### **SIGNATURES**

FOR THE SUPERINTENDENT:

FOR THE ASSOCIATION:

DATE:

DATE: 8.16.22

60



### California School Employees Association

2045 Lundy Avenue San Jose, CA 95131 (408) 473-1000 (800) 632-2128 Executive FAX (408) 321-8227 General FAX (408) 954-9417

Ben Valdepeña Association President

www.csea.com

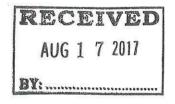
Dave Low
Executive Director

Member of the AFL-CIO

The nation's largest independent classified employee association

(AEU)

August 7, 2017



### **RE:** CSEA DUES REVISION

I am writing you to inform Yolo County Office Of Education of the recent change to California School Employees Association's (CSEA) dues structure. At CSEA's 2017 Annual Conference, the members voted to change the dues calculation method by increasing the maximum amount of salary on which dues are calculated effective October 1, 2017. The maximum monthly salary calculation was increased from of 1.5% of the first \$2,450 of monthly gross salary (exclusive of overtime but including longevity, professional growth and anniversary increments) to 1.5% of the first \$3,150 of monthly gross salary (exclusive of overtime but including longevity, professional growth and anniversary increments). In addition, the annual cap (maximum assessment) was increased from \$367.50 to \$475.25. The local chapter may assess additional local dues.

The chart below shows the maximum amounts per month and per year based on the member or fair share payer's actual salary per month.

	Pre-10/1/2017*	<b>Effective 10/1/2017</b>
<b>Monthly Salary Cap</b>	\$2,450	\$3,150
<b>Monthly Dues Maximum</b>	\$36.75	\$47.25
Annual Dues Maximum (12 mos.)	\$367.50	\$472.50
*The pre-10/1/2017 dues structure i	s included for refere	ence only

Please arrange to have your payroll department implement the new dues structure for the October 2017 payroll.

The enclosed letter is being sent to all affected CSEA members and fair share fee payers notifying them of the change to the dues structure.

We sincerely appreciate your efforts implementing the deduction of the new dues structure. Any questions should be referred to me at 408-433-1227.

Yours truly,

Steve Brashear,

Chief Financial Officer

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Enclosure

# THE YOLO COUNTY OFFICE OF EDUCATION

# RANGE PLACEMENT TABLE - CLASSIFIED NON-MANAGEMENT CLASSIFICATION

For Fiscal Year 2022-23 Effective July 1, 2022

BANICE		Effecti	Effective July 1, 2022	2					
NUMBER	CLASS TITLE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
,									
2		Annual	26,556	27,888	29,280	30,732	32,280	33,900	35,604
		Monthly	2,213	2,324	2,440	2,561	2,690	2,825	2,967
		Hourly	12.77	13.41	14.08	14.78	15.52	16.30	17.12
16		Annual	27.216	28.572	30 012	31,500	33 084	34 752	26 400
		Monthly	2,268	2,381	2,501	2,625	2,757	2,896	3.041
		Hourly	13.09	13.74	14.43	15.15	15.91	16.71	17.55
17		Annual	27,912	29,304	30,756	32,292	33,924	35,628	37.416
		Monthly	2,326	2,442	2,563	2,691	2,827	2,969	3,118
		Hourly	13.42	14.09	14.79	15.53	16.31	17.13	17.99
18		Annual	28,620	30,048	31,548	33,132	34,788	36,540	38,364
		Monthly	2,385	2,504	2,629	2,761	2,899	3,045	3,197
		Hourly	13.76	14.45	15.17	15.93	16.73	17.57	18.45
19		Annual	29,316	30,804	32,340	33,960	35,664	37,452	39.324
		Monthly	2,443	2,567	2,695	2,830	2,972	3,121	3,277
		Hourly	14.10	14.81	15.55	16.33	17.15	18.01	18.91
20		Annual	30,048	31,548	33,132	34.788	36 540	38 364	40.284
		Monthly	2,504	2,629	2,761	2,899	3,045	3,197	3,357
		Hourly	14.45	15.17	15.93	16.73	17.57	18.45	19.37
21		Annual	30.804	32.340	33,960	35 664	37 452	30 324	71 304
		Monthly	2,567	2,695	2,830	2,972	3,121	3,277	3.442
		Hourly	14.81	15.55	16.33	17.15	18.01	18.91	19.86
22	22 Food Service Assistant	Annual	31,572	33,144	34,812	36,564	38,388	40.308	42.324
		Monthly	2,631	2,762	2,901	3,047	3,199	3,359	3,527
		Hourly	15.18	15.94	16.74	17.58	18.46	19.38	20.35
23		Annual	32,364	33,984	35,688	37,476	39,348	41.328	43.380
		Monthly	2,697	2,832	2,974	3,123	3,279	3,444	3,615
		Hourly	15.56	16.34	17.16	18.02	18.92	19.87	20.86
24		Annual	33,168	34,836	36.576	38 412	40.320	42 336	74 460
		Monthly	2,764	2,903	3.048	3.201	3360	3.528	3 705
		Hourly	15.95	16.75	17.59	18.47	19.39	20.36	21.38

