



## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) 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). This MOU shall not be deemed precedent setting.

*Intent: The intent of this MOU is to provide unit members the ability to proactively balance District work and Union responsibilities with dedicated release time. The list of Union duties is a summary only and both CSEA and the District recognize that other Union duties may be performed during this time. This agreement should not be interpreted to establish limits or restrictions on CSEA 262's right to release time granted by law or other sections of the Collective Bargaining Agreement.*

The District and CSEA have agreed as follows:

The District shall provide four (4) CSEA unit members with up to twenty (20) hours each (80 hours total for the group) of release time per week. Selected CSEA unit members shall be from separate departments unless mutually agreed upon. Release time shall be designated and granted each calendar year on an annual basis. Changes can be made to the allocated release time throughout the year by mutual agreement. Prior to the start of the assignment the names of the unit members, summary of duties, and allocated numbers of hours shall be communicated by the CSEA president or designee to the Vice President, Human Resources (VPHR) or designee. Designated unit members and their managers shall coordinate work schedules and standards of communication related to allocated release time hours. Should the unit member need more release time, a request shall be made to the VPHR or designee. If Union business is not being conducted during release time, the unit member shall return to regularly assigned District work. This time does not impact the release time granted to other unit members or other areas where release time is addressed in the Collective Bargaining Agreement.

CSEA Shall provide the District thirty (30) days notice prior to the start of the annual release time. Whenever possible, the District shall Grant the release time to begin as soon as practical within the thirty (30)-day period. Both the District and CSEA realize that appointments may have secondary staffing impacts to departments and there may be extenuating circumstances where the full twenty (20) hours of release time may not fully begin within thirty (30) days.



This MOU shall be rolled into the collective bargaining agreement once CSEA 262 and the District reach mutual agreement to include it into the contract.

**ACCEPTED AND AGREED TO:**

FOR THE DISTRICT

Martha Garcia

Martha Garcia (Jan 22, 2025 17:04 PST)

Dr. Martha Garcia, President

01/22/2025

Date

FOR CSEA 262

Brandon Gillett

Brandon Gillett (Jan 16, 2025 14:43 PST)

Brandon Gillett, President

01/16/2025

Date

Nate Garcia

Nate Garcia, Labor Relations Representative

01/17/2025

Date