

## 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 14th day of October, 2010.

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, holding all classes at the Main Campus, 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, 2011, to February 10, 2011 ("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 14, 2011. 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. The hours and locations of the employees listed in Exhibit "B" attached hereto may be changed as set forth therein during the period from January 3, 2011, to January 31, 2011 ("Winter Session"). The hours and locations for these employees shall return to the schedule in effect prior to the change on February 1, 2011. 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.

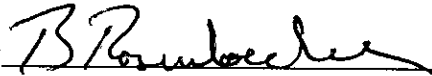
3. Any stipend that an employee is receiving pursuant to the collective bargaining agreement between CSEA and the District shall continue to be paid during the Winter Session notwithstanding the temporary change in working hours. It is the intent of the parties that any employee who works the revised schedule shall not suffer a loss of pay as result of this Agreement.
4. 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.
5. 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.
6. 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.
7. 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.
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.
11. This Memorandum of Understanding shall be subject to ratification by both parties and shall be deemed to establish no precedent.

Santa Monica Community College District

By 

Chapter 36/CSEA

By 

## EXHIBIT A

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
Paul Williams	Tutoring Coordinator	Math Lab	Monday-Friday	8:30am-5:30pm	Math Lab	Monday-Friday	8:30am-5:00pm
Jeff Kolby	Instructional Aide	Math Lab	Monday-Thursday	5:15pm-10:15pm	N/A	N/A	Leave of Absence
Judith Mosher	Instructional Aide	AET Math Lab	Monday-Thursday	2:00pm-7:00pm	Math Lab	Monday-Thursday	8:00am-1:00pm
Gary Fung	Instructional Aide	AET Math Lab	Monday-Thursday	9:30am-2:30pm	Math Lab	Monday-Thursday	12:00pm-5:00pm
Randy Smith	Instructional Aide	Math Lab	Monday-Thursday	2:30-7:30pm	Math Lab	Monday-Thursday	8:00am-1:00pm
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

EXHIBIT A

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Ozaeta, M	Reprographics Technician	Reprographics	Monday-Friday	Mon-Thur 1pm-10pm, Fri 8:30am-5pm	Reprographics	Monday-Friday	7:30am-4:30pm
Vivian Rankin-Scales	Program Coordinator	Emeritus	Monday-Friday	8:30am-5:30pm	Emeritus	Monday-Friday	8:30am-5:00pm
Ben Prong		AET	Monday-Friday	1:00pm-10:00pm	AET	Monday-Friday	8:00am-5:00pm
Bob Hershon		AET	Tuesday-Saturday	Tues-Fri 11:00am-8:00pm, Sat 8:00am-5:00pm	AET	Monday-Friday	8:00am-5:00pm
Barclift, Nicolas	Instructional Aide	English Lab	Monday-Thursday	MW-2:45pm-7:45pm TTh- 1:05pm-6:05pm	DH 308	Monday-Thursday	10:00am-3:30pm
Bell, Vernene	Instructional Aide	English Lab	Monday-Thursday	8:30am-1:30pm	DH 308	Monday-Thursday	8:00am-1:00pm
Gever, Diyanna	Instructional Aide	English Lab	Monday-Thursday	MW-8:30am-1:30pm TTh-9:30am-2:30pm	DH 308	Monday-Thursday	8:45am-1:45pm
Montgomery, Edgar	Instructional Aide	English Lab	Monday-Thursday	MW-8:30am-1:30pm TTh-9:30am-2:30pm	DH 308	Monday-Thursday	10:00am-3:00pm
Moore, Monica	Instructional Aide	English Lab	Monday-Thursday	8:30am-1:30pm	DH 308	Monday-Thursday	8:00am-1:00pm
Schelbert, Barbara	Instructional Aide	English Lab	Monday-Thursday	MW-4:00pm-9:00pm TTh-10:30am-3:30pm	DH 308	Monday-Thursday	10:30am-3:30pm
Yudeil, Janice	Instructional Aide	English Lab	Monday-Thursday	MW-2:15pm-6:15pm, 8:15pm-9:15pm TTh-11:05am-12:05pm, 2:05pm-7:05pm	DH 308	Monday-Thursday	10:30am-3:30pm

