

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE
CHAPTER #506
AND THE
RIVERSIDE UNIFIED SCHOOL DISTRICT

June 1, 2017

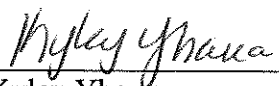
This Memorandum of Understanding (MOU) is entered by the California School Employees Association and its Chapter #506 (CSEA) and the Riverside Unified School District (District).

On June 1, 2017, the District and CSEA met and agreed to the following:

1. In accordance with Article I – Recognition, of the collective bargaining agreement the attached reclassified job classification of Payroll Technician will be included in the classified bargaining unit.
2. Appendix A will be revised to include the reclassified job classification of Payroll Technician.
3. The reclassified job classification of Payroll Technician will be paid at Range 27 on the classified bargaining unit salary schedule.

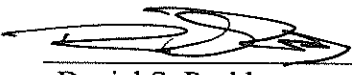
This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

For the District:

 7/6/17

Kyle Ybarra Date
Assistant Superintendent, Personnel and
Leadership
Riverside Unified School District

For the CSEA:

 7/6/17

Daniel S. Rudd Date
President, CSEA Chapter #506
Riverside Unified School District

Handwritten initials

Robin Mesa

Robin Mesa

Shani Dahl

Shani Dahl

Kenneth Mueller

Kenneth Mueller

Raquel Ruiz

Raquel Ruiz

Labor Relations Representative

CSEA

Carolyn Alldis

Carolyn Alldis

Mike Green

Mike Green

Bernie Holt

Bernie Holt

Peggy Ritch

Peggy Ritch

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RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN (Range 24 27)

BASIC FUNCTION:

Under the direction of the Payroll Supervisor, perform ~~responsible~~ **technical** payroll accounting duties related to the preparation of ~~major~~ **all** payrolls for the District; process payroll and related records for classified, certificated and **substitute employees** ~~hourly employees~~ as assigned.

REPRESENTATIVE DUTIES:

Process payroll and related records for assigned payrolls; verify and compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data to the appropriate computer system. *E*

~~Monitor~~ **Process** changes in payroll-related data; **prepare calculation worksheets** to make additions, deletions, corrections or adjustments as necessary. *E*

Process time cards; input and verify hours worked into the computer terminal; ~~post individual leave and vacation allowances and usage.~~ **Maintain, post and audit all individual sick leave and vacation allowances, usage and over usage; Process and monitor leave letters accordingly regarding leave absences (e.g. sick, maternity, FMLA and CFRA).** *E*

~~Respond to questions or complaints from employees regarding pay, deductions, sick leave, vacation time and other payroll information.~~ **Provide technical information and assistance in responding to questions and complaints from employees regarding pay, payroll deductions, sick leave, vacation time and all other payroll information.** *E*

Prepare and maintain files of records and documents relating to work performed; prepare special reports as assigned. *E*

Maintain employee records including the name, pay rate and related data; prepare and maintain attendance reports of employees; prepare and process a variety of documentation, information and files for new employees; maintain confidentiality of information as appropriate. *E*

Operate a computer, typewriter, copier and other standard office equipment as assigned. *E*

Process the payroll-related sections of various employment verification forms; verify employment, attendance and salaries in accordance with related laws and District policies and procedures. *E*

Prepare payroll checks for mailing or distribution according to established procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

E = Essential functions

Updated & approved 6-1-17

KNOWLEDGE OF:

Methods and techniques involved in payroll preparation, monitoring and control.
Practices and procedures of payroll record keeping and filing.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer terminal, **related software applications** and other office equipment.
Tax withholding, voluntary deductions, garnishments and fringe benefits.
Payroll reporting to retirement systems such as PERS and STRS.

ABILITY TO:

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.
Learn to interpret, apply and explain rules, regulations, policies and procedures.
Process payroll and related records for assigned payrolls.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Type at an acceptable rate of speed.
Maintain records and prepare reports.
Compose memos and other correspondence.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in financial record-keeping and payroll activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Sitting for extended periods of time.
Seeing to read a variety of materials.
Dexterity of hands, **wrists** and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.

