

## Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into by and between the Santa Monica Community College District (the "District") and the California School Employees Association Chapter 36 ("CSEA") as of this 23rd day of October, 2012.

WHEREAS, the Santa Monica College has cancelled Winter session for 2013 because of cuts in State funding; and

WHEREAS, the hours and locations of certain classified employees must change because of the cancellation of Winter session since no work would exist for certain employees if current schedules and locations were maintained;

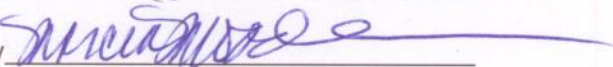
WHEREAS, CSEA and the District have met and conferred concerning this matter and have reached an agreement to implement schedule changes for the Winter session,

NOW, THEREFORE, the District and CSEA agree as follows:

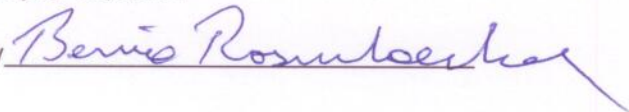
1. The hours and locations of the employees listed in Exhibit "A" attached hereto may be changed as set forth therein during the period from January 2, 2013, to February 7, 2013 ("Winter Session"). The hours and locations for these employees shall return to the schedule in effect prior to the change at the beginning of the Spring Semester on February 11, 2013. In the event that such a schedule change results in an unfair hardship to an employee, District and CSEA shall meet and confer to try to find a mutually agreed alternative to the change in schedule.
2. Any stipend that an employee is receiving pursuant to the collective bargaining agreement between CSEA and the District shall continue to be paid during the Winter Session notwithstanding the temporary change in working hours. It is the intent of the parties that any employee who works the revised schedule shall not suffer a loss of pay as result of this Agreement.
3. During the Winter Session, Parking Enforcement Officers shall be provided with communication equipment when working by themselves and, if working together, at least one of them shall have communication equipment.
4. Upon request, the District agrees to approve an Unpaid Leave of Absence during Winter Session for any employee whose hours are being changed from an evening shift to a daytime shift as set forth in Exhibit A. Notwithstanding Section 7.10.2 of the collective bargaining agreement, the District will pay the full premium for health insurance benefits during such unpaid leave. Notwithstanding any other provision of the collective bargaining agreement, any employee who takes such an Unpaid Leave of Absence during the Winter Session shall be deemed in paid status for purpose of calculating seniority and longevity.

5. Upon request, the District will consider approving an Unpaid Leave of Absence for all or part of the Winter Session for any employee not set forth in Exhibit A. Notwithstanding Section 7.10.2 of the collective bargaining agreement, the District will pay the full premium for health insurance benefits during such unpaid leave. Notwithstanding any other provision of the collective bargaining agreement, any employee who takes such an Unpaid Leave of Absence during the Winter Session shall be deemed in paid status for purpose of calculating seniority and longevity.
6. In the event there is insufficient work within the job classification during the Winter Session, any such employee shall be reassigned to job duties that are consistent with his or her abilities as determined by the Vice President of Human Resources after consultation with CSEA. If there is insufficient work available in any classification, the work that is available shall be assigned on a seniority basis. The District shall not contract with any private shuttle service during the period covered by this MOU if the District's shuttle drivers have been assigned non-shuttle work.
7. In the event the District makes a request to change the schedule of any employee who is not set forth in Exhibit "A," such schedule change shall require the approval of CSEA and the employee. In the event that either CSEA or the employee do not agree to the schedule change, the employee shall perform work during his or her normal schedule.
8. It is the intent of this agreement that all employees have the right to work the same number of hours during the Winter Session as they currently work. In the event the exhibits attached hereto are in error, the District and CSEA shall by mutual agreement adjust the hours to correct the error.
9. Any employee who has indicated an intention to take vacation time or a leave of absence may elect to work by cancelling the scheduled vacation time or the leave of absence in accordance with established District policies.