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Rabito, Rosanne	Instructional Aide	English Lab	Monday-Thursday	11:30am-4:30pm	DH 312	Monday-Thursday	10:30am-3:30pm
Margurite Courtney	Photo Lab Technician	Main Campus	Monday-Friday	5:30pm-9:30pm	Photo Lab	Monday-Thursday	11:00am-4:30pm
Brennan Wheeler	Lab Tech/Art Dept	Art Dept/Gallery PAC	Monday-Friday	8:00am-5:00pm	Art Dept Gallery PAC	Monday-Friday	8:00am-5:00pm
<b>ACADEMIC COMPUTING</b>							
Romano Vasquez	Academic Computing Instructional Specialist	Fac/Staff Lab, Art	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 Korzeniewska	Academic Computing Instructional Specialist	B231	Mon-Fri	Mon-Thur 4:00 PM to 11:15 PM, Fri 1:30 PM to 10:00 PM			Mon-Thur 1:30 PM to 5:00 PM, Fri 1:30 PM to 4:00 PM; balance vacation time
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
Agnius Griskevicius	Academic Computing Instructional Specialist	B131	Mon-Fri	Mon-Fri 1:30 PM to 10:00 PM	B131	Mon-Fri	on leave
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		Mon-Thur	Mon-Thur 9:15 AM to 5:00 PM Fri vacation
Mohamad Fakih	Academic Computing Instructional Specialist	Bundy Campus, B	Sat-Wed	Sat-Wed 7:45 AM to 4:15 PM		Mon-Fri	Mon-Thur 7:45 AM to 4:15 PM, Fri 7:15 AM to 12:15 PM
<b>POLICE</b>							

## EXHIBIT A

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
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
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
<b>DSPS</b>							
Throckmorton, Elena	Disabled Student Services Specialist	DSPS	Monday-Thursday	10:00 am-7:00 pm.	DSPS	Monday -Thursday	8:30 am. - 5:00 p.m.
<b>BURSAR'S</b>							

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Marie Fisher	Cash Receipt's Clerk	Bursar's Office	Mon-Fri	Mon-Thur 12:00 p.m. to 8:30 p.m.; Fri 8:30 am to 5:30 p.m.	Bursar's Office	Monday- Friday	8:30 a.m. - 5:30 p.m.
Veronica Romo (currently on leave)	Cash Receipt's Clerk	Bursar's Office	Mon-Fri	Mon-Thur 12:00 p.m. to 8:30 p.m.; Fri 8:30 am to 5:30 p.m.	Bursar's Office	Monday- Friday	8:30 a.m. - 5:30 p.m.
Mike Marajanen	Cash Receipt's Clerk	Bursar's Office	Mon-Thur.	3:00 p.m. - 8:00 p.m.	Bursar's Office	Mon-Thur.	12:00 p.m. - 5:30 p.m.



## EXHIBIT B

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days Jan. 2 - Jan. 31	Winter Work Hours Jan. 2 - Jan. 31
Brideau, Rachel	Student Services Specialist	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions		8:00am - 5:00pm
Casillas, Cesar	Student Services Specialist	Financial Aid	Monday - Thursday Tuesday Friday	7:30am - 4:30pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Friday	7:30am - 4:30pm
Cassillas, Joshua	Student Services Specialist	Assessment	Monday & Tuesday Wednesday	8:00am-5:00pm 11:00am-8:00pm	Assessment	Monday - Friday	8:00am - 5:00pm
Clark, Kim	Student Services Specialist	Financial Aid	Monday - Thursday Wednesday Friday	7:30am - 4:30pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Friday	7:30am - 4:30pm
Dammer, Carolyn	Student Services Specialist	Financial Aid	Monday - Wednesday Thursday Friday	7:30am - 4:30pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Friday	7:30am - 4:30pm
Dappa, Uche	Sr. Student Services Specialist	Assessment	Tuesday Wednesday	8:00am-5:00pm 11:00am-8:00pm	Assessment	Monday - Friday	8:00am - 5:00pm
De La Rosa, Taryn	Student Services Specialist	Financial Aid	Monday - Wednesday Thursday Friday	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Duran, Francine	Administrative Assisant 1	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Felder, Ronnie	Sr. Student Services Specialist	Admissions	Monday Tuesday - Thursday Friday	8:00am - 5:00pm 11:00am - 8:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Franco, Sandra	Student Services Specialist	Admissions	Monday Tuesday - Thursday Friday	8:00am - 5:00pm 11:00am - 8:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Garcia, Renay	Student Services Assistant	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Ghasmi, Nilofar	Student Services Clerk	Financial Aid	Monday & Wednesday Tuesday & Thursday Friday	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm

