

## **MEMORANDUM OF UNDERSTANDING**

### **ARTICLE 16: Evaluations**

*This agreement is entered into by and between the Mt. San Antonio Community College District and California School Employees Association and its Mt. San Antonio College Chapter 262 (CSEA).*

*Intent:*

- 1. The intent of this agreement is to integrate DEISA language into the evaluation process in compliance with Title 5 and accreditation requirements, and to reflect the college's core values. This will be reflected in Appendix C.*
- 2. The District and CSEA 262 will develop a training program on the evaluation process for unit members and evaluators. Training will be available online.*
- 3. Due to significant changes made to this article, this agreement shall replace article 16 in its entirety. The sections of this article were rearranged to match the natural progression of employment. Both parties intend to remove the professional growth plan to article 20 which has yet to be negotiated.*
- 4. In accordance with Article 22 any changes in state or federal law that impact the evaluation process may be cause to renegotiate this article based on those laws.*

#### **16.01 Performance Evaluations:**

**Timely and effective performance evaluations acknowledge the unit member's value to the College and provide a framework for positive discussion with unit members regarding their contributions to the College, professional development, and recognition of specific contributions to accomplishing the College's mission and goals. Timely and effective performance evaluations ensure that unit members and managers engage in regular conversations regarding the job performance and provide opportunities for encouraging improvement. Regular performance evaluation of all unit members provides the institution with the opportunity to ensure the effectiveness of its human resources in alignment with accreditation standards. Successful performance management is an ongoing and continuous process involving interactive and open communication between the evaluator and the unit member whose performance is being evaluated. The performance management process continues throughout the year with regular communication and feedback between the evaluator and unit member. Doing so encourages a higher level of performance and ensures compliance with collective bargaining agreement requirements, accreditation standards, and campus practices concerning preparation and delivery of written performance evaluations at regular intervals. (See Appendix C: Classified Employee Evaluation Form.) The performance evaluation procedures are as follows:**

**16.01.1 Evaluations shall be performed by the evaluator, who is a manager designated by the District, and shall only focus on the unit member's job performance. In addition to the evaluator, the**

**District may only include the next-level manager and/or a representative from Human Resources in the evaluation meeting.**

**16.02 Performance Evaluation Meeting:**

**Performance evaluations shall be considered confidential and shall not be shared with other unit members without permission of the unit member being evaluated, with the exception of Human Resources personnel processing the evaluation per section 16.02.4.**

**16.02.1 Managers shall meet with the unit member to conduct and review the evaluation within the sixty (60) days following the conclusion of the evaluation period. With approval from Human Resources, the evaluation meeting deadline may be extended due to extenuating circumstances.**

**16.02.2 If the deadline is not met, CSEA 262 and the District may mutually agree to waive the evaluation for that period.**

**16.02.3 Unit members will be given no less than two (2) working days of notice prior to any scheduled evaluation meeting with the evaluator.**

**16.02.4 Evaluators shall forward the completed performance evaluation form to Human Resources within five (5) working days of the evaluation meeting.**

**16.03 Probationary Period:**

**16.03.1 New Hires: Upon election as a classified unit member, the person shall serve as a probationary unit member for a period of six (6) months of paid service following the date of his or her employment.**

**16.03.2 Promotions:**

**Unit members who are promoted from another position within Unit A shall have a probationary period of three months. With approval from Human Resources, the probationary period may be extended by up to three months to a max of six months. If the probationary period is extended, the unit member and manager shall have regular check-ins to assess progress.**

**A permanent unit member who accepts a promotion and is subsequently released from probation for that position shall be**

**employed in the prior classification from which they were promoted, and CSEA 262 and the District may mutually agree that they return to their prior department.**

**16.04. Evaluation Periods:**

**16.04.01. Unit members who were newly hired, transferred, or promoted shall have evaluation periods as follows:**

**1. From the first day in the new position through the end of their second month.**

**Then;**

**2. From the beginning of their third month through the end of their fifth month.**

**Then;**

**3. From the beginning of their sixth month to the end of their twelfth month.**

**16.04.02. Following the conclusion of a newly hired, transferred, or promoted employee's twelfth month, their regular evaluation periods shall be scheduled as follows:**

