

**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 12, 2021**

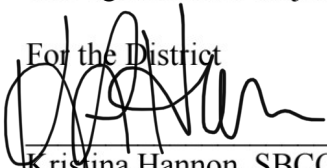
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the Alternate Work Schedule ("AWS") and Remote Work Schedule ("RWS") for the period of Thursday, December 31, 2020 through Friday, December 31, 2021.

1. The AWS and RWS will be offered due to the unforeseen effects of the California State of emergency (e.g., dependent care, undue hardships). Unit members may initiate a meeting with their immediate supervisor to discuss the option of working an AWS and/or RWS. The adjustment to an AWS and/or RWS will be mutually agreed by the unit member and immediate supervisor. In the case the immediate supervisor and unit members are unable to mutually agree resulting in a denial to an AWS and/or RWS the request shall be brought to the District and Association to discuss the reason for the denied AWS and/or RWS change. All efforts will be made to approve an AWS and/or RWS. If there is an AWS and/or RWS conflict, changes will be done based on permanent hire date among those in the same classification and department who normally perform the work involved.
2. Unit members may participate in the AWS and/or RWS. The AWS and/or RWS workweek will be Monday through Friday unless otherwise agreed by the Parties in an MOU. Unit members will continue to work a forty (40) hour workweek and may utilize the following AWS and/or RWS examples, but not an all-inclusive list;
  - a. Unit member will work a ten-hour, four-day workweek (4/10)
  - b. Unit member will work a nine-hour, eighty hour per 2-workweek (9/80)
  - c. Adjustments to beginning and ending times of the workday
  - d. Split shift (onsite only)
  - e. Hybrid shift (e.g., one (1) day remote and remaining days onsite)
  - f. Partial shift remote and partial shift onsite (e.g., four (4) hours remote and four (4) hours onsite)
  - g. Remote workweek
3. Graveyard shifts will be excluded from any proposals.
4. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
5. Unit members shall be notified of their AWS and/or RWS start and end times via electronic notification.
6. The District will provide the Association with the AWS and/or RWS including names, location, and shift times worked at the beginning of the AWS and/or RWS.
7. AWS are excluded from receiving a shift differential in accordance with Article 7.2
8. This MOU will 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

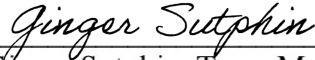


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

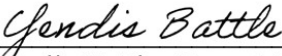
For CSEA



Cassandra Thomas, President CSEA #291



Ginger Sutphin, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



Abe Fulgham, Team Member