EXHIBIT B

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Gomez, Clara	Student Services Specialist	Financial Aid	Monday - Thursday Tuesday Friday	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Friday	7:30am - 4:30pm
Gomez, Nina	Student Services Clerk	Financial Aid	Monday & Tuesday Wednesday & Thursday Friday	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Hoffman, Thelma	Student Services Specialist	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Jones, Candee	Student Services Specialist	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Juan Silva	Student Services Clerk	Admissions	Monday Tuesday - Thursday Friday	8:00am - 5:00pm 11:00am - 8:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Lemke, Connie	Student Services Specialist	Admissions	Monday Tuesday - Thursday Friday	8:00am - 5:00pm 11:00am - 8:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
McLeod, Damon	Student Services Specialist	Financial Aid	Monday & Thursday Tuesday & Wednesday Friday	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Merritt-Williams, Ma	Student Services Clerk	Admissions	Monday Tuesday - Thursday Friday	8:00am - 5:00pm 9:00am-6:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Nevarez, Alma	Student Services Specialist	Assessment	Monday Tuesday - Wed Thursday Friday	8:00am-5pm 8:30am-5:30pm 11am-8pm 8am-5pm	Assessment	Monday - Friday	8:00am - 5:00pm
Newman, Jeremy	Student Services Clerk	Financial Aid	Monday - Wednesday Thursday Friday	8:30am - 5:30pm 10:30am - 7:30pm 8:30am - 5:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Ong, Maria	Student Services Clerk	Financial Aid	Monday - Thursday Wednesday Friday	7:30am - 4:30pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Friday	7:30am - 4:30pm
Pant, Poonam	Student Services Specialist	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm

Employee Name	Employee Classification	Current Work Location	Current Work Days	Current Work Hours	Winter Location	Winter Work Days	Winter Work Hours
Pasek, Victoria	Student Services Assistant	Admissions	Monday Tuesday - Thursday Friday	8:00am - 5:00pm 9:30am-6:30pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Price, Jim	Student Services Assistant	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Ramos, Angelita	Administrative Assisant 2	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Reza, Jennifer	Student Services Specialist	Financial Aid	Monday-Thursday Tuesday 10:30am - 7:30pm Friday 7:30am - 4:30pm	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Ruezga, Estela	Student Services Assistant	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Sasaki, Karen	Student Services Specialist	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Sturgis, Denise	Student Services Clerk	Financial Aid	Monday -Thursday Tuesday 10:30am - 7:30pm Friday 7:30am - 4:30pm	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Thomas, Tamorah	Administrative Asst.	Financial Aid	Monday -Wednesday Thursday 10:30am - 7:30pm Friday 7:30am - 4:30pm	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Warren, Clarence	Student Services Clerk	Admissions	Monday Tuesday - Thursday	8:00am - 5:00pm 11:00am - 8:00pm	Admissions	Monday - Friday	8:00am - 5:00pm
Williams, Torrance	Student Services Clerk	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm
Wioch, Christina	Student Services Clerk	Admissions	Monday Tuesday - Thursday	8:00am - 5:00pm 9:00am-6:00pm	Admissions	Monday - Friday	8:00am - 5:00pm
Wolf, Debora	Student Services Specialist	Financial Aid	Monday -Thursday Wednesday 10:30am - 7:30pm Friday 7:30am - 4:30pm	8:00am - 5:00pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm
Woods, Brenda	Student Services Specialist	Financial Aid	Monday -Wednesday Thursday 10:30am - 7:30pm Friday 7:30am - 4:30pm	7:30am - 4:30pm 10:30am - 7:30pm 7:30am - 4:30pm	Financial Aid	Monday - Friday	7:30am - 4:30pm
Young, Chris	Student Services Specialist	Admissions	Monday - Thursday Friday	8:00am - 5:00pm 7:30am - 4:30pm	Admissions	Monday - Friday	8:00am - 5:00pm