

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REDWOODS COMMUNITY COLLEGE DISTRICT
AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and Its
COLLEGE OF THE REDWOODS CHAPTER 509**

**New Employee Orientation (AB119) Agreement
April 11, 2018**

This Memorandum of Understanding is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the Redwoods Community College District and the California School Employees Association and its College Of The Redwoods Chapter 509.

All language currently in effect as stated in the Agreement between the parties is intended to remain unchanged except as proposed below.

1. 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 employed by the District (including those returning from a medical or layoff rehire list) 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 unit.
- b) The District shall provide CSEA the ASSOCIATION with contact information on the 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;
 - vi. Department;
 - vii. Primary worksite name;
 - viii. Work telephone number;
 - ix. Work Extension;
 - x. Home Street address (incl. apartment #)
 - xi. Mailing address (if different)
 - xii. City
 - xiii. State
 - xiv. ZIP Code (5 or 9 digits)
 - xv. Home telephone number (10 digits);
 - xvi. Personal cellular telephone number (10 digits);
 - xvii. Personal email address of the employee;
 - xviii. Birth date;
 - xix. Employee ID;
 - xx. CalPERS eligibility/membership ("Y" if in CalPERS; "N" if not in CalPERS);
 - xxi. 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 same information in the same format as Article 1(b) above on the last working day of September, January, and May.

2. 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.

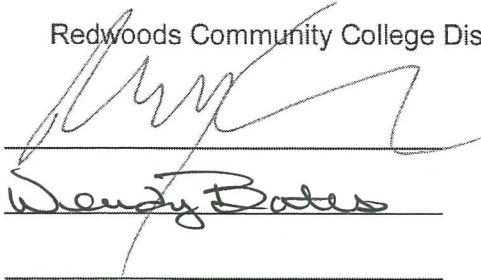
In the event the District conduct one-on-one or group orientations with new employees, CSEA shall have time of paid release time for one (1) CSEA representative to conduct the orientation session as identified in Article 3.6.2 of the CBA. The CSEA Labor Relations Representative may also attend the orientation session.

- 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 employee. 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 employee(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.

3. MEMORIALIZATION

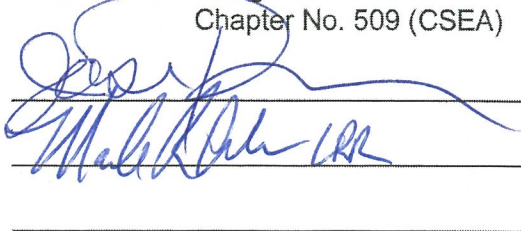
The parties agree this MOU will be attached as an appendix to the Collective Bargaining Agreement during successor negotiations.

Redwoods Community College District



Wendy Bates

CSEA and its College of the Redwoods
Chapter No. 509 (CSEA)



Mark R. Baker