

**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**

**October 15, 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 agree to approve the interim Out-of-Class Confidential assignment for Sharon Zerbel, Administrative Coordinator to the Executive Administrative Assistant, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be October 9, 2024, through November 1, 2024, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Confidential Salary Schedule at Range 22, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Out-of-Class Confidential assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA; however, the Employee will be ineligible to receive the following special compensation: shift differential or bilingual/bi-literate during the length of Out-of-Class service.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Executive Administrative Assistant or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class Confidential assignment, the Employee shall return to their regular classified position as an Administrative Coordinator.
6. The Parties agree that during the Out-of-Class Confidential assignment, the Employee's seniority as an Administrative Coordinator will continue to accrue, and the Out-of-Class Confidential assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class Confidential assignment of Sharon Zerbel.

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  
Vice-Chancellor, Human Resources,  
Payroll & Police Services

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Ernest Guillen, President CSEA #291

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Noah Snyder, 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