

Welcome to the 2025-2026 School Year & Kick-Off FAQ!

Greetings, PSEA, and happy start to the 2025-2026 school year!

A warm welcome back to our returning Members and a friendly hello to all our new Members!!! Thank you to all that worked throughout the summer to ensure fun for our students and a successful start to the new year. Whether you worked through the summer or are just getting started back to work, we hope everyone found some time to relax and enjoy the summer. We are off to a fast start this busy new school year!

As a refresher for our returning Members and information for our new Members, Poway School Employees Association is the independent union that represents over 2,900 non-management classified employees at Poway Unified School District – by far the largest employee group in PUSD! We are a volunteer-run organization that only supports our fellow PUSD classified employees. Through strength in Membership, we have negotiated over 21% in salary increases over the past few years for all PSEA Unit Members, in addition to increases of up to 20% through the negotiated Classification Review Cycle. We continue to negotiate various improvements in wages, leaves, health and welfare, working conditions, and provide PSEA Members with employee representation to assist with workplace concerns or violations. For your information, updated and current PSEA Collective Bargaining Agreements and Memorandums of Understanding (MOUs) can be found on our website:

<https://www.powaysea.org/collective-bargaining/>

Please note that most PSEA communications are sent through the PSEA listserv from <pseadmin@powaysea.org> to the email address provided on your Membership Form. Our first email of this school year was sent this afternoon so be sure to check your personal email account and ensure the email did not land in junk or spam. If you are new to PUSD and not yet a Member, please complete the attached Membership form and return to PSEA via intradistrict mail or email to KarenBurns@PowaySEA.org. Not sure if you're a Member or have questions about Membership? Feel free to call our office at (858) 842-4980 or email Karen Burns, PSEA Office Manager, at the above address.

PSEA MONTHLY BOARD MEETINGS

The PSEA Board of Directors hosts meetings once per month and all Members are invited to attend. Our first meeting of the 25-26 school year will take place on Tuesday, August 26 at 4:45 in an online format. Meeting dates and times can be found on the [PSEA website](#). Davin Erickson, our PSEA Secretary, sends email reminders prior to each meeting where Members can RSVP to receive the meeting link. At our first Board meeting, we will review the status of concerns and issues from last year, state of District management, negotiations topics for upcoming bargaining with management, and current issues reported by members. Members can also bring up any questions or concerns they have during the meetings.

PSEA 101 OPEN HOUSE

Mark your calendar and bring a friend on Thursday, September 18, 2025. We will be hosting a PSEA 101 Open House from 4:30-6:00pm for all new or existing members to stop by and ask any questions you may have. More details and reminders will be forthcoming.

The PSEA office also hosts orientation for all new classified employees. If you have not yet attended orientation or know of someone that hasn't, please email Melanie Rodriguez, PSEA Professional Learning Coordinator, at melanierodriguez@powaysea.org for more information and the schedule.

SUPERINTENDENT KICK-OFF FAQs

The Superintendent has requested all staff attend the Superintendent's Kick-Off event on

Monday, August 11 at 6:45am. We have received several questions from our Members regarding this event and have included some FAQs with answers below.

Am I required to attend?

It is not clear if attendance is required nor is it clear if the District complied with our Collective Bargaining Agreement language regarding temporary changes in schedules and involuntary reassignments. Management is required to give PSEA classified employees five calendar days written notice for a temporary change in schedule per our Collective Bargaining Agreements (CBA). Management is also required to give at least 10 days' advance written notice prior to changing a PSEA employee's work location. See below excerpts from the Unit I CBA.

5.7 Change in Work Schedule

5.7.1 The District may change an employee's work schedule on either a Page 9 permanent or temporary basis. A change in work schedule is defined as a shift of a Unit member's assigned starting and ending time and/or routinely assigned workweek.

5.7.2 Permanent Change in Work Schedule

In the event the District determines to effect a permanent change in an employee's work schedule of more than one hour, the affected employee shall be given at least ten (10) calendar days prior written notice to the start of the school year and fourteen (14) calendar days during the school year. A permanent change in work schedule shall mean that the employee's regularly assigned ongoing workweek and/or starting and ending times are modified. Upon request, an opportunity will be provided for the Unit member to meet with their supervisor to discuss changing the start date of the new schedule.

5.7.3 Temporary Change in Work Schedule

In the event the District determines to effect a temporary change in an employee's work schedule, the affected employee shall be given five (5) calendar days written, prior notice. A temporary change in work schedule shall mean that the employee's regular assigned ongoing workweek and/or starting and ending times are modified for a period of no more than sixty (60) calendar days.

5.7.4 The provisions of Sections 5.7.2 and 5.7.3 shall be inapplicable to work schedule changes which traditionally occur during summer months or periods when school is in recess.

10.5 Involuntary Reassignment

An involuntary reassignment may be requested by the Unit member's principal or department head when they deems a reassignment would be in the best interests of the Unit member or the District. Before any request for an involuntary reassignment is acted upon, the Unit member shall be given at least ten (10) calendar days written notice prior to the start of the school year and fourteen (14) calendar days during the school year by the principal or department head that an involuntary reassignment is being recommended and the reasons therefore. Upon request, an opportunity will be provided for the Unit member to meet with appropriate division administrator or the Associate Superintendent for Personnel Support Services to discuss the proposed reassignment. Involuntary reassignments shall not be arbitrary or capricious.

Am I entitled to get paid for attending?

Yes, this is a work event.

Should I adjust my hours of work on Monday?

You should only adjust your schedule (e.g., leave early to account for the early start) if your supervisor complied with Section 5.7 and/or 10.5 of the CBA (gave you at least 5 and/or 10 calendar days written notice of a change in your schedule, respectively to whichever is applicable). Otherwise, you should work your regular schedule and put the additional time on a time sheet (including, if applicable, overtime pay).

Am I entitled to mileage?

If you drive to more than one work location during your work day, then you are entitled to mileage. For example, if you work at the District Office and drive to Mt. Carmel and back to the District Office after the event, you should complete a mileage form for driving to Mt. Carmel and back. You can utilize Google maps, MapQuest, etc. to determine the distance. Attached is the mileage form that can also be found on the District Intranet: [Informed K12: Digital Forms for K12 Education](#).

14.12 Mileage

Any Unit member required to use their vehicle on District business shall be reimbursed at the Board-adopted rate per mile for all actual miles driven on behalf of the District. Unit members required by the District to use some form of public transportation in lieu of a personal vehicle shall be reimbursed for the actual expenses incurred.

Employees required to travel to more than one site to complete a single assignment on the same day shall be reimbursed for mileage at the Board approved rate and shall be in paid status during the period of required travel. Neither an employee's break nor lunch period shall be allocated as travel time.



[PUSD Mileage Form.pdf](#)

PSEA OFFICE AND ASSISTANCE

The PSEA office is located at 12265 World Trade Drive, Suite E, San Diego, 92128. Our union office is centrally located within PUSD boundaries near the Home Depot in Carmel Mountain. Office hours are generally 8:00am to 3:30pm. We recommend that you call ahead to ensure someone is able to assist you since we are often on appointment assisting our Members. We are also available to assist Members outside of the above hours with prior arrangement. The main phone number is (858) 842-4980.

If you have any questions or need assistance, please email Davin Erickson, Director of Employee Relations, at davinerickson@powaysea.org or Courtney Martin, President, at courtneymartin@powaysea.org. You may also contact our Office Manager, Karen Burns, at karenburns@powaysea.org for general assistance.

We look forward to a fantastic year together in unity for the betterment of PUSD classified staff!

Courtney Martin

President

Poway School Employees Association

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