

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 20, 2023

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".

In accordance with Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST, it has been determined the following bargaining unit members shall be reclassified.

1. Effective March 4, 2023, bargaining unit member Aida Gil, Administrative Assistant II, Range 37 Step D, 8 hours/260-day work year in the Student Services Department at San Bernardino Valley College will be reclassified to the classification of Administrative Assistant III, Range 41 Step C, 8 hours/260-day work year.

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

For the District

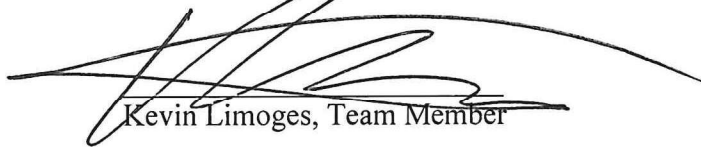


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member

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 20, 2023

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").

The District is conducting a reorganization in the EOP&S Department. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

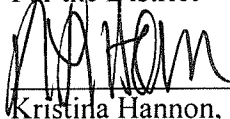
Amber Martin, Administrative Assistant I, Range 33 Step E, 8 hours/260-day work year, will be reorganized into the classification of Administrative Assistant II, Range 37 Step D, 8 hours/260-day work year, effective June 26, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

Effective June 26, 2023, the now vacant Administrative Assistant I position in EOP&S Department shall be eliminated.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

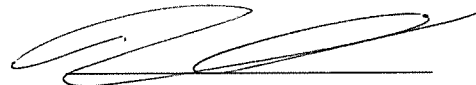
For CSEA



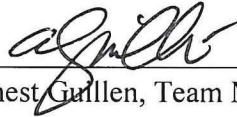
Cassandra Thomas, President CSEA #291



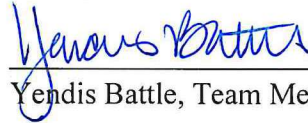
Noah Snyder, CSEA LRR



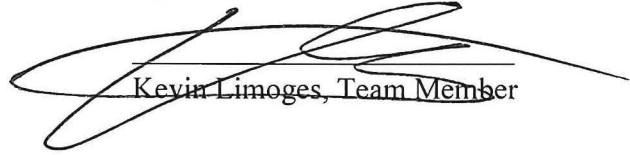
David Stevenson, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



Keyin Limoges, Team Member

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June 20, 2023

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."

It is Hereby Agreed:

There will be changes to the Athletic Trainer job description (attached herein), which include placement at Range 50 from Range 44 of the CSEA Salary Schedule.

The Athletic Trainer will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

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
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



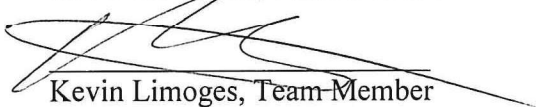
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team-Member



Athletic Trainer

Classified Range: **44-50**

Board Approved: 11/18/21, rev. TBD P. 2|4

Program:

13. Maintains current knowledge of athletic training trends and practices; incorporates new developments as appropriate into program.
14. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **

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Athletic Trainer

Classified Range: **44-50**

Board Approved: 11/18/21, rev. TBD P. 1|4

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Organizes and participates in programs for the care, treatment, rehabilitation, and prevention of physical injuries to athletes in the athletic program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers/trainees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Evaluates athletic injuries, performs appropriate first aid, and provides referrals to physicians, health services, hospitals, and other health professionals as necessary.
2. ~~Provides follow-up treatment and rehabilitation under physician's direction.~~ Coordinate, develop, and demonstrate post-surgical, preventative, and maintenance rehabilitation programs for student athletes utilizing various rehabilitative techniques, skills, and modalities following standing orders prescribed by the medical physician.
3. ~~Schedules physical examination of all athletes.~~ Develop, Organize, Schedule, and implement preventative treatment methods, including but not limited to Physical Examinations, Emergency Action Plans (EAP's), and concussion management protocols in accordance with CCCAA requirements and guidelines.
4. Applies taping and wrapping of injured areas and for injury surveillance.
5. Attends games and renders first aid and immediate evaluation of injuries as necessary.
6. Ensures Athletic Training Room is open and training services are available whenever intercollegiate teams are practicing or competing on campus.
7. Maintains confidential records, including injury report forms, diagnoses, treatment, prescriptions, physical examination reports, accident reports, and insurance forms as related to the athletics program.
8. ~~Assists in the conditioning, rehabilitation, and maintenance of the student athletes' fitness to compete.~~ Coordinates and facilitates medical referrals to physicians, specialists, physical therapists, or other healthcare providers for further evaluation or treatment beyond your scope of practice.
9. Operates whirlpool, ultrasound, hydrocollator, muscle stimulator, and other exercise and therapeutic machines.
10. Communicates with coaches, athletes, team physicians, and others regarding injuries, treatments, and rehabilitation programs.
11. Orders, receives, and stocks training supplies, equipment, and materials as needed.
12. ~~Provides technical and functional direction to student trainees in the Athletic Training Education~~



Athletic Trainer

Classified Range: **44-50**

Board Approved: 11/18/21, rev. TBD P. 3|4

- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

~~A Bachelor's degree from an accredited college or university with major course work in health education, physical education, sports medicine, or a related field.~~ Possession of and ability to maintain a current certification as an Athletic Trainer by the National Athletic Trainers' Association.

Experience:

Two (2) years of experience working as a certified athletic trainer at the secondary level or higher.

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Athletic Trainer

Classified Range: **44-50**

Board Approved: 11/18/21, rev. TBD P. 4|4

License or Certificate:

~~Possession of current certification as an Athletic Trainer by the National Athletic Trainers' Association~~

Possession of current CPR Certificate and First Aid certifications.

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; frequently works around athletic playing fields; exposure to all types of weather and temperature conditions, noise, blood borne pathogens and bodily fluids. Positions may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work with athletes on playing fields or in training facilities; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull moderate to heavy amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate athletic training equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; to identify and distinguish colors; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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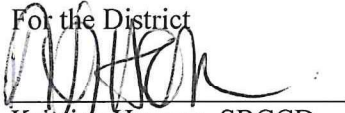
June 20, 2023

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."

- Effective May 3, 2022, through July 13, 2023, bargaining unit member Keith Candelaria, Athletic Trainer, Range 44 Step E in the Athletic Department at San Bernardino Valley College shall receive 5% out-of-class pay
- Effective May 3, 2022, through July 13, 2023, bargaining unit member Ashley Watkins, Athletic Trainer, Range 44 Step B in the Athletic Department at San Bernardino Valley College shall receive 5% out-of-class pay.

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

For the District

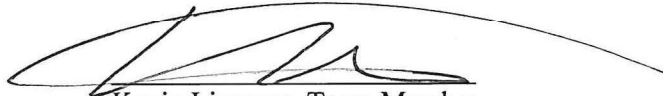


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
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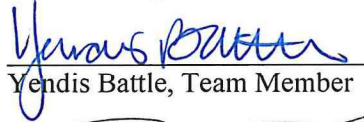
For CSEA



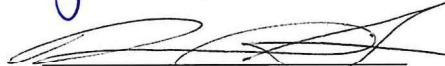
Cassandra Thomas, President CSEA #291



Kevin Limoges, Team Member



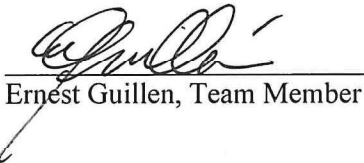
Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member

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June 20, 2023

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 assignment for Manuel Rosales Jr., Technology Support Specialist, to the Senior Technology Support Specialist, DIST, under the following stipulations:

1. The length of the assignment will be July 1, 2023, through December 31, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 27, 2022, as the Senior Technology Support Specialist.
2. The Employee will be compensated at Range 63, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Technology Support Specialist.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Technology Support Specialist will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Manuel Rosales Jr.

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

For the District

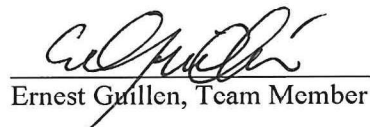


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



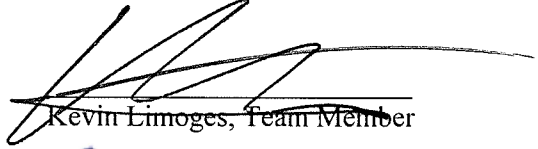
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David Stevenson, Team Member



Kevin Limoges, Team Member



Noah Snyder, CSEA LRR

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June 20, 2023

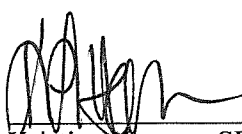
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Roger Robles, Senior Technology Support Specialist, to the District Director, Technology Services, under the following stipulations:

1. The length of the assignment will be July 1, 2023, through December 31, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 13, 2022, as the District Director, Technology Services.
2. The Employee will be compensated from the Management Salary Schedule at Range 20, Step C. 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 assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 District Director, Technology Services or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Senior Technology Support Specialist.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Senior Technology Support Specialist will continue to accrue and the Out-of-Class 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 Management assignment of Roger Robles.

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 &
Police Services


For CSEA





Cassandra Thomas, President CSEA #291


Ernest Guillen, Team Member


Yendis Battle, Team Member


David Stevenson, Team Member


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Noah Snyder, CSEA LRR

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June 20, 2023

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It is Hereby Agreed:

The Student Services Technology Coordinator classification will be added to the classified bargaining unit. This classification will be placed at Range 54 of the CSEA Salary Schedule.

The Student Services Technology Coordinator will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".


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
& Police Services

For CSEA



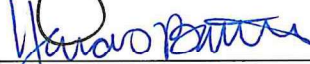
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Kevin Limoges, Team Member



Student Services Technology Coordinator

Classified Range: 54

Board Approved: TBD P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Provides high level technical support and training for faculty and staff on software used to support student success technology.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; refers only unusual and complex decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Administers and manages the daily operations of the campus' student success technology platforms, such as, but not limited to, Cranium, Starfish, and other Customer Relationship Management (CRM) tools; including the routine support and troubleshooting for students, faculty, and staff; management of user roles and privileges; platform configuration and workflow customization; system status monitoring; and data reporting.
2. For area of assignment, supports initial platform implementation efforts, and subsequent system upgrades, by participating in appropriate planning and implementation teams or committees as needed.
3. Develops and conducts interactive in-person and/or online training for new students, faculty, and staff on the use of technology relevant to their position and needs.
4. Collaborates with appropriate departments regarding the implementation of software platforms that support the campus enrollment and retention. May conduct one-on-one consultation with faculty and staff as needed.
5. Serves as the local subject matter expert on student success technology capabilities and current best practices for their use by students, faculty, and staff.
6. Works closely with technology vendors to resolve technical issues, to monitor and test application functionality, and to plan for platform updates and the release of new features.
7. Assists with troubleshooting and resolving software problems as necessary. Recommends and designs software configurations appropriate for student success technology.
8. Stays current with advances in technology and maintains a knowledge base of new and emerging technologies that support student success and effective strategies to support their adoption.
9. Collaborates with administrators and departments such as Information Technology, Student Services, Instructional Services, Institutional Research, and others, to monitor platform use and to

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Student Services Technology Coordinator

Classified Range: 54

Board Approved: TBD P. 2|4

coordinate communications about system status, user needs, and data reporting.

10. Proactively plans the use of student success technologies through all-campus communications, web resources, training events and workshops, meetings, and individual interactions.

11. Performs other duties assigned related to the primary job duties.

MINIMUM QUALIFICATIONS

CORE COMPETENCIES:

Mathematical Facility

- Perform operations involving counting, adding, subtracting, multiplication and division.
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Compute and interpret descriptive statistics**

Critical Thinking

- Analytically and logically evaluate information to resolve problems.
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focus on the details of work content.
- Show care and thoroughness in adhering to process and procedures that assure quality.
- Apply knowledge and skill in recognizing and evaluating details of work**

Apply skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follow a clear-cut set of rules.
- Understand practical necessity of rules and ethical guidelines.
- Show consistency in behavior and judgement over long term and varied situations.

Legal and Regulatory Navigation



Student Services Technology Coordinator

Classified Range: 54

Board Approved: TBD P. 3|4

- Understand, interpret, and ensure compliance with laws and regulations.
- Locate, understand, or provide factual regulatory information**
- Work within the bounds and limits of what is permissible.

Using Technology

- Work with electronic hardware and software applications
- Use basic features and functions of software and hardware.
- Experiment and find novel use for standard features and functions **
- Add, improve, modify, or develop features and functionality**

Adaptability

- Respond positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagine and devise new and better ways of doing things**
- Fix what is broken; find solutions and fix with resources at hand
- Find new approaches to perform familiar tasks.
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend verbal instructions and orally presented information.
- Recall or retrieve key points in a conversation.
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Apply technical subject matter to the job **
- Know the rudimentary concepts of performing the essential technical operations.
- Possess recognized expertise outside of the organization**

Self-Management

- Follow through on instructions and assignments.
- Self-directed and self-monitored in commitments and accomplishments
- Redefine or reprioritize activities within scope of responsibility.

Valuing Diversity

- Show acceptance of individual differences
- Welcome input and inclusion of others who may be different from oneself.
- Show understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination.



Student Services Technology Coordinator

Classified Range: 54

Board Approved: TBD P. 4|4

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university with major course work in education, computer science, or a related field.

Experience:

- Three (3) years of experience working with student services technology.

Equivalency Provision:

1. In the absence of a Bachelor's degree from an accredited college or university with major course work in education, computer science, or a related field, an Associate's degree or and five (5) years of experience working with student services technology is qualifying.
2. In the absence of an Associate's degree from an accredited college or university with major course work in education, computer science, or a related field, equivalent to the completion of high school and seven (7) years of experience working with student services technology is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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June 20, 2023

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").

