

**Memorandum of Understanding
Between
Riverside Unified School District and
California School Employees Association and its
Riverside Chapter #506**

Arlington High School Custodial Work Schedule Change

September 24, 2020

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


The District and CSEA have met and discussed a permanent work schedule change for the day custodian position at Arlington High School, currently being held by German Monteon. The District proposed this change due to the addition of the Super Snack Program as well as additional afterschool student activities.

The parties have agreed to the following:

- 1. The position's current work schedule is 6:00 am to 2:30 pm. The new proposed work schedule is to be 7:30 am to 4:00 pm.**
- 2. The attached schedule/route is to be the new site custodial duties and responsibilities, which reflect lunch and break times. However, with the understanding that the schedule and duties can change due to the needs of the site but staying within the realm of custodian job duties. The employee is entitled to two (2) 15-minute breaks and a 30-minute unpaid uninterrupted lunch period, per Articles 10.6 and 10.7 of the Classified Bargaining Unit Agreement**
- 3. Due to the current Coronavirus pandemic and the state mandate that the District start the 2020/2021 school year with Distance Learning as well as the county mandate that prohibits extra-curricular activities, the proposed effective date of this work schedule change is January 4, 2021.**
- 4. In the event the period of Distance Learning and/or the county mandate prohibiting extra-curricular activities are extended beyond January 4, 2021, due to a subsequent proclamation or executive order by a government entity, the District and CSEA agree to reopen this MOU at the request of either party.**


It is agreed and understood this MOU is subject CSEA Policy 610 review and the approval of the Board of Education.

For the District:


Key Ybarra
Assistant Superintendent, Personnel
Riverside Unified School District
Page 1 of 2

For CSEA:

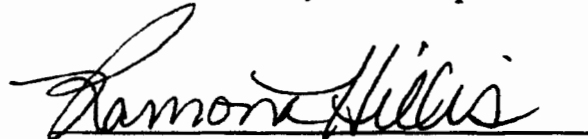

Anahi Chavez
President, CSEA Chapter #506



Robin Mesa
Director V, Classified Personnel
Riverside Unified School District



Sandi Garcia
Chief Union Steward, CSEA Chapter #506



Ramona Hillis
CSEA, Labor Relations Representative

**Arlington High School
Custodial Schedule
7:30 am – 4:00 pm**

7:30 – 8:00 am

Report and pick up custodial keys, trash clean up outside surrounding school (Jackson, Lincoln, and Irvin Street) and trash dumpster clean up.

8:00 – 8:20 am

Breakfast clean up

8:20 – 8:40 am

Service check student – staff M-1, M-2, M-3, Main office, boys locker room restroom.

8:40 – 9:10 am

Clean exterior drinking fountains sinks, teachers' lounge, main office, guidance office, G-wing, library, weight room, lunch court, N-1 portable and concession stand.

9:10 - 9:25 am

Break

9:25 – 10:05 am

Wash down the cafeteria lunch court and lunch window and lanes.

10:05 – 10:35 am

Service check student, staff, M-1, M-2, M-3, main office, boys locker room restrooms.

10:35 – 11:30 am

Blowing off walkways J-2, J-4 sidewalk asphalts, J-portables, gyms walkways, F-portables, boys and girls lock room, racquetball courts and theater steps.

11:30 – 12:00 pm

Lunch break

12:00 – 12:30 pm

Pick up trash around and between all storage containers on campus.

12:30 – 1:45 pm

Lunch clean up

1:45 – 2:00 pm

Break

2:00 – 2:45 pm

Service cleaning and or set up a gym-including gym restrooms and/or PE fields area.

2:45 – 3:25 pm

Clean and restock M-3 student's restrooms.

3:25 – 3:55 pm

Trash pickup of super snack school grounds area, theater steps, front of school office, and front of school parking lot grass area.

3:55 – 4:00 pm

Report any events or hazards you have encountered during your shift that you need to report to Plant Supervisor and Lead Custodian. Turn in custodial keys to lead custodian.

*Schedule may change due to Arlington needs or requests