

**Memorandum of Understanding
Between
Coast Community College District and
Coast Federation of Classified Employees, Local 4794**

July 17, 2018

The following Memorandum of Understanding entered into by and between the Coast Community College District ("District") and the Coast Federation of Classified Employees, Local 4794 ("CFCE"), is expressly made pursuant to the Education Employment Relations Act and the current Collective Bargaining Agreement ("Agreement").

**2016 CLASSIFICATION AND COMPENSATION STUDY
FINALIZATION OF JOB SPECIFICATIONS AND APPEAL PROCESS**

The District and CFCE hereby agree to use the following process to finalize the job descriptions associated with the 2016 classification and compensation study:

1. The District and CFCE will prepare a joint communication and hold open forums to update classified professionals on the current status of the job descriptions associated with the 2016 classification and compensation study, the process that will be used to finalize job specifications, and the one-time appeal process for errors in job specification content and/or job titles, that will be made available to employees in 2018-2019.
2. The District and CFCE will conduct a Request for Proposals ("RFP") to identify a qualified and interested consultant(s)/independent contractor(s) to submit proposals for the review and development of job descriptions for the classified service. Specifically, the District and CFCE will seek a consultant(s)/independent contractor(s) to:
 - a. Review and provide recommendations to job specifications developed during the 2016 classification and compensation study.
 - b. Prepare class specifications consistent with the District's licensed job measurement system, current District operations, expectations, key service outcomes, physical demands, and working conditions.
3. The District and CFCE will jointly review the RFPs submitted, interview the potential consultant(s)/independent contractor(s), and make a selection.
4. The consultant(s)/independent contractor(s) will be provided with all draft job specifications, employee Position Description Questionnaires, and/or any other appeal/reassessment documents that have been produced to date. The consultant(s)/independent contractor(s) will use these tools to review and develop job specifications for each classification within the classified service. (Employees who did not receive a draft job specification prior to April 2, 2018 will be provided with an opportunity to submit written feedback to the consultant(s)/independent contractor(s) prior to the development of these next draft job specifications.)

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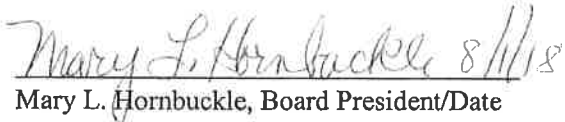
5. Once job specifications have been developed by the consultant(s)/independent contractor(s), the job specifications will be provided to CFCE and to classified employees for review.
6. Once an employee receives their draft job specification, if not satisfied with the classification title or the content of the job specification a final appeal/reassessment opportunity will be provided.
7. To make an appeal, employees will be required to complete an appeal form and will have an opportunity to meet with the consultant(s)/independent contractor(s) to discuss their concerns. Employees will also have the opportunity to be represented by the Federation President during their appeal.
8. Once all appeals have been heard, the consultant(s)/independent contractor(s) will finalize all job titles and specifications.

 7/17/18

Connie Marten, CFCE Chief Negotiator/Date

 7/17/18

Dr. Marco Baeza, CCCD Chief Negotiator/Date

 8/1/18

Mary L. Hornbuckle, Board President/Date