

**ESCONDIDO UNION HIGH SCHOOL DISTRICT 3.14.18 – 4:15 PM**  
**and**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**CHAPTER # 219**

**Memorandum of Understanding**  
*(AB 119)*  
**March 14, 2018**

This Memorandum of Understanding (hereinafter, “MOU”) is entered into by and between the Escondido Union High School District (hereinafter, “District”) and the California School Employees Association and its Chapter #219 (hereinafter, “Association”)

**1. DISTRICT NOTICE TO CSEA OF NEW HIRES**

- a. The District shall provide CSEA President or designee ten (10) day notice of any scheduled orientation meetings for new unit members. Orientations meetings are referenced in Section 3.b (below).

**2. EMPLOYEE INFORMATION**

- a. “Newly Hired Employee” or “New Hire” means any bargaining unit employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of new employee orientation.
- b. The District shall provide CSEA with information on the new hires. The information shall be provided to CSEA electronically in Excel format, in a password protected file, via a secure FTP site or service, which shall be provided by the Association. This information shall be provided on the last working day of the month. The file shall include the employees’ information below, with each listed field in its own column:
  - i. First Name;
  - ii. Middle Initial;
  - iii. Last Name;
  - iv. Suffix (e.g. Jr., III);
  - v. Job Title / Classification;
  - 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. Employee ID;
- xvii. CalPERS Status;
- xviii. Hire Date;

The District shall provide CSEA the password to the secure Excel file via email.

Periodic Update of Contact Information: The District shall provide CSEA with contact information specified in Section 2.b. (above) for each unit member, three (3) times each school year on October 31, January 31, and May 31. The District shall provide data electronically in Excel format, password protected file, via a secure FTP site or services, which shall be provided by CSEA.

Any personal information in item 2 above, shall only be provided to the Association when supplied to the district by the employee.

### **3. NEW EMPLOYEE ORIENTATION**

- a. The District shall provide CSEA access to new employee orientation meetings. The District shall allow the CSEA President and/or her/his designee approximately thirty (30) minutes for a presentation at the conclusion of the District's orientation session.
- b. Currently, there are two new orientation sessions scheduled in the school year in the months of January and August. For 2018 year, the parties agree to offer two additional classified orientation sessions in the months of April and November. This will allow the parties to evaluate the needs for the following year(s) prior to winter break in December of 2018.
  - i. The purpose of the evaluation would be for the Parties to best determine the number and kinds of New Employee Orientations in the future i.e. more group New Employee Orientations or less group New Employee Orientations and/or the need for individual orientations.
- c. Article XII Section C.1.f. will be revised to include an additional four hours of release time for the purposes of New Employee Orientation sessions. This will amend this section to 148 hours of release time for Association business.
- d. At times during the year between new employee orientation meetings the District shall provide a packet prepared by CSEA to any newly hired employee. CSEA shall provide the copies of the CSEA literature/membership applications to the District for distribution.

- e. CSEA shall provide the District a weblink for use on the District's employee orientation online system. The District agrees to update the Association link, if necessary, as needed.

**4. GRIEVANCE PROCEDURE**

- a. Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance provisions of the Collective Bargaining Agreement, except as follows:

- i. Only CSEA and its Chapter 219 can grieve this agreement.

**5. DURATION**

- a. This agreement shall become effective upon ratification, and shall continue in effect up to and including June 30, **2020**, and renew automatically if not reopened in writing by either party prior to renewal.


Signed this 14<sup>th</sup> day of **March, 2018**.

**CSEA**

  
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 03/14/2018

**DISTRICT**

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