

52 noticed to the user's supervisor prior to use on the District approved form bearing the
53 signature of the CSEA President of his designee.

54
55 Additionally, the District shall grant CSEA two hours of release time for the CSEA Safety
56 Committee Chair to prepare for the CSEA Safety Committee meetings. Such release
57 time shall be granted only for each meeting actually held. Maximum release time for a
58 fiscal year shall be twenty-four (24) hours.

59
60 4.5 CSEA shall have the right to use all District bulletin boards normally used for the posting
61 of notices to employees in the unit. Any such posting shall be on official CSEA
62 letterhead, or otherwise prepared in a manner to indicate that they are authorized and
63 approved by CSEA. CSEA shall have the right to use inter-district mail, employee
64 mailboxes, e-mail, and the incidental or occasional use of Fax machines for the purpose
65 of official communications bearing the CSEA designation. CSEA shall have access to
66 reproduction equipment and/or services subject to CSEA reimbursing the District for any
67 costs incurred.

68
69 4.6 The District shall release one employee at no loss of pay for up to five days for the
70 purpose of attending the CSEA annual conference. The District is entitled to ten (10)
71 working days' notice of the CSEA designee.

72
73 4.7 The District shall release one designated CSEA officer or steward from duty for the
74 purpose of grievance meetings, disciplinary meetings and evaluation appeal meetings as
75 the employee's representative. All release time use shall be noticed to and coordinated
76 with the ~~Vice President, Facilities and Construction Services-Executive Director –~~
77 ~~Facilities and Construction Services~~ or his/her designee prior to use on the District
78 approved form. Meetings will be rescheduled to accommodate District needs.

79
80 4.8 All bargaining unit members shall have the right to adjust their lunch period for the
81 purpose of attending the monthly CSEA meeting. All bargaining unit members shall be
82 released from duty up to one hour for the purpose of attending a contract ratification
83 meeting. These release times and hours adjustments shall be granted only if the
84 meeting falls within the employee's working hours and if the time is consistent with and
85 not conflicting with District needs as determined by scheduling with the Director of
86 Facilities or his designee. All release time in this section shall be accounted for on the
87 District approved form.

88
89 4.9 During the term of this Agreement, CSEA will maintain records of the use of chargeable
90 release time under Section 4.4 of this article. The parties will review those records and
91 will review the current amount of CSEA chargeable release time at the end of that year.
92 The District shall be entitled to reimbursement for release time exceeding the limits set
93 forth in Section 4.4.

94
95 4.10 As used herein "working day" means days on which the District Administrative Offices
96 are open for business. ~~Non-Instructional days indicated as "campus closure" dates on~~
97 ~~the Academic Calendar shall not necessarily be considered non-work days.~~

98
99
100 4.11 Contracting Out
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102 The District shall not contract out or assign persons who are not bargaining unit
103 employees any work, including overtime work, or any work normally performed by
104 bargaining unit employees except as permitted pursuant to California Education Code
105 88003 and 88003.1.

106
107
108
109 **The District shall not contract out bargaining unit work except in accordance with**
110 **the terms of Article 4. In the event the District is considering contracting out**
111 **bargaining unit work, the District will notify the CSEA Chapter President, or**
112 **designee, in writing.**
113

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118 **No supervisory or management employee may perform any work within the job**
119 **description of a bargaining unit employee which will result in the displacement,**
120 **reduction of hours, transfer or reassignment of any bargaining unit employee.**
121

122 123 4.12 New Employee Orientation

124
125 The District shall provide new employee orientation to all new hires, after Board
126 approval. CSEA shall have the right to attend and present during the orientation. The
127 employees shall remain on paid time during CSEA's presentation and shall be required
128 to attend CSEA's section.

129
130 CSEA shall be provided with a minimum of 30 minutes during the orientation or at the
131 end of orientation. The District shall provide one (1) hour of paid release time for two
132 CSEA representatives, to be chosen by CSEA president or designee. Said release time
133 shall not be counted against the total release time contained elsewhere in the collective
134 bargaining agreement. The CSEA Labor Relations Representative may also attend the
135 orientation.

136
137 The District shall include the CSEA membership application in any employee orientation
138 packet of District materials provided to any newly hired employee in the bargaining unit.
139 CSEA shall provide the copies of the CSEA membership packet to the District for
140 distribution.

141 142 4.13 Bargaining Unit Information

143
144 The District shall provide the CSEA with contact information for unit members as a list of
145 the following information, with each field in its own column, for all bargaining unit
146 members within five (5) days of the last payroll date of September, January, and May as
147 follows:

- 148 a. First Name;
- 149 b. Middle initial;
- 150 c. Last name;
- 151 d. Suffix (e.g., Jr., III);
- 152 e. Preferred name;

- 153 f. Job Title;
- 154 g. Department;
- 155 h. Primary worksite name;
- 156 i. Work telephone number;
- 157 j. Work Extension;
- 158 k. Home Street addresses (incl. apartment #);
- 159 l. Mailing address (if different);
- 160 m. City;
- 161 n. State;
- 162 o. ZIP Code (5 or 9 digits);
- 163 p. Home telephone number (10 digits) (if available);
- 164 q. Personal cellular telephone number (10 digits) (if available);
- 165 r. Personal email address of the employee (if available);
- 166 s. Hire date.

167 In lieu of providing the information above in the form of a list, the District may meet this
 168 obligation by providing CSEA access to a secure electronic site within which the above
 169 information is available. Names, addresses, and telephone numbers will be provided
 170 only in those cases where privacy has not been requested.

171 The District shall provide a list of the names and information described above for all
 172 newly hired employees within the bargaining unit within five (5) days of the last payroll of
 173 the month in which they were hired.

174
 175 Signed and entered into this _____ day of _____, 2023.

176 177 FOR THE DISTRICT 178 179 _____ 180 181 _____ 182 183 _____ 184 185 _____ 186	FOR THE ASSOCIATION _____ _____ _____ _____
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