

MEMORANDUM OF UNDERSTANDING

The California School Employees Association and its Butte College Chapter 511

December 18, 2024

The Butte-Glenn Community College District (“District”) and CSEA and its Butte College Chapter 511 (“CSEA”) agree to participate in the Classified Community College Employee Summer Assistance Program (Education Code section 88280) as follows:

1. The parties agree to a one-year pilot program for the 2025-26 fiscal year. The parties enter into this agreement with the expressed understanding that the District will be reimbursed dollar for dollar on amounts withheld from participating classified school employees’ monthly paychecks during the 2025-2026 fiscal year. In the event that dollar for dollar reimbursement is not available during the course of this pilot program the District will only be obligated to pay the amount of funds withheld plus the actual amount of matching funds received from the Chancellor’s Office.
2. Prior to January 1, 2025, the District shall provide notice to all CSEA bargaining unit members which shall include the following:
 - a. A description of the program;
 - b. Details about eligibility for the program, including (1) they must work less than a 12-month assignment, (2) they must have worked for the District for one year at the time of enrollment, and (3) the regular annual pay the bargaining unit member receives directly from the district in their regular work assignment is \$62,400.00 or less for an entire academic year at the time of enrollment. The District will use the annual pay applicable to the classified employee at the time of enrollment which falls between the period from January 1 through March 1 of each respective year
 - c. All timelines for the program as follows:
 - i. By January 1, 2025, the District must notify the classified employees that the District has elected to participate in the program for the next school year.
 - ii. By March 1, 2025, any classified employee who wishes to participate, must notify the District, using a form developed by the Chancellor’s Office (<https://www.cccco.edu/-/media/CCCCO-Website/docs/form/2025-26-academic-year-summer-assistance-enrollment-form-a11y.pdf?la=en&hash=6D2002DB8254244CB678A4E97600591B27DE79FE>), that the employee wishes to participate in the program for the 2025-2026 school year. The employee may elect to have up to 10% of his/her monthly pay withheld during the school year. The employee must specify (1) the amount to be withheld from the monthly paychecks, and (2) whether s/he chooses to have the withheld amounts paid out during the summer 2026 recess period in one or two payments.

- iii. By April 1, 2025, the District must notify the Chancellor's Office that it has elected to participate in the program, using a form developed by the Chancellor's Office.
 - iv. By May 1, 2025, the Chancellor's Office must notify participating Districts in writing of the estimated amount of state match funding that a participating employee can expect to receive. If funding is insufficient to provide one dollar for each one dollar that has been withheld from the employees' paychecks, the Chancellor's Office must notify the Districts of the expected prorated amount of state match funds that each classified employee could expect to receive.
 - v. By June 1, 2025, the District must notify the participating employees as to the estimated amount of state match funds that the employee could expect to receive as a result of participating in the classified school employees summer assistance program.
 - vi. After receiving the notification, and no later than no later than 30 days after the start of instruction for the applicable fall term of the academic year, which is August 25, 2025, the classified employee may (1) withdraw his/her election to participate in the program, or (2) reduce the amount to be withheld from his/her paycheck.
 - vii. The District must then deposit the amounts withheld from participating employees' monthly paychecks according to each employee's choices, in a specified account within its general fund during the 2025-2026 school year.
 - viii. A bargaining unit member who experiences a personal or financial hardship during the 2025-2026 school year may elect to end participation in the CSESAP and request to be immediately paid out any pay withheld from their paycheck pursuant to this program; however, the bargaining unit member is not entitled to receive any state match funds.
 - ix. On or before July 31, 2025, the participating District must request payment from the Chancellor's Office, on a form developed by the Chancellor's Office, for the amount of classified employee pay that has been deposited in the program fund.
3. An employee may withdraw from *further* participation in the program more than 30-days after the start of the 2025-2026 school year and leave withheld amounts in the program. In such instances, the District agrees to report this contribution to his contribution to the Chancellor's Office as if contributions had been made for the duration of the program at a reduced percentage, but only if permitted by the Chancellor's Office guidance regarding the program.
 4. The Parties agree that participation in the program is currently only for the 2025-26 fiscal year and that further written agreement is required to extend the program in subsequent fiscal years. This Agreement is also contingent upon an appropriation of funds in the annual State Budget Act or another statute for purposes of program.

5. This agreement is unique and shall in no way set a precedent for any other agreements in the future, and furthermore, no party hereto shall cite this agreement or its term as past practice for any purpose in the future.

FOR THE DISTRICT:


Chris Little (Dec 19, 2024 10:39 PST)

Chris Little
Executive Director – Human Resources

FOR CSEA CHAPTER 511:


Kim Hong (Dec 19, 2024 12:31 PST)

Kim Hong
Chapter President, Butte College #511


Kim Howell (Dec 19, 2024 13:16 PST)

Kim Howell
Labor Relations Representative, CSEA

Kim X Hong











CSEA MOU Summer Assistance Program_Dec 2024

Final Audit Report

2024-12-20

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✔ Agreement completed.

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