

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 16, 2024**


**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

The Parties have met in reference to the reduction in full-time equivalent ("FTE") hours for (1) one vacant Administrative Assistant II position at Crafton Hills College and agreed to the following.

1. It is agreed and understood that the District would reduce the FTE hours for (1) one vacant Administrative Assistant II position (PCN: C213302).
2. The reduction in the FTE hours is based on the department's operational needs.
3. The (1) one vacant Administrative Assistant II position will be reduced from 1.0 FTE to .475 FTE and from 40 hours per workweek to 19 hours per workweek, working 260 days per year.
4. The Parties agree that the abovementioned changes will be effective Thursday, August 1, 2024.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

For CSEA



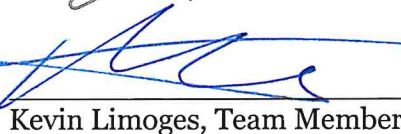
Ernest Guillen, President CSEA #291



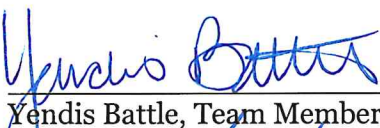
NaviJana Duren, CSEA LRR



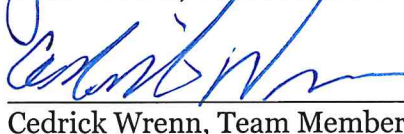
Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member