Santa Monica Community College District

By 

Chapter 36/CSEA

By 

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Academic Affairs Ann Mirsky	Media Resources Assistant	Learning Resource Center	Monday-Thursday, Saturday	M-TH 4:00-10:00pm, S 11:00am-3:00pm	Learning Resource Center	Monday-Thursday	9:00am-4:00pm
Nichelle Monroe	Administrative Clerk	Learning Resource Center	Monday-Thursday, Saturday	4:00pm-8:00pm, 11:00am-3:00pm	Learning Resource Center	Monday-Thursday	11:30am-4:30pm
Aurora Sealana	Lead Library Assistant - Circulation	Library	Monday-Thursday, Friday	1:00pm-10:00pm 8:00am- 5:00pm	Library	Monday-Friday	8:00am-5:00pm
Doreen Barnes	Library Assistant - Circulation	Library	Monday-Thursday, Friday	10:00am-7:00pm, 8:00am-5:00pm	Library	Monday-Friday	8:00am-5:00pm
Bell, Vernene (Retiring)	Instructional Aide	English Lab	Monday-Thursday	8:00am-1:00pm	English Lab	Monday-Thursday	8:30am-1:30pm
Bedworth, Sheila	Instructional Aide	English Lab	Monday-Thursday	10:15am-3:15pm	English Lab	Monday-Thursday	10:00am-3:00pm
Chon, Jane	Instructional Aide	English Lab	Monday-Thursday	1:00pm-6:30pm	English Lab	Monday-Thursday	10:30am-3:30pm
Cheney, Joyce	Tutoring Coordinator	English/Humanities Lab	Monday-Friday	M-TH 8:30am-5:45pm F 9:30am-2:30 pm	English/Humanities Lab	Monday-Friday	M-TH 8:00am-5:15 pm F 9:30am-2:30pm
Gever, Diyanna	Instructional Aide	English Lab	Monday-Thursday	9:15am-2:15pm	English Lab	Monday-Thursday	9:30am-2:30pm
Montgomery, Edgar	Instructional Aide	English Lab	Monday-Thursday	9:30am-3:00pm	English Lab	Monday-Thursday	10:00am-3:00pm
Moore, Monica	Instructional Aide	English Lab	Monday-Thursday	8:00am-1:00pm	English Lab	Monday-Thursday	830am - 1:30pm
Rabito, Rosanne	Instructional Aide	English Lab	Monday-Thursday	10:30am - 3:30 pm	English Lab	Monday-Thursday	9:30am-2:30pm

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Schelbert, Barbara	Instructional Aide	English Labs	M-Th	MW 1:45pm-6:45pm, T/TH 10:15am-3:15pm	English Lab	M-Th	8am - 1pm
Yudell, Janice	Instructional Aide	English Lab	Monday-Thursday	MW 12:45pm-2:00pm & 5:00pm-6:15pm TTH 12:30pm-7:30pm	English Lab	Monday-Thursday	10:30am-3:30pm
Nakamura, L	Media Services Technician	Media Services	Monday-Friday	Mon-Thur 1:00-10:00pm, Fri 8:30am-5pm	Media Services	Monday-Friday	7:30am-4:30pm
Bando, G	Administrative Clerk	Reprographics	Monday-Thursday	2:00pm-7:30pm	Reprographics	Monday-Thursday	7:30am-1:00pm
Cancilla, W	Reprographics Technician	Reprographics	Monday-Thursday	Mon-Thur 1pm-10pm, Fri 8:30am-5pm	Reprographics	Monday-Friday	7:30am-4:30pm
Ozaeta, M	Reprographics Technician	Reprographics	Monday-Friday	Mon-Thur 1pm-10pm, Fri 8:30am-5pm	Reprographics	Monday-Friday	7:30am-4:30pm
Williams, Brandon	Media Services Technician	Reprographics	M-Th	7:30am - 6:30pm	Reprographics	M-Th	7:00 - 6pm
Ben Prong	Media Specialist	AET	Monday-Friday	1:00pm-10:00pm	AET	Monday-Friday	8:00am-5:00pm
Bob Hershon	Media Specialist	AET	Tuesday-Saturday	Tues-Fri 11:00am-8:00pm, Sat 8:00am-5:00pm	AET	Monday-Friday	8:00am-5:00pm
Savinelli, Robert	Laboratory Technician-Chemistry	Chem	Monday-Friday		Chemistry	Monday-Friday	7:30am-4:00pm
Gary Fung	Instructional Aide	AET Math Lab	Monday-Friday	9:00am-3:00pm	Math Lab	Monday-Friday	10:00pm-4:00pm
Randy Smith	Instructional Aide	Math Lab	Monday-Thursday	2:30-7:30pm	Math Lab	Monday-Thursday	12 - 5pm
Marcus Suzuki	Instructional Aide	AET Math Lab	Monday-Thursday	1:30 p.m.-6:30 p.m.	Math Lab	Monday-Thursday	12:00 a.m.-5:00 p.m.