The District is conducting a reorganization in the KVCR Department. Accordingly, both Parties agree to, as part of the reorganization, to the following effects:

Valerie Arce, Administrative Assistant III, Range 41 Step C, 8 hours/260-day work year, will be reorganized into the classification of Administrative Coordinator, Range 45 Step B, 8 hours/260-day work year, effective July 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

Effective July 1, 2023, the now vacant Administrative Assistant III position in KVCR Department shall be eliminated.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

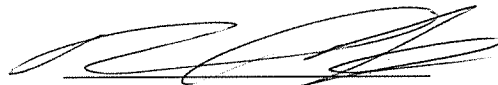
For CSEA



Cassandra Thomas, President CSEA #291




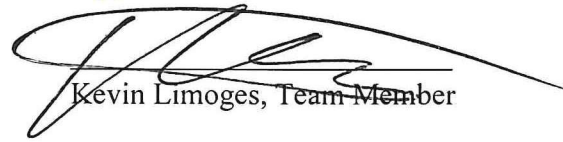
Noah Snyder, CSEA LRR



David Stevenson, Team Member


Ernest Guillen, Team Member


Yendis Battle, Team Member


Kevin Limoges, Team Member

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

May 16, 2023

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 the following regarding the Alternative Work Schedule ("AWS") arrangement effective August 1, 2023, through May 31, 2024.

The opportunity to participate in an AWS is offered only with the understanding that an AWS is not a guarantee, but rather that the District supports the use of an AWS option in positions where appropriate. The opportunity for an AWS is at the immediate supervisor's discretion and will take into consideration numerous factors, including the classification, nature of the work performed, operational needs, impact on the department, individuals for whom services are performed, and employee performance.

The following guidelines provide the framework for AWS arrangements.

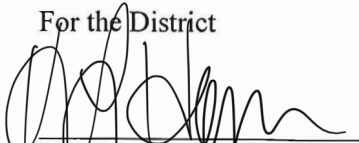
1. Permanent unit members requesting an AWS shall submit an Alternative Work Request Form/Agreement to their immediate supervisor. The immediate supervisor shall notify the unit member of their decision to the request within ten (10) days of receipt. An immediate supervisor may approve, deny, or modify an AWS request for any reason that is not arbitrary or capricious. The decision to grant or deny an AWS is not subject to the grievance process. A denial of a request for an AWS shall be submitted to the Office of Human Resources department, which will ensure the decision is not arbitrary and capricious.
2. Specific conditions and agreed-upon AWS arrangements are outlined in an Alternative Work Request Form/Agreement, which is prepared by the unit member and subject to the immediate supervisor's approval.
3. The immediate supervisor may permanently rescind an AWS, upon fourteen (14) calendar days' notice to account for a change in staffing levels or upon seven (7) calendar days' notice for failure to abide by any of the terms of the individual AWS agreement.
4. Unit members on an AWS may, at time, be required to attend department/college meetings, training sessions, etc., when they are scheduled to be off from work. In instances where fourteen (14) calendar days' notice is given, adjustments in hours/days will be required to that the unit member may attend such events. In instances where fourteen (14) calendar days' notice is not given, unit members shall be offered overtime to attend in accordance with Article 6 of the Collective Bargaining Agreement.
5. If a holiday falls on a day for which the unit member is not scheduled to work as a result of the AWS, the unit member shall be required to observe the holiday during the week the holiday falls and shall be required to observe it on the first day or last day of their scheduled AWS workweek. If the unit member is on an AWS, the number of hours scheduled to work per day equals the number of hours granted for the holiday.

6. Unit members may discontinue or request to change their AWS agreement at any time.
7. Any approved hours worked in excess of those indicated on the Alternative Work Request Form/Agreement shall be entitled to an overtime rate of pay in accordance with the Collective Bargaining Agreement.
8. The District will provide the Association with an AWS list upon each approval or change, which will include the unit members' full names, worksite location, and beginning and ending times.


This MOU will sunset on 31 May 2024 and shall be reevaluated and subject to negotiations at any time.

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 &
Police Services

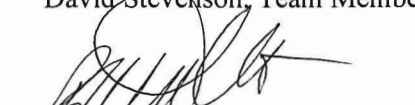
For CSEA


Cassandra Thomas, President CSEA #291


Ernest Guillen, Team Member


Yehdis Battle, Team Member


David Stevenson, Team Member


Brandice Mello, Team Member


Noah Snyder, CSEA LRR

CT

Alternative Work Schedule Request Form/Agreement

Employee Name:				
Job Title/Classification:				
Site/Department:				
Existing Work Schedule (hours/days):				
Alternative Work Schedule Requested (check one): <input type="checkbox"/> 4/10 (four ten-hour days) <input type="checkbox"/> 9/80 (eight nine-hour days, 1 eight-hour day) ** Indicate day off requested, if applicable _____				
Alternative Work Schedule Beginning Date: Click or tap to enter a date.		Alternative Work Schedule End Date: Click or tap to enter a date.		
Complete 1 st Week (<i>only</i>) for the 4/10 schedule Complete 1 st Week and 2 nd Week for the 9/80 schedule				
	Day of Week	Start Time	End Time	Total Hours
1st	Monday	:	:	
W	Tuesday	:	:	
E	Wednesday	:	:	
E	Thursday	:	:	
K	Friday	:	:	
	Day of Week	Start Time	End Time	Total Hours
2nd	Monday	:	:	
W	Tuesday	:	:	
E	Wednesday	:	:	
E	Thursday	:	:	
K	Friday	:	:	

The opportunity to participate in an Alternative Work Schedule (AWS) is offered only with the understanding that an AWS is not a guarantee, but rather that the District supports the use of an AWS option in positions where appropriate. The opportunity for an AWS is at the immediate supervisor's discretion and will take into consideration numerous factors, including the classification, nature of the work performed, operational needs, impact on the department, individuals for whom services are performed, and employee performance. The decision to grant or deny an AWS is not subject to the grievance process.

CT

AK

If my request is accepted, I further agree to the following conditions:

- I am expected to abide by all District policies and Work Rules while working on an AWS.
- I will adhere to work hours, lunch, and break times in accordance with the Collective Bargaining Agreement. Any changes to break and lunch times require prior immediate supervisor approval.
- Overtime is subject to prior immediate supervisor approval. Any unit member who works overtime without prior immediate supervisor approval may be subject to discipline.
- Any approved hours worked in excess of those indicated on the Alternative Work Schedule note above, shall be entitled to an overtime rate of pay in accordance with the Collective Bargaining Agreement.
- I understand that sick leave, vacation, and other leaves are taken while on the modified/alternative workweek and shall be charged and paid on an hour-for-hour basis.
- I understand that if a holiday falls on a day that I am not scheduled to work as a result of the AWS, I shall be required to observe the holiday during the week the holiday falls and shall be required to observe it on the first day or the last day of my AWS workweek.
- I understand that I may be required to attend department/college meetings, trainings, sessions, etc. when I am scheduled to be off from work. In these instances where fourteen (14) calendar days' notice is given, adjustments in hours/days will be made so that I may attend such events. In instances where fourteen (14) calendar days' notice is not given, I understand that I shall be offered overtime to attend.
- I understand that I will not gain a shift differential in accordance with Article 7: Pay and Allowances, subsection 7.2. by electing to work an AWS.

By signing below, I further acknowledge and certify that I have read, understand, and agree to abide by this Alternative Work Schedule Agreement.

I further understand and agree that this Agreement may be terminated by the District, upon fourteen (14) calendar days' notice to account for a change in staffing levels or upon seven (7) calendar days' notice for failure to abide by any of the terms of the individual AWS agreement.

I agree that this agreement will expire no later than June 30, 2024.

Employee Name (Print)

Employee Signature

Date

[This section is to be completed by the immediate supervisor]

Approved: Denied: Modified:

Reason for Denial:

Immediate Supervisor Name (Print)

Immediate Supervisor Signature

Date

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

May 16, 2023


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."

It is Hereby Agreed:

The Contracts and Liability Specialist classification will be abolished from the classified bargaining unit, effective June 9, 2023. Therefore, the Contracts and Liability Specialist will be removed from the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

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
& Police Services

For CSEA




Cassandra Thomas, President CSEA #291




Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Contracts and Liability Specialist

Classified Range: 53

Board Approved: 11/18/21 P. 2|5

Handwritten initials in black ink, possibly "AH", located in the top right corner of the page.

****Abolished; classified duties are found in the Contracts Technician job description**

- ~~14. Assist with procurement processes and compliance.~~
- ~~15. Assists in maintaining a supplier and contract database.~~
- ~~16. Assists with the budget process and in the development of assigned budget; collects and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting systems; monitors status.~~
- ~~17. Assists with and responds to questions and requests for information from students, staff and the public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretation of, rules and regulations as well as policies and procedures related to area of assignment.~~
- ~~18. Utilizes software programs and recommends modifications conducive to increased efficiency.~~
- ~~19. Performs other duties related to the primary job duties.~~

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions**
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas



Contracts and Liability Specialist

Classified Range: 53

Board Approved: 11/18/21 P. 1|5

A handwritten signature in black ink, located in the top right corner of the page.

****Abolished; classified duties are found in the Contracts Technician job description**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

~~Performs a variety of specialized and technical work in the administration of various contracts and property liability claims management, including maintenance of files, records, and reports; and performs a variety of specialized purchasing and fiscal services functions supporting the assigned area of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.~~

REPRESENTATIVE DUTIES

~~The following duties are typical for this classification.~~

- ~~1. Reviews contracts for effectiveness and ensures compliance with Education Code and Public Contract Code, liability factors and usage of clear contract language; verifies proper procurement documents.~~
- ~~2. Assists in review of laws and regulations pertaining to contracts and proper liability.~~
- ~~3. Reviews project cost and effect of proposed and/or established contracts provisions, policies, program and activities.~~
- ~~4. Assists in the review and development of contracts for various departments for a wide range of services both for District provided services and for receiving services from others.~~
- ~~5. Prepares and processes service and independent consulting contracts.~~
- ~~6. Assists in training managers, supervisors and administrative staff in contract implementation and processing.~~
- ~~7. Assists in coordination of responses to contracts and property liability claims.~~
- ~~8. Participates on, and provides staff support to a variety of committees, task forces, and boards; develops agenda items and agendas; prepares and presents materials, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.~~
- ~~9. Applies District policies, administrative procedures and other regulations to the area of responsibility.~~
- ~~10. Participates in coordinating assigned activities and functions with other staff, projects and functions as well as local, state and federal agencies/jurisdictions, business partners, and the public; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.~~
- ~~11. Prepares reports and data for accounting related tasks; gathers information and creates spreadsheets and reports; conducts evaluations and makes recommendations on assigned projects.~~
- ~~12. Coordinates the Fiscal Services Contracts Records Retention Program, updates and maintains the District's Contracts program.~~
- ~~13. Assists in drafting policies and procedures related to contracts and property liability.~~



Contracts and Liability Specialist

Classified Range: 53

Board Approved: 11/18/21 P. 3|5

A handwritten signature in the top right corner of the page.

****Abolished; classified duties are found in the Contracts Technician job description**

Writing

- ~~Communicating effectively in writing~~
- ~~Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure~~
- ~~Logically orders and structures ideas and progression of thought~~

Analyzing and Interpreting Data

- ~~Apply sorting, coding and categorizing rules~~
- ~~Analyze data~~
- ~~Read reports~~
- ~~Draw meaning and conclusions from quantitative and/or qualitative data~~

Customer Focus

- ~~Attending to the needs and expectations of customer~~
- ~~Seeks information about the immediate and longer term needs of the customer~~
- ~~Anticipates what the customer may want or expect in a product or service~~
- ~~Works across organizational boundaries to meet customer needs **~~

Reading Comprehension

- ~~Understanding and using written information~~
- ~~Knows the meaning of printed words; comprehend the literal meaning of text~~
- ~~Make interpretations, applications, deductions, inferences, extrapolations from written information **~~

Professional and Technical Expertise

- ~~Applying technical subject matter to the job **~~
- ~~Knows the rudimentary concepts of performing the essential technical operations~~

Critical Thinking

- ~~Analytically and logically evaluates information to resolve problems~~
- ~~Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it~~
- ~~May detect ambiguous, incomplete, or conflicting information or instructions **~~

Attention to Detail

- ~~Focusing on the details of work content~~
- ~~Shows care and thoroughness in adhering to process and procedures that assure quality~~
- ~~Applies knowledge and skill in recognizing and evaluating details of work **~~
- ~~Applies skilled final touches on products~~



Contracts and Liability Specialist

Classified Range: 53

Board Approved: 11/18/21 P. 4|5

****Abolished; classified duties are found in the Contracts Technician job description**

Mathematical Facility

- ~~Performs operations involving counting, adding, subtracting, multiplication and division~~
- ~~Follow multi-step computational procedures and apply formulas~~
- ~~Apply basic algebraic or geometric reasoning and problem-solving~~
- ~~Recognize approaches and algorithms for finding real-world computational solutions**~~
- ~~Computes and interprets descriptive statistics**~~

Valuing Diversity

- ~~Shows acceptance of individual differences~~
- ~~Welcomes input and inclusion of others who may be different from oneself~~
- ~~Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination~~

~~** Lead, Advanced or Senior Level Positions~~

Education and Experience Guidelines

Education/Training:

~~A Bachelor's degree from an accredited college or university with major coursework in business administration, accounting public administration or a related field.~~

Experience:

~~Four (4) years of experience that includes duties related to contracts and claims administration.~~

Equivalency Provision:

~~In the absence of a Bachelor's degree from an accredited college or university with major coursework in business administration, accounting public administration or a related field, an Associate's degree from an accredited college or university with major course work in business administration, accounting, public administration or a related field and six (6) years of experience that includes duties related to contracts and claims administration.~~

Desired Education/Experience:

- ~~Experience in a public agency preferably in the California Community College system.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is performed primarily in a standard office setting.~~

~~**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and~~



Contracts and Liability Specialist

Classified Range: 53

Board Approved: 11/18/21 P. 5|5

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****Abolished; classified duties are found in the Contracts Technician job description**

~~twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

~~**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.~~

~~**Hearing:** Hear in the normal audio range with or without correction.~~

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

May 16, 2023

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."

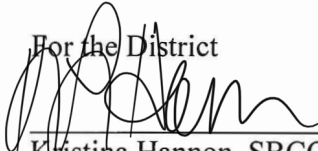
It is Hereby Agreed:

The Contracts Technician classification will be added to the classified bargaining unit. This classification will be placed at Range 41 of the CSEA Salary Schedule.