RANGE	CLASS TITLE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
25		Annual Monthly Hourly	33,996 2,833 16.35	35,712 2,976 17.17	37,500 3,125 18.03	39,372 3,281 18.93	41,340 3,445 19.88	43,404 3,617 20.87	45,564 3,797 21.91
26		Annual Monthly Hourly	34,860 2,905 16.76	36,600 3,050 17.60	38,436 3,203 18.48	40,344 3,362 19.40	42,360 3,530 20.37	44,484 3,707 21.39	46,704 3,892 22.46
7.7	Custodian	Annual Monthly Hourly	35,724 2,977 17.18	37,512 3,126 18.04	39,384 3,282 18.94	41,364 3,447 19.89	43,428 3,619 20.88	45,588 3,799 21.92	47,880 3,990 23.02
28		Annual Monthly Hourly	36,624 3,052 17.61	38,448 3,204 18.49	40,368 3,364 19.41	42,384 3,532 20.38	44,508 3,709 21.40	46,728 3,894 22.47	49,056 4,088 23.59
53	Secretary	Annual Monthly Hourly	37,536 3,128 18.05	39,408 3,284 18.95	41,388 3,449 19.90	43,464 3,622 20.90	45,648 3,804 21.95	47,940 3,995 23.05	50,328 4,194 24.20
90	Braille Transcriber I Paraeducator	Annual Monthly Hourly	38,472 3,206 18.50	40,404 3,367 19.43	42,420 3,535 20.40	44,544 3,712 21.42	46,776 3,898 22.49	49,104 4,092 23.61	51,552 4,296 24.79
33	×	Annual Monthly Hourly	39,432 3,286 18.96	41,412 3,451 19.91	43,488 3,624 20.91	45,672 3,806 21.96	47,952 3,996 23.06	50,352 4,196 24.21	52,872 4,406 25.42
32	Braille Transcriber II Paraeducator (with Signing Skills) Warehouse & Inventory Control Technician	Annual Monthly Hourly	40,404 3,367 19.43	42,420 3,535 20.40	44,544 3,712 21.42	46,776 3,898 22.49	49,104 4,092 23.61	51,552 4,296 24.79	54,132 4,511 26.03
33	Business Services Technician	Annual Monthly Hourly	41,424 3,452 19.92	43,512 3,626 20.92	45,696 3,808 21.97	47,976 3,998 23.07	50,376 4,198 24.22	52,884 4,407 25.43	55,524 4,627 26.70
35	Maintenance Technician Foster Youth & Homeless Services Outreach Specialist Behavior Technician	Annual Monthly Hourly	42,468 3,539 20.42	44,592 3,716 21.44	46,812 3,901 22.51	49,164 4,097 23.64	51,624 4,302 24.82	54,192 4,516 26.06	56,904 4,742 27.36
35	Administrative Secretary	Annual Monthly Hourly	43,524 3,627 20.93	45,708 3,809 21.98	48,000 4,000 23.08	50,388 4,199 24.23	52,908 4,409 25.44	55,548 4,629 26.71	58,332 4,861 28.05
36		Annual Monthly Hourly	44,604 3,717 21.45	46,836 3,903 22.52	49,188 4,099 23.65	51,636 4,303 24.83	54,216 4,518 26.07	56,928 4,744 27.37	59,772 4,981 28.74

