

## MEMORANDUM OF UNDERSTANDING

Between the

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

And the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER

CHAPTER #528 (together "CSEA")

### New Employee Orientation

The California School Employees Association, and its American River Chapter #528 (together "CSEA" or "Association"), and the Folsom Cordova Unified School District are parties to a collective bargaining agreement ("CBA") which expires 6/30/23. The Parties met to bargain the impacts and effects of AB 119 regarding new employee orientation and reached agreement to place the following language in the CBA at Article 6 – Agency Fee/Employee Rights.

#### COMMENTS

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.

#### 1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA notice of any newly hired employee within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, via an electronic mail. The notice will include the following information: full legal name, date of hire, classification, and site.

#### 2. ONBOARDING VIDEO

- a) The District will embed a video provided by CSEA to be viewed by all new classified employees as a part of the on-line onboarding process. The District shall also include a welcome letter provided by CSEA and links to an electronic copy of the CSEA membership application and to the CSEA website.

#### 3. 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 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.
  - 1. "Contact information" is defined as: First Name, Middle Initial, Last Name, Suffix (e.g. Jr., III), classification, department, primary worksite, home street address (including apartment number), city, state, zip code (5 or 9 digits), home telephone, work telephone, and personal cellular number (10 digits), personal email address, Employee ID, last 4 numbers of the Social Security number, hire date, and CalPERS status via a separate report if available (Y/N)
  - 2. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. The FTP site and login information will be provided to the District by CSEA.
  - 3. Only personal information provided to the District by the employee will be provided.
  - 4. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.
- c) In the event no one is hired on any particular month, the District shall send an e-mail CSEA confirming that they did not hire any new staff that month.
- d) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information (as defined in 3(b)(1) of this Agreement) on the last working day of September, January, and May.

#### 4. NEW EMPLOYEE ORIENTATION

- 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) District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.
- c) The District shall conduct mandatory monthly group orientations each month during the school year. The District shall provide CSEA a list of meeting dates and times in at the beginning of each fiscal year (July).
- d) CSEA shall have forty-five (45) minutes of paid release time for up to four (4) CSEA representatives, including the Chapter President or designee, to conduct the orientation sessions. Each new employee shall have thirty' (30) minutes of paid release time for the orientation session. Said release time shall be in addition to reasonable travel time for both CSEA representatives and participating new employees. 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.
- e) All employees will be mandated to attend the first monthly orientation after they are hired. Should extenuating circumstances prevent a new employee from attending group orientations within two months after their first day in paid service, the District shall provide CSEA thirty (30) minutes of paid release time for one (1) CSEA representative to conduct one-on-one orientations with new

employee. Said release time shall be in addition to reasonable travel time. 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.

- f) The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- g) During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

5. **GENERAL**

This Agreement shall sunset on June 30, 2025. The teams mutually agree to meet six (6) months prior to the sunset of this agreement to review efficacy of the MOU.

- a) Savings Clause: If any provision of this MOU is held invalid by operation of law or by any court of competent jurisdiction or by a decision of the Public Employees Relations Board, the remainder of this MOU shall not be affected thereby.

Rob Thomas  
Rob Thomas, for CSEA, Chapter #528

7/27/2022  
Date

Dominic Gualco  
Dominic Gualco, CSEA Labor Representative

7/25/2022  
Date

Donald Ogden  
Donald Ogden, for Folsom Cordova USD

7-22-2022  
Date

FCUSD Board Approved: 8/11/2022

CSEA Board Ratified: \_\_\_\_\_