The Contracts Technician will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

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
& Police Services

For CSEA



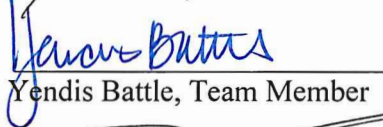
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



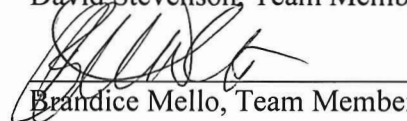
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member

CT



Contracts Technician

Classified Range: 41

Board Approved: TBD P. 1|4

PA

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Contracts Technician performs a variety of specialized and technical work in the administration of various contracts and procurement issues, including maintenance of files, records and reports; and performs a variety of specialized purchasing and fiscal services functions supporting the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Reviews contracts for effectiveness, Education/Public Contract Code compliance, liability factors, and to ensure the use of clear contract language, and verifies proper procurement documents.
2. Assists in the review of laws, regulations, and liability factors pertaining to contracts.
3. Reviews project costs, and reports effect of proposed and/or established contract provisions, policies, programs and activities.
4. Assists in the review and development of contracts for various departments for a wide range of services for District provided services and for receiving services from external entities.
5. Prepares and processes service and independent consulting contracts.
6. Assists in training managers, supervisors, and administrative staff in contract implementation and processing.
7. Represents area of assignment and participates on a variety of committees, task forces, and boards; develops agenda items and agendas; prepares and presents materials, legal reports, and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.
8. Applies District policies, administrative procedures, and other regulations to the area of responsibility.
9. Prepares reports and data for projects including accounting related tasks; gathers information and creates complex spreadsheets and reports; conducts evaluations and makes recommendations on assigned projects.
10. Coordinates the Business Services contract records retention program, updates and maintains the District's contract program.
11. Assists in drafting policies and procedures.
12. Assist with procurement processes and compliance.
13. Assists in maintaining a supplier and contract database.
14. Assists in the coordination of the District procurement card program and corporate account programs.

CT

Contracts Technician

Classified Range: 4I

Board Approved: TBD P. 2|4

15. Assists with and responds to questions and requests for information from students, staff, and the public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretation of rules and regulations as well as policies and procedures related to area of assignment.
16. Utilizes software programs and recommends modifications conducive to increased efficiency.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

CT

Contracts Technician

Classified Range: 41

Board Approved: TBD P. 3|4

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

** *Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

CT

Contracts Technician

Classified Range: 4I

Board Approved: TBD P. 4|4

Education/Training:

Equivalent to the completion of high school.

Experience:

Three (3) years of technical purchasing and/or contracting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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

May 16, 2023

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").

The Parties recognize that Governor Newsom signed Assembly Bill 1655 on September 29, 2022, recognizing Juneteenth as a state-recognized mandatory holiday, effective January 1, 2023.

For the calendar year 2023, Juneteenth shall be recognized as a paid holiday for classified employees and added to Article 12: Holidays of the CSEA Collective Bargaining Agreement. Juneteenth shall be subject to the same rules and restrictions that are applicable to the other paid holidays under the Article.

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
and Police Services


For CSEA



Cassandra Thomas, President CSEA #291



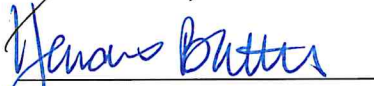
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Yendis Battle, Team Member



Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

May 16, 2023

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 assignment for J Manuel Villegas, Financial Aid Specialist, to the Financial Aid Coordinator, CHC, under the following stipulations:

1. The length of the assignment will be April 11, 2023, through June 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on October 10, 2022, as the Financial Aid Coordinator.
2. The Employee will be compensated at Range 45, Step E. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Financial Aid Specialist.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Financial Aid Specialist will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of J Manuel Villegas.

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

For the District

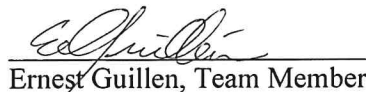


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
Police Services

For CSEA



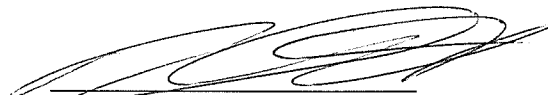
Cassandra Thomas, President CSEA #291



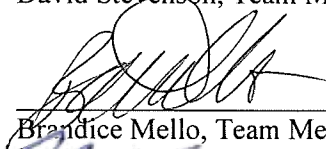
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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

May 16, 2023

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").

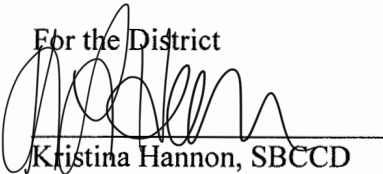
The District is conducting a reorganization in the Purchasing Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Angela Davis, Purchasing Technician, Range 31 Step F, 8 hours/260-day work year, will be reorganized into the classification of a Contracts Technician, Range 41 Step B, 8 hours/260-day work year, effective June 9, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

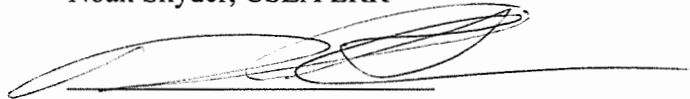
For CSEA



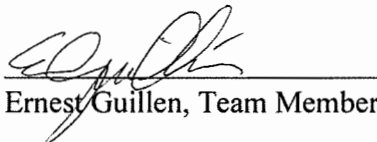
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

Brandice Mello

Brandice Mello, Team Member

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

May 16, 2023

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").

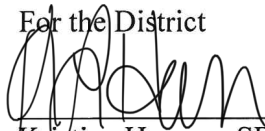
The District is conducting a reorganization in the Student Activities Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Maritza Portillo, Administrative Assistant I Range 33 Step E, 8 hours/260-day work year, will be reorganized into the classification of Administrative Assistant III, Range 41 Step B, 8 hours/260-day work year, effective April 26, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

For the District

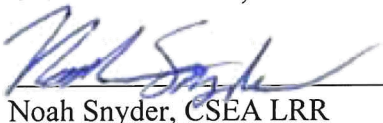


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
and Police Services

For CSEA



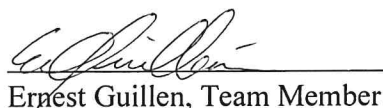
Cassandra Thomas, President CSEA #291



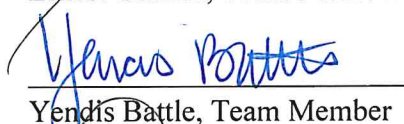
Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



Brandice Mello, Team Member

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

May 16, 2023

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").

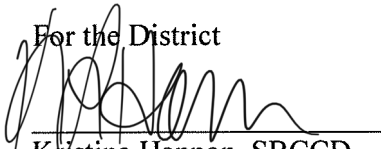
The District is conducting a reorganization in the Fiscal Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Virginia Diggle, Contracts and Liability Specialist, Range 53 Step F, 8 hours/260-day work year, will be reorganized into the classification of a Business Services Administrator, Range 14 Step D, 8 hours/260-day work year, effective June 9, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

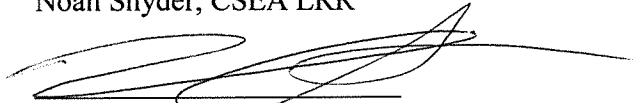
For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



Brandice Mello, Team Member

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

April 25, 2023

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 assignment for Roger Robles, Senior Technology Support Specialist, to the Director of Technology Services, DIST, under the following stipulations:

1. The length of the assignment will be May 1, 2023, through June 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 13, 2022, as the Director of Technology Services.
2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step F. 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 assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 Director of Technology Services or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Senior Technology Support Specialist.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Senior Technology Support Specialist will continue to accrue and the Out-of-Class 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 Management assignment of Roger Robles.

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

For the District




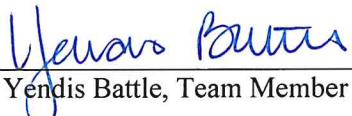
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
Police Services


For CSEA

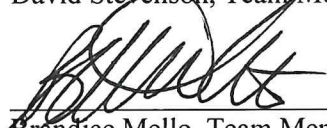


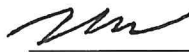
Cassandra Thomas, President CSEA #291


Ernest Guillen, Team Member


Yendis Battle, Team Member


David Stevenson, Team Member


Brandice Mello, Team Member


Noah Snyder, CSEA LRR

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

April 25, 2023

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."

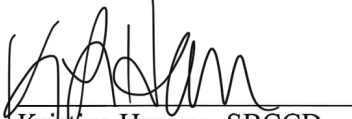
The Parties agree to approve the interim Out-of-Class assignment for Manuel Rosales Jr., Technology Support Specialist, to the Senior Technology Support Specialist, DIST, under the following stipulations:

1. The length of the assignment will be May 1, 2023, through June 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 27, 2022, as the Senior Technology Support Specialist.
2. The Employee will be compensated at Range 63, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Technology Support Specialist.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Technology Support Specialist will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Manuel Rosales Jr.

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 &
Police Services

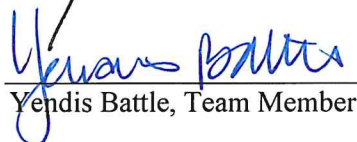
For CSEA




Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member




Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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

April 25, 2023

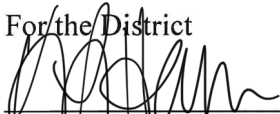
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

In accordance with Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST, it has been determined the following bargaining unit member shall be reclassified.

1. Effective September 14, 2020, bargaining unit member Norma Campos, Administrative Clerk, Range 29 Step F, 8 hours/260-day work year in the Vocational Education Department at San Bernardino Valley College will be reclassified to the classification of Project Analyst, Range 44 Step A, 8 hours/260-day work year.

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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Brandice Mello, Team Member



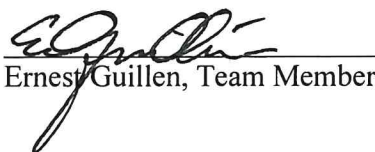
Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member

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

March 14, 2023

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".

Bilingual and Bi-Literate Stipend Article 7.3.2.1 and Article 7.3.3.1

The Parties mutually agree that effective May 1, 2023, all unit members listed shall be compensated at the rate of \$50.00 per month for their *Bilingual* services and will be added to the eligibility pool list.

- Frank Blanquet
- Raquel Rivera
- Maria Chavez
- Oscar Rodriguez
- Alvaro Sanchez
- Jeanette Perez
- Cynthia Bernal
- Jacqueline Soto
- Luisa Martinez-Guzman


The Parties mutually agree that effective May 1, 2023, all unit members listed shall be compensated at the rate of \$50.00 per month for their *Bi-Literate* services and will be added to the eligibility pool list.

- Yvonne Rose Powers
- Alvaro Sanchez
- Maria Chavez
- Frank Blanquet
- Jeanette Perez
- Raquel Rivera
- Jacqueline Soto

Attached is a list of the unit members that are approved to receive the Bilingual/Bi-literate stipend in accordance with Article 7.3.

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 &
Police Services

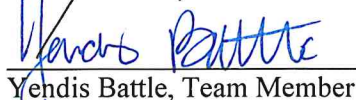
For CSEA



Cassandra Thomas, President CSEA #291




Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brittney Coleman, CSEA LRR



Brandice Mello, Team Member

#	Bilingual Stipend List				
	Name	Department	Site	Bilingual	Year
1	Bojorquez, Ana	DSP&S	SBVC	x	2010
2	Davila, Maria	Bookstore	CHC	x	2010
3	Ramirez, Fermin	Financial Aid	SBVC	x	2010
4	Rodriguez, Natividad	EOPS/CARE	CHC	x	2010
5	Romo, Maria Silvia	Admissions/Records	SBVC	x	2010
6	Lehman, Veronica	Financial Aid	CHC	x	2011
7	Frausto, Jeanette	Financial Aid	SBVC	x	2016
8	Garcia, Gabriela	Financial Aid	SBVC	x	2016
9	Louder, Zayne	Library	CHC	x	2016
10	Alvarez, Jose Luis	Grounds	SBVC	x	2017
11	Campos, Norma	Vocational Education	SBVC	x	2017
12	Vargas, Geno	Maintenance Operations	SBVC	x	2017
13	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
14	Martinez, Anabel	CBO	SBVC	x	2018
15	Moncada, Rosita	Tess	DIST	x	2018
16	Moreno, Juana	CDC	SBVC	x	2018
17	Perez-Ponce, Blanca	CDC	SBVC	x	2018
18	Rojas, George	CDC	SBVC	x	2018
19	Serna, Marina	Student Services	SBVC	x	2018
20	Williams, Sophia	CDC	SBVC	x	2018
21	Portillo, Maritza	Student Activities	SBVC	x	2019
22	Rosales, Manuel	Technology Services	SBVC	x	2019
23	Treacy-Abarca, Blanca	CDC	SBVC	x	2018
24	Morales, Martha	CDC	SBVC	x	2020
25	Dominguez, Andres	Student Services	SBVC	x	2020
26	Alatorre, Yesica	KVCR	DIST	x	2020
27	Arteaga, Lorena	Food Services	SBVC	x	2020
28	Gomez, Tanya	Food Services	SBVC	x	2020
29	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
30	Navarrete, Belinda	Admissions & Records	CHC	x	2020
31	Hayton, Claudia	Financial Aid	CHC	x	2020
32	Gil, Aida	STAR Program	SBVC	x	2021
33	Vasquez, Nancy	CDC	SBVC	x	2021
34	Aguilar, Lupita	Office of Instruction	SBVC	x	2021
35	Ramirez Jazmin, Lucia	CDC	SBVC	x	2021
36	Acosta, Priscilla	CDC	SBVC	x	2021
37	Abeyta, Rebecca	Counseling	CHC	x	2022
38	Lopez, Angelica	CDC	SBVC	x	2022
39	De Loera, Priscilla	Financial Aid	SBVC	x	2022
40	Bulgarelli, Nancy	Counseling	SBVC	x	2022
41	Garcia, Raquel	Social Science/CDC	SBVC	x	2010
42	Molina, Liliana	Business Office	SBVC	x	2016
43	Green, Nancy A	Payroll	DIST	x	2010
44	Rose Powers, Yvonne	KVCR	DIST	x	2014
45	Elizalde, Noemi	Fiscal Services	DIST	x	2010

