

SIDE LETTER AGREEMENT

Between the Willows Unified School District and the California School Employees Association and its Willows Chapter #119

School Bus Driver Recruitment Incentive and Annual Compensation Plan

This Side Letter Agreement (“Agreement”) is entered into by and between the Willows Unified School District (“District”) and the California School Employees Association and its Willows Chapter #119 (“CSEA” or “Association”), collectively referred to as “the Parties.”

TERMS OF AGREEMENT

Training and Recruitment

- Current WUSD employees participating in training shall be compensated at their regular hourly rate of pay for training hours.
- Training compensation shall be paid only upon successful completion of both the CHP required Classroom and behind the wheel tests.
- Approximate training hours: 20 hours (Classroom) and 20 hours (behind the wheel) paid at Step I Bus Driver for training hours.
- Continuing education to maintain license compensated at current Bus Driver step on salary schedule.
- The Superintendent or designee retains discretion to determine acceptable progress and may discontinue a trainee’s participation if it is determined the candidate will not successfully complete the program.
- Trainees who successfully complete required training and pass all CHP certification testing shall be eligible for employment as a Regular or Relief School Bus Driver.
- Relief Bus Drivers shall be placed at Step 1 of the School Bus Driver salary schedule.

Recruitment Incentive Program

One regular (4 hours daily) and three newly certified/licensed relief school bus drivers shall be eligible for a \$2,500 Recruitment Incentive payable upon completion of all the requirements to drive a school bus.

Eligibility Conditions:

- Must be a current employee in the district and maintain active employment for the full school year.
- Must maintain satisfactory performance and valid school bus certification.
- Incentive payments will be made following the completion of each full year of service.
- No prorated payments shall be issued for partial year employment or separation prior to year end.
- The incentive does not alter salary placement or advancement as defined by the current CSEA #119 CBA.

Additional Hourly Wage Provision for Certified Drivers:

1. Permanent drivers who perform work in other lower paid classified positions within the district during the regular school year shall be compensated at the bus driver range of 34.

2. Relief drivers who perform work in other lower paid classified positions within the district during the days filling in as a relief driver shall be compensated at the bus driver range of 34 for hours performed on that day in both job capacities.
3. Relief drivers who perform work in other higher paid classified positions within the district during the days filling in as a relief driver shall be compensated at the higher range for hours performed on that day in both job capacities.

Annual Stipend for Certified Drivers

1. An annual stipend of \$1,000 shall be provided to:
 - All existing certified School Bus Drivers in active status each year.
2. Stipends shall be paid once per year, in June, and shall not be prorated for partial-year service.

ADMINISTRATION

- The Superintendent or designee shall oversee implementation of this plan, including verification of trainee progress, eligibility, and payout approvals.
- The Director of Business Services shall maintain records of all participants, certification completion, and incentive disbursements.
- The Payroll Department shall process all payments in accordance with established payroll procedures.

TERM OF AGREEMENT

This Side Letter Agreement shall become effective December 19, 2025, and shall remain in effect until modified, extended, or terminated by mutual written agreement of both Parties or through the successor collective bargaining process.

All other terms and conditions of the CSEA #119 Collective Bargaining Agreement remains unchanged and in full force and effect.

SIGNATURES

Name: <i>Emmett Koepenick</i>	Name: <i>Kathleen Morrison</i>	Name: <i>Elena Bessette</i>
Signature: <i>S. W.</i>	Signature: <i>K. Morrison</i>	Signature: <i>Elena Bessette</i>
Title: Superintendent	Title: CSEA Chapter President	Title: CSEA Labor Relations
Date: <i>12-16-25</i>	Date: <i>12-16-25</i>	Date: 12/17/2025