

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
VICTOR VALLEY COLLEGE CHAPTER 584**

August 9, 2021

**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 September 1, 2021. 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.

Summer 2022 Hours: Monday through Thursday 7:00 a.m. to 5:22 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, 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.

As of the date of this MOU, the employees currently rotating are:

SECOND SHIFT ROTATION

Department: Admission and Records

First Name	Last Name	Title
██████████	██████████	ADM & RECORDS TECHNICIAN
██████████	██████████	ADM & RECORDS TECHNICIAN
██████████	██████████	ADM & RECORDS SPECIALIST
██████████	██████████	ADM & RECORDS TECHNICIAN
██████████	██████████	ADM & RECORDS TECHNICIAN
██████████	██████████	ADM & RECORDS TECHNICIAN

██████	██████	CLERICAL TECHNICIAN II
██████	██████	ADM & RECORDS SPECIALIST

Department: Bursar's Office/Fiscal Services

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

Department: FINANCIAL AID

First Name	Last Name	Title
██████████	██████	FINANCIAL AID TECHNICIAN
██████	██████████	FINANCIAL AID TECHNICIAN
██████	██████████	FINANCIAL AID TECHNICIAN
██████	██████████	JOB PLACEMENT SPECIALIST

Department: CALWORKS

First Name	Last Name	Title
██████	██████████	ADMIN SECRETARY I
██████	██████████	PLACEMENT SPECIALIST CAREER CTR

Department: EOPS

First Name	Last Name	Title
██████████	██████	OFFICE ASSISTANT
██████████	██████	EOPS SPECIALIST

This MOU is effective on the date of execution and shall sunset and be of no further effect on to August 31, 2022, unless otherwise negotiated and agreed upon in writing. The District and CSEA agree to renegotiate the coverage of the second shift in the One Stop.

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.

For CSEA

Deborah Peterson

Debbie Peterson, President

Michele Laveaux

Michele Laveaux, Negotiations Team

Carlos Martinez

Carlos Martinez, Negotiations Team

Dawn Stoecker

Dawn Stoecker, Labor Relations Rep.

For Victor Valley College

Dr. Daniel Walden

Dr. Daniel Walden, Superintendent/President

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