**1. The day following their last evaluation period through the end of the next twenty-four (24) months.**

**2. Except if their previous evaluation includes a "Needs Improvement" or "Partially Meets" rating in any category, in which case their next evaluation period shall be from the day following their last evaluation period through the end of the next twelve (12) months.**

**A unit member's evaluation shall only cover the unit member's job performance during that evaluation period.**

**16.05 Professional Growth Plan:**

**Professional Growth Plans are recommended as an effective practice as part of the unit member's evaluation. The purpose of a Professional Growth Plan is to encourage the continuous quality improvement of both the work of the unit member and the work of the unit. There is no presumption of deficiency as the unit member already meets or exceeds expectations, unless the unit member has received a Partially Meets or Needs Improvement rating on the most recent performance evaluation. In cases where the unit member has received a**

**Partially Meets or Needs Improvement rating on the most recent performance evaluation, the unit member may participate in the Professional Growth Plan. However, they are encouraged to prioritize improving the areas of performance deficiency. The Professional Growth Plan activities are intended to strengthen current performance capabilities or to enhance skills and abilities for the unit member to exceed expectations. Elements of the plan may be generated by either the unit member or the evaluator and are mutually agreed upon. The Professional Growth Plan constitutes a commitment by the evaluator to support and provide resources for planned activities of the unit member and a commitment by the unit member to participate in the planned activities and use the results to improve both individual performance and that of the unit. Professional Growth Plans are also reviewed and approved by the evaluator's superior who also assumes a commitment to support the plan.**

#### **16.06 Needs Improvement Ratings:**

**16.06.01 Performance criteria marked as "needs improvement" on the evaluation will require the development of a Needs Improvement Plan.**

**A Needs Improvement Plan shall not apply to two-month evaluations for newly hired, transferred, or promoted unit members.**

**The Needs Improvement Plan does not affect the dates of evaluation cycles.**

**16.06.02 Placement on a Needs Improvement Plan is a corrective process, not a disciplinary process, and is intended to provide the unit member with a reasonable opportunity to address identified performance deficiencies before they become disciplinary.**

**16.06.03 The Needs Improvement Plan will consist of specific recommendations for improvements, specific observable outcomes to meet expectations, a timeline of sixty (60) days, within the annual assignment period and excluding leave days, in which to improve, and provisions for assisting the unit member in implementing any recommendations made. This Needs Improvement Plan shall be created by the evaluator in consultation with the evaluator's superior, Human Resources, and CSEA 262, prior to issuance to the unit member. The evaluator shall review only the 60-day period to determine whether the unit member has adequately remedied the deficient criteria.**

**16.06.04** **At the conclusion of the sixty (60) day Needs Improvement period, if the evaluator finds that all deficiencies have been adequately remediated, no further action is needed. The evaluation will proceed to conclusion and the unit member will continue on their regular evaluation cycle. If performance criteria of Needs Improvement or Partially Meets remain, the Needs Improvement Plan process will be repeated a second time with remediation specified for existing deficiencies.**

**16.06.05** **Failure to successfully complete a Needs Improvement Plan shall not, in and of itself, constitute grounds for disciplinary action. However, the underlying performance deficiencies that gave rise to the Needs Improvement Plan may be subject to disciplinary action if they persist or are not adequately addressed.**

**16.06.06** **Unit member's performance which was successfully remedied through the Needs Improvement Plan process will not be the sole justification for a negative evaluation score on future evaluations.**

**16.07 Discipline:**

**Nothing in this Article shall preclude the District from applying discipline as authorized by Board Policy and Administrative Procedure nor should it abridge the rights of the unit members regarding discipline as specified in Article 24.**

**CSEA 262 Unit A**  
**Needs Improvement Plan**  
**Confidential Form**

**TO:** \_\_\_\_\_ (insert employee's name)

**FROM:** \_\_\_\_\_ (insert evaluator's name)

**DATE:** \_\_\_\_\_ (insert date)

**RE:** \_\_\_\_\_ Needs Improvement Plan

**The purpose of this Needs Improvement Plan is to define areas of concern, identify gaps in your work performance, reiterate Mt. SAC's expectations, and allow you the opportunity to demonstrate improvement and commitment.**

