

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 31st day of October, 2013.

WHEREAS, the Santa Monica College has a reduced Winter session for 2014 because of cuts in State funding; and

WHEREAS, the hours and locations of certain classified employees must change because of the reduction of hours for 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, 2014, to February 13, 2014 ("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 18, 2014. 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 

EXHIBIT A

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| 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 |
| New person being processed 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 Assistant - English | English Lab | Monday-Thursday | 8:00am-1:00pm | English Lab | Monday-Thursday | 8:30am-1:30pm |
| Bedworth, Sheila | Instructional Assistant - English | English Lab | Monday-Thursday | 10:15am-3:15pm | English Lab | Monday-Thursday | 10:00am-3:00pm |
| Chon, Jane | Instructional Assistant - English | 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, Dlyanna | Instructional Assistant - English | English Lab | Monday-Thursday | 9:15am-2:15pm | English Lab | Monday-Thursday | 9:30am-2:30pm |
| Montgomery, Edgar | Instructional Assistant - English | English Lab | Monday-Thursday | 9:30am-3:00pm | English Lab | Monday-Thursday | 10:00am-3:00pm |
| Moore, Monica | Instructional Assistant - English | English Lab | Monday-Thursday | 8:00am-1:00pm | English Lab | Monday-Thursday | 8:30am - 1:30pm |
| Rabito, Rosanne | Instructional Assistant - English | English Lab | Monday-Thursday | 10:30am - 3:30 pm | English Lab | Monday-Thursday | 9:30am-2:30pm |
| Schelbert, Barbara | Instructional Assistant - English | English Labs | M-Th | MW 1:45pm- 6:45pm, T/TH 10:15am-3:15pm | English Lab | M-Th | 8:00am - 1:00pm |
| Yudell, Janice | Instructional Assistant - English | 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 - 4:00pm |
| Ben Prong | Multimedia Specialist - AET | AET | Monday-Friday | 1:00pm-10:00pm | AET | Monday-Friday | 8:00am-5:00pm |
| Bob Hershon | Multimedia Specialist - AET | AET | Tuesday-Saturday | Tues-Fri 11:00am-8:00pm, Sat 8:00am-5:00pm | AET | Monday-Friday | 8:00am-5:00pm |
| Savinelli, Robert Shual Li | Laboratory Technician - Chemistry | Chem | Monday-Friday | | Chemistry | Monday-Friday | 7:30am-4:00pm |
| Gary Fung | Instructional Assistant - Math | AET Math Lab | Monday-Friday | 9:00am-3:00pm | Math Lab | Monday-Friday | 9:30am-3:30pm |
| Randy Smith | Instructional Assistant - Math | Math Lab | Monday-Thursday | 2:30-7:30pm | Math Lab | Monday-Thursday | 2:00 - 7:00pm |
| Marcus Suzukl | Instructional Assistant - Math | AET Math Lab | Monday-Thursday | 1:30 p.m. -6:30 p.m. | Math Lab | Monday-Thursday | 9:00 am-2:00pm |

EXHIBIT A

| Employee Name | Employee Classification | Current Work Location | Current Work Days | Current Work Hours | Winter Location | Winter Work Days | Winter Work Hours |
|----------------------|---|-----------------------|---------------------------------|--|------------------|------------------|--|
| Kenny Ha (Kham Ha) | Laboratory Technician-Physics | 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 Assistant - Math | AET Lab | M-Th | 4pm - 9pm | Math Lab | M-TH | 9:00am - 2:00pm |
| Koibly, Jeff | Instructional Assistant - Math | Math Lab | M - Th | 5:15 - 10:15 | Leave of Absence | N/A- LOA | N/A- LOA |
| Smith, Peter | Music Equipment Assistant | Music | M - Th | 5pm - 10pm | Music | M-Th | 8:00am - 1:00pm |
| Gray, Gary | Accompanist - Performance | 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 | Laboratory Technician - Broadcasting/Electronic Media | Communications | Varies due to teaching schedule | Varied: Brad typically works a 4/40 when he's not teaching (which he won't be during Winter) | Communications | M-F | M-F 8:00am - 5:00pm |
| Courtney, Margaurite | Laboratory Technician - Photography | Photography | M-F | 5:30 - 9:30 | Photography Lab | M-F | 12:00pm - 4:00pm |
| Cabrera, Gonzalo | Laboratory Technician - Life Science | Life Science | M- Th | 1pm - 10:30pm + F 8 - 3 | Life Science Lab | M - F | 8:00 - 5:00pm |
| Wheeler, Brennon | Laboratory Technician - Art | 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 |
| Academic Computing | | | | | | | |
| 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-Thur | Mon-Fri 9:30 AM to 5:00 PM |
| Mohamad Fakh | Academic Computing Instructional Specialist | B231, Bundy Camp | Tue - Sat | Tue - Sat 7:30 AM to 4:00 PM | B231, Bundy Camp | Mon-Fri | Mon-Fri 7:30 AM to 4:00 PM |
| POLICE | | | | | | | |
| 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 |
| 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 |
| BURSAR'S | | | | | | | |
| Romo, Veronica | Cash Recelpts Specialist | Bursar's Office | Monday-Friday | Monday-Thursday 9:00am-5:30pm, Tues & Weds 10:30am-7:00pm, Friday 8:00am-4:30pm | Bursar's Office | Monday-Friday | 8:00am-4:30pm |

EXHIBIT A

| Employee Name | Employee Classification | Current Work Location | Current Work Days | Current Work Hours | Winter Location | Winter Work Days | Winter Work Hours |
|------------------|-------------------------------------|-----------------------|-------------------|---|-----------------|------------------|-------------------|
| Fisher, Marie | Cash Receipts Clerk | Bursar's Office | Monday-Friday | Monday-Thursday 9:00am-5:30pm, Tues & Weds 10:30am-7:00pm, Friday 8:00am-4:30pm | 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 Bookstore Operations Assistant | Bookstore | Monday-Friday | 9:00am-7:30pm | Bookstore | Monday-Friday | 8:00am-5:00pm |
| Juarez, Eleise | Bookstore Operations Assistant | | Monday-Friday | 11:00am-7:30pm | Bookstore | Monday-Friday | 8:00am-5:00pm |
| Watson-Orenstein | Bookstore Sales Clerk | Bookstore | Monday-Friday | 11:00am-7:30pm | Bookstore | Monday-Friday | 8:00am-5:00pm |