

**Memorandum of Understanding Between the Berkeley Unified School District (BUSD)  
and  
Berkeley Council of Classified Employees (BCCE)**

**Background:**

BUSD is changing to a new Employee Management system (currently QSS/QCC). This new system (**ESCAPE**) will change the way 10 and 11 month employees receive their annual earnings. Currently, employees get paid their monthly wages minus any unpaid non-work days. This means that 10 and 11 month employees' monthly pay varies on months that have unpaid non-work days. Depending on your calendar, this could be: Fall Recess, Winter Recess, or Spring Recess. In the current system, BUSD has to manually dock pay for all 10 and 11 month employees each month for each employee. This means several calculations need to be done manually, which are prone to human error, delayed payments, underpayments and overpayments. ESCAPE will help BUSD standardize this process to minimize any errors in pay.

**Agreement:**

**BUSD and BCCE agree to use the "First and Last month" system:**

10 month employees will get paid the actual days they work on the FIRST and LAST month of their work calendar (usually August and June). For the rest of the months, 10 month employees' remainder of annual gross will be equally distributed in the months in between September through May.

11 month employees will get paid the actual days they work on the FIRST and LAST month of their work calendar (usually July and June). For the rest of the months, 11 month employees' remainder of annual gross will be equally distributed in the months in between August through June.

These changes will take effect for the end of the month pay in July 2022.

Employees will be notified of these changes by July 8th, 2022

For BCCE:

  
Frank Hernandez, President

Date 7-28-22

For BUSD:

  
Glendaly Gascot-Rios, Director HR

Date 7/28/22

