

**Memorandum of Understanding
Between
San Diego Unified School District
And the
Classified School Employee Association and its Chapter #788
on behalf of the
Office-Technical Business Services Bargaining Unit (“OTBS”)**

October 27, 2022

Regarding a New Hire Incentive

WHEREAS, the Parties recognize the importance of hiring and retaining high quality employees; and

WHEREAS, the San Diego Unified School District is experiencing an acute shortage of staff, which has been exacerbated by the COVID-19 pandemic, with specific OTBS positions experiencing a higher rate of staffing shortages through attrition and lack of quality applicants for those positions; and

WHEREAS, the Parties are committed to finding strategies that assist in mitigating the impacts of the staffing shortage that have resulted from the lack of quality applicants and difficulty retaining high quality employees; and

WHEREAS, the Parties agree that the recent economic challenges related to the COVID pandemic require creation of a hiring incentive to attract and fill such positions; and

NOW THEREFORE, the District and CSEA/OTBS agree as follows:

Effective upon ratification by the Parties a new hire incentive shall be paid as follows:

1. All new District employees hired as CSEA/OTBS unit members for the 2022-23 school year into the Network Systems-Media & Support Technician and Architectural Drafting Technician job classification shall receive a one-thousand dollar (\$1,000) new hire incentive to be paid in the following manner:
 - a. Five-hundred dollars (\$500) to be paid with the employee’s first monthly payroll;
 - b. Five-hundred dollars (\$500) to be paid in the month the unit member completes one (1) continuous calendar year of monthly salaried service in a qualifying position.
2. All new District employees hired as CSEA/OTBS unit members for the 2022-23 school year into the Senior Systems Analyst, Senior Systems Analyst-Programmer, Educational Research Specialist, Data Communications Analyst, Data Communications Specialist, Data Communications Technician II, Software Systems Analyst III, or Facilities Development Project Manager II job classifications shall receive a two-thousand five-hundred dollar (\$2,500) new hire incentive to be paid in the following manner:
 - a. Five-hundred dollars (\$500) to be paid with the employee’s first monthly payroll;
 - b. One-thousand dollars (\$1,000) to be paid in the month the unit member completes six (6) months of continuous service in a qualifying position.
 - c. One-thousand dollars (\$1,000) to be paid in the month the unit member completes one (1) continuous calendar year of monthly salaried service in a qualifying position.

