

NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND ITS FEATHER RIVER CHAPTER #342 AND THE
OROVILLE UNION HIGH SCHOOL DISTRICT

PURPOSE OF AGREEMENT

The purpose of this Agreement is to comply with the provisions of Assembly Bill (AB) 119 (2017) adds sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3. It requires that, absent a waiver by CSEA, the District is required to (1) give CSEA 10 days' notice of every orientation session absent an urgent critical unforeseen need, (2) provide CSEA with access to new hires during any orientation session, (3) provide CSEA with contact information on new hires within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, and (4) also provide CSEA with a list of all employees' names and contact information every 120 days.

Please note: Newly hired employees may, in accordance with the Public Records Act (PRA) and this Agreement, request not to have the following information provided to CSEA:

- home address,
- home telephone number,
- personal cellular telephone number,
- personal email address, and
- birth date provided to their exclusive representative.

The District may not encourage employees to make such a request.

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

2. EMPLOYEE INFORMATION

- a) "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 article 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) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP

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site or service, on the last working day of the month in which they were hired. The required contact information is contained in Section 2 (d) below.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

In the event no one is hired on any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

- c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. The required contact information is contained in Section 2 (d) below.
- d) The contact information for new hires as outlined in Section 2 (a) and the period update required under section 3 (c) shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Last four numbers of the social security number;
- xvii. Birth date;
- xviii. Employee ID;
- xix. CalPERS status (Y/N);
- xx. Hire date.

3. NEW EMPLOYEE ORIENTATION

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- a) “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) The District shall provide CSEA mandatory access to its new employee orientations which will be held every first (1st) and third (3rd) Thursday each month.
 - i. CSEA shall have up to one (1) hour of paid release time for one (1) CSEA representative who will be designated by the Chapter President, to travel to and from the orientation session and 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. The CSEA representative will be provided approximately fifteen (15) minutes to conduct the orientation itself with the new employee(s).
 - iii. Each September, the Chapter President will provide a list to the Personnel Office of all members who might be designated by him/her to conduct new employee orientations for CSEA. A primary presenter will be identified by the Chapter President, and if any of the other designees will make the CSEA presentation at any given orientation, he/or she will notify the Personnel Department by the Tuesday prior to that Thursday’s orientation.
- c) The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- e) During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present.

4. DURATION OF AGREEMENT

- a) 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 upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of

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this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.

- i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2020.

- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this section shall be opened for negotiations within thirty (30) days of the invalidation.



DISTRICT

10-9-17

DATE



CSEA

10-10-2017

DATE

CSEA LRR

DATE