

**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 13, 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 Raquel Villa, Admissions and Records Technician, to the Admissions and Records Specialist, San Bernardino Valley College, under the following stipulations:

1. The length of the assignment will be July 1, 2024, through June 30, 2025, or until the Employee or management makes a decision to end the assignment. The Employee began working out of class on October 2, 2023, as an Admissions and Records Specialist.
2. The Employee will be compensated at Range 38, 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 an Admissions and Records Technician.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Admissions and 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 Raquel Villa.

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

For the District

For CSEA

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

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Ernest Guillen, President CSEA #291

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Noah Snyder, CSEA LRR

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Diana Vaichis, Team Member

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Kevin Limoges, Team Member

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Yendis Battle, Team Member

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Cedrick Wrenn, Team Member