46	Sanchez, Carmen	Print Shop	CHC	x	2020
47	Salas, Nancy	Social Science/CDC	SBVC	x	2010
48	Delgado, Rocio	Financial Aid	SBVC	x	2010
49	Lopez, Elizabeth	Instruction	CHC	x	2016
50	Parada, Osman	Computing Services	DIST	x	2010
51	Rojas, Cesar M	Maintenance Operations	SBVC	x	2010
52	Blanquet, Frank	KVCR	DIST	x	2023
53	Rivera, Raquel	Facilities	CHC	x	2023
54	Chavez, Maria	Humanities	SBVC	x	2023
55	Rodriguez, Oscar	Counseling	SBVC	x	2023
56	Martinez-Guzman, Luisa	Facilities	DIST	x	2023
57	Sanchez, Alvaro	Facilities	CHC	x	2023
58	Perez, Jeanette	Payroll	DIST	x	2023
59	Bernal, Cynthia	Student Services	SBVC	x	2023
60	Soto, Jacqueline	CDC	SBVC	x	2023

#	Bi-literate Stipend List				
	Name	Department	Site	Bi-Literate	Year
1	Bojorquez, Ana	DSP&S	SBVC	x	2016
2	Delgado, Rocio	Financial Aid	SBVC	x	2016
3	Elizalde, Noemi	Fiscal Services	DIST	x	2016
4	Frausto, Jeanette	Financial Aid	SBVC	x	2016
5	Green, Nancy A	Payroll	DIST	x	2016
6	Lehman, Veronica	Financial Aid	CHC	x	2016
7	Lopez, Elizabeth	Instruction	CHC	x	2016
8	Molina, Liliana	Business Office	SBVC	x	2016
9	Garcia, Gabriela	Financial Aid	SBVC	x	2016
10	Louder, Zayne	Library	CHC	x	2016
11	Ramirez, Fermin	Financial Aid	SBVC	x	2016
12	Rodriguez, Natividad	EOPS/CARE	CHC	x	2016
13	Salas, Nancy	Social Science/CDC	SBVC	x	2016
14	Campos, Norma	Student Services	SBVC	x	2017
15	Davila, Maria	Bookstore	CHC	x	2017
16	Parada, Osman	Computing Services	DIST	x	2017
17	Rojas, Cesar M	Maintenance Operations	SBVC	x	2017
18	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
19	Martinez, Anabel	CBO	SBVC	x	2018
20	Moreno, Juana	CDC	SBVC	x	2018
21	Perez-Ponce, Blanca	CDC	SBVC	x	2018
22	Rojas, George	CDC	SBVC	x	2018
23	Romo, Maria Silvia	Admissions/Records	SBVC	x	2018
24	Serna, Marina	Student Services	SBVC	x	2018
25	Portillo, Maritza	Student Activities	SBVC	x	2019
26	Alvarez, Jose	Grounds	SBVC	x	2020
27	Dominguez, Andres	Culinary Arts	SBVC	x	2020
28	Alatorre, Yesica	KVCR	DIST	x	2020

29	Sanchez, Carmen	Print Shop	CHC	x	2020
30	Arteaga, Lorena	Food Services	SBVC	x	2020
31	Gomez, Tanya	Food Services	SBVC	x	2020
32	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
33	Navarrete, Belinda	Admissions & Records	CHC	x	2020
34	Hayton, Claudia	Financial Aid	CHC	x	2020
35	Morales, Martha Celia	CDC	SBVC	x	2021
36	Vasquez, Nancy	CDC	SBVC	x	2021
37	Rosales, Manuel	Campus Technology Services	SBVC	x	2021
38	Acosta, Priscilla	CDC	SBVC	x	2022
39	De Loera, Priscilla	Financial Aid	SBVC	x	2022
40	Bulgarelli, Nancy	Counseling	SBVC	x	2022
41	Ramirez Jazmin, Lucia	CDC	SBVC	x	2022
42	Rose Powers, Yvonne	KVCR	DIST	x	2023
43	Blanquet, Frank	KVCR	DIST	x	2023
44	Sanchez, Alvaro	Facilities	CHC	x	2023
45	Perez, Jeanette	Payroll	DIST	x	2023
46	Chavez, Maria	Humanities	SBVC	x	2023
47	Rivera, Raquel	Facilities	CHC	x	2023
48	Soto, Jacqeline	CDC	SBVC	x	2023

#	ASL Stipend List				
	Name	Department	Site		Year
1	Sullivan, Laurie	DSP&S	SBVC	x	2016

MEMORANDUM OF UNDERSTANDING
By and Between
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March 14, 2023

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."

It is Hereby Agreed:

There will be changes to the College Security Officer job description (attached herein); placement on the CSEA Salary Schedule remains unchanged at Range 33.

The College Security Officer will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

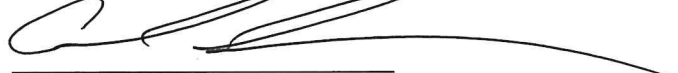
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

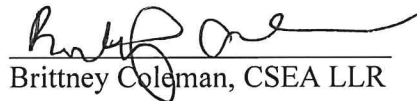


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
& Police Services

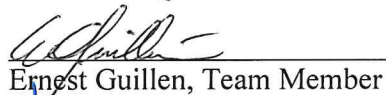
For CSEA



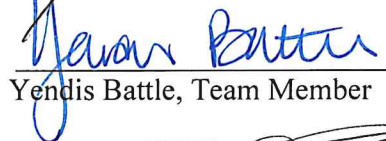
Cassandra Thomas, President CSEA #291



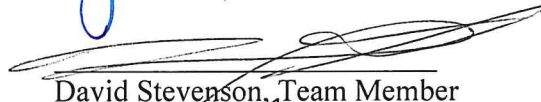
Brittney Coleman, CSEA LLR



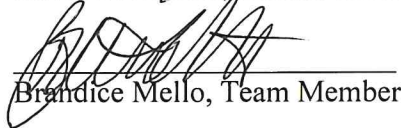
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



College Security Officer

Classified Range: 33

Board Approved: 11/18/21 Revised: TBD P. 1|5

CT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a wide variety of District security services to ensure the safety of persons and property. Campus Security Officer is a non-sworn position and is not authorized to carry a firearm.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as visible security presence on District and Campus sites; observes and reports suspected violations of the rules and regulations governing students, faculty, staff, and the general public to dispatch or appropriate authority.
2. Patrols in and around campus and District properties, including parking lots before, during and after business and school hours on foot, bicycle, golf cart, or vehicle.
3. Enforces parking regulations on campus and issues parking citations as necessary; issues and inputs citations into hand held computer/tablet.
4. Contacts dispatch to create calls for service; responds as needed to campus safety, security, and other calls for service assigned by dispatch.
5. Carries and uses assigned equipment as necessary and appropriate, such as two-way radios, handcuffs, and pepper spray.
6. May assist sworn officers in detaining and arresting suspects utilizing department issued equipment such as handcuffs and pepper spray.
7. Notifies dispatch, sworn officers, or supervisor of suspected illegal activity on District properties reports hazardous and unusual conditions or malfunctions observed.
8. Inspects for, prevents, and reports vandalism, illegal entry, theft, and fire.
9. Identifies, observes, and reports to dispatch, sworn officers, or supervisor regarding persons on District properties when the reasons for their presence or intentions are questionable.
10. Conducts routine inquiries and completes documentation regarding minor campus incidents.
11. Prepares clear and concise reports using appropriate software such as the Records Information Management System (RIMS), routine correspondence; enters acquired property and evidence into appropriate logs; updates patrol logs as necessary.
12. Assists sworn officers in collecting and transporting money from parking meters, permit dispensers, and change machines throughout the campuses.
13. Receives and responds to requests for help and assistance for ill, injured, or disabled persons;



College Security Officer

Classified Range: 33

Board Approved: 11/18/21 Revised: TBD P. 2|5

CT

administers basic first aid and CPR according to established guidelines.

14. Respond to calls for services for opening and closing classrooms ~~open and closes classrooms~~ or to provide access to campus buildings or workspace; may provide crowd control and/or security services for special events; controls traffic and places traffic barricades as appropriate.
15. Answers questions and provides information to students, faculty, staff, and visitors.
16. Provides routine assistance to the college population in situations such as a flat tire, keys locked in a car, or dead car battery.
17. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks



College Security Officer

Classified Range: 33

Board Approved: 11/18/21 Revised: TBD P. 3|5

- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

**Lead, Advanced or Senior Level Positions



College Security Officer

Classified Range: 33

Board Approved: 11/18/21 Revised: TBD P. 4|5

Education and Experience Guidelines:

Education/Training:

- Equivalent to the completion of the high school.

Experience:

- None required

Desired Education/Experience

- Experience as a security guard or crowd control officer

License or Certificate:

- Proof of completion of Security Officers' Training as required by Ed Code 72330. within six (6) months of employment.
- Possession of a valid driver's license.
- Possession of or ability to obtain CPR and First Aid certificates.
- Possession of or ability to obtain appropriate certificates for use of handcuffs and chemical agents.

Other

- Candidates under consideration for employment will be subject to a thorough background investigation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weight up to 25 pounds; frequently lift and/or move moderate to heavy weights up to 50 pounds; occasionally lift and/or move heavier weights with or without assistance; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

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College Security Officer

Classified Range: 33

Board Approved: 11/18/21 Revised: TBD P. 5|5

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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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

March 14, 2023

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."

It is Hereby Agreed:

There will be changes to the Custodian job description (attached herein), which include placement at Range 29 from Range 27 of the CSEA Salary Schedule.

The Custodian will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A."

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

For the District

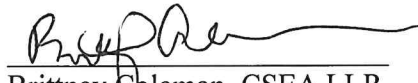


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
& Police Services

For CSEA



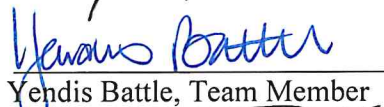
Cassandra Thomas, President CSEA #291



Brittney Coleman, CSEA LLR



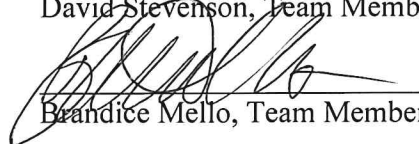
Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member

KA



CT

Custodian

Classified Range: 29

Board Approved: 11/18/2021 Revised: TBD P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Maintains buildings, furniture, and equipment in a clean, sanitary, and safe, condition sets up for meetings and special events.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Maintains buildings and furniture in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.
2. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates custodial equipment, including buffers, floor scrubbers, carpet extractors, and vacuum cleaners.
3. Empties, cleans, moves, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
4. Dusts, cleans, and polishes furniture, woodwork, fixtures and equipment; removes cobwebs; cleans desks and countertops
5. May change light bulbs and fluorescent tubes.
6. Cleans whiteboards, trays, and erasers; arranges classroom furniture and equipment; restocks classrooms with necessary supplies.
7. Cleans and disinfects restrooms, floor mats, doors, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform minor pest control tasks in buildings.
8. Washes walls; removes markings on walls, restroom stalls, countertops, and desks; washes windows, mirrors, and blinds; cleans filters and kitchen hoods.
9. Moves furniture, equipment, or other heavy objects on request or for set-up of campus functions, meetings, and special events utilizing pallet jacks, hand trucks, or similar equipment; makes minor repairs and adjustments to building fixtures and equipment.
10. Perform the opening and closing of campus by unlocking and locking building entry points; external restroom doors and turn-on elevators; raises, lowers, and replaces flags.



Custodian

Classified Range: 29

Board Approved: 11/18/2021 Revised: TBD P. 2|4

11. Secures internal and external entry and exit doors **at the close of the workday or after evening classes**, ensuring that windows and lights are locked and off in assigned area; **maintain the security of assigned areas; turn the alarm system on and off**; ~~raises, lowers, and replaces flags.~~
12. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair to the appropriate authority.
13. Operates campus vehicles as required.
14. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
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General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
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Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
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Innovation

- Imagining and devising new and better ways of doing things**
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- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**



Custodian

Classified Range: 29

Board Approved: 11/18/2021 Revised: TBD P. 3|4

CT

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
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Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
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**Lead, Advanced or Senior Level Positions



Custodian

Classified Range: 29

Board Approved: 11/18/2021 Revised: TBD P. 4|4

CT

Education and Experience Guidelines

Education/Training:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- Six (6) months of custodial experience that includes minor building and equipment maintenance.

License or Certificate:

- Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 40 pounds; to occasionally lift, carry, push, and/or pull heavier weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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

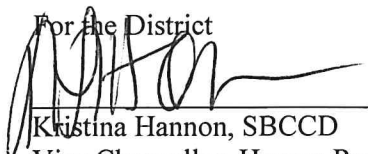
March 14, 2023


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 increase in full-time equivalent ("FTE") hours for (2) two vacant Child Development Assistant positions at San Bernardino Valley College and agreed to the following.

1. It is agreed and understood that the District would increase FTE hours for (2) two vacant Child Development Assistant positions (**PCN: C147206 and C147208**).
2. The increase in FTE hours is based on the department's operational needs and workload.
3. The (2) two vacant Child Development Assistant positions will be increased to 1.0 FTE from .475 FTE to 40 hours per workweek from 19 hours per workweek, working 239 days per year.
 - a. The work schedule will be changed as follows:
From: Monday – Thursday, 12:00 p.m. to 3:30 p.m., and Friday, 11:00 a.m. to 4:00 p.m.
To: Monday – Friday, 7:30 a.m. to 4:00 p.m.
4. In filling these vacancies, the District shall follow the process outlined in Article 15: Vacancies, Transfers, Voluntary Demotions, In House or Promotional Only Recruitments of the CSEA Collective Bargaining Agreement.
5. The Parties agree that the note above will be effective Tuesday, March 14, 2023.

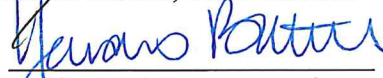
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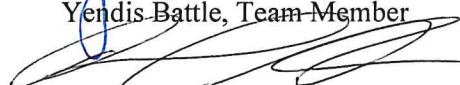
For the District

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

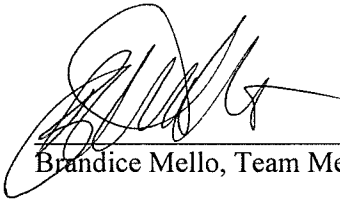
For CSEA

Cassandra Thomas, President CSEA #291


Brittney Coleman, CSEA LRR


Ernest Guillen, Team Member


Yendis Battle, Team Member


David Stevenson, Team Member



Brandice Mello, Team Member

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

March 14, 2023

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").

