

TENTATIVE AGREEMENT
BETWEEN THE
DENAIR UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION AND ITS DENAIR CHAPTER NO. 113
ARTICLE 4.9 NEW HIRE ORIENTATION

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide the CSEA notice of any newly hired classified employee into a bargaining unit position, within ten (10) school business days of date of hire, via an electronic mail. Notification shall include the information provided by the new hire pursuant to Section 2, Employee Information.

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any classified employee, whether permanent, full time, part time, hired by the District into a bargaining unit position, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The District shall provide CSEA with contact information on the new hires to the extent the District possesses the information. The information will be provided to CSEA electronically via a mutually agreeable secure service and format by the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:
- i. First Legal Name;
 - ii. Middle Legal Initial;
 - iii. Last Legal Name;
 - iv. Birthdate;
 - v. Exporting System Employee ID;
 - vi. Home Street address (incl. apartment #);
 - vii. City;
 - viii. State;
 - ix. Zip Code (5 or 9 digits);

fu
g

- x. Home telephone number (10 digits)
- xi. Personal telephone number (10 digits);
- xii. Personal email address of the employee;
- xiii. Hire Date;
- xiv. Department
- xv. Primary worksite name;
- xvi. Job Title;
- xvii. Work telephone number
- xviii. CalPERS Status (if the District is able to)

c) Periodic Update of Contact Information: The District shall provide CSEA with a list of each bargaining unit member's name and contact information, as provided by each bargaining unit member and to the extent the District possesses the information, by the last working day of November, March, and July. The information will be provided to the CSEA electronically via a mutually agreeable format. This contact information shall also include the information stated in Section 2.b (above).

3. NEW EMPLOYEE ORIENTATION

- a) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) To satisfy the ten (10) days' notice requirement of AB 119 for the new employee orientation, the new employee orientation will be held on the second (2nd) Wednesday of each month beginning with the first full month after the effective date of this agreement. CSEA shall have fifteen minutes (15) of paid release time for one (1) CSEA representative to conduct the orientation session.
 - i. If travel is required to conduct the CSEA orientation session, travel time shall also be on paid release time and shall not count towards the fifteen (15) minute CSEA orientation session with the new hire.
 - ii. The CSEA Labor Relations Representative may also attend the CSEA orientation session.
- c) The District shall include a CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution. The District shall also send an email with a link or attachment of the CSEA-District collective bargaining agreement to any newly hired employee.



- d) The orientation session shall be held on District property during the workday of the employee(s), who may be on paid time. The orientation session shall not result in increasing the unit member's or members' daily scheduled work hours or be considered for overtime.
- e) During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

4. DURATION OF AGREEMENT

- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2018 unless incorporated into the CSEA collective bargaining agreement before that time. The provisions of this Agreement shall remain in effect until the negotiation of successor language is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiate successor language, either party can make a demand for interest arbitration.
- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

DATE

Bayle Schell
Louise Monday

12/15/17
12/15/17

DENAIR UNIFIED SCHOOL DISTRICT

Aaron N. Rosander
 Aaron Rosander, Superintendent

12/15/17
 Date

fu
go