**A Needs Improvement Plan is required whenever there are Needs Improvement ratings on the unit member's evaluation. The evaluator must consult Human Resources before the completion of the Needs Improvement Plan.**

\*Instructions to the evaluator are contained within these boxes

**Area(s) of Concern (as identified in Section 2: Performance Elements and Individual Ratings of the Classified Employee Evaluation Form):**

**List area(s) where the unit member has received a Needs Improvement rating, the impacts of the conduct, and the expectations for performance.**

<b><u>#</u></b>	<b><u>Identified Deficiency</u></b>	<b><u>Impact</u></b>	<b><u>Expectation</u></b>

<u>1.</u>			
<u>2.</u>			
<u>3.</u>			
<u>4.</u>			
<u>5.</u>			
<u>6.</u>			
<u>7.</u>			

**Previous Discussions or Counseling:**

**Recap 1-3 dates (or approximate month if dates are unknown) that each deficiency was addressed within the evaluation cycle. Reference previous documents when applicable.**

<b><u>Identified Deficiency Number</u></b>	<b><u>Date (or Approximate Month)</u></b>	<b><u>Discussion</u></b>

**Improvement Activities**

a. **Required Activities**

**Listed below are activities that will help you meet expectations.**

**Each activity must relate to one or more identified deficiencies. The evaluator is encouraged to obtain input from the unit member for the development of these activities.**

<u>#</u>	<u>Specific Activities</u>	<u>Resources and Evaluator Support</u>	<u>Start Date</u>	<u>Projected Completion Date</u>
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				
<u>5.</u>				
<u>6.</u>				
<u>7.</u>				

**b. Optional Activities (Completed by Employee)**

**You may list additional activities to participate in that help you reach each goal. Completion of this section is strongly encouraged and helps demonstrate your commitment to improving your performance.**

<u>#</u>	<u>Specific Activity</u>	<u>Resources and Manager Support</u>	<u>Start Date</u>	<u>Projected Completion Date</u>
<u>1.</u>				
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				
<u>5.</u>				

<u>6.</u>				
<u>7.</u>				

**Progress Updates**

**During the period of this Needs Improvement Plan, the evaluator and the unit member will meet approximately every 15 workdays to review progress. The evaluator is encouraged to schedule these meetings in advance. After each follow-up meeting, the evaluator will issue a meeting summary to the unit member.**

<u>Check In</u>	<u>Date/Time</u>	<u>Evaluator Initials</u>	<u>Unit Member Initials</u>	<u>Meeting Summary Issued (Y/N)</u>
<u>15-Day</u>				
<u>30-Day</u>				
<u>45-Day</u>				
<u>60-Day</u>				

**Timeline for Improvement, Expectations, and Consequences:**

**Effective immediately, you are placed on a 60-day Needs Improvement Plan. As per Article 16.06 of the contract, you shall have 60 workdays to complete this Needs Improvement Plan. During this time, you will be expected to make regular progress on the plan outlined above. If you have any questions or concerns regarding this plan, please contact and meet with your immediate manager/evaluator to ensure your progress. Your immediate manager/evaluator may also meet with you at any time during the period to monitor your**

progress. At the end of the plan's 60-workday period, you will be re-evaluated on just the categories rated "Needs Improvement" in the performance evaluation.

The Needs Improvement Plan does not alter any terms of employment. This is not a disciplinary document; however, a finding of remaining deficiencies may constitute the basis for discipline. Additionally, the evaluator and Human Resources will keep the contents of this Needs Improvement Plan confidential.

