

## 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 17th day of November, 2011

1st

December

BRM

WHEREAS, the California Community College system faces budget cuts; and

WHEREAS, many educational institutions in California have implemented job furloughs and layoffs in response to the reduction in funding; and

WHEREAS, Santa Monica College is attempting to confront the significant shortfall in funding through approaches that do not result in reductions in hours or loss of jobs for its permanent workforce; and

WHEREAS, to reduce expenditures, Santa Monica College has reduced its Winter session by reducing the number of classes offered and eliminating evening classes;

WHEREAS, the reduced Winter session schedule requires that the hours and locations of certain classified employees be changed to accommodate this reduced schedule 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 so that no classified employee suffers a loss of wages,

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 3, 2012, to February 9, 2012 ("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 13, 2012. 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 Shuttle Driver 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 shuttle work available, any shuttle work shall be assigned on a seniority basis.
7. Employees with the job classification of Shuttle Driver will be offered any driving work, (the operation of any District or rented vehicle in which employees or students, including athletic teams, are transported) before any part-time, temporary, provisional or substitute employee or outside contractor is engaged for that purpose.
8. 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.
9. 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.
10. 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
<b>Academic Affairs</b>							
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	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	8:30am-1:30pm

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Rabito, Rosanne	Instructional Aide	English Lab	Monday-Thursday	10:30am - 3:30 pm	English Lab	Monday-Thursday	9:30am-2:30pm
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
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
Randal Ishimaru	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	8:00am-1:00pm
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.

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hqurs
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.
<b>ACADEMIC COMPUTING</b>							
Romano Vasquez	Academic Computing Instructional Specialist	Fac/Staff Lab Art 119	Mon-Fri	Normal: Mon-Fri 1:30 PM to 10:00 PM, Temporary: Mon-Fri 7:30 AM to 4:00 PM	Normal: Art 119, DH 203; temporary: Fac/Staff Lab, Art 119	Mon-Fri	Mon-Fri 7:30 AM to 4:00 PM
Maja Korzenowska	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 9:45 AM to 5:00 PM
Larry Padilla	Academic Computing Instructional Specialist	B231	Mon-Fri	Mon-Thur 2:45 PM to 11:15 PM, Fri 1:30 PM to 10PM	B231	Mon-Fri	Mon-Fri 1:00 PM to 5:00 PM
Agnus Griskevicius	Academic Computing Instructional Specialist	B131	Mon-Fri	Mon-Fri 1:30 PM to 10:00 PM	B131	Mon-Fri	Mon-Fri 9:30AM 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-Thur 9:45 AM to 5:00 PM Fri vacation
Mohamad Fakih	Academic Computing Instructional Specialist	Bundy	Sat-Wed	Sat-Wed 7:45 AM to 4:15 PM	Bundy	Mon-Fri	Mon-Thur 7:45 AM to 4:15 PM, Fri 7:15 AM to 12:15 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

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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
Kagan, William	Parking Enforcement Officer 11Mos.	Rotational	Monday-Friday	2:00 pm-10:30 pm	Rotational	Monday-Friday	06:30 am - 3:00 pm
Mitchell, Michahl	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