

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
CRYSTAL	GRINNELL	ADM & RCRDS TECHNICIAN
LIZETTE	RAMIREZ	ADM & RCRDS TECHNICIAN

SYLVIA	AVILA	ADM & RCRDS SPECIALIST
LISA	CRIPPS	ADM & RCRDS SPECIALIST II
MARIA	CARDOZA	ADM & RCRDS TECHNICIAN
PATRICIA	GOURLAY	ADM & RCRDS TECHNICIAN
NORMA	RILEY	ADM & RCRDS TECHNICIAN
MISTIE	HUGHES	CLERICAL TECHNICIAN II
DONNA	VIGIL	ADM & RCRDS SPECIALIST

Department: FINANCIAL AID

First Name	Last Name	Title
LORETTA	AMARO	FINANCIAL AID TECHNICIAN
ANGELA	PERDOMO	FINANCIAL AID TECHNICIAN
KEIRRA	ROLLAND	FINANCIAL AID TECHNICIAN
MELINA	RODRIGUEZ	FINANCIAL AID TECHNICIAN

Department: CALWORKS

First Name	Last Name	Title
TRACEY	DOWNING	ADMIN SECRETARY I
MASON	BLANCHE	PLACEMENT SPECIALISTCAREER CTR

Department: ACCESS

First Name	Last Name	Title
CORYNNE	BROWN	CLERICAL TECH II

Department: EOPS

ISABELLE	NUNEZ	OFFICE ASSISTANT
PATRICIA	BUCK	EOPS SPECIALIST

Department: BURSAR

First Name	Last Name	Title
JOLYN	HARVEY	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

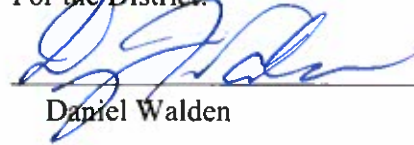
Jennifer Larriva

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