

Memorandum of Understanding
The California School Employees Association and its
Magnolia Chapter 195
And
Magnolia School District
(AB 119)

October 13, 2017

This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Magnolia School District (hereafter, (District) and the California School Employees Association and its Magnolia Chapter 195 (hereinafter, "CSEA").

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA notice of any newly hired unit member, within ten (10) days of date of hire, via electronic mail to the CSEA Chapter President and the assigned Labor Relations Representative which will include the following information:
- i. Full Legal Name
 - ii. Date of Hire
 - iii. Classification
 - iv. Site/Department

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA bargaining unit.
- b) The District shall provide CSEA with contact information on the bargaining unit new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:
- i. First Name;
 - ii. Middle initial;
 - iii. Last name;
 - iv. Suffix (e.g. Jr., III)
 - v. Job Title/Classification;
 - vi. Department;
 - vii. Primary worksite name;
 - viii. Work telephone number;
 - ix. Home Street address (incl. apartment #)
 - x. City
 - xi. State
 - xii. ZIP Code (5 or 9 digits)

- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Last four numbers of the social security number;
- xvii. Birth date;
- xviii. Employee ID;
- xix. CalPERS status;
- xx. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- c) **Periodic Update of Contact Information:** The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title/Classification;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Last four numbers of the social security number;
- xvii. Birth date;
- xviii. Employee ID;
- xix. CalPERS status;
- xx. Hire date.

3. NEW EMPLOYEE ORIENTATION

- a) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

- i. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session(s).
 - ii. In the event the District conduct one-on-one orientations with new employees, CSEA shall have fifteen (15) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session(s).
- c) The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired unit members. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
 - d) The orientation session shall be held on District property during the workday of the unit member(s), who shall be on paid time.
 - e) During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

4. GRIEVANCE PROCEDURE

- a) Any alleged violation, misinterpretation or misapplication of the terms of this agreement shall be subject to the grievance and arbitration provisions of the current Collective Bargaining Agreement between the parties except as follows:
 - i. Definition of a grievance -- Any alleged violation, misinterpretation, or misapplication of the terms of this agreement.
 - ii. Only CSEA has the ability to grieve this agreement.
 - iii. Any alleged violation, misinterpretation, or misapplication of the terms of this Article shall be resolved in expedited binding arbitration before arbitrator Katherine Thomson, unless she is not available within thirty (30) days of the grievance filing or such other period as is mutually-agreed upon, in which event the parties shall mutually select an arbitrator available during this time period.

5. DURATION OF AGREEMENT


- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.

i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2020.

b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

California School Employees Association
and its Magnolia Chapter 195

Magnolia School District

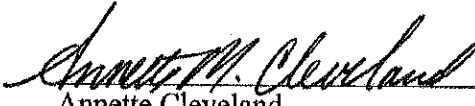


Matt Sumner 11/3/17
President Date



David Applng 11/8/17
Executive Director Human Resources Date

Erica Williams Date
CSEA Labor Relations Representative



Annette Cleveland 11/8/17
Asst. Superintendent Business & Admin. Date