

MEMORANDUM OF UNDERSTANDING (MOU)
between
WALNUT VALLEY UNIFIED SCHOOL DISTRICT (DISTRICT)
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)
And its
Walnut Valley Chapter #446
New Employee Orientation (AB119)
November 29, 2017

The Walnut Valley Unified School District (“District”) and the California School Employees Association and its Walnut Valley #446 (“CSEA”), together referred to as the (“Parties”), hereby agree to the following to meet the requirements of AB 119 (2017).

1. DISTRICT NOTICE TO CSEA OF NEW HIRES/EMPLOYEE INFORMATION

- a) Definition of a Newly Hired Employee: “Newly hired employee” or “new hire” means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.
- b) Provide CSEA With New Hire Contact Information: On the last workday of each month, the District shall provide to a CSEA, via a mutually agreeable secure format or service, the name and contact information on the new hires. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. The information shall be provided electronically via a mutually agreeable secure format and shall include the following items on file with the employer, with each field in its own column: First name, middle initial, last name, suffix (e.g. Jr., III), job title, department, primary worksite name, work telephone number, work extension, home street address (incl. apartment #), city, state, zip code (5 or 9 digits), home telephone number (10 digits), personal cellular telephone number (10 digits) and personal email address of the employee (**District currently provides**), employee ID number and hire date (**District currently provides**).

- c) Provide CSEA With Periodic Update of Unit Member Contact Information: The District shall provide CSEA, via a mutually agreeable secure format or service, all bargaining unit member names and contact information on the last working day of September, January, and May. The specific employee information required to be submitted and the method of reporting shall be determined by mutual agreement between the Parties and shall include all the information described above in section 2(a) including CalPERS status (“Y” if in CalPERS; “N” if not in CalPERS (**District currently provides**) of this agreement.

(Reference Only: Pursuant to Current CBA Language: Article IV – Organizational Rights

4.11 The District agrees upon request to supply CSEA with the names, phone numbers, and addresses of employees in the Bargaining Unit, including the employees’ classification and work location. A request of this nature may be issued no more than twice within a twelve (12)-month period.)

2. NEW EMPLOYEE ORIENTATION

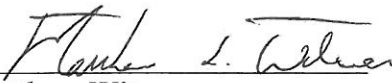
- a) Definition of New Employee Orientation: “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) Provide CSEA With Access to New Employee Orientations: The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than (10) days’ notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable. Orientation sessions may include individual (one-on-one) new hire meetings with a Human Resources representative, a site administrator and/or group orientation sessions.

(Reference Only: Pursuant to Current CBA Language: Article IV – Organizational Rights


4.7 The association shall be allotted at least one hour to make a presentation regarding membership in the organization and the benefits of the contract at the new employee “follow-up” orientation. When possible, the District shall provide five (5) working days’ notice of the scheduled new employee “follow-up” and the designated representative shall be released to make the presentation. New employee orientations shall occur at the beginning of the school year and mid-way through the school year.)


- i. Group Orientations: In the event the District conducts a group orientation, CSEA shall have a minimum of one (1) hour, including travel time, of paid release time for four (4) CSEA representatives to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
 - ii. Individual Orientations: In the event the District conducts one-on-one orientations with new employees, CSEA shall have a minimum of thirty (30) minutes of paid release time, including travel time, for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
 - iii. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- c) New Hire Information Packet: The District shall include the CSEA membership application and a link for an electronic application in the new employee orientation packet.

Walnut Valley Unified
School District (District)


Matthew Witmer,
Deputy Superintendent of
Human Resources
11/29/17
Date

California School
Employees Association (CSEA)


Margarita Gutierrez,
President, CSEA Walnut Valley #446
11/29/17
Date


Alfredo Alvarez
Labor Relations Representative
11/29/2017
Date