

Memorandum of Understanding Between PUSD and CSEA
December 18, 2017

Article 3 Organization Rights

Sharing of Employee Information to Association

Article 3.6 The District shall provide CSEA notice of any newly hired bargaining unit member within 10 days. CSEA shall provide copies of the CSEA membership packet, which shall be distributed to any newly hired bargaining unit member as part of the District's orientation packet. CSEA shall have the right to conduct an orientation session for newly hired bargaining unit members on a monthly basis or less often as mutually agreed to. (Remainder of 3.6 remains the same.)

Article 3.9

Within 10 days of hire or by the first pay period of the month following hire, the District shall provide the Association with the following:

1. Full Name
2. Job title
3. Department
4. Work site and work phone number
5. Home and personal cellular phone numbers on file with the District
6. Personal email address on file with the District
7. Home address on file with the District
8. Hire Date
9. Employee Identification Number

In addition, the District shall provide the foregoing information to the Association for all bargaining unit members on September 30, January 30, and May 30 of each school year.

Duration of Agreement

Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020 and shall be automatically renewed from year to year unless either party serves written notice

ARTICLE 3 - ORGANIZATIONAL RIGHTS

- 3.1 Designated and authorized representatives of the CSEA shall have the right to access before the duty day starts, during lunch periods, rest periods, and after the duty day ends to make contact with employees in the bargaining unit. Such representatives shall also have access to employees at other reasonable times if necessary, subject to approval of the site administrator or his/her designated representative. Approval may be withheld if access to the employee will unduly interfere with the employee's work.
- 3.2 Chapter #60 personnel may request the right to use copy machines and other facilities; however, the Chapter shall reimburse the District for any costs incurred in the use of said equipment. Meetings on District property may be arranged through the Superintendent; however, any costs accruing from such requests shall be paid for by CSEA chapter.
- 3.3 Upon request, the District shall furnish one copy of relevant materials necessary to enable it to fulfill its role as bargaining agent.
- 3.4 CSEA shall have the right to use, without charge, institutional bulletin boards, mailboxes and the use of the school mail system and other means of communication for posting or transmission of information or notices concerning CSEA matters.
- 3.5 Seniority list will be posted by March 31st each year. In addition, the Seniority List will include the number of full-time hours for each position and the employee's date of hire. The following statement will be included on the list: "Night custodians receive full credit toward seniority."
- 3.6 The District shall provide CSEA notice of any newly hired bargaining unit member on a quarterly basis. CSEA shall provide copies of the CSEA membership packet, which shall be distributed to any newly hired bargaining unit member as part of the District's orientation packet. CSEA shall have the right to conduct an orientation session for newly hired bargaining unit members on a quarterly basis. The orientation session shall be held on District property during the workday of the bargaining unit member. The District shall provide one (1) hour of paid release time for two

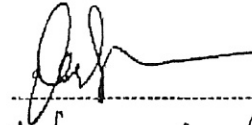
(2) CSEA representatives, including the chapter President or designee, to conduct the orientation session.

- 3.7 The Board will provide the President of the chapter with one (1) copy of the Board agenda and minutes, excluding confidential and personnel matters discussed during executive sessions, when it becomes available for distribution under normal circumstances to all other parties before regular Board meetings.
- 3.8 CSEA shall have the right to hold a one (1) hour yearly orientation session for all bargaining unit members. This yearly orientation shall occur on a non-instructional day selected mutually by the District and CSEA. CSEA shall plan and facilitate all programming for this orientation. The yearly orientation will not include any administrators or individuals not belonging to the bargaining unit.

upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement.

Memorandum of Understanding Signatures

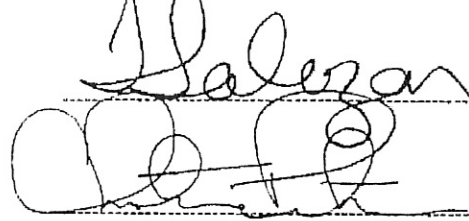
For: the Piedmont Unified School District

 12/18/17

Namita K. 12/18/17

Kw Rao 12/18/17

For: California School Employees Association



Ruth D. Ornel
Jerry R. Johnson