District

Glen A. Gonsalves 8/13/21  
Date

Glen A. Gonsalves  
Assistant Superintendent, Human Resources

Kathy Lee 8/13/21  
Date

Kathy Lee, Ed.D.  
Administrative Director, HR