

**Memorandum of Understanding Between
Beverly Hills Unified School District and
Beverly Hills Education Association OTBS Unit**

**Transition of Classified OTBS Positions to Confidential
November 18, 2024**

The Beverly Hills Unified School District ("District") and Beverly Hills Education Association (OTBS Unit), enter into this Memorandum of Understanding ("MOU") regarding the conversion of the Administrative Assistant II, Educational Services and the Administrative Assistant II, Student Services positions from the BHEA OTBS Unit to Confidential Positions.

Agreement

1. Position Change

Effective on November 26, 2024, the Administrative Assistant II, Educational Services and the Administrative Assistant II, Student Services positions are hereby converted from the BHEA OTBS Unit to non-bargaining unit Confidential Positions. Union dues will cease to be assessed effective the first pay period following November 25, 2024.

2. Role and Responsibilities

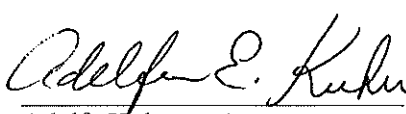
- o The specific responsibilities associated with these confidential positions are documented in each employee's job description, attached as Appendix A.

No OTBS unit members, including the two positions transitioning from OTBS to Confidential, shall be negatively impacted financially by this MOU.

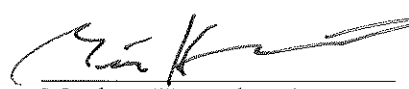
Acknowledgment

By signing below, both parties agree to the terms stated in this MOU.

Parties hereby approve and execute this agreement:

 11/18/24
Adelfa Kubu
BHEA OTBS President

Date

 11/18/2024
Matthew Horvath, Ed.D.
Assistant Superintendent, Personnel Services

Date