

MEMORANDUM OF UNDERSTANDING
 Between
 The Coast Community College District (“District”) and
 The Coast Federation of Classified Employees
 (CFCE) Local 4794

Reclassification for 2019-20

September 17, 2019

This Memorandum of Understanding is between the Coast Community College District (“District”) and the Coast Federation of Classified Employees, Local 4794 (“CFCE”) in reference to the Parties’ current collective bargaining agreement (“Agreement”). The District and CFCE are collectively referred to in this MOU as the “Parties.”

The Parties consulted and agreed to select McKnight Associates to finalize the job specifications associated with the comprehensive classification and compensation study started by JB Rewards that was implemented beginning with the 2016-2017 fiscal year. Through CFCE MOU #18-5, the District and CFCE began to work collaboratively during the 2018-2019 fiscal year to review existing job classifications, provide input, assist CFCE unit members in understanding the process, facilitate an appeals process, and finalize revised classifications for approval by the District’s Board of Trustees (“Board”). The District and CFCE agree that the Parties have fully met all obligations to negotiate the scope of the classification and compensation study, and that all job specifications are ready for consideration by the Board.

Due to the nature and scope of the job specification project, the Parties agree to the following:

1. The Reclassification provisions of Article 12 of the CFCE 2017-2019 collective bargaining agreement shall be suspended for the 2019-2020 fiscal year, however, the terms of the current Reclassification Committee members in Article 12.2.b shall be extended by one year. The Reclassification set forth in Article 12 of the Agreement will become effective again on July 1, 2020.
2. The Parties agree that the reclassification process set forth in Article 12 of the Agreement for the 2020-21 fiscal year will include an opportunity for employees to address concerns regarding new job specifications and/or classifications during the 2019-2020 and the 2020-21 fiscal years. Any approved changes to title, classification, and/or compensation will be effective retroactively to July 1, 2019. Specifically, during the 2020-21 Reclassification process, employees will be able to select one of the following assessments by applying for “Reclassification”:
 - a. **Reclassification Assessment:** For employees who have experienced an accretion of duties, over time, in a position. A “Reclassification Assessment” selection on the Reclassification Application will provide employees an opportunity to have their position assessed to determine if any of their duties fall outside of their current

classification and to have their classification (salary range, job title, and/or job description) adjusted accordingly (if the application merits an adjustment).

- b. Job Description Re-Assessment: For employees who believe that there is an error or missing duties on their job description as developed by McKnight Associates. A "Job Description Re-Assessment" selection on the Reclassification Application will provide employees an opportunity to have their current job description reviewed for accuracy. This assessment will not include salary placement.

3. The Parties agree to develop a joint communication related to the 2020-2021 Reclassification process which will be communicated to Classified employees prior to July 1, 2020. The Parties agree that the updated job specifications, including duties and any new classification recommendations provided by McKnight Associates, are the finalized job descriptions.

4. The provisions in Article 19.9 of the Agreement, providing compensation for out of class work assignments, shall remain in full force and effect.

5. The Parties agree that the finalized job descriptions brought forward by McKnight Associates will be presented to the Board for approval at the Board's earliest convenience.

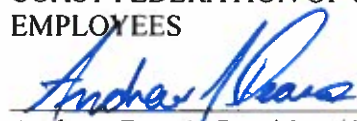
This MOU shall expire upon the completion of the Reclassification provisions of Article 12 during the 2020-2021 fiscal year, unless extended by agreement of the Parties.

COAST COMMUNITY COLLEGE DISTRICT

COAST FEDERATION OF CLASSIFIED EMPLOYEES

 9/18/19

Dr. Marco Baeza/Date
Vice Chancellor of Human Resources

 9/18/19

Andrew Dease, President/Date
Coast Federation of Classified Employees

 9/18/19

Dr. Lorraine Prinsky, President/Date
Board of Trustees