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Kenny Ha (Kham Ha)	Laboratory Technician-Physcis	Physical Sci	Monday-Thursday	10:30 a.m. - 8:00 p.m	Physical Sci	Monday-Friday	8:00 a.m. - 5:00 p.m.
Garrison, Brenden	Instructional Aide	AET Lab	M-Th	4pm - 9pm	Math Lab	M-TH	9am - 2pm
Kolbyly, Jeff	Math, Instructional Aid	Math Lab	M - Th	5:15 - 10:15	Leave of Absence	N/A- LOA	N/A- LOA
Smith, Peter	Music Technical Assistant	Music	M - Th	5pm - 10pm	Music	M-Th	8am - 1pm
Gray, Gary	Accompanist: Music	Music			Music		Same number of hours per week to be arranged by employee between 8:00 a.m. and 6:00 p.m. Monday to Friday not to exceed 8 hours in any one day
Lemons, Bradley	Lab Tech: Broadcasting	Communications	Varies due to teaching schedule	Varied	Communications	M-F	M-F 8 - 5pm
Courtney, Margaurite	Lab Tech: Photography	Photography	M-F	5:30 - 9:30	Photography Lab	M-F	12:00pm - 4pm
Cabrera, Gonzalo	Lab Tech - Life Science	Life Science	M- Th	1pm - 10:30pm + F 8 - 3	Life Science Lab	M - F	8 - 5pm
Wheeler, Brennan	Art Lab Tech	Art			Art		Same number of hours per week to be arranged by employee between 8:00 a.m. and 6:00 p.m. Monday to Friday not to exceed 8 hours in any one day
<b>ACADEMIC COMPUTING</b>							

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Maja Korzeniowska	Academic Computing Instructional Specialist	B231	Mon-Fri	Mon-Thur 4:00 PM to 11:15 PM, Fri 1:30 PM to 10:00 PM	B231	Mon-Fri	Mon-Fri 9:30 AM to 5:00 PM
Larry Padilla	Academic Computing Instructional Specialist	B231	Mon-Fri	Mon-Fri 12:00 PM to 8:30 PM, Fri	B231	Mon-Fri	Mon-Fri 8:30 AM to 5:00 PM
Agnius Griskevicius	Academic Computing Instructional Specialist	B131	Mon-Fri	Mon-Fri 1:30 PM to 10:00 PM	B131	Mon-Fri	Mon-Fri 8:30AM to 5:00PM
Ramon Salcedo	Academic Computing Instructional Specialist	Cayton 203	Mon-Thur, Sat	Mon-Thur 2:45 PM to 10:00 PM Sat 7:45 AM to 4:15 PM	Cayton 203	Mon-Fri	Mon-Fri 9:30 AM to 5:00 PM
Mohamad Fakh	Academic Computing Instructional Specialist	B231. Bundy Cam	Tue - Sat	Tue - Sat 7:30 AM to 4:00 PM	B231, Bundy Cam	Mon-Fri	Mon-Fri 7:30 AM to 4:00 PM
<b>POLICE</b>							
Adshade, Thomas	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Dindial, Bharose	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Henry, Ashward	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Hernandez, Linda	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Hudson, Gayle	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm

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Walter, Craig	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Cisneros, Ed	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Williams, Joel	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Fierro, Yolanda	Parking Enforcement Officer 11 Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
<b>BURSAR'S</b>							
Romo, Veronica	Cash Receipts Coordinator	Bursar's Office	Monday-Friday	Monday-Thursday 9:00am-5:30pm, Tues & Weds 10:30am-7:00pm, Friday	Bursar's Office	Monday-Friday	8:00am-4:30pm
Fisher, Marie	Cash Receipts Clerk	Bursar's Office	Monday-Friday	Monday-Thursday 9:00am-5:30pm, Tues & Weds 10:30am-7:00pm, Friday	Bursar's Office	Monday-Friday	8:00am-4:30pm
Hartel, Collin	Cash Receipts Clerk	Bursar's Office	Monday-Thursday	Monday & Thurs 12:30pm-5:30pm, Tues & Weds 2:00pm-7:00pm	Bursar's Office	Monday-Thurs	8:00am-1:00pm
Coston, JoAnn	Lead Operations Assistant	Bookstore	Monday-Friday	9:00am-7:30pm	Bookstore	Monday-Friday	8:00am-5:00pm
Juarez, Elease	Operations Assistant		Monday-Friday	11:00am-7:30pm	Bookstore	Monday-Friday	8:00am-5:00pm
Watson-Orenstein	Cash Receipts Clerk	Bookstore	Monday-Friday	11:00am-7:30pm	Bookstore	Monday-Friday	8:00am-5:00pm