ARTICLE 3

ORGANIZATIONAL MEMBERSHIP

In accordance with the June 27, 2018, Supreme Court ruling, the Association, and District agree to implement the provisions of AB 119.

1. Definitions

1.1. Newly hired employees: 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 agreement only, the "date of hire" is the date upon which the employee's employment status changed such that the employee was placed in the CSEA unit.

1.2. Employee orientation: 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.

2. Employee Information

2.1. Provide CSEA with CSEA Members' contact information. Three times per year (September 30, January 31, and May 31), the District will provide the CSEA ~~Labor Relations Representative~~ with all of the information listed below. Every thirty (30) days, the District will provide the CSEA ~~Labor Relations Representative~~ with the information listed below for all employees hired within the preceding 30 days. The information shall be provided electronically via a mutually agreeable secure FTP format and shall include the following items, with each field in its own column:

2.1.1. First name
2.1.2. Middle initial
2.1.3. Last name
2.1.4. Suffix (e.g., Jr, III)
2.1.5. Job Title
2.1.6. Department
2.1.7. Primary worksite name
2.1.8. Work telephone number
2.1.9. Work extension
2.1.10. Home Street Address (Inc. apartment number)
2.1.11. City

2.1.12. State
2.1.13. Zip Code (5 or 9 digits)
2.1.14. Home telephone number (10 digits)
2.1.15. Personal cellular phone number (10 digits)
2.1.16. Hire date

3. New Employee Orientation

3.1. The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive no 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 were not reasonably foreseeable. Orientation sessions may include individual (one-on-one) new hire meetings with a Personnel Services representative, a site administrator, and/o r group orientation sessions.

3.2. Each school year, there will be two group orientations for new employees. One will be held no later than September 30th and the second no later than February 28th. In the event the District conducts a group orientation, CSEA shall have a minimum of one (1) hour, including travel time, of paid release time for two (2) CSEA representatives to conduct the orientation session. 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.

3.3. In the event the District conducts one-on-one orientations with new employees, CSEA shall have a minimum of thirty (30) minutes of paid release time, including travel time, for one (1) CSEA representative to conduct the orientation session. 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.

3.4. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.

3.5. During CSEA's orientation session, no District manager or supervisor, or non-unit employee shall be present.

3.6. The District shall include the CSEA membership application in the new employee orientation packet.

12.12.2025

Angelina Cabrera
Chapter 49 President
California School Employees Association

Date

12.12.25

Michele Doll
Assistant Superintendent of Personnel Services
Covina-Valley Unified School District

Date

12/12/25

Michelle Ruiz
Labor Relations Representative
California School Employees Association

Date