

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 PERMANENT WORK SHIFTS 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:

1. In an effort to better serve students, the One Stop Center building operational 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. As a result of the change to the hours of operation, the following employees will have a permanent change to their work hours from 8:30am to 5:00pm Monday through Friday to 8:00 a.m. to 4:30 p.m. Monday through Friday.
2. One employee as notated below will change from 8:30am to 5:00pm Monday-Thursday, to 10:30 a.m. to 7:00 p.m. and Friday 8:00am to 4:30pm.
3. This MOU is effective August 17, 2020.

**Department: Admission and Records**

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Work Shift</b>
██████	██████	ADM & RCRDS SPECIALIST	8:00 am to 4:30 pm M-F
█████	██████	ADM & RCRDS SPECIALIST II	8:00 am to 4:30 pm M-F
██████	██████████	ADM & RCRDS TECHNICIAN	8:00 am to 4:30 pm M-F
██████████	██████████	ADM & RCRDS TECHNICIAN	8:00 am to 4:30 pm M-F
██████████	██████████	ADM & RCRDS TECHNICIAN	8:00 am to 4:30 pm M-F
██████████	██████████	ADM & RCRDS TECHNICIAN	8:00 am to 4:30 pm M-F
██████████	██████████	ADM & RCRDS TECHNICIAN	8:00 am to 4:30 pm M-F

██████	██████	CLERICAL TECHNICIAN II	8:00 am to 4:30 pm M-F
██████	██████	ADM & RCRDS SPECIALIST	8:00 am to 4:30 pm M-F

**Department: FINANCIAL AID**

First Name	Last Name	Title	Work Shift
██████	██████	FINANCIAL AID SPECIALIST	8:00 am to 4:30 pm M-F
██████	██████	FINANCIAL AID SPECIALIST	8:00 am to 4:30 pm M-F
██████	██████	FINANCIAL AID SPECIALIST	8:00 am to 4:30 pm M-F
██████	██████	FINANCIAL AID SPECIALIST	10:30 am to 7:00 pm Monday-Thursday 8:00 am to 4:30 pm Friday
██████	██████	FINANCIAL AID TECHNICIAN	8:00 am to 4:30 pm M-F
██████	██████	FINANCIAL AID TECHNICIAN	8:00 am to 4:30 pm M-F
██████	██████	FINANCIAL AID TECHNICIAN	8:00 am to 4:30 pm M-F
██████	██████	FINANCIAL AID TECHNICIAN	8:00 am to 4:30 pm M-F

**Department: CALWORKS**

First Name	Last Name	Title	Work Shift
██████	██████	ADMIN SECRETARY I	8:00 am to 4:30 pm M-F

██████████	██████████	PLACEMENT SPECIALIST-CAREER CTR	8:00 am to 4:30 pm M-F
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**Department: ACCESS**

First Name	Last Name	Title	Work Shift
██████████	██████████	DSPS (ACCESS) SPECIALIST	8:00 am to 4:30 pm M-F
██████████	██████████	DEAF & HARD OF HEARING SPECIAL	8:00 am to 4:30 pm M-F
██████████	██████████	CLERICAL TECH II	8:00 am to 4:30 pm M-F

**Department: EOPS**

First Name	Last Name	Title	Work Shift
██████████	██████████	EOPS SPECIALIST	8:00 am to 4:30 pm M-F
██████████	██████████	OFFICE ASSISTANT	8:00 am to 4:30 pm M-F

**Department: BURSAR**

First Name	Last Name	Title	Work Shift
██████████	██████████	ACCOUNTING TECHNICIAN I	8:00 am to 4:30 pm M-F
██████████	██████████	ACCOUNTING TECHNICIAN I	8:00 am to 4:30 pm M-F

**Department: TRANSFER CENTER**

First Name	Last Name	Title	Work Shift
██████████	██████████	ADMIN. SECRETARY II	8:00 am to 4:30 pm M-F

**Department: STUDENT SERVICES SPECIALIST**

First Name	Last Name	Title	Work Shift
████████	████████	STUDENT SVCS SPECIALIST II	8:00 am to 4:30 pm M-F
████████	████████	STUDENT SVCS SPECIALIST II	8:00 am to 4:30 pm M-F
████████	████████	STUDENT SVCS SPECIALIST II	10:30am to 7:00pm M-TH 8:00 am to 4:30 pm Friday

**Department: COUNSELING**

First Name	Last Name	Title	Work Shift
████████	██████	CLERICAL TECHNICAN II	8:00 am to 4:30 pm M-F
████████	████████	CLERICAL TECHNICIAN II	10:30am to 7:00pm M-TH 8:00 am to 4:30 pm Friday

**Department: STUDENT SERVICES**

First Name	Last Name	Title	Work Shift
████████	████████	INST PROG SPECIALIST	8:00 am to 4:30 pm M-F
████████	████████	ADMIN. SECRETARY II	8:00 am to 4:30 pm M-F

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 7/29/2020  
Deborah Peterson 7/29/2020 [Jul 29, 2020 14:14 PDT]

Debbie Peterson

Michele Laveaux  
Michele Laveaux [Jul 29, 2020 15:56 PDT]

Michele Laveaux

Carlos Martinez  
Carlos Martinez [Jul 29, 2020 14:22 PDT]

Carlos Martinez

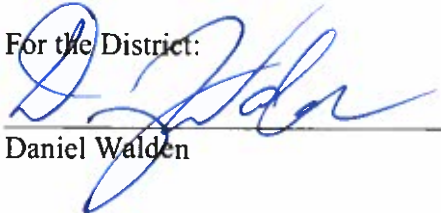
*jennifer larriva*

Jennifer Larriva

Dawn Stoecker 7-29-2020  
Dawn Stoecker 7-29-2020 [Jul 29, 2020 14:04 PDT]

Dawn Stoecker, Labor Relations Rep.

For the District:

  
Daniel Walden