MEMORANDUM OF UNDERSTANDING (MOU)  
between the  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
and its  
PLACER COE CHAPTER #479 (CSEA)  
and the  
PLACER COUNTY OFFICE of EDUCATION (PCOE)  

Procedure for assigning interpreters work outside of contracted hours  

Del Oro  
1. **By Student:** the student’s assigned or grade level interpreters will be asked first.  
   a. At Del Oro only, the student’s regular interpreter(s) if class/curriculum related  
      will be given the first opportunity to take the job. If they are unable, it is then  
      offered to whoever is next on the rotation list.  
      1. Equitable because high school classes change each semester  
      2. Consistency is priority if it is curriculum related  
2. **By Seniority:** Extracurricular work will be offered by seniority  
3. **By Rotation:** Extracurricular work will be offered to whomever is next in the rotation by  
   seniority  
4. **By Site:** After the site list is exhausted, requests will go to Michelle Sumner/Shawn  
   Carlino, via Teams, who will contact Ophir/Penryn. If no PCOE interpreter can accept  
   the job Michelle/Shawn will request an agency interpreter.  
5. **Rotation:** Rotation will start over every year. New staff interpreters assigned to Del Oro  
   will be added to the rotation list.  

Ophir and Penryn  
1. **By Student:** the student’s assigned or grade level interpreters will be asked first.  
2. **By Seniority:** Extracurricular work will be offered by seniority  
3. **By Rotation:** Extracurricular work will be offered to whomever is next in the rotation by  
   seniority  
4. **By Site:** After the site list is exhausted requests will go to Michelle Sumner/Shawn  
   Carlino, via teams, who will contact Del Oro. If no PCOE interpreter can accept the job,  
   Michelle/Shawn will request an agency interpreter.  
5. **Rotation:** Rotation will be continuous from year to year. New staff interpreters assigned  
   to Ophir and Penryn will be added to the rotation list.  

Requesting Interpreting Services  
1. Students will complete an interpreter request form either independently or with help from  
   staff. Paper forms will be located inside assigned rooms at Del Oro. Forms will be  
   located in DHH rooms at Ophir and Penryn.
2. Electronic requests can be emailed by the case manager to interpreting staff to be assigned.
3. Interpreter staff at Del Oro will enter the assignment onto a Google sheet on the interpreters schedule doc; the Ophir staff will use a paper form that is located in their warm up area.
4. Interpreting staff will send a Teams message (set up a separate chat for DO interpreting staff) that there has been a job added.
5. Whomever is next in the rotation (also noted on the google sheet), will either accept or decline the job if the request is made with advanced notice (minimum notice before the end of the previous school day).
6. That interpreter’s name then goes to the bottom of the rotation list if accepted. If declined, it is then offered to the next interpreter. If all DO interpreters decline the job, DHH Coordinator and Lead Interpreter will be notified via teams to ask Ophir/Penryn, and then to the agency.

If a request is made after the end of the previous school day the interpreting staff will enter the job on the google sheet, and message the Teams Channel (Del Oro - Interpreters, Aides, Teachers) tagging DHH Coordinator and Lead Interpreter. Whoever can fill the job will be assigned. The next interpreter in the rotation will not be moved to the bottom of the rotation should they decline a last-minute assignment.

This MOU is in effect through December 31, 2022 and may be extended by mutual agreement.

Mary Montes, Chapter President  
CSEA Chapter #479

Colleen Slattery, Ed.D., Assistant Superintendent  
Placer County Office of Education

Jeffery A. Kirby, Senior Labor Relations Representative  
CSEA