

**Appendix F**

**CSESAP**  
**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its NATOMAS CHAPTER**  
**#745 (together "CSEA")**  
**and the**  
**NATOMAS UNIFIED SCHOOL DISTRICT ("DISTRICT")**

The following is a Memorandum of Understanding ("MOU") between the Natomas Unified School District ("District") and the California School Employees Association and its Natomas Chapter #745 (together "CSEA"). The District and CSEA agree to the following terms and conditions:

The State of California via Education Code 45500 ("ED Code 45500") has allocated funds for Classified Employees to utilize as part of the Classified School Employee Summer Assistance Program ("CSESAP"). The District and CSEA believe Classified Employees employed the District should be afforded the opportunity to participate in the CSESAP.

The District and CSEA recognize funding for the CSESAP is contingent upon an appropriation in the annual Budget Act or another statute (Education Code §45500.o.2).

The parties agree to the following:

1. The District agrees to participate in the CSESAP in fiscal years where the State allocates an appropriation of funds in the annual Budget Act or another statute (Education Code §45500.o.2). In participating years, the District shall extend this benefit option to the bargaining unit as follows:
  - a. Prior to January 1 during a fiscal year in which moneys are appropriated, the District agrees to send a notification informing Classified Employees of the District's intent to participate in the CSESAP;
  - b. The notification shall outline the eligibility requirements of the CSESAP as well as any other information required by ED Code 45500;
  - c. The District agrees to comply with all timelines as established by the California Department of Education ("CDE").
2. Eligibility for the program:
  - a. Classified Employees must work in assignments of 11 months or less out of a twelve-month period;

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- b. Classified Employees must have worked for the District for at least one year as of March 1 during a fiscal year in which moneys are appropriated;
- c. Classified Employees regular annual pay must not be more than \$62,400.00 or as may be adjusted by the legislature.

3. Withholdings:

- a. Participating Classified Employees may elect to withhold an amount not to exceed 10% of his/her regular monthly pay during the applicable school year.
- b. No later than 30 days after the start of school instruction for the applicable school year, an employee may withdraw his/her election to participate in the program or reduce the amount withheld from his/her pay, however a participating member will not be allowed to increase the withholding amount
- c. If an employee separates from employment during the applicable school year, the employee shall be paid any monies withheld from his/her paycheck pursuant to this program;
- d. If employees regular pay is at risk of being insufficient for the elected withholding to be deducted, the withholdings pursuant to this program will be stopped.

4. State/CDE matching funds:

- a. If the State/CDE matching funds are prorated, the participating unit member shall only be entitled to the matching funds as provided by the State/CDE.
- b. Participating unit members shall receive payment of the amounts withheld plus the amount apportioned by the State/CDE in either one or two payments.
- c. If a participating unit member elects to receive one payment, the amounts withheld, and the matching funds provided by the State/CDE shall be disbursed to the participating unit member at the end of month payroll following the District's receipt of funds from the State/CDE.
- d. If a participating unit member elects to receive two payments he/she shall receive payments as follows:
  - 1. The amounts withheld at the end of month payroll in July of the succeeding fiscal year.

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2. The matching funds provided by the CDE shall be disbursed to the participating unit member at the end of month payroll following the District's receipt of funds from the CDE.

5. Disclaimer:

- a. Participation in the CSESAP is contingent upon an appropriation of funds in the annual Budget Act or another statute (Education Code §45500.o.2). In fiscal years where the State has elected to discontinue funding for the CSESAP, the District will have no obligation to continue offering this benefit. Participation in the CSESAP will be offered solely in fiscal years where the State has made an appropriation of funds in the annual Budget Act or another statute (Education Code §45500.o.2) into the CSESAP. In situations where an appropriation of funds is reduced in the annual budget or funds are deferred or delayed, the parties understand that the district will not be required to contribute any funds to meet the state's obligation to provide matching funds.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

By: Rosa Rizo Date: 10/3/22  
President, CSEA Chapter #745

By: [Signature] Date: 10/3/22  
CSEA Labor Relations Representative

NATOMAS UNIFIED SCHOOL DISTRICT

By: Angela Sade Date: 10/3/2022  
Chief Academic Officer