

COAST UNIFIED SCHOOL DISTRICT-CSEA
MEMORANDUM OF UNDERSTANDING
AB 119

This Memorandum of Understanding ("MOU") is made and entered into by and between Coast Unified School District ("District") and the California School Employees Association ("Association") and its North Coast School Employees Chapter 492. This MOU is dated March 20, 2018 for reference purposes.

1. Contact Information

(a) **New Unit Members.** The following new bargaining unit member information will be sent from the District to the CSEA President/designee electronically in Excel or another agreed-upon format, within thirty (30) calendar days of the new unit member's date of hire, unless the law allows the unit member to protect the privacy of some of the data fields set forth below:

- Name (First and Last name)
- Home Address
- Personal telephone Numbers (Cell and/or Home, if available)
- District email
- Personal Email Address (if available)
- Date of Hire
- Primary work site
- Job title(s)/Classification(s)

(b) **All Unit Members.** The information set forth above will be sent from the District to the CSEA President/designee electronically in Excel or another agreed-upon format by October 15, January 15 and May 15 each school year for all bargaining unit members.

2. New Unit Member Orientation

(a) Within ten (10) calendar days of the date of hire, the Association President/designee will be electronically notified that a new unit member has been hired. 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. The Association President/designee shall have the opportunity to meet with the new unit member for up to thirty (30) minutes. The new unit member and the CSEA President shall be provided with up to thirty (30) minutes of release time for this meeting.


(b) If the CSEA President/designee cannot meet with the new unit member, the CSEA President/designee shall, within five (5) calendar days of the unit

member's hire date, work with the unit member's manager to schedule a meeting of up to thirty (30) minutes to discuss CSEA business. The CSEA President/designee and the new unit member shall be provided release time for this meeting.


- (c) New bargaining unit members will either be granted release time to attend the meeting or be compensated at the hourly rate of pay for the time spent attending the orientation meeting if the meeting occurs outside of the unit member's work day/work year.
 - (d) The unit member's first full day of regular contracted service shall be their first day of paid service for purposes of seniority even if the new unit member was paid to attend an earlier orientation session.
3. **Incorporation into the Contract.** The terms of this MOU shall be incorporated into the collective bargaining agreement ("Contract") as new section 3.1.6 (in place of the existing section 3.1.6) when the Contract shall be next updated.
 4. **Severability and Savings Provision.** The parties agree to add the following sentence to section 20.1 of the Contract: "Upon written notice by either party, any portion of the Contract that is invalidated shall be opened for negotiations within thirty (30) work days of the invalidation."
 5. **Effective Date of MOU.** This MOU shall be effective as of the date it is signed by all Parties and has received approval from the District's Governing Board and ratified by Association's unit members ("Effective Date").
 6. **Entire Agreement.** This MOU represents the entire agreement between the Parties pertaining to the subject matter of this MOU. This MOU may only be modified by written agreement of the Parties.
 7. **Execution in Counterparts.** This MOU may be executed in counterparts and be as valid and binding as if each party signed the same copy. A faxed copy of the executed signature page shall be sufficient to cause the terms of this MOU to become fully operative.

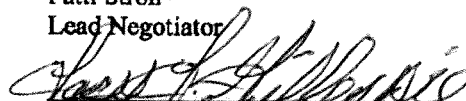
APPROVED AND ACCEPTED:

Coast Unified School District


Vicki Schumacher
District Superintendent

CSEA


Patti Stroh
Lead Negotiator


Lacy Gillespie
Labor Relations Representative

Dated: 3/20/18

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