

**MEMORANDUM OF UNDERSTANDING**  
between the  
Tustin Unified School District  
and the  
California School Employees Association and its Tustin Chapter #450

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**The parties agree to the following Memorandum of Understanding clarifying the distribution of overtime by management among the qualified bargaining unit members in a work unit:**

The opportunity for overtime shall be equitably distributed by management among the qualified bargaining unit members in a work unit (as determined by the District) considering the following factors: last evaluation stated "effective meets standards," availability of bargaining unit members, specific job requirements of the District, and skill levels of the bargaining unit members, using the following procedures:

- (1) The rotation of overtime opportunity within the work unit.
- (2) The rotation shall reset each July 1 and the first opportunity for overtime shall be offered in seniority order of the work unit where the overtime is needed among those who wish to participate. Seniority for the purposes of this section shall be defined as hire date within the bargaining unit.
- (3) Employees who decline an overtime work assignment shall forfeit their turn until the next rotation.
- (4) The availability of a unit member in an unplanned emergency situation.
- (5) The maintenance of continuity and efficiency where the work is part of a project that has been started by another unit member.

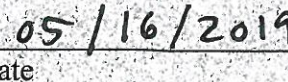
A unit member who is absent on the day of scheduled overtime shall be excluded from the overtime assignment and the missed overtime shall not be rescheduled.

The Maintenance & Operations department will annually survey interest among employees for overtime. It shall be the responsibility of the unit member to notify the appropriate supervisor in writing of any changes in their interest.

  
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Luis Guerrero, CSEA Chapter President #450

  
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Date

  
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Robert DeWitz, CSEA Labor Representative

  
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Date

  
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Charles Lewis, TUSD Chief Personnel Officer

  
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Date