

Memorandum of Understanding  
Between  
California School Employees Association  
and its  
Southwestern Chapter #524 (CSEA)  
And  
Southwestern Community College District

August 5, 2020

**TEMPORARY WORK ASSIGNMENTS**

This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Southwestern Community College District (hereinafter, "District") and the California School Employees Association, and its Southwestern Chapter #524 (hereinafter, "CSEA") for temporary work assignments.

1. The District and CSEA agree to collaboratively develop temporary work assignments for classified employees that currently have limited to no work responsibilities due to COVID-19.

**2. EMPLOYEE TRAINING**

The District shall provide training to CSEA unit members working in a different classification. The training shall be conducted during their assignment work schedule and will take place before the CSEA unit member begins working in the temporary assignment as well as during their temporary assignment.

**3. COMPENSATION**

The District shall pay out of class pay/inconsistent duties to CSEA unit members per 6.14 and 7.1.3.1 of the collective bargaining agreement (CBA).

- a. Employees assigned to work in a position that is at or below their salary range will receive inconsistent duty pay.
    - i. Employees working inconsistent duties will be paid inconsistent duty pay for the percent of time dedicated to the assignment if less than 100%.
  - b. Employees assigned to work in a position that is higher than their salary range will receive compensation in alignment with the new range.
4. The District and CSEA agree the reassignment of duties will be a temporary solution to the current remote working conditions created as a result of the COVID-19 pandemic, and shall proceed in alignment with Articles 6.14 and 7.1.3.1 in the CSEA Contract. This agreement shall not be considered a waiver of CSEA's rights to negotiate the permanent transfer of duties as required by law. This also shall not be considered precedent setting for either party.

Memorandum of Understanding  
Between  
California School Employees Association  
and its  
Southwestern Chapter #524 (CSEA)  
And  
Southwestern Community College District

August 5, 2020

**5. ASSIGNMENT PROTOCOLS**

Assignments will be offered to all permanent employees in a job family based on the following considerations: 1) employee meets minimum qualifications, 2) seniority in current position, and 3) employee interest. The District will exhaust the entire list before assigning an employee to a position without their interest. The District shall provide CSEA a monthly report of temporary assignments.

**6. EMPLOYEES EXCLUDED FROM THIS AGREEMENT**

Excluded from reassignments are employees who are on probationary or promotional status while they undergo decisions for permanency.

**7. EVALUATIONS**

If an evaluation comes due during the employees' temporary reassignment, per this MOU, the evaluation shall be administered accordingly:

- a. Employees on an annual or tri-annual evaluation cycle shall be evaluated at their next evaluation cycle upon return to their permanent assignment.
- b. Per CSEA Contract, Article 4.4, a special evaluation may be conducted upon return to the employee's permanent assignment as deemed appropriate by the employee's immediate supervisor or the Administration.
- c. For employees whose evaluations are postponed, a notation shall be entered to the personnel file that indicates the evaluation was postponed in alignment with this MOU.

**8. DISPUTES**

Disputes regarding placement in temporary assignments (i.e. performance or team dynamic), the District will consult with CSEA before determining a resolution.

- a. The District will endeavor to place CSEA unit members to temporary reassignments that best complements their skill set.

**9. LEAVE REQUESTS**

CSEA unit members on a temporary assignment reporting to (2) two supervisors shall submit leave requests accordingly:

- a. The employee shall consult with both supervisors to ensure that both supervisors are in agreement with the vacation and leave requests.

Memorandum of Understanding  
Between  
California School Employees Association  
and its  
Southwestern Chapter #524 (CSEA)  
And  
Southwestern Community College District

August 5, 2020

- b. The temporary assignment supervisor will email the permanent assignment supervisor to inform of their agreement.
- c. Once approval is secured by both supervisors, the CSEA unit member shall enter the official vacation and leave request in Webadvisor.
- d. Any disputes arising out of this process may be brought to the Employer/Employee Relations Committee (EERC).

**10. OVERTIME**

Overtime must be pre-approved by the supervisor. The respective supervisor is responsible for paying the appropriate overtime rate in accordance with Article 6.6 of the CBA.

**11. ESSENTIAL TEMPORARILY ASSIGNED EMPLOYEES**

CSEA unit members assigned to a temporary essential position shall be in accordance with the July 9, 2020 Hazard Pay MOU between CSEA and the District.

**12. TERMS OF AGREEMENT**

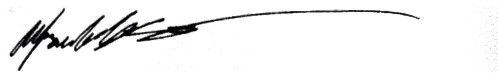
The terms of this agreement are effective during remote working conditions due to COVID-19. Either party may request to renegotiate.



District: Rose DelGaudio  
Vice President Human Resources

  
Silvia Nogales (Aug 5, 2020 16:03 PDT)

CSEA President #524: Silvia Nogales



LRR Alfredo Alvarez









# Temporary Reassignments\_MOU\_05AUG2020

Final Audit Report

2020-08-07

Created:	2020-08-05
By:	Rose DelGaudio (rdelgaudio@swccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAehSFG-2tiKxpcDmlrzCQdlu0Kx5kqKWh

## "Temporary Reassignments\_MOU\_05AUG2020" History

-  Document created by Rose DelGaudio (rdelgaudio@swccd.edu)  
2020-08-05 - 10:58:27 PM GMT- IP address: 209.129.112.6
-  Document emailed to Silvia Nogales (snogales@swccd.edu) for signature  
2020-08-05 - 10:59:19 PM GMT
-  Email viewed by Silvia Nogales (snogales@swccd.edu)  
2020-08-05 - 11:02:49 PM GMT- IP address: 68.6.134.67
-  Document e-signed by Silvia Nogales (snogales@swccd.edu)  
Signature Date: 2020-08-05 - 11:03:05 PM GMT - Time Source: server- IP address: 68.6.134.67
-  Document emailed to Alfredo Alvarez (aalvarez@csea.com) for signature  
2020-08-05 - 11:03:07 PM GMT
-  Email viewed by Alfredo Alvarez (aalvarez@csea.com)  
2020-08-07 - 3:18:18 AM GMT- IP address: 108.241.6.108
-  Document e-signed by Alfredo Alvarez (aalvarez@csea.com)  
Signature Date: 2020-08-07 - 3:30:18 AM GMT - Time Source: server- IP address: 108.241.6.108- Signature captured from device with phone number XXXXXXXX0658
-  Signed document emailed to Alfredo Alvarez (aalvarez@csea.com), Silvia Nogales (snogales@swccd.edu) and Rose DelGaudio (rdelgaudio@swccd.edu)  
2020-08-07 - 3:30:18 AM GMT