

**Memorandum of Understanding  
Between  
Santa Monica-Malibu Unified School District  
and  
Service Employees International Union Local 99  
For the remainder of the 24-25 School Year Regarding  
Working out of Class Article**

**February 28, 2025**

The Santa Monica-Malibu Unified School District ("District") and the Service Employees International Union ("Union"), (collectively "the Parties") will enter into this Memorandum of Understanding ("MOU") for the remainder of the 2024-2025 school year on the process for identifying employees that are interested in, qualify for, and are assigned to working out of class opportunities. This MOU applies exclusively to the Maintenance and Operations Department.

### **Purpose**

The purpose of this MOU is to outline a structured, transparent, and equitable process for classified employees to be assigned temporary duties outside of their current classification under a tiered system, while ensuring fair compensation and adherence to operational needs.

### **Tiered Approach for WOC Assignments**

WOC opportunities will be assigned based on a tiered approach and will only be offered within the same department before expanding district-wide.

- 1. Limited Duration (Department-Only Assignments)**
  - o Applies only within the employee's department (e.g., Maintenance or Operations).
  - o Duration: 1-10 workdays.
- 2. Short Duration (Department-Only Assignments - Maintenance & Operations)**
  - o Duration: 11-40 workdays.
- 3. Long Duration (Expanded Eligibility- District-Wide if Necessary)**
  - o Duration: 41+ workdays.
  - o Exhaustion Requirement: Before expanding district-wide, all efforts must be made to fill the position within the Maintenance & Operations (M&O) department.

### **Additional Considerations**

- An employee's woe opportunity may be extended if circumstances change.
- If a woe position is not filled within the identified duration by someone in the department, the Director of M&O may proceed to the next tier.
- The District retains the right to assess external factors when filling woe opportunities with classified employees outside of the M&O department.
- Emergency Situations:
  - o In cases where an immediate need arises, the manager will review a Google form database to identify employees with the required skills for a WOC assignment.

## **Process for Submitting Interest & Qualifications**

### **1. Submission of Interest Form:**

- o Employees interested in WOC opportunities will submit a Google form to indicate positions they wish to be considered for.
- o Employees will be required to attach proof of qualifications for roles with certification requirements.

### **2. Updating Interest List:**

- o Current employees may update their Google form at any time to reflect their interest in WOC opportunities.
- o New employees will complete the Google form as part of their onboarding process with HR (HR Specialist, Classified).

## **Process for Managing the Interest List**

- Once employees have submitted their interest via the Google form, the Director of M&O will maintain and review the generated list to identify candidates for WOC opportunities.

## **Verification of Qualifications**

- The Director of Classified Personnel will be responsible for verifying qualifications for WOC assignments related to:
  - o Building Trades
  - o Mechanical Trades
  - o Facilities Technician

## **Exclusion Criteria for WOC Assignments**

Employees will be excluded from WOC opportunities if:

- They are unavailable for the full duration of the WOC assignment.
- They are currently on:
  - o Administrative leave.
  - o Medical leave.
  - o Vacation during the duration of the WOC assignment.
- They are already working on another WOC assignment.

## **Communication Timeline for Each WOC Opportunities**

- A supervisor will reach out to a group of potential woe employees via email, call, and text to notify them of the woe opportunity. The supervisor will give the employees 6 hours to respond from receipt of the email.
- In emergency situations requiring the immediate identification of a WOC employee, the manager will review the Google Form to find employees with the necessary skills, proceeding down the list until a suitable employee is identified.

**Duration of MOU**

This MOU shall remain in effect from 2/28/25 through June 30,2025 unless extended by mutual agreement of the Parties.

**For the District:**



Douglas Meza  
Assistant Superintendent, Human Resources



Joshua Kahn  
Director, Classified Personnel

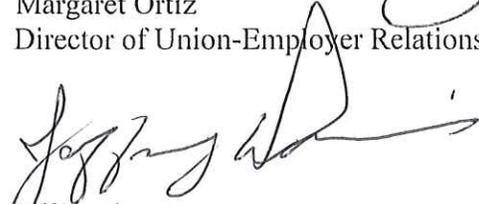


Glen Infuso  
Director, Maintenance and Operations

**For SEIU:**



Margaret Ortiz  
Director of Union-Employer Relations



Jeff Davis  
Carpenter



Harelle Washington  
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