Memorandum of Understanding 1 2 Between **Coast Community College District and** 3 4 Coast Federation of Classified Employees, Local 4794 5 6 November 15, 2018 7 8 2018-2019 Reclassification Process 9 The following Memorandum of Understanding entered into by and between the Coast Community 10 College District ("District") and the Coast Federation of Classified Employees, Local 4794 11 ("CFCE"), is expressly made pursuant to the Education Employment Relations Act and the current 12 Collective Bargaining Agreement ("Agreement"). 13 14 The District and CFCE have consulted and mutually agreed to select McKnight Associates, 15 Incorporated to finalize the job specifications associated with the comprehensive Classification 16 and Compensation study that was implemented beginning with the 2016/2017 fiscal year. 17 18 Due to the nature and scope of the work required to complete the job specifications, the District 19 and CFCE have agreed to suspend the Reclassification provisions of Article 12 of the Agreement 20 for the 2018/2019 fiscal year. The provisions providing compensation for out of class work in 21 22 Article 19.9 of the Agreement will not be suspended. The Reclassification provisions of the Agreement, Article 12, will become effective again on July 1, 2019. 23 24 For the 2018/2019 fiscal year only, in lieu of the Reclassification process outlined in Article 12 25 of the Agreement, the parties agree that all complete Reclassification applications received by 26 the District for the 2018/2019 cycle will be reviewed by McKnight Associates, Incorporated for 27 28 placement recommendations. 29 30 Additionally, the parties agree that any Reclassification applicant that was denied reclassification in 2017/2018 will be afforded the opportunity to request that their appeal application be reviewed 31 by McKnight Associates, Incorporated for placement recommendations along with the 32 2018/2019 applicants. Applicants denied reclassification in 2017/2018 will have until January 33 11, 2019 to make a request to Human Resources to have their applications reviewed by 34 35 McKnight and Associates, Incorporated. 36 37 The review conducted by McKnight and Associates, Incorporated will include a review of Reclassification application materials and may include interviews with the employees and 38 managers as needed should the written materials alone not satisfy a reclassification 39 recommendation. McKnight and Associates, Incorporated will complete their review and 40 deliver recommendations related to reclassification to the Vice Chancellor of Human Resources 41 by March 29, 2019. The Vice Chancellor of Human Resources will review the recommendations 42

and provide notice to employees about the disposition of their Reclassification applications by 43 April 17, 2019. Thereafter, Reclassification applicants will have a 10-day window to request an 44 appeal. That appeal window shall be April 22, 2019 through May 3, 2019. Appeal interviews 45 will be conducted between May 6, 2018 and June 28, 2018. Notice to applicants regarding the 46 final disposition of Reclassification requests will be made by July 1, 2019. Approved 47 reclassifications will become effective July 1, 2019. 48 49 COAST FEDERATION OF CLASSIFIED 50 COAST COMMUNITY COLLEGE DISTRICT **EMPLOYEES** 51 52 53 Dr. Marco Baeza, CCCD Chief Negotiator/Date Connie Marten, CFCE Chief Negotiator/Date 54 55 56 57 58 59