**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**

**June 17, 2025**

**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.”

**RECITALS**

In or about April 2018, the Parties made and entered into a Memorandum of Understanding (attached herein), which the Parties considered a "contract" per Article 8.1.1 of the agreement between the Contractor (Follett) and the District, in addition to the Parties' collective bargaining agreement and any other applicable agreements or MOUs between the Parties. Therefore, the Parties agreed to the following in part:

**EXISTING BOOKSTORE EMPLOYEES**

1. The Parties, effective April 2018 and thereafter, have agreed that each existing bookstore unit member retains the right to remain indefinitely in his/her existing classified position at the bookstore, whether under the District or Contractor (Follett).
2. In addition, effective April 2018 and thereafter, each existing bookstore unit member may explore alternative placement within the District, which would be facilitated by the Office of Human Resources. In return, any existing bookstore unit members who accept a transition plan and change classification shall not be subject to any additional probationary period as a result of the transition.
3. In the event, that an existing bookstore unit member accepts an alternative placement with the District, a training plan shall be developed to provide the existing bookstore unit member the understanding of the responsibilities and the knowledge and skills to do the new classification.

**TERMS**

In alignment with the terms and conditions outlined in the Memorandum of Understanding, the Parties hereby acknowledge that bookstore unit member, **Kaila Wheeler,** has opted to explore an alternative placement within the District, and the detailed terms and conditions associated with this are as follows:

1. The Employee has mutually agreed to work an Out-of-Class assignment as an Administrative Assistant III classified position (PCN: C213302) in the Student Life/Student Health Center at Crafton Hills College. The length of the assignment will be July 1, 2025, through December 31, 2025, or until the Employee or management decides to end the assignment.
2. The Employee will be compensated at Range 41, Step A. The CSEA Collective Bargaining Agreement has predetermined the salary range and step referenced in this Memorandum of Understanding. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the classified position, except those expressly stated herein.
3. Parties agree that during the Out-of-Class assignment, the Employee's seniority as a Bookstore Assistant will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
4. The Employee may return to their classified position as the Bookstore Assistant at Crafton Hills College at any time and/or upon completing the Out-of-Class Assignment.
5. The District will assess the specific roles and responsibilities associated with the classified position of Administrative Assistant III and will provide training to the Employee. Regular check-ins will be conducted to support the Employee’s development and address any questions or challenges that may arise.
6. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class Assignment for Kaila Wheeler.

This Memorandum of Understanding constitutes the full and express agreement between the Parties with respect to the subject matter hereof and is the final, complete, and exclusive of the terms and conditions of this Memorandum of Understanding. There exists no other agreements, promises, inducements, or understandings other than those provided herein.

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

For the District For CSEA

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Kristina Hannon, SBCCD Ernest Guillen, President CSEA #291

Vice-Chancellor, Human Resources,

Payroll, Police Services and Health and

Safety Administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cameron Kroetz, CSEA LRR

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Diana Vaichis, Team Member

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Kevin Limoges, Team Member

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Yendis Battle, Team Member

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Cedrick Wrenn, Team Member