In accordance with Article 16: **PERSONNEL**, specifically subsection 16.3.2: reclassification request, the District notified the Association of its decision to initiate a reclassification for a unit member, Nicole Gutierrez. Accordingly, both Parties agree to, as part of the reclassification, the following effects:

Nicole Gutierrez, Administrative Assistant II, Range 37 Step D, 8 hours/260-day work year, will be reclassified to the classification of an Administrative Assistant III, Range 41 Step A, 8 hours/260-day work year, effective October 8, 2021. The salary range and step references in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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

For the District

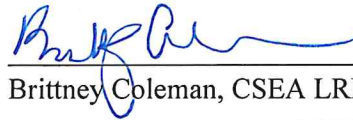


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



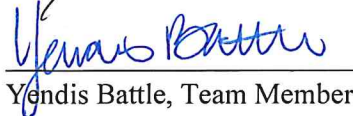
Brittney Coleman, CSEA LRR



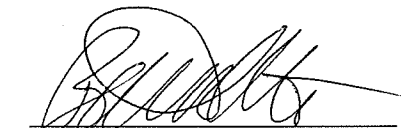
David Stevenson, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



Brandice Mello, Team Member

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

February 21, 2023


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 the following regarding the 4/10 Summer Alternative Work Schedule ("AWS") for the period of Sunday, June 4, 2023, through Saturday, July 29, 2023.

1. All bargaining unit members will participate in the 4/10 Summer AWS except for those employed in the following departments:
 - Child Development Center (SBVC)
 - Aquatic Center (CHC)
 - Police Department (DIST)
 - KVCR (DIST)
2. The 4/10 workweek will be Monday through Thursday, except for those departments with alternative workweek MOUs on file.
3. Permanent unit members participating in an AWS can be exempt from working the 4/10 Summer AWS and may continue working their existing AWS through the expiration date of June 30, 2023 unless extended by mutual agreement. Additionally, permanent unit members may request to opt out of the 4/10 Summer AWS and instead request to participate in an AWS. Unit members requesting an AWS shall submit an Alternative Work Request Form/Agreement to their immediate supervisor for consideration.
4. During the week of July 3, 2023, full-time unit members on the 4/10 Summer AWS will receive ten (10) hours of holiday pay for Independence Day, which will be observed on Tuesday, July 4, 2023, and will be required to work ten (10) hour days on Monday, Wednesday, and Thursday of the workweek.
5. Individual unit members may opt to work four (4) eight (8) hour workdays and use two (2) hours of vacation per workday, consistent with Article 19.11.
6. The 4/10 Summer AWS start and end times shall be based on the existing work schedule by adding two (2) hours; the existing work schedule can be adjusted by no more than two (2) hours before or after start and end times.
7. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.


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 and
Police Services

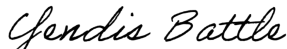
For CSEA



Cassandra Thomas, President CSEA #291




Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
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February 21, 2023


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".

In accordance with Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST, it has been determined the following bargaining unit members shall be reclassified.

1. Effective November 1, 2022, bargaining unit member Katherine Fonseca, Administrative Assistant III, Range 41 Step E, 8 hours/260-day work year in the Student Services Department at San Bernardino Valley College will be reclassified to the classification of Administrative Coordinator, Range 45 Step D, 8 hours/260-day work year.
2. Effective October 28, 2022, bargaining unit member Maureen Ryan, Student Services Technician I, Range 30 Step F, 8 hours/260-day work year in Physical Education Instruction Department at San Bernardino Valley College will be reclassified to the classification of Senior Student Services Technician, Range 38 Step C, 8 hours/260-day work year.


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

For the District

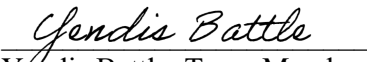


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For CSEA




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February 21, 2023

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."

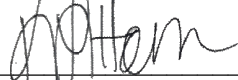
The Parties agree to approve the interim Out-of-Class assignment for Maria Davila, Bookstore Assistant, to the Admissions & Records Technician, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be March 1, 2023, through April 30, 2023, or until the Employee or management makes a decision to end the assignment. The Employee began working Out-of-Class on August 29, 2022, as the Admissions & Records Technician.
2. The Employee will be compensated at Range 33, Step D. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Bookstore Assistant.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Bookstore Assistant will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Maria Davila.

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 &
Police Services

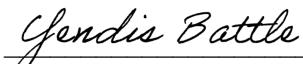
For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

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

January 17, 2023

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").

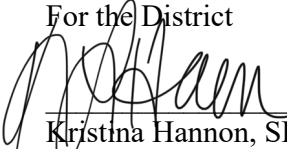
The District is conducting a reorganization in the Payroll Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Nancy Green, Payroll Technician Range 39 Step F, 8 hours/260-day work year, will be reorganized into the classification of Senior Payroll Technician, Range 43 Step E, 8 hours/260-day work year, effective January 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

Brandice Mello
Brandice Mello, Team Member

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

January 17, 2023

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."


It is Hereby Agreed:

The Dreamers Resource Center Coordinator classification will be added to the classified bargaining unit. This classification will be placed at Range 42 of the CSEA Salary Schedule.

The Dreamers Resource Center Coordinator will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

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
& Police Services

For CSEA



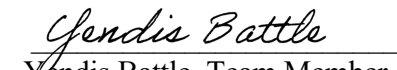
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Dreamers Resource Center Coordinator

Classified Range: 42

Board Approved: TBD P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of specialized duties involved in coordinating and overseeing the day-to-day operations of the Dreamers Resource Center (DRC) at an assigned campus.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

1. Coordinates and oversees the day-to-day operations of the Dreamers Resource Center (DRC) at an assigned campus; interprets, explains and implements policies and procedures in support of the District's admissions, eligibility and applicable FAFSA/CADAA and guidelines related to undocumented students, students that receive DACA, students from mixed status families, English language learners and other students as needed.
2. Serves as the AB 1645 UndocuLiaison for the college, including, but not limited to, being the primary point of contact on campus for undocumented student support, reporting support services to the state, and participating in regional UndocuLiaison meetings.
3. Provides a variety of information and assistance to students, staff, the public, and outside agencies concerning admissions, eligibility, registration, transcripts, and student records policies and procedures; educates prospective and current students on AB540 and Ed Code 76140.
4. Interprets, implements, and participates in presentations to college faculty and staff on supports, resources, and local, state, and federal laws and regulations pertaining to undocumented students and allyship.
5. Works collaboratively with college faculty and staff, surrounding school districts, and community partners to provide appropriate services for undocumented students and their families.
6. Plans, coordinates and implements the campus-based, undocumented student focused events, outreach and related promotions of the District's undocumented educational services; represents the District at special events; establishes community awareness of the District's applicable services available for undocumented students and their families.
7. Assists with researching, developing, and maintaining programmatic relevance related to trends and shifts in student demographics; gathers data, maintains databases, and prepares reports related to undocumented students.
8. Assists students with application procedures, financial aid programs, and other applicable student services; aids in resolving problems in relation to undocumented student issues.
9. Assists in the development and maintenance of a marketing strategy, including web pages, social media, and outreach materials.



Dreamers Resource Center Coordinator

Classified Range: 42

Board Approved: TBD P. 2|5

10. Identifies and coordinates Fellowship opportunities on and off campus that would support undocumented students to gain professional experience.
11. Collaborates with District staff, State Chancellor's Office, and other community partners serving undocumented students and their families.
12. Performs other duties as related to the primary job duties.

QUALIFICATIONS

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality



Dreamers Resource Center Coordinator

Classified Range: 42

Board Approved: TBD P. 3|5

- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics



Dreamers Resource Center Coordinator

Classified Range: 42

Board Approved: TBD P. 4|5

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- Bachelor's degree from an accredited college or university.

Experience:

- Three (3) years of increasingly responsible experience in financial aid or a student services area in a K-12 or post-secondary institution.

Equivalency Provision:

- In the absence of a Bachelor's degree, an Associate's degree or sixty (60) semester units and five (5) years of increasingly responsible experience in financial aid or a student services area in a K-12 or post-secondary institution is qualifying.

License or Certificate:

- Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight, up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.



Dreamers Resource Center Coordinator

Classified Range: 42

Board Approved: TBD P. 5|5

Hearing: Hear in the normal audio range with or without correction.

MEMORANDUM OF UNDERSTANDING
By and Between
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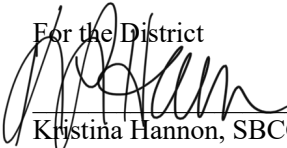
January 17, 2023

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 assignment for Veronica Lehman, Financial Aid Coordinator, to the Director of Financial Aid and Scholarship, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be March 1, 2023, through August 31, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on September 1, 2022.
2. The Employee will be compensated from the Management Salary Schedule at Range 18, 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 assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 Director of Financial Aid or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Financial Aid Coordinator.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Financial Aid Coordinator will continue to accrue, and the Out-of-Class 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 Management assignment of Veronica Lehman.

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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291




Ernest Guillen, Team Member



Jendis Battle, Team Member


David Stevenson, Team Member

Brandice Mello
Brandice Mello, Team Member


Noah Snyder, CSEA LRR

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

January 17, 2023

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."


It is Hereby Agreed:

The Laboratory Assistant II – Welding classification will be added to the classified bargaining unit. This classification will be placed at Range 42 of the CSEA Salary Schedule.

The Laboratory Assistant II – Welding will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

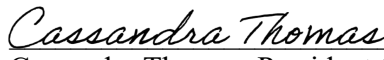
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




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

For CSEA



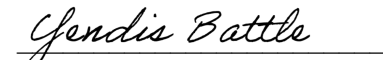
Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Laboratory Assistant II – Welding

Classified Range: 42

Board Approved: TBD P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Provides laboratory and program assistance to students and faculty within the Welding program.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstration, projects, and qualification testing.
2. Assists in the demonstrations of welding, fabrication, and inspection techniques.
3. Assembles supplies and sets up equipment used in class demonstrations and assignments, such as welding machines and oxy fuel torches and manifolds
4. Practices and demonstrates the safe and effective use and operation of a variety of equipment and tools used in the Welding Technology programs.
5. Assists with the design, construction, and modification of new and existing equipment such as filler wire dispensers, material storage racks, welding positioners and forges.
6. Issues supplies, materials, and equipment used for lab sessions; maintains records and facilitates the return of supplies and equipment checked out to students.
7. Operates, inspects, adjusts, calibrates, and makes minor repairs on equipment and tools used in welding and welding inspection labs; schedules maintenance for equipment as necessary.
8. Keeps stockroom orderly and clean; coordinates the recycling of used scrap metal.
9. Maintains inventory records of supplies, material and equipment and prepares inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
10. Places orders to vendors, receives, and stocks materials, supplies, and equipment for the use of Welding Technology programs; coordinates and assists in receiving donations of scrap metal and supplies.
11. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
12. Monitors production of and collects hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.
13. Performs other duties related to the primary job duties.



Laboratory Assistant II – Welding

Classified Range: 42

Board Approved: TBD P. 2|4

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service



Laboratory Assistant II – Welding

Classified Range: 42

Board Approved: TBD P. 3|4

- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree or the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in welding technology or a closely related field.

Experience:

Two (2) years of welding experience with one or more welding process(s) recognized by the American Welding Society.

License or Certificate:

Valid CA driver's license

Possession of or ability to obtain a forklift certification.



Laboratory Assistant II – Welding

Classified Range: 42

Board Approved: TBD P. 4|4

Equivalency Provision:

In the absence of an Associate's degree or the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in welding technology or a closely related field, equivalent to the completion of high school and three (3) years of welding experience with one or more welding process(s) recognized by the American Welding Society is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom/laboratory setting; exposure to noise, smoke, fumes, gases, heat, electrical energy, sharp edges, molten metal, sparks, fire, extensive handling of metals.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range and ability to distinguish color with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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

January 17, 2023

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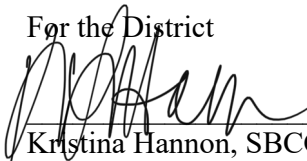
The District is conducting a reorganization in the Computing Services Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Myung Kohn, Research Analyst, Range 54 Step E, 8 hours/260-day work year, will be reorganized into the classification of Senior Research and Planning Analyst, Range 63 Step B, 8 hours/260-day work year, effective January 18, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291




Noah Snyder, CSEA LRR

Noah Snyder, CSEA LRR



David Stevenson, Team Member

David Stevenson, Team Member



Ernest Guillen, Team Member

Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

Brandice Mello
Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
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January 17, 2023

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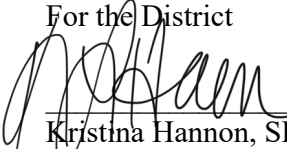
The District is conducting a reorganization in the Payroll Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Nancy Green, Payroll Technician Range 39 Step F, 8 hours/260-day work year, will be reorganized into the classification of Senior Payroll Technician, Range 43 Step E, 8 hours/260-day work year, effective January 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

Brandice Mello
Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
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January 17, 2023

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."

It is Hereby Agreed:

There will be changes to the Senior Payroll Technician job description, which include placement at Range 46 from Range 43 of the CSEA Salary Schedule.

The Senior Payroll Technician will be added to the 2020-2023 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

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
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Senior Payroll Technician

Classified Range: **43 46**

Board Approved: 11/18/21 Revised: TBD P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs the more complex technical payroll accounting duties to assure all categories of employees are paid in an accurate and timely manner including the coordination and application of current Federal and State regulations as well as County and District policies in the preparation of payrolls.