RANGE	CLASS TITLE		Step 1	Step 2	Step 3	Step 4	S days	Step 6	Step 7
37		Annual Monthly Hourly	45,732 3,811 21.99	48,024 4,002 23.09	50,412 4,201 24.24	52,932 4,411 25.45	55,572 4,631 26.72	58,356 4,863 28.06	61,272 5,106 29.46
88	Licensed Vocational Nurse/Paraeducator	Annual Monthly Hourly	46,872 3,906 22.54	49,224 4,102 23.67	51,684 4,307 24.85	54,264 4,522 26.09	56,964 4,747 27.39	59,808 4,984 28.76	62,808 5,234 30.20
98		Annual Monthly Hourly	48,036 4,003 23.10	50,448 4,204 24.26	52,968 4,414 25.47	55,608 4,634 26.74	58,404 4,867 28.08	61,308 5,109 29.48	64,368 5,364 30.95
40	40 Youth Advocate	Annual Monthly Hourly	49,248 4,104 23.68	51,696 4,308 24.86	54,276 4,523 26.10	57,000 4,750 27.41	59,856 4,988 28.78	62,856 5,238 30.22	65,988 5,499 31.73
44	Administrative Assistant	Annual Monthly Hourly	50,472 4,206 24.27	52,992 4,416 25.48	55,632 4,636 26.75	58,416 4,868 28.09	61,332 5,111 29.49	64,392 5,366 30.96	67,608 5,634 32.51
42		Annual Monthly Hourly	51,744 4,312 24.88	54,324 4,527 26.12	57,048 4,754 27.43	59,892 4,991 28.80	62,892 5,241 30.24	66,036 5,503 31.75	69,336 5,778 33.34
43		Annual Monthly Hourly	53,028 4,419 25.50	55,692 4,641 26.78	58,488 4,874 28.12	61,416 5,118 29.53	64,488 5,374 31.01	67,716 5,643 32.56	71,112 5,926 34.19
4	Senior Business Services Technician	Annual Monthly Hourly	54,360 4,530 26.14	57,084 4,757 27.45	59,940 4,995 28.82	62,928 5,244 30.26	66,072 5,506 31.77	69,384 5,782 33.36	72,852 6,071 35.03
45		Annual Monthly Hourly	55,716 4,643 26.79	58,500 4,875 28.13	61,440 5,120 29.54	64,512 5,376 31.02	67,740 5,645 32.57	71,124 5,927 34.20	74,688 6,224 35.91
46		Annual Monthly Hourly	57,108 4,759 27.46	59,964 4,997 28.83	62,952 5,246 30.27	66,096 5,508 31.78	69,408 5,784 33.37	72,876 6,073 35.04	76,512 6,376 36.79
47	Program Data Analyst	Annual Monthly Hourly	58,548 4,879 28.15	61,476 5,123 29.56	64,560 5,380 31.04	67,776 5,648 32.59	71,172 5,931 34.22	74,724 6,227 35.93	78,468 6,539 37.73
48		Annual Monthly Hourly	60,000 5,000 28.85	63,000 5,250 30.29	66,132 5,511 31.80	69,444 5,787 33.39	72,912 6,076 35.06	76,560 6,380 36.81	80,388 6,699 38.65

RANGE NUMBER	CLASS TITLE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 8	Step 7
49		Annual Monthly Hourly	61,500 5,125 29.57	64,572 5,381 31.05	67,800 5,650 32.60	71,196 5,933 34.23	74,748 6,229 35.94	78,492 6,541 37.74	82,428 6,869 39.63
20		Annual Monthly Hourly	63,036 5,253 30.31	66,204 5,517 31.83	69,504 5,792 33.42	72,984 6,082 35.09	76,620 6,385 36.84	80,448 6,704 38.68	84,456 7,038 40.61
51	Business Analyst - Internal Business Analyst - External	Annual Monthly Hourly	64,620 5,385 31.07	67,848 5,654 32.62	71,232 5,936 34.25	74,784 6,232 35.96	78,528 6,544 37.76	82,464 6,872 39.65	86,580 7,215 41.63
52		Annual Monthly Hourly	66,240 5,520 31.85	69,552 5,796 33.44	73,020 6,085 35.11	76,680 6,390 36.87	80,508 6,709 38.71	84,540 7,045 40.65	88,764 7,397 42.68
53	Computer Systems Specialist Senior Maintenance Technician	Annual Monthly Hourly	67,908 5,659 32.65	71,292 5,941 34.28	74,856 6,238 35.99	78,600 6,550 37.79	82,524 6,877 39.68	86,640 7,220 41.66	90,972 7,581 43.74
<b>2</b> 5		Annual Monthly Hourly	69,612 5,801 33.47	73,080 6,090 35.14	76,740 6,395 36.90	80,592 6,716 38.75	84,624 7,052 40.69	88,848 7,404 42.72	93,300 7,775 44.86
55		Annual Monthly Hourly	71,352 5,946 34.31	74,940 6,245 36.03	78,684 6,557 37.83	82,608 6,884 39.72	86,748 7,229 41.71	91,092 7,591 43.80	95,652 7,971 45.99
56	Network Systems Administrator Senior Computer Systems Specialist	Annual Monthly Hourly	73,152 6,096 35.17	76,812 6,401 36.93	80,652 6,721 38.78	84,684 7,057 40.72	88,932 7,411 42.76	93,384 7,782 44.90	98,064 8,172 47.15
57		Annual Monthly Hourly	74,976 6,248 36.05	78,720 6,560 37.85	82,656 6,888 39.74	86,796 7,233 41.73	91,140 7,595 43.82	95,688 7,974 46.01	100,476 8,373 48.31
28		Annual Monthly Hourly	76,848 6,404 36.95	80,700 6,725 38.80	84,732 7,061 40.74	88,980 7,415 42.78	93,420 7,785 44.92	98,100 8,175 47.17	103,020 8,585 49.53
59	Educational Interpreter Speech & Language Pathology Assistant	Annual Monthly Hourly	78,768 6,564 37.87	82,692 6,891 39.76	86,832 7,236 41.75	91,176 7,598 43.84	95,736 7,978 46.03	100,524 8,377 48.33	105,552 8,796 50.75
09		Annual Monthly Hourly	80,736 6,728 38.82	84,768 7,064 40.76	89,016 7,418 42.80	93,468 7,789 44.94	98,148 8,179 47.19	103,056 8,588 49.55	108,216 9,018 52.03

