

**Memorandum of Understanding Between SEIU Local 1021
And
Chabot-Las Positas Community College District
1/9/2019**

1. New Employee Orientations

- A. Chabot-Las Positas Community College District (District) agrees that each newly hired member of Service Employees International Union (SEIU), Local 1021, shall participate in a New Employee Orientation as soon as possible after date of hire during regular working hours and onsite without loss in compensation. Normally, new employee orientations shall be conducted on a monthly basis.
- B. Each newly hired member, as part of her or his new employee orientation shall be required to attend a mandatory session conducted by the Union, which may last up to one hour. As a general rule, SEIU will conduct its session at the beginning of the new employee orientation.
- C. If a newly hired member fails to attend the SEIU orientation in conjunction with the new employee orientation or if the monthly new employee orientation conducted is cancelled or postponed, then the employee shall be required to attend a make-up session, arranged and conducted by the Union, during regular working hours and onsite without loss in compensation. The time and place shall be upon mutual agreement of the District and the Union. The District shall notify the employee of the make-up session.
- D. Two (2) members of SEIU shall be given release time to conduct the sessions covered under this agreement.

2. Neutrality

Employer representatives shall be absent from the room during any sessions, meetings, or trainings, conducted by the Union, with Newly Hired Members.

3. Facility and Resource Access

The Union shall have the right to access and use the Employer's facilities and audio-visual equipment to conduct sessions with newly hired members.

4. Employee Information

The Employer shall provide the Union designee(s) with electronic notification in malleable electronic format of the name, job title, department, work location, work, home and personal cellular telephone numbers, home address, and personal and work e-mail addresses of any newly hired employee, as permissible by law, within seven (7) working days of the date of hire.

5. Notice of Newly Hired Employee(s)

The Employer shall provide the Union with at least ten (10) days' notice of any new employee orientation that includes members of SEIU, and send an electronic list of expected participant(s) at least forty-eight (48) hours in advance of the new employee orientation.

6. Side-letter to the Contract

The District and Union agree that this agreement shall be a side-letter to the Contract/MOU and subject to all relevant sections of the Contract/MOU, including, but not limited to, the grievance procedure.

On behalf of the Union:



On behalf of the Employer:


