

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

Campus Security Officer

July 11, 2024

This Memorandum of Understanding (MOU) is between the California School Employees Association and its Chapter 183 (CSEA) and the San Bernardino City Unified School District (District). The District Police Department shall follow all provisions in the Collective Bargaining Agreement (CBA) between CSEA and the District. This MOU is entered into to align with the CBA and memorialize practices to ensure equity of all unit members in the District Police Department.

CSEA and the District met and agreed to the following:

For the 2024 - 2025 school year only, Campus Security Officers I and II (CSO) interested in being-reassigned to another location shall follow a one-time reassignment process by July 31, 2024. Reassignments shall be granted based on the following criteria:

- CSEA will provide the District with the names of the CSOs that would like to be reassigned and the requested location.
- The District will provide CSEA with a current seniority list that includes CSOs by date of hire in the classification.
- Reassignment interviews with the school site principal and District Police will be scheduled, coordinated and monitored by the Human Resources Division.
- Reassignment decisions will be made with site Principal input and consideration of student/employee safety.
- CSOs not selected through the reassignment interview may remain at their current assigned location for the 2024-2025 school year.
- The least senior CSOs displaced by the reassignment process will be able to select their assignment from any of the open positions created during the reassignment process.
- Vacancies created by the reassignment process will be added to the Vacancy Log distributed by the Personnel Commission.

Transfers:

- The District will include the site administrator or other designee on the panel for Campus Security Officer interviews during the transfer selection process as per Article XII of the CBA.

Overtime Distribution:

- CSO's with children and/or grandchildren graduating from High School shall not be required to work mandatory overtime and/or overtime on graduation day. CSO staff must inform the District Police Department supervisor at least (1) one month in advance of the date when a member's child and/or grandchild is graduating. In an extenuating circumstance, CSO staff may inform the District Police Department supervisor no less than 48 (forty-eight) hours in advance.

Overtime Submission:

- CSOs shall use electronic methods to submit overtime sheets.
- CSOs shall collect signatures for their overtime sheets during work hours, via an electronic format or system as determined by the District.
- In the event the electronic method is not available and CSOs need to leave campus to collect signatures for the overtime sheets, CSOs shall be allowed to collect signatures for their overtime not less than one week prior to the end of the overtime pay period deadline.

MOU-Campus Security Officer

Page 1 of 2

- CSOs shall notify the site administrator and/or District Police supervisor of the time that they leave and return to the site from collecting signatures, if done during their working hours.

Cellular Phone:

- CSOs shall be allowed to utilize the “Fixed Cellular Telephone” allowance in accordance with Administrative Regulation 3350.14.
- CSOs shall return-all phone calls and text messages received from District administration within a reasonable time, during their regular work hours.

Uniforms/Footwear:

- CSOs shall be allowed to purchase required Uniforms and Footwear during their work, hours that students are not present.

Training/Communication:

- CSOs shall be provided yearly updated training on procedures, policies and Ed. Code provisions that affect their working conditions or classification. Training for CSOs may include the following content: empty hand control/de-escalation, and safety precautions on how to handle, distinguish and safely process paraphernalia.
- Pertinent and/or documents reviewed in monthly CSOs II meetings will be shared with CSOs I staff through email.

This agreement is entered into because of unique extenuating circumstances. It shall not be precedent-setting and shall not be finalized until the completion of CSEA’s policy 610 review process.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION



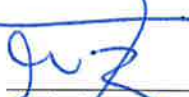
Latoya Smith
CSEA Chief Negotiator



Oni Jimenez
CSEA Chapter 183 President



Nersidalia Garcia
CSEA Negotiations Team Member

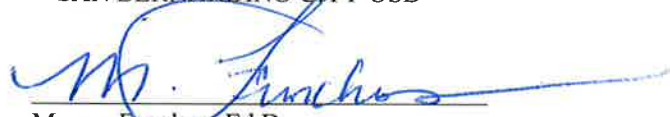
 7/11/24

Mark Cortez
CSEA Negotiations Team Member


 7/11/24

Monica Landry Contreras
CSEA Labor Relations Representative


SAN BERNARDINO CITY USD



Marcus Funchess Ed.D.
Assistant Superintendent, Human Resources



Luis Chávez-Andere
Employee Relations, Director

 7/11/24

Alexis Jenks
Human Resources Director, Classified