



**CSEA Collective Bargaining Agreement**  
**Frequently Asked Questions (FAQs)**

**Q: How are breaks and lunch breaks assigned?**

**A: Article 5.3:** Classified employees who work an assigned workday of six (6) hours or more are entitled to two (2) fifteen (15) minute breaks, (morning and afternoon) and are entitled to a 30-minute lunch break. Classified employees may combine the morning and afternoon breaks with their lunch in order to have a one (1) hour lunch break. Lunch breaks shall be scheduled by mutual agreement between the supervisor and employee based upon the needs of the Department. Neither the District nor the employee may schedule a lunch hour and/or break at the beginning or end of the workday.

**Q: Can I offer an employee or can an employee request overtime?**

**A: Article 5.5:** For Classified non-exempt employees any offer of or request to work overtime must be pre-approved by the supervisor and area Vice President prior to commencement of any work. Based upon District needs, the District may designate in advance that overtime assignments are being offered on compensatory time-only basis. Both overtime compensation and compensatory time are offered at the rate of one and one-half (1½) times the hours worked.

**Q: What is the order for offering overtime?**

**A: Article 5.6:** Overtime work first shall be distributed within the appropriate classification (job title) within the department by seniority rotation, then among qualified classified employees in the same department at each work location by seniority rotation, taking into consideration the nature of the work to be performed and the needs of the District. Each employee offered overtime shall have twenty-four (24) hours to respond in non-emergency situations. Failure to respond within twenty-four (24) hours will be considered a declination, and the offer will move to the next person in the rotation.

**Q: Can an employee's schedule be adjusted for District or employee needs?**

**A: Article 5.11:** If a department has a need to temporarily change a classified employee's schedule to better meet the needs of students or the District, a classified employee and the classified employee's supervisor may mutually agree to a temporary change of up to three hours and up to a three (3) month period in the unit member's regular reporting time. Any change in a classified employee's start time will be memorialized in an email to the employee with a copy to the Association President on or before the effective start date.

**Article 5.11.2,** Whenever a classified employee needs to change their start time (even if by more than 3 hours) in order to participate in District hiring committee meetings, the change will be memorialized in an email to the employee with a copy to the Association President on or before the effective date.

**Article 5.12,** On designated All College Days, all employees normally scheduled to work on that day will be scheduled to work 8:30 a.m. – 5:00 p.m.



**Q: Can I change an employee's schedule permanently to better meet the needs of the Department?**

**A:** A request for a permanent schedule change or to temporarily change a schedule for a period longer than three months, shall be made in writing to the Vice President of Human Resources with the justification for the change. A Memorandum of Understanding (MOU) will be prepared by Human Resources and negotiated and approved with CSEA before any schedule changes can be made.

**Q: How do employees request vacation and other leaves?**

**A: Article 11.3:** Bargaining unit members shall request vacation leaves at least two (2) weeks in advance on the Request for Leave Form via NextGen, and it must be approved by the bargaining unit member's supervisor. Once a request form is submitted by the employee, the supervisor shall provide a response within ten (10) workdays. If a request is denied the supervisor will state on the request form how the leave would substantially interfere with the function of the department.

Medical appointments cannot be denied, but a Request for Leave Form shall still be submitted by the employee to track the leave taken. For all other types of leaves, please see Article 12.

**Q: When does an employee need to inform their supervisor they are unable to report work due to illness or injury?**

**A: Article 12.4.9:** Prior to the beginning of their workday, bargaining unit members shall report (or have someone report) to their supervisor when they are unable to report to work due to personal illness, injury, or medical quarantine. Bargaining unit members shall provide as much advance notice as reasonably possible under the circumstances in order to allow the District an opportunity to obtain substitutes. The District may request illness verification after five (5) consecutive days' absence to return to work.

Unless the District has written illness verification, such as a doctor's note indicating the dates the employee is placed off work, the employee (or designee in extenuating circumstances) is required to call the immediate supervisor each day.

