

Memorandum of Understanding
Between the Ventura County Community College District and SEIU Local 99

August 17, 2018

The Ventura County Community College District (“District”) and SEIU Local 99 (“SEIU”) agree as follows:

Pursuant to California Government Code Sections 3555 to 3559, as amended, the Parties to this Memorandum of Understanding agree as follows:

1. SEIU Local 99 is the exclusive representative to communicate with the District’s classified employees as to rights and obligations of the Collective Bargaining Agreement and the role of the representatives.
2. SEIU will be given the opportunity to meet new classified bargaining unit employees during the new employee orientation meetings conducted by the District.
3. To provide this opportunity, the District will provide ten (10) working days’ notice of the orientation unless there is an urgent need to schedule an orientation in less than 10 days.
4. The District will strive to schedule the new classified employee orientations on regularly scheduled dates and times during the week to facilitate SEIU’s opportunity to meet new employees.
5. SEIU agrees to meet the new employees in the middle of the District’s orientation. Up to twenty (20) minutes will be allocated to SEIU for this purpose. Employees will be advised that the union orientation is a necessary part of the overall orientation.
6. SEIU agrees to provide the District with a list of the materials to be provided to the new employee.
7. SEIU agrees to use this opportunity solely for the purpose of discussing the classified member’s employment status, rights, benefits, duties, and responsibilities as a member of Local 99. SEIU agrees not to make disparaging comments about the District or its administrators during the orientation meetings. The District will not be present during these meetings.
8. Within thirty (30) days of hiring, the District agrees to provide SEIU with the new employee’s name, job title, department, work location, work, home address, and personal email address if used for employment purposes.
9. The District will continue to provide comprehensive quarterly reports to SEIU bargaining unit members with information regarding all of its members.
10. In the event that format modifications by the District are made to the current orientation process, the Parties to this Agreement will negotiate SEIU access under the modified process pursuant to the California Government Code.

11. To assist with further new employee orientation, SEIU will be allowed to have a flex activity during Flex Week in the Fall and Spring to provide additional information on such issues as retirement planning, health benefits, and other information that will provide both full-time and part-time faculty members with a better understanding of their current benefits and rights. This will be an educational opportunity and SEIU will not discuss pending contract negotiations or engage in any disparaging remarks about the District. This flex activity will be advertised along with other approved Flex activities.

12. This MOU will remain in effect until the next round of successor contract negotiations in 2019, at which point the MOU will become a tentative agreement ("TA") and will be added to the collective bargaining agreement.

For the
Ventura County Community College District



Michael W. Shanahan
Vice Chancellor, Human Resources

Date 8/17/18

For
SEIU Local 99



Michael Haberberger
Director of Union-Employer Relations

Date