DISTINGUISHING CHARACTERISTICS

The Senior Payroll Technician classification is distinguished from the Payroll Technician classification in that employees perform the most difficult and responsible types of duties assigned to classes within this series including: serving as a lead worker providing, support, and assistance to other payroll staff and coordinating payroll services for each campus.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates, maintains, and prepares District payrolls, calculates and codes all pay documents, including teaching assignments, stipends, differential pay and timesheets; assesses, evaluates, and confirms payroll balancing for all ~~for academic~~ employees.
2. Audits all documents received to ensure accurate processing, such as new hire documents and employment authorizations; collaborates with other departments to ensure information and accounts are accurate.
3. Assists in planning, and organizing the work of the Payroll Office; provides and coordinates payroll services for each campus.
4. Serves as the operational resource in the resolution of the most difficult, complicated, and problematic payroll related transactions.
5. Serves as liaison to the County Superintendent of Schools; assists in the implementation, maintenance, and troubleshooting of various systems and applications including the ~~County Magic,~~ SAMS, Financial 2000, Monarch and MIS data systems.
6. Coordinates the analysis, development, implementation, and evaluation of technological advancements relevant to MIS and IPEDS reporting.
7. Coordinates activities with and provides assistance to other departments and staff; assists other staff with specialized systems and applications.
8. Coordinates, prepares, and maintains ~~District payrolls,~~ reports, and related documents including those for classified and academic employees; ~~audits, processes, and balances all adjustments and~~



Senior Payroll Technician

Classified Range: **43 46**

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~~deductions; ensures accuracy and completeness of time sheets, data records, and adjustment sheets; distributes, holds, or cancels checks as necessary.~~

9. ~~Audits, processes, and balances all adjustments, deductions, and garnishments; adhering to schedules and timelines established by the District and/or County; ensures accuracy and completeness of time sheets, data records, and adjustment sheets; distributes, holds, or cancels checks as necessary.~~
10. Utilizes computer systems to input, ~~generate, update,~~ and maintain employee payroll records, reports, and files including effective dates of employment, salary and status changes, hours worked, leaves, deductions, pay histories, total payroll expenditures, etc. ~~researches, calculates, and processes retroactive, manual, and special salary payments; executes a variety of complex computations involving gross pay, retirement, taxes, vacation, sick, and other leave balances, and voluntary deductions.~~
11. ~~Researches, calculates, and processes retroactive, manual, and special salary payments; executes a variety of complex computations involving gross pay, retirement, taxes, vacation, sick, and other leave balances, and voluntary deductions.~~
12. ~~Prepares/collects District invoices for overpayments; maintains ledger on payments collected.~~
13. Interprets and applies Education Code, bargaining agreements, Board actions, laws, and policies as well as County Superintendent of Schools, CALSTRS, CALPERS, and/or District directives to general and specific payroll transactions.
14. Maintains records of employee benefits, 125 plans, tax shelter annuities, and other related records; ~~assists in 941 quarterly tax filings and W2 prelist errors.~~
15. Provides customer service on an on-going basis to all levels of employees and agency representatives; provides payroll-related information to employees, public agencies, businesses, and the general public; compiles and provides confidential payroll/benefit information, as authorized, to loan companies, courts, public agencies, insurance companies, and related agencies.
16. ~~Monitors approval for payments and processes pay adjustments for Workers' Compensation, extended illness, FMLA/CFRA, and other absences Ensures accuracy in Workers' Compensation, FMLA /CFRA, Extended Illness, and other absences; monitors approvals for payment; docks leave accrual as appropriate after careful analysis of case information.~~
17. Ensures accuracy in ~~reporting,~~ eligibility, and ~~/enrollment~~ in retirement systems; serves as District representative to coordinate retirement requirements.
18. Prepares various governmental and specialized reports; utilizes automated financial systems and query tools to extract data from databases; assists in the collection of payroll related data, including data and information requested by other departments for budget and planning purposes.
19. Coordinates the analysis of pending and approved state and federal legislation, regulations, agreements, policies, and rules; evaluates and assists in disseminating information related to new payroll and retirement rules, regulations, and guidelines from state and federal regulatory agencies.
20. Coordinates and ensures accuracy in the year-end closing processes; submits correcting entries in accordance with GAAP for erroneous payroll charges and other matters.
21. Coordinates the assistance with external/internal auditor processes as directed.



Senior Payroll Technician

Classified Range: **43 46**

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22. Stays current with applicable laws and all aspects and procedures of the District's payroll office; assists in updating payroll manuals and forms as needed.
23. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data



Senior Payroll Technician

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Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself



Senior Payroll Technician

Classified Range: **43 46**

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- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*** Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree or the completion of sixty (60) units of college level course work including twenty (20) units in accounting, bookkeeping, or a related field.

Experience:

Five (5) years of technical experience in payroll or accounting report development involving manual and computer assisted processes.

Equivalency Provision:

In the absence of an Associate's degree or sixty (60) semester units, completion of high school and seven (7) years of experience in payroll and accounting report development involving manual and computer assisted processes is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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

December 13, 2022


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 the following regarding the 4/10 Alternate Work Schedule ("AWS") for College Security Officers ("CSOs") for the period of Sunday, January 1, 2023, through Friday, June 30, 2023.

1. Unit members will participate in a 4/10 AWS. The workweek shall be forty (40) hours on four (4) consecutive days Monday through Friday and the workday shall consist of ten (10) hours per day.
2. The 4/10 AWS will be offered based on a rotational basis, determined by the permanent hire date among those in the same classification and department who normally perform the work involved. Unit members may request a meeting with their immediate supervisor and a union representative to discuss any hardships with the 4/10 AWS.
3. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification. If a holiday falls on a day for which the unit member is not scheduled to work as a result of the AWS, the unit member shall be required to observe the holiday during the week the holiday falls and shall be required to observe it on the first day or last day of their scheduled AWS workweek. If the unit member is on an AWS, the number of hours scheduled to work per day equals the number of hours granted for the holiday.
4. Unit members shall be notified of their 4/10 AWS start and end times.
5. The District will provide the Association with the 4/10 AWS including names, locations, and shift times worked at the beginning of the 4/10 AWS.
6. All shifts will be paid at the appropriate differential in accordance with Article 7.2.
7. The Parties understand that unforeseen circumstances may arise that require the termination of the 4/10 AWS prior to June 30, 2023. The District shall provide written notification to the Association prior to the termination of the 4/10 AWS and shall provide unit members with a 21-day schedule change notice in accordance with Article 6.


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 & Police Service

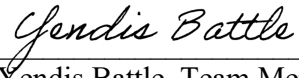
For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR



Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
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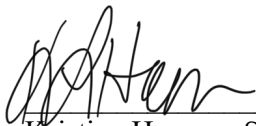
In accordance with **Article 16: PERSONNEL**, specifically subsection 16.1.1: Classification, the District notified the Association in writing of its decision to reorganize/restructure the KVCR department in the District Support Operations. Accordingly, the Parties agree that as part of the reorganization/restructure of KVCR, the following effects:

Charlie Taylor Jr., Broadcast Operator, Range 38 Step F, 8 hours/260-day work year, will be reclassified to the classification of Traffic Coordinator (TV), Range 42 Step E, 8 hours/260-day work year, effective January 1, 2023. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and Association.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



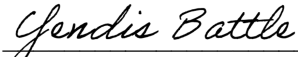
Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 13, 2022

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").


The District is conducting a reorganization in the Computing Services Department. Accordingly, both Parties agree to, as part of the reorganization, the following effects:

Christopher Crew, Senior Research & Planning Analyst, Range 63 Step E, 8 hours/260-day work year, will be reorganized into the classification of Executive Director, Research, Planning & Institutional Effectiveness, Range 25 Step A, 8 hours/260-day work year, effective January 1, 2023. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.


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
and Police Services


For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

Brandice Mello
Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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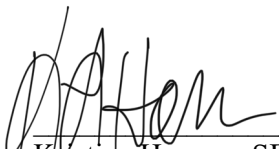
The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for one (1) occupied Laboratory Technician I, Biological Sciences position at San Bernardino Valley College and agreed to the following.

1. It is agreed and understood that the District would increase the FTE hours for one (1) Laboratory Technician I, Biological Sciences position (**C144202**).
2. The increase in the FTE hours is based on the department's operational needs and workload.
3. The one (1) Laboratory Technician I, Biological Sciences, will be increased to 1.0 FTE from .475 FTE and to 40 hours per workweek from 19 hours per workweek, working 260 days per year.
 - a. Incumbent, Kadir Galindo's schedule will be changed as follows:
From: Monday – Thursday, 4:30 p.m. to 9:15 p.m.
To: Monday – Friday, 12:00 p.m. to 9:00 p.m.
4. The Parties agree that the stated above will be effective Monday, December 19, 2022.

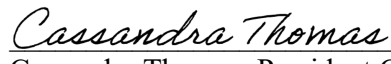
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For the District


For CSEA



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



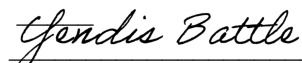
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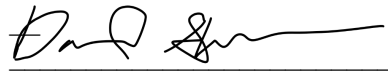
Noah Snyder, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member

MEMORANDUM OF UNDERSTANDING
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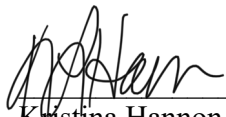
In accordance with **Article 16: PERSONNEL**, specifically subsection 16.1.1: Classification, the District notified the Association in writing of its decision to reorganize/restructure the KVCR department in the District Support Operations. Accordingly, the Parties agree that as part of the reorganization/restructure of KVCR, the following effects:

Jessica Greenwell, Traffic Coordinator (TV), Range 42 Step F, 8 hours/260-day work year, will be reclassified to the classification of Producer (Radio), Range 42 Step F, 8 hours/260-day work year, effective January 1, 2023. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and Association.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

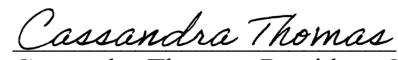
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
and Police Services

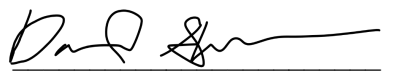
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Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member

Ernest Guillen

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Yendis Battle

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Brandice Mello

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

December 13, 2022

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 assignment for Uvaldo Sifuentes, Technology Support Specialist, to the Director of Technology Services, SBVC, under the following stipulations:

1. The length of the assignment will be from January 1, 2023, through June 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on July 1, 2022, as the Director of Technology Services, SBVC.
2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step A. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Director of Technology Services or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Technology Support Specialist.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Technology Support Specialist will continue to accrue, and the Out-of-Class 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 Management assignment of Uvaldo Sifuentes.

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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Yendis Battle, Team Member



Ernest Guillen, Team Member



David Stevenson, Team Member

Brandice Mello

Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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November 15, 2022

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").

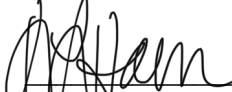
In accordance with Article 16: **PERSONNEL**, specifically subsection 16.3.3: Reclassification, the District notified the Association in writing of its decision to initiate a reclassification for a bargaining unit member in the Accounting department at the District. Accordingly, both Parties agree to, as part of the reclassification, the following effects:

Lidya Alamsyah, Accountant, Range 42 Step F, 8 hours/260-day work year, will be reclassified to the classification of Senior Accountant, Range 46 Step E, 8 hours/260-day work year, effective January 1, 2023. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and Association.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

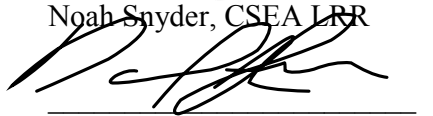
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David Stevenson, Team Member



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MEMORANDUM OF UNDERSTANDING
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November 15, 2022

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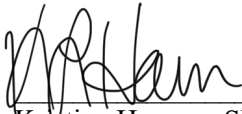
The Parties agree to approve the interim Out-of-Class assignment for Manuel Rosales Jr., Technology Support Specialist, to the Senior Technology Support Specialist, DIST, under the following stipulations:

1. The length of the assignment will be December 28, 2022, through April 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 27, 2022, as the Senior Technology Support Specialist.
2. The Employee will be compensated at Range 63, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Technology Support Specialist.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Technology Support Specialist will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Manuel Rosales Jr.

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

For the District

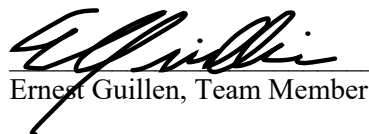


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
Police Services

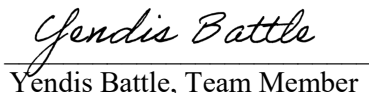
For CSEA




Cassandra Thomas, President CSEA #291




Ernest Guillen, Team Member



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David Stevenson, Team Member

Brandice Mello
Brandice Mello, Team Member


Noah Snyder, CSEA LRR

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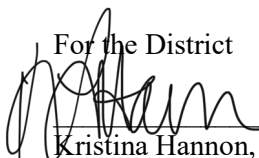
November 15, 2022

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 assignment for Abe Fulgham III, Grounds Caretaker, to Assistant Manager, Workforce Development, DIST, under the following stipulations:

1. The length of the assignment will be from January 1, 2023, through February 10, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on January 10, 2022, as an Assistant Manager, Workforce Development.
2. The Employee will be compensated from the Management Salary Schedule at Range 6, Step A. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Assistant Manager, Workforce Development, or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Grounds Caretaker.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Grounds Caretaker will continue to accrue, and the Out-of-Class 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 Management assignment of Abe Fulgham.

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 &
Police Services

For CSEA


Cassandra Thomas, President CSEA #291




Yendis Battle, Team Member


Ernest Guillen, Team Member


David Stevenson, Team Member

Brandice Mello
Brandice Mello, Team Member


Noah Snyder, CSEA LRR

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 18, 2022

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 the following regarding the Alternative Work Schedule ("AWS") arrangement effective Sunday, November 1, 2022, through Friday, June 30, 2023.

The opportunity to participate in an AWS is offered only with the understanding that an AWS is not a guarantee, but rather that the District supports the use of an AWS option in positions where appropriate. The opportunity for an AWS is at the immediate supervisor's discretion and will take into consideration numerous factors, including the classification, nature of the work performed, operational needs, impact on the department, individuals for whom services are performed, and employee performance.

The following guidelines provide the framework for AWS arrangements.