**Signatures:**

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Immediate Evaluator Name (Print):** \_\_\_\_\_

**Immediate Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# APPENDIX C

## CSEA 262 Unit A Employee Evaluation

Ref: Article 16 Evaluations



Employee Name:

Banner ID:

Classification:

Department:

Evaluation Period: Probationary  2 Month  5 Month  Annual  Biennial\* from \_\_\_\_\_ to \_\_\_\_\_\*

**\*Biennial means every other year.** The time period covered by an ~~annual~~ evaluation is not to exceed a ~~twelve~~ ~~(12)~~ **twenty-four (24)** month period. Probationary evaluations are to be issued immediately after completion of the second month and the fifth month. ~~The probationary period ends six months from the appointment date, unless otherwise extended.~~

### SECTION 1: INSTRUCTIONS TO EVALUATORS

#### Purpose

**Timely and effective performance evaluations acknowledge employee's value to the College and provide a framework for positive discussion with employees regarding their contributions to the College, professional development, and recognition of specific contributions to accomplishing the College's mission and goals.** Timely and effective performance evaluations ensure that employees and managers engage in regular conversations regarding the job performance and provide opportunities for encouraging improvement. Regular performance evaluation of all staff provides the institution with the opportunity to ensure the effectiveness of its human resources in alignment with accreditation standards. Successful performance management is ongoing and continuous process involving interactive and open communication between the evaluator and the staff member whose performance is being evaluated. The performance management process continues throughout the year with regular communication and feedback between the evaluator and staff member. Doing so encourages a higher level of performance and ensures compliance with collective bargaining agreement requirements, accreditation standards, and campus practices concerning preparation and delivery of written performance evaluations at regular intervals.

#### Union Representation

~~The unit member may request union steward representation during the evaluation process when any of the evaluation categories are marked "Partially Meets Expectations" or "Needs Improvement; when the performance evaluation discussion indicates that it is investigatory, and discipline may be the result; and/or when the unit member reasonably perceives that the evaluation process as outlined in the collective bargaining agreement has not been followed.~~

**The unit member has the right to request steward representation during the evaluation process. Including but not limited to any of the following reasons:**

- **When they reasonably perceive the performance evaluation discussion and feedback may lead to discipline.**
- **When the unit member reasonably perceives that contract and or district policy is not being followed.**
- **When any of the evaluation categories are marked "Partially Meets Expectations" or "Needs Improvement".**

### **Completing the Form**

**This evaluation form is only for use with employees who occupy classified positions only.** The evaluation must be conducted in accordance with the applicable Collective Bargaining Agreement (CBA). Please review the applicable CBA prior to completing the form and consult with Human Resources regarding any questions prior to completing the form. **The performance evaluations reflect the evaluator's assessment of the employee's performance of duties and responsibilities with the accomplishment of goals that are consistent with the scope of work described within the employee's assigned job classification description.** Completed and signed evaluations are to be routed to Human Resources for placement in the personnel file. The evaluation must be developed by the employee's immediate manager (a non-bargaining unit employee) and must be reviewed and signed by the employee's next level manager (if applicable) before it is shared with the employee.

~~Annual evaluations are conducted for permanent employees. The evaluation period for non-probationary employees is the preceding one year period, beginning at the time of appointment. The employee's first year evaluation will cover the first six months of the probationary period as well as the six month period following the end of the probationary period. Probationary evaluations are conducted and issued immediately after the completion of the second month and the fifth month of the six month probationary period. The fifth month evaluation may reference any improvement or other issues identified in the prior probationary evaluation. The objective of the fifth month evaluation is to provide an opportunity for assessment before the probationary period ends. Please see article 16.4 of the contract for evaluation timelines.~~ Please contact Human Resources immediately if there are any concerns regarding the performance of a unit member probationary employee.

### **Assigning Ratings for Performance Elements**

The evaluation ratings for the individual Performance Elements and for the Summary Rating are based upon the evaluator's observation and assessment of the employee's performance of work described within the assigned job description. **Unit members shall not be evaluated negatively on areas where they have not received training. The standard successful performance will receive "meets expectations".**

Ratings fall within the following descriptions:

- ~~the Exceeds Expectations (XE) rating reflects work that is regularly beyond expectations; and~~
- **Meets Expectations (ME)** is commendable standard and represents that the employee consistently meets all or most of the evaluator's expectations in the rating element;
- ~~the Partially Meets Expectations (PE) rating is for those aspects of performance which require some additional training and development or for performance in certain areas that is not consistent;~~
- ~~the Exceeds Expectations (XE) rating reflects work that is regularly beyond expectations; and~~
- ~~the Needs Improvement (NI) rating should be assigned when performance continually does not meet performance expectations.~~

Not all of the Performance Elements will apply to every job and some may be left blank with a notation of "N/A," or **not** applicable. Lead work and coordination rating elements are applicable only to those employees who fall into classifications having these responsibilities.

