

Memorandum of Understanding

Perris Union High School District (PUHSD) and the California School Employee Association (CSEA) and Its Perris Valley Chapter #469

Custodial Assignments

May 24, 2018

This Memorandum of Understanding is made and entered into effective May 24, 2018 ("Effective Date"), by and between the PERRIS UNION HIGH SCHOOL DISTRICT ("District") and CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION, AND ITS PERRIS VALLEY CHAPTER #469 ("Association") (hereafter collectively referred to as "the Parties").

RECITALS

1. In June 2017, the Parties came to an agreement on transferring a vacant custodial position. As part of the agreement:
 - The District agreed to present to CSEA a detailed listing of each custodial route within the district including square footage, flooring type, and number of minutes expected to clean each room or location. The listing would also include any allowances for more than the usual amount of windows, or the presence of sinks, paper towels dispensers, soap dispensers, or similar items that may require more time for those types of rooms.
 - The parties agreed to form an Ad-Hoc Custodial Committee consisting of one custodian from each comprehensive school site as selected by CSEA, a representative from the CSEA Negotiations Team, and district administrators to review the detailed custodial route listings as well as walk the routes at each campus to provide input for any adjustments to routes.
2. The District worked with Hillyard, Inc. to evaluate each site's custodial needs based on the exact specifications of each facility. Utilizing Hillyard's Cleaning Cost Analysis Program (CCAP), the District developed a new cleaning program and new custodial routes for each site attempting to balance each route and ensure equitable distribution of workload.

AGREEMENT

Therefore, the Parties agree as follows:

1. The District shall provide custodians with routes/zones available at their site in July of each year. These route/zone bid sheets shall have route/zone name and zone designation on site map, shift time, and route/zone detail available.

2. No sooner than ten (10) working days following the distribution of the route/zone bid sheets, the District shall allow custodians at each site to select their route/zone by seniority within each classification. Shifts are considered biddable for employees with start/end times matching the route/zone. Following this bidding process, the new routes/zones shall become effective August 1st. However, it is understood that the effective date of the new route/zone does not preclude adjustments being made to a custodian's assignment to finalize summer cleaning or meet the needs of the site in preparation of each new school year.
3. In the event there is a significant permanent change to a route, such as a change in custodial staffing, vacancy, opening of a new building, long term (>15 working days) room addition/deletion, or vacancy, the bidding process will be conducted again.
4. Each custodian shall sign the master route/zone sheet indicating their identified route/zone and a copy shall be distributed to the bargaining unit members.
5. As established by current practice, if a vacancy occurs and there is no unit member at the site with the matching start/end time, the vacancies shall be filled through the transfer/hiring process in the collective bargaining agreement, rather than through the bidding process.
6. Specific site/route training shall be provided by the District in their specific route/zone cleaning requirements/methods, equipment assigned, chemicals (dilution, handling, labeling, potential hazards, storage, emergency response), proper personal protective equipment (PPE), efficient cleaning methods, operation of equipment and cleaning expectations. This training shall occur in the Summer of 2018, prior to the new route assignments commencing. Additional follow-up training will be provided on an as-needed basis for each employee. As-needed is defined as necessary by management or employee request. Training shall also include the use of technology for ordering materials, supplies, equipment request, and work order request.
7. The District shall provide a re-bidding of routes during December 2018 for implementation of January 2019. This re-bidding process shall adhere to items 1-3 above. The parties recognize that this agreement is the result of a change to the cleaning program and agree that the effectiveness of this agreement in addressing the impact of this change shall be evaluated for subsequent years.

This Agreement constitutes the entire agreement and understanding of the Parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained herein. All prior understandings, terms, or conditions, written, oral, expressed, or implied, are superseded by this Agreement.

This Agreement cannot be changed or supplemented orally and may be modified or superseded only by written instrument executed by both Parties.

The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

It is agreed and understood this agreement is subject to all approvals required under the CSEA Policy 610, as well as the Perris Union High School District Governing Board approvals.

Dated this 24th day of May 2018

Association:



Joshua Rushing
Negotiations Chairperson, CSEA



Lisa Towery
Labor Relations Representative, CSEA




Helen Stimach
Negotiations Team Member



Tara Hefner
Negotiations Team Member



Alvin Hill
Negotiations Team Member




Crystal Horton
Negotiations Team Member



Jacob Riddle
Negotiations Team Member

District:



Kirk Skorpanich
Assistant Superintendent, Human Resources



Candace Reines
Deputy Superintendent, Business Services



Nick Hilton
Director, Human Resources



Judy Miller
Director, Risk Management & Environmental Safety

Audrey Mitchell
Director, Nutrition Services