

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 12, 2023**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

In accordance with **Article 16: PERSONNEL**, specifically subsection 16.6: Classification and Compensation Study Process, the District will conduct a districtwide Classification and Compensation study to review and revise the District's classified job descriptions and to conduct a comparison of salary and benefits within the comparison market: ~~Mt. San Jacinto Community College District, Chaffey Community College District, College of the Desert, Riverside Community College District, Victor Valley College, and Palomar Community College District, Chabot-Las Positas CCD, Citrus CCD, Coast CCD, Contra CCD, Foothill-De Anza CCD, Grossmont-Cuyamaca CCD, Kern CCD, Los Angeles CCD, Los Rios CCD, Mt. San Antonio CCD, North Orange County CCD, Peralta CCD, Rancho Santiago CCD, Riverside CCD, San Deigo CCD, San Jose/ Evergreen CCD, San Mateo CCD, South Orange County CCD, State Center CCD, Ventura County CCD, West Hills CCD, West Valley-Mission CCD, Yosemite CCD, and Yuba CCD.~~

The Classification and Compensation Study implementation plan is to improve internal alignment, clearly define career ladders, and bring classifications whose pay range ~~maximums~~ **medians** ~~were~~ **are** behind the median of similar positions in the comparison of salary and benefits as close as feasible **to median** ~~within the authorized budget and constraints of the District's existing classification and compensation plan. The goal of the Classification and Compensation study is to place all CSEA Classified positions at or above the median range of the comparable community college districts while providing progressive career ladders as well as for internal alignment.~~ All classified **bargaining unit** positions and job families will be reviewed in the classification and compensation study. Subsequent to the adoption of the Classification and Compensation Study, the District will meet and confer with the Association on the findings and recommendations (salary adjustments, job description changes, etc.). ~~All recommendations are negotiable by the negotiating teams (salary adjustments, job description changes, etc.).~~ **Any and all Unit members who receive an increase in range due to the Classification and Compensation study shall not suffer a decrease in compensation,** and shall retain their step **placement** on the salary schedule.

The Classification and Compensation Study process shall include a comprehensive job description review by the Ad Hoc Committee, ~~classification study questionnaires~~ **Position Description Questionnaire (PDQ)**, and the draft preparation and review. The committee makeup of the AD HOC Committee shall be mutually agreed upon between the District and the Association. ~~The District shall provide equal-reasonable-release time for the Association members~~ **of for officials all meetings of the Ad Hoc Committee,** and workgroup time therein. The District shall **collect and analyze relevant** ~~provide to the Association all data~~ collected and analysed regarding compensation for all classifications, **and forward this data to the Ad Hoc Committee.** ~~The District shall provide to the Association copies of all PDQ's received.~~

The Ad Hoc Committee shall review the PDQs and ~~develop a data collecting process for all classifications, and review data collected collaboratively~~ and send forth their recommendations to the **Negotiation Teams** ~~Parties negotiations Committees~~ for the negotiating ~~of~~ the completion and implementation of the Classification and Compensation Study per Article 16.6.

The Classification and Compensation Study process will be conducted in three (3) phases, **with start and end dates subject to change due to completion of preceding phase and negotiations,** as follows:

Phase 1 (~~October 2023—January 2024~~) **(January 2024 – March 2024)**

District Counter Proposal #2 12.12.23

- Administrative/Clerical Support
- Instructional Support

Phase 2 (~~January 2024 – March 2024~~) (April 2024 – July 2024)

- Student Services
- Business/Fiscal Services

Phase 3 (~~April 2024 – July 2024~~) (August 2024 – October 2024)

- Maintenance and Operations/Administrative Services
- Technology Services
- Child Development

The Parties shall mutually attempt to complete the Classification and Compensation Study within (1) year of the date of ratification start date.

The Parties mutually agree that all reclassification requests shall be placed on hold and will be processed at the completion of the Classification and Compensation Study or within one (1) year from submission.

**The agreed upon findings and recommendations shall be effective July 1, 2024.**—Any classifications not completed by July 1, 2024, will be subject to retroactive pay if applicable. The Parties mutually agree that the findings and recommendations will be effective at the time the updated job descriptions are approved by the Board of Trustees.

~~All effects to compensation such as adjustment in salary will be retroactive October 25, 2023. All negotiated effects to compensation shall be implemented at the end of each phase, with retroactive pay to the date of PDQ deadline for each phase.~~

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

For CSEA

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Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

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Ernest Guillen, President CSEA #291

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Noah Snyder, CSEA LRR

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Diana Vaichis, Team Member

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Yendis Battle, Team Member

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Kevin Limoges, Team Member