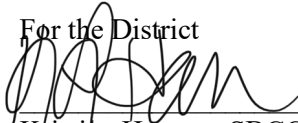
1. Permanent unit members requesting an AWS shall submit an Alternative Work Request Form/Agreement to their immediate supervisor. The immediate supervisor shall notify the unit member of their decision to the request within ten (10) days of receipt. An immediate supervisor may approve, deny, or modify an AWS request for any reason that is not arbitrary or capricious. The decision to grant or deny an AWS is not subject to the grievance process. A denial of a request for an AWS shall be submitted to the Office of Human Resources department, which will ensure the decision is not arbitrary and capricious.
2. Specific conditions and agreed-upon AWS arrangements are outlined in an Alternative Work Request Form/Agreement, which is prepared by the unit member and subject to the immediate supervisor's approval.
3. The immediate supervisor may permanently rescind an AWS, upon fourteen (14) calendar days' notice to account for a change in staffing levels or upon seven (7) calendar days' notice for failure to abide by any of the terms of the individual AWS agreement.
4. Unit members on an AWS may, at time, be required to attend department/college meetings, training sessions, etc., when they are scheduled to be off from work. In instances where fourteen (14) calendar days' notice is given, adjustments in hours/days will be required to that the unit member may attend such events. In instances where fourteen (14) calendar days' notice is not given, unit members shall be offered overtime to attend in accordance with Article 6 of the Collective Bargaining Agreement.
5. If a holiday falls on a day for which the unit member is not scheduled to work as a result of the AWS, the unit member shall be required to observe the holiday during the week the holiday falls and shall be required to observe it on the first day or last day of their scheduled AWS workweek. If the unit member is on an AWS, the number of hours scheduled to work per day equals the number of hours granted for the holiday.

6. Unit members may discontinue or request to change their AWS agreement at any time.
7. Any approved hours worked in excess of those indicated on the Alternative Work Request Form/Agreement shall be entitled to an overtime rate of pay in accordance with the Collective Bargaining Agreement.
8. The District will provide the Association with an AWS list upon each approval or change, which will include the unit members' full names, worksite location, and beginning and ending times.

This MOU will sunset on 30 June 2023 and shall be reevaluated and subject to negotiations at any time.

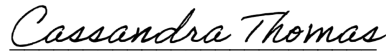
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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 18, 2022

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").

In accordance with Article 16: **PERSONNEL**, specifically subsection 16.3.3: Reclassification, the District notified the Association in writing of its decision to initiate a reclassification for a bargaining unit member in the Facilities Planning department at the District. Accordingly, both Parties agree to, as part of the reclassification, the following effects:

Luisa Martinez-Guzman, Custodian, Range 27 Step F, 8 hours/260-day work year, will be reclassified to the classification of Lead Custodian, Range 31 Step E, 8 hours/260-day work year, effective November 23, 2021. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and Association.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.

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
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

Brandice Mello
Brandice Mello, Team Member

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 18, 2022

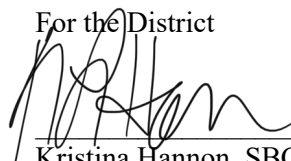
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Roger Robles, Senior Technology Support Specialist, to the Director of Technology Services, DIST, under the following stipulations:

1. The length of the assignment will be November 1, 2022, through April 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 13, 2022, as the Director of Technology Services.
2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step F. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 Director of Technology Services or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Senior Technology Support Specialist.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Senior Technology Support Specialist will continue to accrue and the Out-of-Class 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 Management assignment of Roger Robles.

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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291

Ernest Guillen

Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

David Stevenson

David Stevenson, Team Member

Brandice Mello

Brandice Mello, Team Member

Noah Snyder

Noah Snyder, CSEA LRR

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 18, 2022

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".

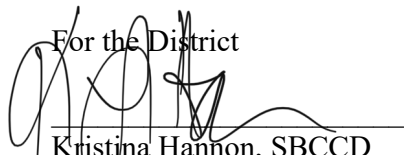
Schedule Change: Moises Gonzalez, Custodian, CHC

In accordance with Article 6.2 -Workweek/Workday, the Parties agreed that the permanent work shift for Moises Gonzalez (Custodial) would change as described below. Accordingly, the first day of the permanent schedule will be Wednesday, October 19, 2022.

FROM: Monday through Friday 2:30 p.m. to 11:00 p.m.

TO: Monday through Friday 6:00 a.m. to 2:30 p.m.

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 &
Police Services

For CSEA
Cassandra Thomas

Cassandra Thomas, President CSEA #291

Brandice Mello

Brandice Mello, Team Member

Ernest Guillen

Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

David Stevenson

David Stevenson, Team Member

Noah Snyder

Noah Snyder, CSEA LRR

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

September 20, 2022

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".

Schedule Change: Pablo Treto, Grant Technician, DIST

In accordance with Article 6.2 -Workweek/Workday, the Parties agreed that the permanent work shift for Pablo Treto (Professional Development Center) would change as described below. Accordingly, the first day of the permanent schedule will be Monday, October 10, 2022.

FROM: Monday through Friday 8:00 a.m. to 5:00 p.m.

TO: Monday through Friday 6:00 a.m. to 3:00 p.m.

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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Brandice Mello, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

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

September 20, 2022

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 San Bernardino Community College District ("District") and the California School Employees Association agrees that the following articles were negotiated during the 2020-2023 Successor Negotiations:

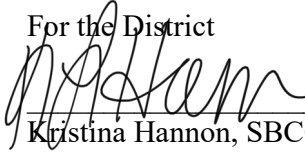
- Article 1: Recognition
- Article 2: Management Rights
- Article 3: No Discrimination
- Article 4: Dues and Organizational Security
- Article 5: Rights of Association and Members
- Article 6: Hours of Work and Overtime
- Article 7: Pay and Allowances
- Article 9: Layoff and Reemployment
- Article 10: Health and Welfare Benefits
- Article 11: Long Service Recognition
- Article 13: Evaluation Procedure
- Article 14: Leaves
- Article 15: Vacancies, Transfers, Voluntary Demotions, Closed Promotions
- Article 16: Personnel
- Article 17: Progressive Discipline
- Article 19: Vacations
- Article 24: Classified Staff Teaching Part-Time
- Article 25: Completion of Meet and Negotiation

The San Bernardino Community College District ("District") and the California School Employees Association agree that the following articles were not negotiated during the 2020-2023 Successor Negotiations and shall remain "status quo":

- Article 8: Unit Member Expenses and Materials
- Article 12: Holidays
- Article 18: Grievances
- Article 20: Health Service, Continuation After Retirement
- Article 21: Severability
- Article 22: Effect of Agreement
- Article 23: Safety

This agreement is subject to all approval required by the CSEA 610 Policy and the District.

For the District



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

For CSEA

Cassandra Thomas
Cassandra Thomas, President CSEA #291

Ernest Guillen
Ernest Guillen, Team Member

Brandice Mello
Brandice Mello, Team Member

Yendis Battle
Yendis Battle, Team Member

David Stevenson
David Stevenson, Team Member

Noah Snyder
Noah Snyder, CSEA LRR

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

September 20, 2022

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 the following regarding a Remote Work Schedule (“RWS”) for the period of November 1, 2022, through June 30, 2023.

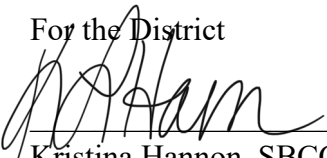
1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a Hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources department, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.
2. A unit member with an approved RWS must sign an individual RWS agreement.
3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.
 - a. In general, positions that may be considered for RWS arrangements meet the following criteria:
 - i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department;
 - ii. Does not create an undue burden on efficient daily operations or office staffing needs;

- iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in workload.
- b. In general, positions that are *less* suitable for RWS meet the following criteria:
 - i. Involving necessary face-to-face customer service duties;
 - ii. Involving interaction with, and improvement to, campus/site facilities;
 - iii. Involving necessary face-to-face direction of student workers; and
 - iv. Require specialized equipment, supplies, or materials available only at the worksite.
- 4. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Employees who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.
- 5. Unit members can discontinue RWS at any time and return on-site.
- 6. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon 14 calendar days' notice to account for a change in staffing levels or upon 7-calendar days' notice for failure to abide by any of the terms of the individual RWS agreement. On any given day, an employee may be temporarily called into the physical work location if notified by the end of the previous day's shift.
- 7. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2023 and shall be reevaluated and subject to negotiations at any time.


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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member

Brandice Mello

Brandice Mello, Team Member

Yendis Battle

Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

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

August 16, 2022

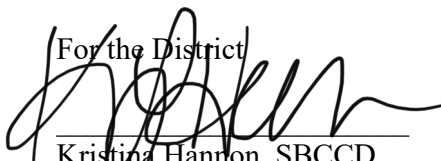
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Ali Raventos, Admissions & Records Technician, to the Admissions & Records Specialist, Crafton Hills College, under the following stipulations:


1. The length of the assignment will be August 29, 2022, through February 28, 2023, or until the Employee or management makes a decision to end the assignment. The Employee began working Out-of-Class on February 28, 2022, as the Admissions & Records Specialist.
2. The Employee will be compensated at Range 38, Step D. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Admissions & Records Technician.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Admissions & Records Technician will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Ali Raventos.

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

For the District


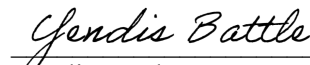
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources &
Police Services

For CSEA


Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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

August 16, 2022

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 assignment for Maria Davila, Bookstore Assistant II, to the Admissions & Records Technician, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be August 29, 2022, through February 28, 2023, or until the Employee or management makes a decision to end the assignment. The Employee began working Out-of-Class on February 28, 2022, as the Admissions & Records Technician.
2. The Employee will be compensated at Range 33, Step D. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Bookstore Assistant II.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Bookstore Assistant II will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Maria Davila.

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 &
Police Services

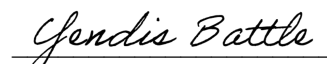
For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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 19, 2022

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 assignment for Lillian Wisegarver, Marketing & Communications, KVCR/FNX, to the Director of Corporate & Strategic Relations- KVCR under the following stipulations:

1. The length of the assignment will be July 1, 2022, through December 31, 2022, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 19, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 Director of Corporate & Strategic Relations- KVCR or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Marketing & Communications, KVCR/FNX.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Marketing & Communications, KVCR/FNX continue to accrue, and the Out-of-Class 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 Management assignment of Lillian Wisegarver.

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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291

Ernest Guillen

Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

David Stevenson

David Stevenson, Team Member

Brandice Mello

Brandice Mello, Team Member

Noah Snyder

Noah Snyder, CSEA LRR

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 19, 2022

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".

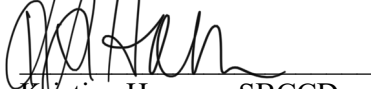
The Parties agree to approve the interim Out-of-Class assignment for Myung Koh, Research Analyst, to the Senior Research & Planning Analyst, District, under the following stipulations:

1. The length of the assignment will be July 1, 2022, through December 31, 2022, or until the Employee or management makes a decision to end the assignment. The Employee began working Out-of-Class on January 4, 2022, as the Senior Research & Planning Analyst.
2. The Employee will be compensated at Range 63, Step B. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Research Analyst.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Research Analyst will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Myung Koh.

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 &
Police Services

For CSEA




Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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

July 19, 2022

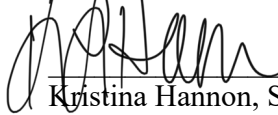
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Richard Lopez, Lead Custodian, to the Custodial Supervisor, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be June 30, 2022, through July 22, 2022, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 8, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 Custodial Supervisor or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Lead Custodian.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Lead Custodian will continue to accrue, and the Out-of-Class 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 Management assignment of Richard Lopez.


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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291

Ernest Guillen
Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

David Stevenson
David Stevenson, Team Member

Brandice Mello
Brandice Mello, Team Member

Noah Snyder
Noah Snyder, CSEA LRR

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 19, 2022

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").


In accordance with Article 7: **PAY and ALLOWANCES**, specifically subsection 7.9: Working Out of Class, the District determined that Lillian Wisegarver (hereinafter, "Employee") performed work out of their classification for five (5) or more working days within a fifteen (15) calendar day period.

- a. The Employee began working Out-of-Class effective July 1, 2020, through June 30, 2022, as a Director of Corporate & Strategic Relations - KVCR. The Employee will be compensated at Range 19, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.

This Memorandum of Understanding constitutes the full and complete agreement regarding the Out-of-Class assignment of the Employee.

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
and Police Services


For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

Brandice Mello

Brandice Mello, Team Member

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

August 16, 2022

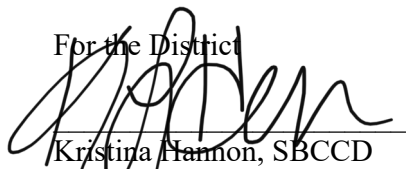
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Veronica Lehman, Financial Aid Coordinator, to the Director of Financial Aid, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be September 1, 2022, through February 28, 2023, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
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 Director of Financial Aid or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Financial Aid Coordinator.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Financial Aid Coordinator will continue to accrue, and the Out-of-Class 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 Management assignment of Veronica Lehman.


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 &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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 19, 2022

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".

Bilingual Stipend Article 7.3


In accordance with Article 7.3.2., the Parties mutually agree upon the locations and the forty-eight (48) eligible unit members to receive the bilingual stipend. In the event that a vacancy occurs on the ***Bilingual Stipend List***, the Parties mutually agree to offer the bilingual stipend to the next eligible unit member in the eligibility pool. Therefore, the Parties mutually agree that effective August 1, 2022, the following unit members listed below shall be added to the ***Bilingual Stipend List*** and be compensated at the rate of \$50.00 per month for providing bilingual services and skills.

- Liliana Molina
- Nancy Green
- Yvonne Rose Powers

Attached is the list of the unit members approved to receive the Bilingual / Bi-literate stipend per Article 7.3.2.1.

This agreement is subject to all approval required by the CSEA 610 Policy and the District.

