Side Letter of Agreement
Between
California School Employees Association and its Travis Chapter #454
And
Travis Unified School District
February 16, 2023

In compliance with AB 119 (Government Code sections 3555-3559), the District and CSEA agree to a Side Letter as follows:

1. ACCESS TO NEW EMPLOYEE ORIENTATIONS

   For purposes of this agreement, "newly hired employee," "new hire" or "new employee" 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 addressed in this agreement including previously hired employees who are promoted to transfer to a new position, and employees who resign from District employment and then return to District employment.

   For the purposes of this agreement, "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. If the District has not conducted an in person new employee orientation within 30 days of a newly hired employee's start date, and the new employee is working in person CSEA shall be entitled to schedule an in person meeting at the worksite during employment hours, during which newly hired employees shall have the opportunity to attend and shall be relieved of other duties for the purpose of attending the meeting. During this meeting, CSEA shall be permitted to communicate directly with newly hired employees in the bargaining unit for up to 30 minutes on paid time. The District shall provide appropriate on-site meeting space within seven calendar days of receiving a request from CSEA.

   The District shall provide the Chapter President not less than 10 days' electronic notice in advance of an orientation, except that shorter notice may be provided, with the agreement of CSEA President or designee, or in a specific instance where there is an urgent need critical to the employer's operations that was not reasonably foreseeable.

   The Chapter President or his/her unit member designee shall receive release time to have access to new employee orientation meetings held by the District with new employees(s) (up to one hour per orientation). If the orientation occurs after the employee assumes paid status, the new employee shall receive up to 30 minutes of release time to meet with the Association representative during the orientation. This is in addition to release time already provided in the collective bargaining agreement.

2. UNIT MEMBER INFORMATION

The District shall provide CSEA with a list of names and contact information for any newly hired unit member within 30 days of the date of hire or by the first pay period of the month following hire and a list of all unit member names and contact information by the last working day of September, January, and May. The information will be provided to CSEA electronically and shall include:

- First name, middle initial and last name;
- Suffix (e.g. Jr., III);
- Job title;
- Primary worksite name;
- Home street address including apartment number, city, state and zip code (5 or 9 digits);
- Home telephone number (10 digits);
- Personal cellular telephone number (10 digits);
- Personal email address on file with the District;
- Social Security number (last 4 digits only);
- Birth date;
- Employee ID;
- Hire date;
- CalPERS status (y/n)

3. METHOD OF UNIT MEMBER INFORMATION SUBMISSION

The unit member information shall be provided in a Microsoft Excel compatible format and shall be transferred to CSEA electronically via secure FTP site hosted by CSEA.

4. GRIEVABILITY

This Side Letter is grievable only by CSEA (not a single employee unit member or group of employee unit members). Article 20 of the Collective Bargaining Agreement shall be followed.

5. DURATION OF AGREEMENT

a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2024 and shall be automatically renewed from year to year unless either serves written notice upon the other, outside of reopener or successor agreement negotiations, of its desire to modify the Side Letter agreement.

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 Article shall be opened for negotiations within thirty (30) days of the invalidation.

Dated: February 16, 2023

For the District:

Vincent Ruiz, Asst. Supt. of H.R.

For the Association:

Nadine Patterson, Chapter President

Mac McClaran, Labor Rep.