

**Memorandum of Understanding (“MOU”)**

**Between the San Diego Unified School District (“District”)**

**And the**

**California School Employees Association and its Chapter #788 on behalf of the  
Office-Technical Business Services Bargaining Unit (“CSEA/OTBS”)**

**December 7, 2023**

**REVISED – December 14, 2023**

**Regarding a Payment for Early Notification of Retirement**

**WHEREAS**, the District is offering a payment for early notification of retirement to employees who submit their retirement notice to the District on or before January 15, 2024.

**WHEREAS**, receiving this information early for those retiring by June 30, 2024 (or July 12, 2024 for unit members working summer school) will assist in District efforts to mitigate the impacts to sites and departments districtwide; and

**WHEREAS**, the District will not be offering a retirement incentive during the 2023-2024 fiscal year; and

**WHEREAS**, this payment aims to encourage members who are already contemplating retirement to provide early notification, rather than serving as an incentive for retirement itself; and

**WHEREAS**, the Parties negotiated in good faith regarding a one-time payment for unit members who provide early notification of retirement to the District; and

**NOW THEREFORE**, the Parties agree to the following:

1. Unit members who submit their notification of retirement to the District on or before the close of business on January 15, 2024, with a retirement date between March 15, 2024 and June 30, 2024 (except for unit members working a summer school assignment), shall receive a one-time payment of one-thousand dollars (\$1,000), minus all applicable taxes and withholdings.
  - a. Unit members working a summer school assignment must complete the summer school assignment and submit their notification of retirement to the District on or

before the close of business on January 15, 2024, with a retirement date of July 12, 2024, in order to receive the above payment.

2. In order to receive the payment for early notification of retirement, unit members shall complete and submit the resignation form for purposes of retirement by the January 15, 2024 deadline.
3. Unit members who have submitted their notice of retirement prior to the date of this Agreement with retirement dates between March 15, 2024 and June 30, 2024, shall receive the payment for early notification of retirement. Unit members whose retirement date falls outside of this retirement period are not eligible for the payment.
4. Unit members shall receive the one time lump sum payment no later than February 29, 2024.
5. All components of the current Collective Bargaining Agreement between CSEA/OTBS and the District not addressed by the terms of this Agreement shall remain in full effect.
6. This Agreement is non-precedential.
7. This MOU is effective upon completion of the ratification process by both Parties.

FOR THE DISTRICT:

DocuSigned by:  
Kristie Jones December 14, 2023  
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Kristie Jones Date  
Director, Labor Relations

FOR OTBS:

DocuSigned by:  
Dawn Basques December 14, 2023  
83E73FA32BDC4D7...  
Dawn Basques Date  
President, CSEA Chapter #788

DocuSigned by:  
Ian Ulloa December 14, 2023  
ECB4F30CCB07455...  
Ian Ulloa Date  
CSEA Labor Relations Representative