

MEMORANDUM OF UNDERSTANDING
BETWEEN
Victor Valley Community College District
AND
California School Employees Association and its Victor Valley College Chapter 584

**HOURS OF OPERATION AND ROTATION OF SECOND SHIFT FOR
ONE STOP CENTER EMPLOYEES**

This Memorandum of Understanding (MOU) is entered into by and between Victor Valley Community College District (District) and the California School Employees Association and its Chapter 584 (CSEA). The District and CSEA have met and agreed to the following:

In an effort to better serve students, the One Stop Center building hours will be Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 4:30 p.m., effective February 24, 2020. As a result of the change to the hours of operation, there will be two work shifts:

1. Monday through Friday, 8:00 a.m. to 4:30 p.m.
2. Monday through Thursday, 10:30 a.m. to 7:00 p.m.; Friday, 8:00 a.m. to 4:30 p.m.

All One Stop employees will work their permanent work shift hours unless assigned to the second shift rotation. The second shift will be assigned by seniority per CBA Article 5.5 Order of Seniority on a weekly basis. Each department will have two classified staff (1 technician and 1 specialist) assigned for the second shift. Due to current staffing levels, ACCESS, Bursar's Office (Fiscal Services), Cal Works, and EOPS will have one staff assigned to the second shift.

CSEA and the District agree that through natural attrition/growth the District will hire employees for the new designated shift of 10:30 a.m. to 7:00 p.m.

This MOU is effective August 17, 2020 to December 31, 2020. The District and CSEA agree to renegotiate the coverage of the second shift in the One Stop.

SECOND SHIFT ROTATION:

Department: Admission and Records

First Name	Last Name	Title
████████	████████	ADM & RCRDS TECHNICIAN
████████	████████	ADM & RCRDS TECHNICIAN

██████	██████	ADM & RCRDS SPECIALIST
██████	██████	ADM & RCRDS SPECIALIST II
██████	██████	ADM & RCRDS TECHNICIAN
██████	██████	ADM & RCRDS TECHNICIAN
██████	██████	ADM & RCRDS TECHNICIAN
██████	██████	CLERICAL TECHNICIAN II
██████	██████	ADM & RCRDS SPECIALIST

Department: FINANCIAL AID

First Name	Last Name	Title
██████	██████	FINANCIAL AID TECHNICIAN
██████	██████	FINANCIAL AID TECHNICIAN
██████	██████	FINANCIAL AID TECHNICIAN
██████	██████	FINANCIAL AID TECHNICIAN

Department: CALWORKS

First Name	Last Name	Title
██████	██████	ADMIN SECRETARY I
██████	██████	PLACEMENT SPECIALISTCAREER CTR

Department: ACCESS

First Name	Last Name	Title
██████	██████	CLERICAL TECH II

Department: EOPS

██████████	██████████	OFFICE ASSISTANT
██████████	██████████	EOPS SPECIALIST

Department: BURSAR

First Name	Last Name	Title
██████████	██████████	ACCOUNTING TECHNICIAN I

CSEA has advised the District that this Memorandum of Understanding is subject to all approvals required under CSEA Policy 610, as well as the CSEA ratification process. The District has advised CSEA that this Memorandum of Understanding is subject to approval by the Board of Trustees.

July 29, 2020

For CSEA:

Deborah Peterson 7/29/20200

Deborah Peterson 7/29/20200 (Jul 29, 2020 14:12 PDT)

Debbie Peterson

Michele Laveaux

Michele Laveaux (Jul 29, 2020 14:08 PDT)

Michele Laveaux

Carlos Martinez

Carlos Martinez (Jul 29, 2020 14:15 PDT)

Carlos Martinez

jennifer larriva

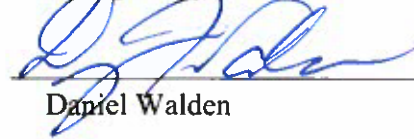
Jennifer Larriva

Dawn Stoecker 7-29-2020

Dawn Stoecker 7-29-2020 (Jul 29, 2020 14:07 PDT)

Dawn Stoecker, Labor Relations Rep.

For the District:



Daniel Walden