RANGE	CLASS,TITLE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
61		Annual	82.752	86.892	91 236	95 796	100 584	105 612	110 800
		Monthly	6,896	7,241	7,603	7,983	8,382	8.801	9.241
		Hourly	39.79	41.78	43.87	46.06	48.36	50.78	53.32
62		Annual	84,816	89,052	93,504	98,184	103.092	108.252	113.664
		Monthly	7,068	7,421	7,792	8,182	8,591	9,021	9.472
		Hourly	40.78	42.82	44.96	47.21	49.57	52.05	54.65
63		Annual	86,940	91,284	95,844	100,620	105.660	110.940	116.496
		Monthly	7,245	7,607	7,987	8,385	8,805	9,245	9,708
		Hourly	41.80	43.89	46.08	48.38	50.80	53.34	56.01
28		Annual	89,124	93,576	98,256	103,164	108,324	113.724	119.400
		Monthly	7,427	7,798	8,188	8,597	9,027	9,477	9,950
		Hourly	42.85	44.99	47.24	49.60	52.08	54.68	57.41
65	65 Occupational Therapist	Annual	91,344	95,916	100,728	105,756	111,048	116,592	122,424
	Physical Therapist	Monthly	7,612	7,993	8,394	8,813	9,254	9,716	10,202
	Network Engineer	Hourly	43.92	46.12	48.43	50.85	53.39	56.06	58.86

LONGEVITY:

Upon Completion of 10 Years of Service - 2% will be added to the base salary
 Upon Completion of 15 Years of Service - 4% will be added to the base salary
 Upon Completion of 20 Years of Service - 6% will be added to the base salary

DEGREE STIPENDS: Maximum of one allowed whichever is greater

AA/AS Stipend: \$300 BA/BS Stipend: \$600

Business Analyst - External added to Range \$1 Executive 7/20/2022 Effective 7/1/2022 7.0% COLA

Approved by Superintendent: -<

Date: July 20, 2022

Superintendent's Policies and Procedures Manual Yolo County Office of Education
Series 4000: Personnel – Certificated/Classified

SP 4117.10 4217.10 Page 1 of 2

### **Extended Health & Welfare Benefits for Retirees**

The Superintendent recognizes the value of staff continuity in the operation of the County Office of Education.

The purpose of this policy is to extend office-paid hospital and medical benefits into retirement for retirees who have provided long and loyal service to the Office of the Yolo County Office of Education. Eligibility requirements are as follows:

- 1. (a) The retiree must have reached the retirement age of 55 years and must be on retirement status with the STRS, if that employee is a member of STRS; or,
  - (b) The retiree must have reached the retirement age of 55 years and must be on retirement status with the PERS, if that employee is a member of PERS.
- 2. The retired employee must have served the county office at least fifteen full consecutive years and entered retirement status directly from employment with the Yolo County Office of Education Office, unless that employee was disabled at the time of retirement and this disability prevented that person from having completed fifteen years of employee status.
- 3. The retired employee who is less than the ages specified under 1(a) and 1(b) will be allowed to take the office's hospital and medical plan into retirement at his own expense, but at the same current monthly premium as for regular employees.
- 4. When the retiree reaches the ages specified under items 1(a) and 1(b) the county office of education will assume the premium payments. (Premium payments will be picked up immediately for all employees retiring beyond the ages specified under items 1(a) and 1(b)).
- 5. All retirees must, at age 65, apply for Medicare Part B. Medicare Part A, if available for retirees and/or spouses qualified through Social Security eligibility without cost, must be accepted. Medicare Part B is available for all at age 65. The cost of Medicare Part B shall be paid in full by the retiree. Additionally, the county office shall continue the monthly premium costs of the applicable Office hospital and medical plan. However, Medicare Part B is mandatory for all.
  - 6. Retiring employees with less than fifteen years' service shall not be eligible for the county office's paid hospital and medical plan, but will be provided the opportunity to remain on the regular hospital and medical plan which may be taken at their own expense.

