



## **SIDE LETTER OF AGREEMENT**

This SIDE LETTER OF AGREEMENT is entered into by and between the Mt. San Antonio Community College District (District), and California School Employee Association and its Mt. San Antonio College Chapter 262 (CSEA 262). This SIDE LETTER OF AGREEMENT shall not be deemed precedent setting.

*The intent: This side letter addresses the prioritization of holiday overtime for departments needing 24/7 operation. Typically, a work day for such departments will include 3 shift types (ex. Day: 10:00 a.m. - 6:30 p.m. Night: 6:15 p.m. – 2:45 a.m. Swing: 2:15 a.m. – 10:45 a.m.)*


### **1. Definitions**

- 1.1. Schedule – the regular assignment of days and times within a 7-day period during which a unit member is required to be present to perform their assigned duties. (ex. My schedule is Monday through Thursday from 0800 to 1630)
- 1.2. Shift – a singular day, start time and end time during which a unit member is required to perform their assigned duties. (ex. My shift tomorrow is from 0800 to 1630)
- 1.3. Shift type – a category of shifts sharing the common characteristic of start and/or end time. See section 3 below.
2. Unit members who belong to a classification which is regularly assigned to work shifts outside of the college's standard workweek, and/or which start and/or end outside of operating hours, shall be defined as alternate workweek employees.
3. The shifts given to alternate workweek employees will be grouped into three shift types depending on the time of day when they start and/or end.
  - 3.1. Day shift type
  - 3.2. Night shift type
  - 3.3. Swing shift type
4. For alternate workweek employees, overtime assignments on a holiday shift may be determined in the following manor:
  - 4.1. The overtime shift shall be offered by the unit manager first to unit members in the same classification and same shift type who have worked the fewest number of overtime hours in the last twelve months.
  - 4.2. When overtime hours are equal among the unit members, preference shall be offered by seniority based on initial full-time hire date.

- 4.3. If no unit member accepts the shift, it may be assigned by the unit manager to the least senior unit member within the classification who is regularly assigned to that shift type.
- 4.4. If there is no unit member available who is regularly assigned to that shift type, it may be assigned by the unit manager to the least senior unit member within the classification regardless of their regular shift type, except that no unit member may be compelled to work two consecutive shifts with less than 12 hours between those shifts.
5. Article 10 will be reopened for 2022-2023 contract year negotiations, and This language will remain in effect until its inclusion into the contract is negotiated at that time.

ACCEPTED AND AGREED TO:

CSEA, Chapter 262

  
[Robert Stubbe \(May 26, 2021 10:54 PDT\)](#)

Robert Stubbe, President, CSEA Chapter 262

  
[Andy Ritchie \(May 27, 2021 14:09 PDT\)](#)

Andy Ritchie, CSEA Labor Relations Representative

May 26, 2021

Date

May 27, 2021

Date

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

  
[Sokha Song \(May 27, 2021 14:13 PDT\)](#)

Sokha Song, District Lead Negotiator

May 27, 2021

Date