

**Impacts of COVID-19 Pandemic: May Post & Bid**  
**Memorandum of Understanding**  
**Between**  
**The San Diego Unified School District**  
**&**  
**The San Diego Education Association**  
*April 10, 2020*

In order to promote public health, the safety of employees, and to ensure the continuity of learning for students, The San Diego Unified School District (“District”) and the San Diego Education Association (“SDEA”), collectively referred to as the “Parties,” have reached this Memorandum of Understanding (“MOU”).

Whereas, the Parties agree the COVID-19 Pandemic has created unique challenges that require educators to be flexible and creative during this unprecedented time; and,

Whereas, the Parties acknowledge the Governor’s March 19, 2020 Executive Order requires all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operation; and,

Whereas, the parties recognize the importance of continuity of staffing for schools and programs; and,

Whereas, the safety of students and educators is of utmost importance; and,

Now, therefore, the Parties agree to the following:

1. Except for the adaptations below, the May 2020 Post and Bid process will occur as outlined in Article 12 of the current collective negotiations contract. The following electronic adaptations will be made:
  - a. The District will host a video conference to conduct the Prep Time and Transfer Monitoring Committee meetings.
  - b. Site administrators will use a telephone or video conference to conduct the site interview process (12.2.1.d); in-person interviews shall not be conducted.
  - c. Site or program administrators will provide the posting information to association representatives electronically. An email reply from the association representatives may constitute a signature. (12.2.10).
  - d. In lieu of the paper posting outlined in Section 12.2.13, the list of vacancies for Early Childhood Education Programs, will be emailed to the District email address of all active employees in the following job codes/ titles:
    - i. 4000- Children’s Center Teacher

- ii. 4080- State Preschool Cntr Tchr
  - iii. 4090- Super Lead Teacher
- e. Notice of involuntary transfers will be communicated via email.
- f. Itinerant programs will continue to follow their PGT guidelines for staffing, as established in Section 12.16 of the CBA; however, no in person interviews may occur.
2. Attachment A is provided as an illustration of the May 2020 Post and Bid timeline. The parties recognize slight variances may occur within this timeline and remain in compliance with the contract. If this District deviates from the timeline illustrated in Attachment A, SDEA will be notified via email.

FOR THE DISTRICT:

FOR SDEA:

DocuSigned by:  
*Jessica Falk Michelli* 4/13/2020  
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Jessica Falk Michelli                      Date  
Executive Director, Labor Relations

DocuSigned by:  
*Abdul Sayid* 4/13/2020  
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Abdul Sayid                                      Date  
Executive Director

DocuSigned by:  
*Acacia Thede* 4/13/2020  
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Acacia Thede                                      Date  
Chief Human Resources Officer

DocuSigned by:  
*Kisha Borden* 4/13/2020  
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Kisha Borden                                      Date  
President

**Attachment A- May 2020 Post and Bid Timeline**

Date	Post and Bid Task	Electronic alternative
March 16- April 22	HR collects vacancy data and posting information; postings created in the system (12.2.1 and 12.2.2)	N/A. Electronic means are already utilized to conduct this task.
April 6	The District will post the May Post and Bid circular and will email it to all unit members in SDEA (including ECE).	N/A. Electronic means are already utilized to conduct this task.
Prior to April 23	Site or program administrators will provide the posting information to ARs electronically for signature (12.2.10)	This task will be conducted via email.
April 23	Send all postings to SDEA by close of business (12.2.1)	N/A. Electronic means are already utilized to conduct this task.
April 27	Transfer Monitoring Committee Meeting (hold) (12.2.11)	HR will host a video conference for the Transfer Monitoring Committee members.
<b>May 4-13</b>	<b>May Post and Bid (12.2.1.a)</b>	N/A. Electronic means are already utilized to conduct this task.
May 25	Lists of eligible bidders routed to sites for selection (12.2.1.c)	N/A. Electronic means are already utilized to conduct this task.

May 25- June 5	Sites conduct interview/ selection process (12.1.10, 12.1.11, 12.2.1.d and 12.2.6.)	Site administrators will use a telephone or video conference to conduct the site interview process; in-person interviews shall not be conducted if schools remain closed.
June 5	Sites finalize post and bid selections in PeopleSoft	N/A. Electronic means are already utilized to conduct this task.
June 8- 12	HR verifies post and bid selections and identifies remaining vacancies not selected during the May Post (12.2.1.1)	N/A. Electronic means are already utilized to conduct this task.
June 13	Email remaining excess & unassigned unit members the process and positions for selecting (12.2.1.1.a)	N/A. Electronic means are already utilized to conduct this task.
June 15	Email excess & unassigned unit members the vacancy list and preference GoogleForm (48 hours to select) (12.2.1.1.b)	N/A. Electronic means are already utilized to conduct this task.
June 17	Excess & unassigned selection deadline for unit members (12.2.1.1.b)	N/A. This is a deadline.
June 19	HR communicates placements to all remaining excess and unassigned employees (12.2.1.1.c)	N/A. Electronic means are already utilized to conduct this task; members are notified of their new assignment in writing.
June 26	HR sends written confirmation of transfers through Post and Bid	This task will be conducted via email