

**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**

**May 16, 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"), collectively referred to as "the Parties."

The Parties agree to approve the interim Out-of-Class assignment for J Manuel Villegas, Financial Aid Specialist, to the Financial Aid Coordinator, CHC, under the following stipulations:

1. The length of the assignment will be April 11, 2023, through June 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on October 10, 2022, as the Financial Aid Coordinator.
2. The Employee will be compensated at Range 45, Step E. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Financial Aid Specialist.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Financial Aid Specialist will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of J Manuel Villegas.

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 &  
Police Services

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Cassandra Thomas, President CSEA #291

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Ernest Guillen, Team Member

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Yendis Battle, Team Member

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David Stevenson, Team Member

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Brandice Mello, Team Member

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Noah Snyder, CSEA LRR