



**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 Memorandum of Understanding shall not be deemed precedent setting.

*Intent: The intent is to address the concerns brought by CSEA 262 regarding the use of daily activity logs as a time clock.*

*Background: The District issued the following directive to all PSOs and CSOs on August 31, 2023, "ensure your Daily Activity Logs are completed and submitted at the end each workday. In addition, PSOs ensure keys are retrieved from the TRAKA box at the start of shift and returned at the end of shift. The time when keys are retrieved and returned from the TRAKA box shall be documented on the Daily Activity Log for each working day."*

The District and CSEA mutually agree to the following:

The District will not use 'activity logs' as a tool to track the start and/or end times of unit members' shifts.

**ACCEPTED AND AGREED TO:**

**FOR THE DISTRICT**

Martha Garcia

Martha Garcia (Sep 10, 2024 13:14 PDT)

Martha Garcia, CEO/President

09/10/2024

Date

**FOR CSEA, Chapter 262**

Rosa Asencio

Rosa Asencio, President

09/04/2024

Date

Nate Garcia

Nate Garcia, Labor Relations Representative

09/05/2024

Date