- 7. A person who is disabled and that disability is job related, and is so certified by STRS and/or PERS, shall be eligible for the office-paid hospital and medical plan benefits immediately if such disabled employee has had fifteen years of service in the county office at the time of disability certification. Disabled employees becoming eligible for Medicare benefits because of their disability must accept this Medicare coverage.
- 8. An eligible dependent(s) is defined as meeting the eligibility requirements of the current insurance carrier.
- 9. In no circumstances will the county office's contribution to a retired employee exceed that which would be paid the same individual if he/she were a current employee working in the same or similar classification as that which the individual held at the time of retirement.

**ADOPTED:** February 25, 1980 **REVISED:** 04-22-91, 06-30-94

### **NEW EMPLOYEE ORIENTATION**

## MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS YOLO COUNTY CHAPTER 639 (CSEA) AND THE YOLO COUNTY OFFICE OF EDUCATION (YCOE) OCTOBER 3, 2017

### **COMMENTS**

AB 119 (2017) adds sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3. It requires that, absent a waiver by CSEA, the YCOE is required to (1) give CSEA 10 days' notice of every orientation session absent an urgent critical unforeseen need, (2) provide CSEA with access to new hires during any orientation session, (3) provide CSEA with contact information on new hires within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, and (4) also provide CSEA with a list of all employees' names and contact information every 120 days.

**Please note:** Newly hired employees may, in accordance with the Public Records Act (PRA), request not to have their home address, home telephone number, personal cellular telephone number, and birth date provided to their exclusive representative. Under the PRA, this personal information is *not* open to *public* disclosure, but *is* open to the exclusive representative, unless the employee affirmatively requests otherwise. (*County of Los Angeles v. Los Angeles County Employee Relations Commission* (2013) 56 Cal.4<sup>th</sup> 905.) The employer may not encourage employees to make such a request.

### 1. YCOE NOTICE TO CSEA OF NEW HIRES

a) The YCOE shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

### 2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the YCOE, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the YCOE and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The YCOE shall provide CSEA Headquarters with contact information on the new hires. The information will be provided to CSEA Headquarters electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

# NEW EMPLOYEE ORIENTATION MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS YOLO COUNTY CHAPTER 639 (CSEA) AND THE YOLO COUNTY OFFICE OF EDUCATION (YCOE) OCTOBER 3, 2017

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits):
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Last four numbers of the social security number;
- xvii. Birth date;
- xviii. Employee ID;
- xix. CalPERS status (Y/N);
- xx. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the YCOE.

In the event no one is hired on any particular month, the YCOE shall send an e-mail to CSEA confirming they did not hire any new staff that month.

c) Periodic Update of Contact Information: The YCOE shall provide CSEA and its' Chapter 639 with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA Chapter 639 electronically. This contact information shall also include the following information, with each field listed in its own column:

### **NEW EMPLOYEE ORIENTATION**

## MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS YOLO COUNTY CHAPTER 639 (CSEA) AND THE YOLO COUNTY OFFICE OF EDUCATION (YCOE) OCTOBER 3, 2017

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Last four numbers of the social security number;
- xvii. Birth date;
- xviii. Employee ID;
- xix. CalPERS status (Y/N);
  - xx. Hire date.

### 3. NEW EMPLOYEE ORIENTATION

- a) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) The YCOE shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the YCOE's operations that was not reasonably foreseeable.
  - i. In the event the YCOE conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

# NEW EMPLOYEE ORIENTATION MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS YOLO COUNTY CHAPTER 639 (CSEA) AND THE YOLO COUNTY OFFICE OF EDUCATION (YCOE) OCTOBER 3, 2017

- ii. In the event the YCOE conduct one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- c) The YCOE shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of YCOE materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the YCOE for distribution.
- d) The orientation session shall be held on YCOE property during the workday of the employee(s), who shall be on paid time.
- e) During CSEA's orientation session, no YCOE manager or supervisor or non-unit employee shall be present.

### 3. DURATION OF AGREEMENT

- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.
  - i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2020.
- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the YCOE, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in

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accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

YCOE Valengredo

10/11/17

DATE

CSEA

DATE

CSEA LIRR

DATE