### **Providing Comments for Performance Elements and the Summary Rating**

Ratings in individual performance elements that are other than ME should be justified with supporting comments in each area: **based on prior communication and attempts to address deficiencies.** ~~Consult Human Resources before assigning an overall rating of NI, as it may also be appropriate for employees receiving this rating to shall receive a Performance Needs Improvement Plan (PIP) identifying specific goals, objectives, and timelines for improvement, and resources to assist in the employee development must also be identified.~~ **Include evidence of ongoing feedback and opportunities for improvement.** Comments for improvement and development may also be applicable when an individual **rating** or a summary rating ~~is~~ **is** ME or higher. Comments provided under the Summary Rating section may refer to other areas of the evaluation. It is not necessary to duplicate comments already provided on the evaluation in this section. This section may also be used for any additional comments that are related to the performance evaluation.

**Consult Human Resources before assigning an overall rating of NI, as employees receiving this rating shall receive a Needs Improvement Plan identifying specific goals, objectives, and timelines for improvement. Resources to assist the employee must also be identified.**

### **Completing the Action Section**

**The manager will provide specific recommendations for improvement in areas with a rating of Partially Meets Expectations. The recommendations shall include clear and measurable performance expectations. After reviewing the comments for the identified areas, the manager and unit member will work together to develop solutions that support the unit member in meeting expectations. This will include identifying training, resources, or tools to promote improvement, along with scheduling regular check-ins to monitor progress and provide constructive feedback. This action plan is designed to promote professional growth and ensure that performance meets the established standards within the designated period.**

### **Completing the Goals Section**

**Evaluators shall establish goals for the employee as an opportunity to obtain a higher rating in the next evaluation cycle. The goals are optional for the unit member to complete and intended for members who aspire to improve their section rating.** This section may be used to outline goals for achievement over the next performance evaluation period **and should include professional development goals supporting the development of diversity, equity, and inclusion competencies that contribute to an inclusive campus environment.** Individual employee performance goals must be aligned with the job classification description and should be shared and discussed with the employee prior to being included on the evaluation; goals listed shall reflect action sections from the current evaluation. Performance goals should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Please consult with Human Resources regarding the development of SMART goals.

**Goals shall be utilized to improve an employee's rating upon completion but shall not negatively impact the employee's ratings if not met.**

### **Completing the Self-Reflection Section (Optional)**

**The purpose of the Self-Reflection section is to offer the employee the opportunity to reflect on their own performance, communicate their successes and challenges to their manager, assess their strengths and**

potential areas of growth and/or improvement, and promote self-awareness and accountability.

**DO NOT MODIFY OR ADD ADDITIONAL RATINGS OR CREATE FRACTIONAL RATINGS**

**SECTION 2: PERFORMANCE ELEMENTS AND INDIVIDUAL RATINGS**

Circle **Select** the appropriate rating for each rating element below.

- XE = Meets and Regularly Exceeds Expectations;
- ME = Meets Expectations;
- PE = Partially Meets Expectations;
- NI = Needs Improvement;
- NA = Not Applicable (~~The Evaluation Factor is not relevant to the position during this evaluation~~).

1. **QUALITY OF WORK:**  XE  ME  PE  NI  NA

A. Demonstrates accuracy and thoroughness; displays commitment to excellence; applies feedback to improve performance; monitors own work to ensure quality;

**B. Quality of work demonstrates proficiency in diversity, equity, inclusion and accessibility skills and knowledge that enables work with diverse communities.**

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and work performance expectations.**

2. **QUANTITY OF WORK:**  XE  ME  PE  NI  NA

Completes work in a timely manner; use time effectively and produces results (is productive).

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and work performance expectations.**

3. **ATTENDANCE:**  XE  ME  PE  NI  NA

Attends work regularly and observes work hours. Do not refer to approved medical absences and approved release time for participation in shared governance committee and/or union activities.

