

**California School Employees Association and its  
Lake Elsinore Chapter #598 and  
Lake Elsinore Unified School District (LEUSD)  
November 29, 2017**

**AB 119 New Employee Orientation Agreement**

This Agreement is entered by and between the Lake Elsinore Unified School District (hereinafter, "District") and the California School Employees Association, and its chapter Lake Elsinore, 598 (hereinafter, "Association."), collectively (hereinafter, "the Parties"), agree as follows:

**1. DISTRICT NOTICE TO CSEA OF NEW HIRE ORIENTATIONS**

- a) 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.
- b) The Chapter President or designee will receive thirty (30) minutes of paid release time to conduct the orientation session. The CSEA Labor Relations Representative may also attend the orientation session. Said release time shall not be counted against the total release time contained in Article 5 of the collective bargaining agreement.

**2. 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 was placed in the CSEA unit.
- b) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, within 30 days of the date of hire or by the first pay period of the month following. This contact information shall include the following items, with each field in its own column:
  - i. First Name;
  - ii. Middle initial;
  - iii. Last name;
  - iv. Suffix (e.g. Jr., III)
  - v. Job Title/Classification;
  - vi. Department;
  - vii. Primary worksite name;
  - viii. Worksite telephone number;
  - ix. Home Street address (incl. apartment #)
  - x. City

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- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Birth date;
- xvii. Employee ID;
- xviii. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title/Classification;
- vi. Department;
- vii. Primary worksite name;
- viii. Worksite telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Birth date;
- xvii. Employee ID;
- xviii. Hire date.

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**3. DISTRICT NOTICE TO CSEA OF NEW HIRES**

- a) The District shall provide CSEA notice of any newly hired employee, within thirty (30) days of date of hire, via an electronic mail to the chapter president/designee. This information shall include the following: full legal name, date of hire, classification, and site.
- b) The District shall include the CSEA membership application in any employee packet of District materials provided to any newly hired employee. The District shall provide a copy of completed membership applications to the CSEA President or designee. CSEA shall provide copies of all CSEA literature/membership applications to be included in the packet to the District.

**4. GRIEVANCE PROCEDURE**

- a) Any alleged violation, misinterpretation, or misapplication of the terms of this agreement shall be subject to the grievance provisions of the Collective Bargaining Agreement, except as follows:
  - i. Only CSEA can grieve this agreement.

**5. DURATION OF AGREEMENT**

- a) This agreement shall become effective November 30, 2017, and shall continue in effect up to and including June 30, 2020, and renew automatically if not reopened in writing by either party prior to renewal.
- b) This agreement will be reviewed no later than May 31, 2019 to negotiate any modifications to the processes and procedures related to said document.

It is agreed and understood the District shall be held harmless for the accuracy of the information provided.

It is agreed and understood this agreement is subject to all approvals required under the CSEA Policy 610, as well as the Lake Elsinore Unified School District Governing Board approvals.

Dated this 29<sup>th</sup> day of November 2017.

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For the ASSOCIATION:

Claudia Bojorquez  
Claudia Bojorquez

Peggy Sager  
Peggy Sager

Bob DeShazer  
Bob DeShazer

Karen Walsten  
Karen Walsten

Adam McQueen  
Adam McQueen

Tammy L Holland  
Tammy Holland

Rodney R. Connor  
Rodney Connor

Maritza Martinez  
Maritza Martinez

Lisa Towery  
Lisa Towery, CSEA Labor Relations Rep.

For the DISTRICT:

Sam Wensel - 12-8-2017  
Sam Wensel, Executive Director PSS

Arleen Sanchez  
Arleen Sanchez, CBO

Gene Durham  
Gene Durham, Director, Transport

Donna Wolter  
Donna Wolter, Director Spec Ed.

Frieda Brands  
Frieda Brands, Director CFS

Rich Peterson  
Rich Peterson, Director PSS