**Q. How can I temporarily fill a vacant position in my department?**

**A: Article 13.3:** A substitute employee may be hired to replace any classified employee who is temporarily absent from duty (due to vacation, working out of classification, medical leave or other leave of absence). Requests for a list of qualified substitute applicants shall be made to the office of Human Resources. If a vacant classified position is in recruitment, the District may fill the vacancy with a substitute employee for not more than sixty (60) calendar days. An additional extension may be granted by mutual agreement with CSEA. Supervisor shall make the request for an extension in writing to the Vice President of Human Resources prior to the expiration of the substitute assignment. Requests to backfill a position with recruitment shall be made to the area Vice President, who will request approval from Cabinet before initiating a recruitment.



**Q. How do I conduct employee evaluations and how often?**

**A. Article 14.2** All permanent unit members shall be evaluated annually by the immediate supervisor, provided the manager has supervised for at least one year. If less than one year, then evaluation shall be based on the length of time of the evaluator's supervision. The written evaluation and the conference in connection therewith between the unit member and the immediate supervisor shall occur within the month of the unit member's anniversary date in the position. If deemed necessary, additional evaluations may be scheduled by the immediate supervisor. The evaluation form to be utilized in the evaluation process is contained in Appendix F and can be located online: [Classified Evaluation Form 2025](#).

**Article 14.3** All newly hired unit members except for full-time peace officers shall serve a probationary period of six (6) months. All probationary unit members shall be evaluated at the end of the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) month of the probationary period. Failure to evaluate a probationary unit member as required by this article shall in no way affect a decision to terminate the unit member during the probationary period.

**Q. Where can I find the statement of duties for a job description?**

**A. Article 19.1.1** All positions within the classified service shall be classified according to the designated title, regular number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, including the skills required and the responsibility carried by that position, and the regular monthly salary of the position.

**Article 19.1.2** Job descriptions for all positions shall be maintained in the Office of Human Resources. Changes to existing bargaining unit job descriptions are a mandatory subject of bargaining and must be negotiated.

All classified job descriptions perform other related duties as assigned. Classified job descriptions and salary ranges can be found under the Human Resources webpage: [Classified Job Descriptions and Salary Schedule](#)

**Q. What is the process to discipline an employee?**

**A. Article 24.1** Discipline shall be imposed upon bargaining unit members pursuant to this Article, and is not limited to, dismissal, demotion, reduction in hours or class, transfer, or reassignment without bargaining unit member's voluntary written consent for disciplinary purposes, or suspension.

**Article 24.2** CSEA has the right to represent its unit members at all stages of the discipline process. Further, pursuant to **Article 22.5.3**, prior to meeting with, and/or questioning a bargaining unit member on any matter that involves discipline, could lead to discipline, or that the unit member reasonably feels might lead to discipline, the supervisor shall inform the member the reason for the meeting, inform the member of their right to be represented at the meeting by a designated CSEA representative, and allow the unit member time to contact their designated CSEA representative so they can be present at the meeting.



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**Article 24.3** Discipline shall be imposed on bargaining unit member only for just cause as prescribed in this Article.

**Article 24.4** Prior to imposing formal disciplinary action against a bargaining unit member, the District shall follow the principles of progressive discipline, except in cases where the safety of District employees, students, or the public might be in question, or in case of theft or intentional damage to District property or serious violations of the law or intentional violation of one of the causes for discipline listed in sections 24.3.1 through 24.3.5.

**24.4.1 Step One - Oral Warning**

**24.4.2 Step Two - Written Warning**

**24.4.3 Step Three - Letter of Reprimand**

**24.4.4 Step Four - Suspension**

**24.4.5 Step Five - Further Action**

Templates for discipline steps are available upon request to assist managers with the progressive discipline process.

**The exclusive CSEA Chapter 584 representatives are:**

- Audrey Vaughn, President
- Michele Laveaux, Job Steward
- Carlos Martinez, Job Steward
- Jason Ter Keurst, Labor Relations Representative

**Q: Who do I contact if I have more questions concerning the CSEA contract or my assignment?**

**A: Classified Professionals:** contact a designated CSEA, Chapter 584 representative.

**Managers:** contact Violet Topete, Human Resources Business Partner

The CSEA Collective Bargaining Agreement and all current MOUs can be found under the Human Resources webpage: [CSEA Collective Bargaining Agreement](#)