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and in work performance expectations.**

4. **PROFESSIONAL INTERACTIONS:**

XE     ME     PE     NI     NA

Establishes and maintains effective work relations, offers assistance and support to co-workers. Creates a positive learning and working environment for all members of the campus community. This includes awareness and understanding of diversity **and demonstration of respect and acknowledgment of diverse students and/or colleagues.**

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and work performance expectations.**

5. **DIVERSITY, EQUITY, AND INCLUSION COMPETENCY**  XE     ME     PE     NI     NA

**Demonstrates cultural competence, which is the ability to honor and respect the beliefs, language, interpersonal styles, and behaviors of differing racial, ethnic, and other minoritized groups. Demonstrates an understanding of diversity, equity, inclusion, and antiracist behaviors, attitudes, and attributes. Refer to Board Policy 3410 for definitions.**

6. **INITIATIVE:**

XE     ME     PE     NI     NA

Understands and accepts new situations; performs well with minimal instruction; makes sound decisions in the absence of detailed instructions or direct supervision; keeps supervisor informed of status of assigned work.

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and work performance expectations.**

7. **LEAD WORK AND COORDINATION (IF APPLICABLE):**  XE     ME     PE     NI     NA

Fulfills coordinator and/or lead responsibilities through scheduling employees' work, monitoring the accomplishments of day to day work in accordance with established goals and objectives, **with respectful, inclusive, and equitable actions,** and **by** reporting any attendance and/or other concerns to the manager in a timely manner.

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and in work performance expectations.**

**SECTION 3: SUMMARY RATING & ADDITIONAL COMMENTS**

**OVERALL PERFORMANCE FOR THE EVALUATION PERIOD:**  XE     ME     PE     NI     NA

The Summary Rating is an overall assessment of the job performance over the evaluation. The overall summary is not necessarily a mathematical average of the rating elements achieved on the individual rating elements listed above.

Comments: Include information upon which evaluation is based. The text box will expand as needed.

Action: Indicate recommendations for improvement in this area, including timeframe for completion **and work performance expectations.**

#### **SECTION 4: GOALS SECTION**

**This is intended for members who aspire to improve their section rating. This section should include professional development goals supporting development of diversity, equity and inclusion competencies that contribute to an inclusive campus environment.** This section may be used to outline goals for achievement over the next performance evaluation period. Individual employee performance goals must be aligned with the job classification description and should be shared and discussed with the employee prior to being included on the evaluation; goals listed shall reflect action sections from the current evaluation. Performance goals should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Please consult with Human Resources regarding the development of SMART goals.

**The employee has requested to participate in the optional Professional Growth Plan.**

#### **SECTION 5: SELF-REFLECTION (OPTIONAL)**

**This section is for the overall reflection on performance, strengths, and potential areas of improvement by the employee.**

**SECTION 5.6: SIGNATURES**

Evaluator's Signature \_\_\_\_\_

**Evaluator's Name (Print)** \_\_\_\_\_

Date \_\_\_\_\_

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

***Evaluator's Most Recent Evaluation Training Date: xx/xx/xxxx***

Next Level Manager's Signature \_\_\_\_\_

**Next Level Manager's Name (Print)** \_\_\_\_\_

Date \_\_\_\_\_

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

Employee's Signature \_\_\_\_\_

**Employee's Name (Print)** \_\_\_\_\_

Date \_\_\_\_\_

*(Type in your name to **Your signature represents acknowledgement of receipt, and does not represent agreement.** the information you are providing is true and accurate to the best of your knowledge)*

This MOU shall be rolled into the collective bargaining agreement after the ratification of the 2026-2027 contract.

**ACCEPTED AND AGREED TO:**

**FOR THE DISTRICT**

*Martha Garcia*

Martha Garcia (Feb 26, 2026 17:33:56 PST)

Dr. Martha Garcia, President

**02/26/2026**

Date

**FOR CSEA, Chapter 262**

*Zak Gallegos*

Zak Gallegos, Lead Negotiator

**02/12/2026**

Date

*Nate Garcia*

Nate Garcia, Labor Relations Representative

**02/12/2026**

Date