

**Memorandum of Understanding between
SEIU Local 1021 ("Union") and SCUSD ("Employer")**

Regarding New Employee Orientations ("NEOs") and Communication with Employees in Light of COVID-19 (Coronavirus)

The parties enter into the following agreement in response to ongoing health concerns presented by the COVID-19 virus.

RECITALS

- A) The parties share a mutual interest in assuring the health and safety of clients, families, staff and the community.
- B) Open communication with staff, including newly hired employees, is essential given the uncertainty caused by the current health situation.
- C) Guidance issued by the Centers for Disease Control and other public health agencies to curb the spread of COVID-19 should be followed and may require the implementation of new forms of communication with employees and new modes of imparting NEO training.

AGREEMENT

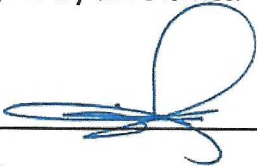
1. The parties will provide each other notification of updated policies and practices as they are developed and implemented, including those related to COVID-19. If changes to policies and practices alter wages, hours, terms or conditions of employment the District will meet and confer with the Union prior to implementing the changes.
2. If in-person NEOs are temporarily suspended due to COVID-19, the Union will have the opportunity to meet with new employees one-on-one ("1:1") for up to 30 minutes during work time within 10 work days of a new employee's first day of employment. It will be at the Union's discretion whether to conduct these 1:1 orientations in person, via telephone, or online, and whether they will be led by Union staff or members leaders. The District will grant member leaders who conduct 1:1 orientations in person, via telephone, or online additional release time to do so. To arrange such a meeting, the Union shall notify the District's designated manager/supervisor within twenty-four (24) hours of the Union's desire to schedule such a meeting and shall work together with the designated manager/supervisor to schedule a period of thirty (30) minutes during normal working hours.
3. The District will provide an online individual NEO on a virtual google document. The document will be sent to the new employee via email in his/her on-boarding hiring packet. When HR receives notification the new employee has successfully completed all the required processes, concluding-with NEO, the District will send the Union the new

employee's name, email address, phone number, and position the next business day. Then the Union will have the opportunity to conduct its 30 minute orientation.

4. Should the District choose to distribute paper NEO materials outside of an in-person or online NEO during the COVID-19 emergency, such materials will be treated as a written communication. The Union will receive notice and have the opportunity to prepare its own paper NEO materials and membership card, which can be distributed at the Union's direction.
5. The District will resume conducting in-person NEOs as soon as it is feasible and the Union's access to such in-person NEOs will resume as has been bargained for and/or is the established past practice once in-person NEOs are reinstated. Such Union access will extend to "make up" in-person NEOs that were delayed during the pendency of the COVID-19 emergency and that are rescheduled once the emergency subsides.

This MOU will expire on June 30, 2020, or when the County, and/or State, health authorities authorize the resumption of regular work and the District resumes regular work, whichever is earlier.

Signed by the District:



Date:

5/29/20

Signed by the Union:

Karla Faucett

Date:

6/12/20