For the District



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

For CSEA




Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Brandice Mello, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

#	Bilingual Stipend			
	Name	Department	Site	Year
1	Bojorquez, Ana	DSP&S	SBVC	2010
2	Davila, Maria	Bookstore	CHC	2010
3	Ramirez, Fermin	Financial Aid	SBVC	2010
4	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	2010
5	Rodriguez, Natividad	EOPS/CARE	CHC	2010
6	Romo, Maria Silvia	Admissions/Records	SBVC	2010
7	Lehman, Veronica	Financial Aid	CHC	2011
8	Frausto, Jeanette	Financial Aid	SBVC	2016
9	Garcia, Gabriela	Financial Aid	SBVC	2016
10	Louder, Zayne	Library	CHC	2016
11	Alvarez, Jose Luis	Grounds	SBVC	2017
12	Campos, Norma	Vocational Education	SBVC	2017
13	Vargas, Geno	Maintenance Operations	SBVC	2017
14	Fonseca, Katherine	EOPS/Student Services	SBVC	2018
15	Martinez, Anabel	CBO	SBVC	2018
16	Moncada, Rosita	Tess	DIST	2018
17	Moreno, Juana	CDC	SBVC	2018
18	Perez-Ponce, Blanca	CDC	SBVC	2018
19	Rojas, George	CDC	SBVC	2018
20	Serna, Marina	Student Services	SBVC	2018
21	Williams, Sophia	CDC	SBVC	2018
22	Portillo, Maritza	Student Activities	SBVC	2019
23	Rosales, Manuel	Technology Services	SBVC	2019
24	Treacy-Abarca, Blanca	CDC	SBVC	2018
25	Morales, Martha	CDC	SBVC	2020
26	Dominguez, Andres	Student Services	SBVC	2020
27	Alatorre, Yesica	KVCR	DIST	2020
28	Arteaga, Lorenza	Food Services	SBVC	2020
29	Gomez, Tanya	Food Services	SBVC	2020
30	Diaz, Jacqueline	Applied Tech	SBVC	2020
31	Navarrete, Belinda	Admissions & Records	CHC	2020
32	Hayton, Claudia	Financial Aid	CHC	2020
33	Gil, Aida	STAR Program	SBVC	2021
34	Davis, Ariel	Research	SBVC	2021
35	Vasquez, Nancy	CDC	SBVC	2021
36	Aguilar, Lupita	Office of Instruction	SBVC	2021
37	Ramirez Jazmin, Lucia	CDC	SBVC	2021
38	Acosta, Priscilla	CDC	SBVC	2021
39	Abeyta, Rebecca	Counseling	CHC	2022
40	Lopez, Angelica	CDC	SBVC	2022
41	De Loera, Priscilla	Financial Aid	SBVC	2022
42	Bulgarelli, Nancy	Counseling	SBVC	2022
43	Gonzalez, Maria C	Transfer/Career Services	SBVC	2010
44	Huerta, Cindy	Student Services	SBVC	2017
45	Garcia, Raquel	Social Science/CDC	SBVC	2010
46	Molina, Liliana	Business Office	SBVC	2016
47	Green, Nancy A	Payroll	DIST	2010
48	Rose Powers, Yvonne	KVCR	DIST	2014

#	Bi-literate Stipend			
	Name	Department	Site	Year
1	Bojorquez, Ana	DSP&S	SBVC	2016

2	Delgado, Rocio	Financial Aid	SBVC	2016
3	Elizalde, Noemi	Fiscal Services	DIST	2016
4	Frausto, Jeanette	Financial Aid	SBVC	2016
5	Green, Nancy A	Payroll	DIST	2016
6	Lehman, Veronica	Financial Aid	CHC	2016
7	Lopez, Elizabeth	Instruction	CHC	2016
8	Molina, Liliana	Business Office	SBVC	2016
9	Garcia, Gabriela	Financial Aid	SBVC	2016
10	Louder, Zayne	Library	CHC	2016
11	Ramirez, Fermin	Financial Aid	SBVC	2016
12	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	2016
13	Rodriguez, Natividad	EOPS/CARE	CHC	2016
14	Salas, Nancy	Social Science/CDC	SBVC	2016
15	Campos, Norma	Student Services	SBVC	2017
16	Davila, Maria	Bookstore	CHC	2017
17	Gonzalez, Maria C	Transfer/Career Services	SBVC	2017
18	Huerta, Cindy	Student Services	SBVC	2017
19	Parada, Osman	Computing Services	DIST	2017
20	Rojas, Cesar M	Maintenance Operations	SBVC	2017
21	Fonseca, Katherine	EOPS/Student Services	SBVC	2018
22	Martinez, Anabel	CBO	SBVC	2018
23	Moreno, Juana	CDC	SBVC	2018
24	Perez-Ponce, Blanca	CDC	SBVC	2018
25	Rojas, George	CDC	SBVC	2018
26	Romo, Maria Silvia	Admissions/Records	SBVC	2018
27	Serna, Marina	Student Services	SBVC	2018
28	Portillo, Maritza	Student Activities	SBVC	2019
29	Alvarez, Jose	Grounds	SBVC	2020
30	Dominguez, Andres	Culinary Arts	SBVC	2020
31	Alatorre, Yesica	KVCR	DIST	2020
32	Sanchez, Carmen	Print Shop	CHC	2020
33	Arteaga, Lorenza	Food Services	SBVC	2020
34	Gomez, Tanya	Food Services	SBVC	2020
35	Diaz, Jacqueline	Applied Tech	SBVC	2020
36	Navarrete, Belinda	Admissions & Records	CHC	2020
37	Hayton, Claudia	Financial Aid	CHC	2020
38	Morales, Martha Celia	CDC	SBVC	2021
39	Vasquez, Nancy	CDC	SBVC	2021
40	Rosales, Manuel	Campus Technology Services	SBVC	2021
41	Acosta, Priscilla	CDC	SBVC	2022
42	De Loera, Priscilla	Financial Aid	SBVC	2022
43	Bulgarelli, Nancy	Counseling	SBVC	2022
44	Ramirez Jazmin, Lucia	CDC	SBVC	2022

#	ASL Stipend			
	Name	Department	Site	Year
1	Sullivan, Laurie	DSP&S	SBVC	2016

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 19, 2022

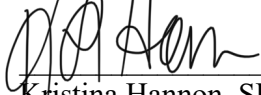
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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

1. It is agreed and understood that the District would increase the FTE hours for one (1) Child Development Assistant position **(C246807)**.
2. The increase in FTE hours is based on the department's operational needs and workload.
3. The one (1) Child Development Assistant position will be increased to 1.0 FTE from .75 FTE to 40 hours per workweek from 30 hours per workweek, working 222 days per year.
4. The Parties agree that the noted above will be effective Tuesday, July 19, 2022.

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
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member

**GRIEVANCE SETTLEMENT AGREEMENT
BY AND BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE #CHAPTER 291**

July 11, 2022

This grievance settlement agreement 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").

On June 6, 2022, the Association filed a Level 1 Grievance asserting that the District had violated the Classification Study Implementation MOU that was mutually agreed to on November 2, 2021. Accordingly, the Parties have met and negotiated a remedy to settle the Grievance filed.

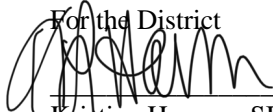
The Parties enter into the following agreement as a full and complete settlement of the above-referenced matter:

1. The District will compensate all affected bargaining unit members at a rate of .9% APY in accordance with the enclosed attachment.
2. CSEA agrees to withdraw its Level I Grievance filed on June 6, 2022, with prejudice.

Nothing contained in the agreement shall be construed as an admission of any wrongdoing whatsoever on the part of the District or the Association. The District and the Association agree that it is in the best interest of both Parties to resolve the above-referenced dispute without the expense or inconvenience of any further proceedings.

This settlement agreement is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process and the District's approval process.

For the District




Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA Labor Relations Rep.,
Rancho Cucamonga Field Office

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CALCULATION OF RETRO PAYMENTS
JUNE 2022**

EMPLOYEE NAME		A	B	C	A x B x C
LAST	FIRST	RETRO GROSS	MONTHLY RATE	TIME IN MONTHS	INTEREST
BEDOYA	MICHAEL	\$ 27,776.13	0.00075	1	\$ 20.83
BOATMAN	JOHN	\$ 6,193.46	0.00075	1	\$ 4.65
BRADY	JASON	\$ 102,613.55	0.00075	1	\$ 76.96
BYRNES	KENNETH	\$ 39,610.46	0.00075	1	\$ 29.71
CAMACHO-KELLY	MARTHA	\$ 7,957.73	0.00075	1	\$ 5.97
CAMARENA	CHRISTINA	\$ 13,259.99	0.00075	1	\$ 9.94
CHAVEZ	EDWARD	\$ 5,737.94	0.00075	1	\$ 4.30
COSME	DAVID	\$ 58,243.87	0.00075	1	\$ 43.68
DONALDSON	DAWN	\$ 5,993.26	0.00075	1	\$ 4.49
FLAA	JONATHAN	\$ 119.26	0.00075	1	\$ 0.09
FLEMING	DAVID	\$ 29,921.94	0.00075	1	\$ 22.44
FLORES	BRIANA	\$ 41,656.12	0.00075	1	\$ 31.24
FRAUSTO	JEANETTE	\$ 59,546.75	0.00075	1	\$ 44.66
FREEMAN	RANCE	\$ 18,459.33	0.00075	1	\$ 13.84
GIL	AIDA	\$ 13,339.09	0.00075	1	\$ 10.00
GONZALES	AMELIA	\$ 11,234.39	0.00075	1	\$ 8.43
GORDIN	RONALD	\$ 21,277.59	0.00075	1	\$ 15.96
GROTKE	ANGELA	\$ 21,215.24	0.00075	1	\$ 15.91
GUILLEN	ERNEST	\$ 21,893.57	0.00075	1	\$ 16.42
HADSOCK	HARRISON	\$ 23,582.47	0.00075	1	\$ 17.69
HANSEN	ROSEMARIE	\$ 72,591.30	0.00075	1	\$ 54.44
HAYDEN	ISAAC	\$ 13,049.89	0.00075	1	\$ 9.79
HAYTON	CLAUDIA	\$ 34,330.40	0.00075	1	\$ 25.75
HELLER	BRANDON	\$ 11,803.11	0.00075	1	\$ 8.85
HERNANDEZ	ANITA	\$ 32,283.56	0.00075	1	\$ 24.21
HERRERA	CLAUDIA	\$ 5,804.36	0.00075	1	\$ 4.35
JENKINS	PATRICIA	\$ 22,664.31	0.00075	1	\$ 17.00
JOHNSON	COREY	\$ 41,123.20	0.00075	1	\$ 30.84
LARA	NAOMI	\$ 10,165.55	0.00075	1	\$ 7.62
LIANG	HSIAO FANG	\$ 48,602.99	0.00075	1	\$ 36.45
LIMOGES	KEVIN	\$ 610.67	0.00075	1	\$ 0.46
LOUDER	ZAYNE	\$ 15,476.03	0.00075	1	\$ 11.61
MACIAS	JESSICA	\$ 8,869.55	0.00075	1	\$ 6.65
MAGHUYOP	MARIE	\$ 11,399.83	0.00075	1	\$ 8.55
MCCARTNEY	KAREN	\$ 45,805.98	0.00075	1	\$ 34.35
MCGOWEN	ARLENE	\$ 35,018.50	0.00075	1	\$ 26.26
MONROY	ANTONIO	\$ 2,361.65	0.00075	1	\$ 1.77
MOORE	CHRISTIN	\$ 5,756.02	0.00075	1	\$ 4.32
MOTTL	KAREN	\$ 6,252.24	0.00075	1	\$ 4.69
NEVARES	JUAN	\$ 13,590.20	0.00075	1	\$ 10.19
RAHN	CHARLIE	\$ 40,531.71	0.00075	1	\$ 30.40
RAMIREZ	FERMIN	\$ 997.43	0.00075	1	\$ 0.75
RIVERA-REZA	ROSEMARY	\$ 27,245.22	0.00075	1	\$ 20.43
ROBLES	SANDRA	\$ 63,972.26	0.00075	1	\$ 47.98
RODRIGUEZ FLORES	SAMUEL	\$ 20,859.92	0.00075	1	\$ 15.64
ROJAS	GEORGE	\$ 1,844.69	0.00075	1	\$ 1.38
ROSALES	MANUEL	\$ 272.99	0.00075	1	\$ 0.20
SANCHEZ	CARMEN	\$ 18,935.61	0.00075	1	\$ 14.20
SANFORD	RENEE	\$ 72,682.79	0.00075	1	\$ 54.51
SCHLINKERT	TAMARA	\$ 8,692.12	0.00075	1	\$ 6.52

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 CALCULATION OF RETRO PAYMENTS
 JUNE 2022**

EMPLOYEE NAME		A	B	C	A x B x C
LAST	FIRST	RETRO GROSS	MONTHLY RATE	TIME IN MONTHS	INTEREST
SMITH	DAMON	\$ 15,181.44	0.00075	1	\$ 11.39
STEVENSON	DAVID	\$ 96,673.22	0.00075	1	\$ 72.50
SULLIVAN	LAURIE	\$ 23,905.04	0.00075	1	\$ 17.93
TAYLOR	ALYSSA	\$ 12,370.34	0.00075	1	\$ 9.28
THOMAS	CASSANDRA	\$ 93,342.03	0.00075	1	\$ 70.01
TORRES	ARNOLDO	\$ 3,437.37	0.00075	1	\$ 2.58
TRAM	YVETTE	\$ 10,167.32	0.00075	1	\$ 7.63
VILLEGAS	J MANUEL	\$ 25,012.91	0.00075	1	\$ 18.76
WALKER	HEIDI	\$ 11,089.17	0.00075	1	\$ 8.32
WALTERS	DYANN	\$ 28,439.25	0.00075	1	\$ 21.33
WARE	MONIQUE	\$ 31,402.27	0.00075	1	\$ 23.55
WEBER II	PEGGY	\$ 23,505.84	0.00075	1	\$ 17.63
WILKERSON	KENNETH	\$ 9,069.64	0.00075	1	\$ 6.80
WILLIAMS	ERIN	\$ 11,470.05	0.00075	1	\$ 8.60
WISEGARVER	LILLIAN	\$ 31,665.66	0.00075	1	\$ 23.75
WRENN	CEDRICK	\$ 13,970.19	0.00075	1	\$ 10.48
YEARYEAN	SARAH	\$ 74,129.70	0.00075	1	\$ 55.60
TOTAL		\$ 1,738,057.66			\$ 1,303.54

NOTE:

Interest is calculated according to the following formula:

Interest = Retro Amount x Interest Rate x Time

Interest Rate 0.9

Time 1 month

SAMPLE CALCULATION OF INTEREST:				Reference
Step 1	Identify retro amount	\$ 100,000		A
Step 2	Calculate interest rate			
	Annual rate as a percent	0.9		
	Annual rate as a decimal	0.009		
	Monthly rate (annual/12)	0.00075		B
Step 3	Identify time in months	1		C
Step 4	Apply the formula			
Interest = retro amount x interest rate x time		\$ 75.00		A x B x C