

**NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING
between the
PLACER COUNTY OFFICE OF EDUCATION (PCOE)
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #479 (CSEA)**

COMMENTS

The parties enter into this MOU in order to implement the provisions of AB 119 as codified by Government Code 3558.

1. PCOE NOTICE TO CSEA OF NEW HIRES

- a) The PCOE shall provide CSEA notice of any newly hired classified employee into a bargaining unit position, within ten (10) school business days of date of hire, via an electronic mail. Notification shall include the following information: full legal name, date of hire, classification, scheduled hours and site.

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any classified employee, whether permanent, full time, part time, hired by the PCOE into a bargaining unit position, 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 PCOE 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's employee status changed such that the employee was placed in the CSEA unit.
- b) The PCOE shall provide CSEA with contact information on the new hires. The information will be provided to CSEA Headquarters via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. 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;
- vi. Department;
- vii. Primary worksite name;
- viii. Work 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. Employee ID;
- xvii. Hire date.

c) Periodic Update of Contact Information: The PCOE shall provide CSEA with a list of all bargaining unit member's 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;
- vi. Department;
- vii. Primary worksite name;
- viii. Work 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. Employee ID;
- xvii. Hire date.

3. NEW EMPLOYEE ORIENTATION

a) "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.

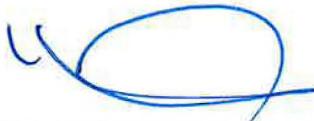
- b) To ensure compliance with AB119, the PCOE and CSEA agree to the following procedure:
 - i. The parties agree the ten (10) day notice provision for new employee orientation in AB 119 is waived. The PCOE shall provide the notice referenced in section 1(a) above.
 - ii. Within thirty (30) days of the new hire's start date, CSEA shall have thirty (30) minutes of paid release time during their normal work hours for one (1) CSEA representative, either the Chapter President or designee, to conduct a CSEA orientation session with the new hire. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement.
 - iii. At least five (5) work days prior to CSEA's employee orientation meeting, CSEA shall provide the specified PCOE Human Resources Department designee with the name of the employee, the date, time, and the location of the CSEA employee orientation meeting.
 - iv. If travel is required to conduct the CSEA orientation session, travel time shall also be on paid release time and shall not count towards the thirty (30) minute CSEA orientation session with the new hire.
 - v. The CSEA Labor Relations Representative may also attend the orientation session.
- c) The PCOE shall include a CSEA membership application and a copy of the collective bargaining agreement between PCOE and CSEA in any employee orientation packet of PCOE materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the PCOE for distribution.
- d) The orientation session shall be held during the workday of the employee(s), who shall be on paid time. If the orientation session cannot be held during the employee(s) workday, the PCOE and CSEA shall meet to identify an appropriate time. The thirty (30) day window shall be extended if necessary.
- e) During CSEA's orientation session, no PCOE manager or supervisor or non-unit employee shall be present.

4. DURATION OF AGREEMENT

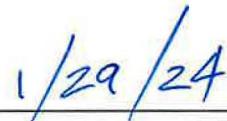
a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2026 unless incorporated into the CSEA collective bargaining agreement before that time. The provisions of this Agreement shall remain in effect until the negotiation of successor language is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiate successor language, either party can make a demand for interest arbitration.

i. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2026.

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 PCOE, 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.



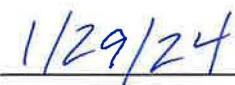
Mary Montes, Chapter President
CSEA Chapter #479



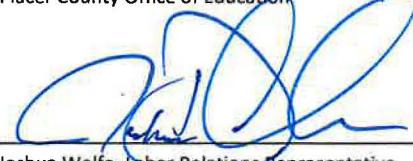
Date



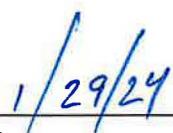
Colleen Slattery, Ed.D., Assistant Superintendent
Placer County Office of Education



Date



Joshua Wolfe, Labor Relations Representative
CSEA



Date