

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SAN BERNARDINO
CHAPTER 183 (CSEA)**

SB 328 Late Start

This Memorandum of Understanding is between the San Bernardino City Unified School District (District) and the California School Employees Association and its San Bernardino Chapter 183 (CSEA) concerning the impacts and effects of Senate Bill 328 (SB328) Late Start. The District will implement late start schedules for all Middle School and High Schools by July 1, 2023.

A. School and Employee Work Schedules:

Elementary Schools

Board Approved Bell Schedule (8:50 AM - 3:30 PM)

Bargaining unit members assigned to elementary school sites are not affected by Late Start, therefore, will not have their shift hours changed.

Middle School

Board Approved Bell Schedules (8:00 AM - 2:31 PM)

Bargaining unit members assigned to middle school sites are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Bargaining unit members assigned to Paakuma K-8 will follow the shift changes in alignment with Middle Schools.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7 a.m. or 7:30 a.m.*
Clerical (Clerk I, II, Senior Clerk, Registrar, and Curriculum Materials Clerk - including bilingual)	7:30 a.m. or 8:00 a.m.* if part-time
Attendance (Attendance Technician, Office Technician Registrar - including bilingual).	7 a.m. or 7:30 a.m. *
Health/Auxiliary Services (Office Assistant I/Health Aide - including bilingual)	7:30 a.m. or 8:00 a.m.* if part-time
Fiscal Services School Based (School Accounting Technician I-MS - including bilingual)	7:30 a.m.
Instructional Assistant (Paraprofessional staff Education Assistant, and Instructional Tutor -	8:00 a.m. **

including bilingual)	
Student Family Services (Community Resource Worker - including bilingual)	7:30 a.m.
IT Computer Repair/Maintenance Group (Site-based IT staff)	7:30 a.m.

- * Principals in collaboration with the unit members working under these classifications will determine who at the site will start at the earlier time.
- ** Paraprofessional staff who provide transportation support to students *may* report thirty minutes (30) prior to the start of school. Staff will be notified of their work hour assignment by the end of their 2022-2023 contract.

High Schools

Board Approved Bell Schedules (8:30 AM - 3:35 PM)

Bargaining unit members assigned to high school sites are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Bargaining unit members assigned to Middle College High School will follow the shift changes in alignment with High Schools.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7:30 a.m. or 8:00 a.m. *
Clerical (Clerk I, II, Senior Clerk, and Office Technician Registrar - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Attendance (Attendance Assistant, Attendance Technician, Attendance Verifier, Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Health/Auxiliary Services (Office Assistant I/Health Aide, Lifeguard - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Health/Auxiliary Services (Certified Athletic Trainer, Athletic Equipment Attendant - including bilingual)	Schedules will be determined based upon the needs of individual site student athletic programs.
Fiscal Services School Based (School Accounting Technician II-H)	8:00 a.m.
Instructional Assistant (Paraprofessional staff, Education Assistant, and Instructional Tutor - including bilingual)	8:30 a.m. **
Student Family Services (School Outreach Worker	8:00 a.m

- including bilingual)	
IT Computer Repair/Maintenance Group (Site-based IT staff)	8:00 a.m.

- * Principals in collaboration with the unit members working under these classifications will determine who at the site will start at the earlier time
- ** Paraprofessional staff who provide transportation support to students *may* report thirty minutes (30) prior to the start of school. Staff will be notified of their work hour assignment by the end of their 2022-2023 contract.

Alternative High Schools (San Andreas HS and Sierra HS)

Bargaining unit members assigned to San Andreas and Sierra High Schools sites are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7:30 a.m. or 8:00 a.m. *
Clerical (Clerk I, II, Senior Clerk, and Office Technician Registrar - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Attendance (Attendance Assistant, Attendance Technician, Attendance Verifier, Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Health/Auxiliary Services (Office Assistant I/Health Aide, Lifeguard - including bilingual)	8:00 a.m. or 8:30 a.m.* if part-time
Instructional Assistant (Paraprofessional staff, Education Assistant, and Instructional Tutor - including bilingual)	8:30 a.m. or 10:35 a.m.
Student Family Services (School Outreach Worker - including bilingual)	8:00 a.m.
IT Computer Repair/Maintenance Group (Site-based IT staff)	8:00 a.m.

