



## **TENTATIVE AGREEMENT #7**

### **ARTICLE 4: ORGANIZATIONAL RIGHTS**

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

*Intent: CSEA and the District will continue to mutually collaborate on committee appointments. CSEA reserves the right to appoint their representatives to committees.*

#### **ARTICLE 04: ORGANIZATIONAL RIGHTS**

04.08 ~~Release Time for Negotiations:~~

**Release time allows employees to be released from their regular assignments to participate in a variety of Union related activities. Release time may only be granted during an employee's scheduled work hours. Release time shall not be granted while an employee is earning comp time or overtime. Release time shall be subject to the same conditions as District working hours as it relates to accommodation and/or the interactive process. Nothing in this section shall prohibit a unit member from engaging in Union activities during their personal time.**

CSEA 262 shall have the right to designate up to seven (7) unit members to participate in collective bargaining contract negotiation sessions. Negotiations shall be conducted at times agreeable to both parties. CSEA 262 negotiating team members shall notify their immediate managers of their participation and, as soon as available, provide a schedule of dates and times of sessions.

~~04.09~~**8.1** ~~Release Time for CSEA Statewide Committee Appointment:~~ A unit member who is appointed to a CSEA statewide committee shall submit a written request for paid release time along with the official notice from the state CSEA office to the unit member's immediate manager. Paid release time will be subject to the approval of the unit member's immediate manager and their vice president with notification to the Vice President, Human Resources. The District shall not be responsible for any travel expenses related to the committee appointment.

~~04.10~~**8.2** ~~Release Time for CSEA Statewide Elected Office:~~ CSEA 262 and the District shall comply with the provisions of California Education Code Section 88210 or its successor. The unit member shall notify their immediate manager, vice president, and the Vice President, Human Resources of their election. Fiscal Services shall submit an invoice to the State CSEA office for reimbursement pursuant to California Education Code Section 88210 or its successor.

~~04.11~~**8.3** ~~Release Time for Annual Conference:~~ The District shall allow paid release time for attendance at the CSEA Annual Conference for the actual days of the conference, not to

exceed five (5) days on the basis of two (2) delegates for the first one hundred fifty (150) members and one (1) additional delegate for each additional one hundred (100) members of CSEA 262. Release time for conference delegates shall be subject to the immediate manager's approval, and each delegate shall submit a request for release time in writing to their immediate manager for approval no later than thirty (30) days prior to the date of the conference.

~~04.12~~**08.4** Release Time for Job Stewards: Job stewards, as designated by CSEA 262, shall have release time representing members, including but not limited to investigations and/or interviews regarding representation matters, grievance, disciplinary, and evaluation appeal meetings. CSEA 262 shall notify the Vice President, Human Resources, in writing, the names of the designated job stewards when elected or appointed and when a change is made.

~~04.13~~**08.5** Release Time for CSEA 262/District Business: The CSEA 262 Chapter President, or designee, shall have release time as deemed necessary to handle necessary union/district business in matters under the scope of representation, as prescribed under the Educational Employment Relations Act (EERA). All release time shall be coordinated with the Vice President of Human Resources and the immediate manager.

~~04.14~~**08.6** Release Time for Professional Organizations: A unit member who is appointed or elected to a work-related organization shall submit a written request for paid release time along with the official notice from the organization to the unit member's immediate manager. Paid release time will be subject to the approval of the unit member's immediate manager and their vice president with notification to the Vice President, Human Resources. The District shall not be responsible for any travel expenses related to the organizational appointment or election.

~~04.15~~**08.7** Release Time for Chapter Meetings: The District shall allow one (1) hour of paid release time per member, per meeting, per month for Chapter Meetings. Should additional meetings be necessary to ratify a negotiated agreement, the District shall provide on (1) hour of paid release time per member, per meeting for such ratification. Upon request of the Vice President of Human Resources, CSEA will verify a member's attendance.

~~04.16~~**08.8** Release Time for Executive Board Meetings: The District shall allow three (3) hours of paid release time or compensatory time for up to nine (9) Executive Board Members per month for Executive Board meetings. Upon request of the Vice President of Human Resources, CSEA will verify a member's attendance. CSEA 262 representatives shall notify the District and their immediate managers of their participation and, as soon as available, provide a schedule of dates and time of meetings. If meeting times change, managers will be informed, with at least five (5) workdays' notice.

**The District shall allow up to eight (8) hours of paid release time for up to nine (9) Executive Board members to attend semi-annual Executive Board Planning Meeting. Planning meetings shall be scheduled in collaboration with the Vice President, Human Resources or designee.**

~~04.17~~**08.9** Release Time for CSEA 262 New Employee Orientation: CSEA 262 shall have the right to conduct an orientation session for newly hired unit members to inform them about CSEA, including but not limited to CSEA structure, activities, membership, and the collective

bargaining agreement. The CSEA 262 President or designee may request release time of thirty (30) minutes for each unit member for this purpose in a timely manner, usually within the first thirty (30) days after start of employment. The request shall be made to the unit member’s immediate manager and the Vice President, Human Resources in advance and shall be held at a mutually agreeable time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The orientation session shall be held on District property during the workday of the unit member(s), who shall be on paid time.

~~04.18~~**08.10 Release Time for District Board of Trustees Meetings:** The District shall allow three (3) hours of paid release time or compensatory time for one (1) Executive Board Member per month to attend and report at the monthly Board of Trustees meetings.


~~04.19~~**08.11 Committees:** If the District forms a committee, including ad hoc and advisory committees, asking for representation from the Bargaining Units, CSEA 262, in accordance with Education Code 70901.2, will select a designated number of representatives from the unit membership. The District shall provide release time commensurate with committee responsibilities. CSEA 262 representatives shall notify their immediate managers of their participation and, as soon as available, provide a schedule of dates and time of meetings. CSEA 262 has the right to appoint representatives to committees, including ad hoc and advisory groups, that are charged with policies and procedures that affect unit members.

~~04.20~~**08.12 Release Time for Needs Improvement Plans:** Participation for unit members in trainings, workshops, or activities to meet the specifications of a Needs Improvement Plan shall be approved by the unit member’s immediate manager, subject to operational unit needs.

**04.08.13 Additional Union Business: Release time may be requested by the CSEA Chapter President or designee for Union business including, but not limited to, CSEA standing committees and ad hoc committees and is subject to approval by the Vice President, Human Resources or designee. Whenever practical requests for release time shall be submitted to the Vice President, Human Resources or designee with at least five (5) business days' notice.**


**ACCEPTED AND AGREED TO:**

**FOR THE DISTRICT**


  
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Sokha Song, Chief Negotiator  
Sep 27, 2023

Date

**FOR CSEA, Chapter 262**

  
\_\_\_\_\_  
Rosa Asencio, CSEA, Chapter 262 President  
Sep 26, 2023

Date

  
\_\_\_\_\_  
Jessica Gonzalez, Labor Relations Representative  
Sep 27, 2023  
Date