

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
and  
RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION, CCA/CTA/NEA  
MEMORANDUM OF UNDERSTANDING

Regarding Compliance with AB119  
NEW EMPLOYEE ORIENTATIONS

August 7, 2018

This AGREEMENT is made and entered into on August 7, 2018 by and between Riverside Community College District and the Riverside Community College District Faculty Association CCA/CTA/NEA.

The passage of Assembly Bill 119 has added requirements for public employers to give access to new employee orientations and provide contact information to exclusive representatives on all bargaining unit members. This Memorandum of Understanding (hereinafter, "MOU") represents the parties understanding related to the bargaining unit information which RCCDFA will receive. The MOU is entered into by and between the Riverside Community College District (hereinafter, "College District") and the Riverside Community College District Faculty Association (hereinafter, "RCCDFA")

1. DISTRICT NOTICE TO RCCDFA OF NEW HIRES
  - a. Provide RCCDFA With Notice of New Hires: The College District shall provide the RCCDFA with notice of any newly hired employee whose position falls under RCCDFA 's representation, on the 1st and 15th of every month, via electronic mail. The notice shall include full legal name, date of hire, job title, and work location. Should the 1st or 15th fall on a holiday or weekend, notice shall be provided on the following business day or as soon as reasonably possible.
  - b. Definition of a Newly Hired Employee: "Newly hired employee" or "new hire" means any employee, whether permanent, full time, or part time, hired by the College District, and who is still employed. It also includes all employees who are or have been previously employed by the College District and whose current position has placed them in the bargaining unit represented by RCCDFA. For those latter employees, for purposes of this agreement only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the RCCDFA unit.
  
2. NEW EMPLOYEE ORIENTATION
  - a. Definition of New Employee Orientation: "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or

through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

b. Provide RCCDFA with Access to New Employee Orientations: The College District shall provide RCCDFA access to its new employee orientations. Such access shall be limited to no more than 30 minutes of the orientation process. RCCDFA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided as agreed upon and in specific instances where there is an urgent need critical to the College District's operations that was not reasonably foreseeable. Orientation sessions may include individual (one-on-one) new hire meetings with a Human Resources representative, a site administrator, and/or group orientation sessions.

c. On-boarding orientations may occur at any time subject to College District needs, but will typically occur on the day following the monthly Board meetings if that day is a business day and if new employees are on the Board's agenda. This on-boarding orientation procedure will begin during the Spring term 2018. When more than one employee is on-boarded, the orientation may be a group orientation and RCCDFA will have group access, rather than individual access. Orientations will not be delayed or cancelled due to inability or failure of RCCDFA representatives to attend. New employees are not compelled to attend the portion of the orientation accessed or conducted by RCCDFA.

d. The College District agrees to hold a minimum of two (2) orientation sessions during the academic year. The RCCDFA Labor Relations Representative may also attend the orientation.

e. The orientation sessions shall be held on District property.

f. Upon request of RCCDFA, during the RCCDFA's portion of the orientation session, no District manager or supervisor, or non-unit employee shall be present.

g. New Hire Information Packet: The College District shall include the RCCDFA membership application (and an RCCDFA provided link for an electronic application where applicable) in any employee orientation packet of District materials that is provided to any newly hired employee. RCCDFA shall provide the copies of any RCCDFA literature/membership applications to the College District for distribution. The District will inform RCCDFA of additional printed materials are needed at least five (5) working days before the orientation.

### 3. EMPLOYEE INFORMATION

Provide RCCDFA With new hire contact Information: On the last business day of each month, the College District shall provide to RCCDFA, via a mutually agreeable secure format, the name and contact information on the new hires except that personal contact information restricted under Government Code section 6254.3 may be withheld upon an employee's written request to maintain such information privately.

The District and Association agree to these terms effective immediately.

Woldeab Isaac 8/14/2018  
For the District: Chancellor  
Dr. Wolde-ab Isaac

Rhonda Taube 8-14-18  
For RCCD Faculty Association: President  
Dr. Rhonda Taube