* Principals in collaboration with the unit members working under these classifications will determine who at the site will start and end at earlier or later times

Virtual Academy

Bargaining unit members assigned to Virtual Academy are affected by Late Start, therefore, bargaining unit members will have their shift hours changed.

Job Family (Classification)	Proposed Start Time
Secretarial (Secretary I and III - including bilingual)	7:30 a.m. or 8:00 a.m. *
Clerical (Clerk I, II, Senior Clerk, and Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Attendance (Attendance Assistant, Attendance Technician, Attendance Verifier, Office Technician Registrar - including bilingual)	7:30 a.m. or 8:00 a.m. *
Instructional Assistant (Paraprofessional staff, Education Assistant, and Instructional Tutor - including bilingual)	8:30 a.m.

* Principals in collaboration with the unit members working under these classifications will determine who at the site will start at the earlier time

B. Campus Security Officers (CSO):

The bargaining unit members working as Campus Security Officers at the Middle School and High School levels shall have their shift hours affected, as their work directly impacts student safety and security.

- CSOs will report from 7:30 a.m. to 4:00 p.m. exclusive of lunch.
- CSOs will have thirty (30) minutes duty-free lunch.
 - CSOs are not required to stay on campus.
 - CSOs are not required to have their radio turned on while on their duty-free lunch.
 - CSOs shall be provided with a total of five minutes to put on and remove their Personal Protective Equipment (PPE) for lunch.
- Based on the District's needs, CSOs temporarily assigned to a different site will assume the lunch schedule agreed upon for the site.
- If CSOs are called to work during their duty-free lunch, CSOs will receive overtime payment in alignment with the CBA.

C. Nutrition Services Workers (NS):

The bargaining unit members working in the Nutrition Services Department shall have their shift hours affected, as their work directly impacts student feeding.

- Nutrition Services employees assigned to middle schools will report as follows:
 - Full time employees will report at 6:30 a.m.
 - Part time employees will report at various schedules, based on the needs of the sites.
- Nutrition Services employees assigned to high schools will report as follows:
 - Full time employees will report at 7:00 a.m.
 - Part time employees will report at various schedules, based on the needs of the sites.

D. Maintenance and Operations (M&O):

To maintain a consistent standard of cleanliness for student and staff health and safety, custodial staff assigned to middle and high schools will have their shift hours adjusted. (Custodian I, II, and III)

- Morning shift custodians will report at 6:30 a.m. and end at 3:00 p.m.
- Mid-day shift custodians will report at 11:30 a.m. and end at 8:00 p.m.
- Evening shift custodians will report at 2:30 p.m. and end at 11:00 p.m.

Prior to the end of each employees contracted 2022-2023 work calendar, every affected bargaining unit member shall receive notification from Human Resources that memorializes their current shift hours for the 2022-2023 school year and identifies the new shift hours for the 2023-2024 school year.

Based on the needs of the District, the sites and departments shall utilize existing contract language (Article IX - Hours, Section 16 - Shift Change), to make adjustments to a unit member's work hours, if needed. Unit members shall be notified of all changes in writing.

The District and CSEA will continue to discuss the impact of late start and any necessary changes not discussed during negotiations. Additional changes shall be memorialized in an MOU.

CSEA and the District shall meet prior to the 2024-2025 school year and negotiate any necessary changes.

This MOU is subject to CSEA's Policy 610 review, and the approval and ratification process followed by the District and CSEA.

This agreement will be effective July 1, 2023.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION

NOT PRESENT

Latoya Smith Date
CSEA Chief Negotiator

Oni Jimenez 4/7/23 Date
CSEA Chapter 183 President

Monica L. Contreras 4/7/23 Date
CSEA Labor Relations Representative

Mark Cortez 4/7/23 Date
CSEA Negotiations Team Member

SAN BERNARDINO CITY USD

Marcus Funchess 4/7/23 Date
Assistant Superintendent, Human Resources

Luis Chávez-Andere 4/7/2023 Date
Director of Employee Relations

Alexis Jenks 4/7/23 Date
Human Resources Director - Classified

Nersidalia Garcia 4/7/2023
Nersidalia Garcia Date
CSEA Negotiations Team Member