

**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 17, 2024**

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

The Parties agree to approve the interim Out-of-Class assignment for Dawn Garcia, Administrative Assistant II to the Human Resources Generalist, District, under the following stipulations:

1. The length of the assignment will be September 23, 2024, through December 31, 2024, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Confidential Salary Schedule at Range 15, 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 Human Resources Generalist 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 Administrative Assistant II.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Administrative Assistant II 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 Confidential assignment of Dawn Garcia.

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

For the District

For CSEA

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

\_\_\_\_\_  
Ernest Guillen, President CSEA #291

\_\_\_\_\_  
Noah Snyder, CSEA LRR

\_\_\_\_\_  
Diana Vaichis, Team Member

---

Kevin Limoges, Team Member

---

Yendis Battle, Team Member

---

Cedrick Wrenn, Team Member