

MEMORANDUM OF UNDERSTANDING
BETWEEN PERRIS UNION HIGH SCHOOL DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION (CSEA) AND ITS CHAPTER, PERRIS VALLEY #469

ONE-WAY VIDEO INTERVIEWS (SPARK HIRE)

May 13, 2021

This Memorandum of Understanding is made and entered into effective May 13, 2021 ("Effective Date"), by and between the PERRIS UNION HIGH SCHOOL DISTRICT ("DISTRICT") and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PERRIS VALLEY CHAPTER #469 ("ASSOCIATION") (hereafter collectively referred to as the "PARTIES").

RECITALS

During the COVID-19 pandemic, the District was forced to pivot its processes for interviewing and quickly transitioned to virtual interviews that included representatives from the Association pursuant to Article 18 of the collective bargaining agreement.

The District reviewed options to virtual interviews in an attempt to increase flexibility and ease of use for candidates, while increasing efficiency in the hiring process. As a result, the District chose to implement self-recorded one-way interviews. This type of interview is also referred to as asynchronous interview, pre-recorded interview, virtual interview, or digital interview.

The District has implemented one-way video interviews through a platform called "Spark Hire". The program empowers candidates the flexibility to interview at a time that best suits their schedule. It also establishes a fair interview process so all candidates answer the same questions under the same conditions to ensure everyone has an opportunity to do their best.

The Parties have established mutual interests in hiring the best candidate, efficiency, flexibility, inclusion, promoting current classified employees, ensuring trust and fairness, maintaining transparency, ensuring accessibility, and making sure the process is understandable.

AGREEMENT

Now therefore, the Parties hereby agree as follows:

1. One-Way Interview Panel Procedures.

- a. Prior to reviewing any interviews, the DISTRICT shall ensure that all interview panel members meet as a group to adhere to the DISTRICT's established procedures and norms developed to ensure the integrity of the selection process. The procedures shall include a review of the legal obligation to evaluate each candidate in an unbiased manner, ensuring candidates are not evaluated on their video quality or background (e.g. setting, items viewed in background, etc.).
- b. Unit members who serve as interview panel members shall be provided reasonable release time during their normal work day to review interviews and complete the interview packet.
- c. The interview panel shall reconvene after all panel members have reviewed the interviews to reach consensus on finalists for the position.

2. Training & Support.

- a. The DISTRICT shall ensure that communication to candidates who have been selected to interview includes instructions on who to contact if the unit member encounters an issue with the one-way interview program or with technology and a recommendation that they not wait until the last day to complete their interview.
- b. The PARTIES shall work collaboratively to develop a one-way interview instructional video. The DISTRICT shall post the video online to allow access to unit members whenever needed. Annually, the PARTIES shall offer three (3) live training sessions for unit members on how to complete a one-way video interview.
- c. If a unit member does not have the technology needed to complete a one-way interview, the unit member shall contact the DISTRICT to obtain access to technology for the one-way interview. Unit members shall also have the option of completing the one-way interview at the Human Resources office during Human Resources office hours (7:30 AM to 4:30 PM). It is understood that office hours may change from time to time.

3. Reasonable Accommodations. The DISTRICT shall notify all applicants of their right to request reasonable accommodations for interviews. If a unit member requests an accommodation meeting, the unit member shall also be notified of the right to have an ASSOCIATION representative present during the accommodation meeting.

4. Post-Interview Survey. During the first year of implementation, the DISTRICT shall provide candidates who have completed a one-way interview the opportunity to complete an anonymous survey to provide feedback regarding the one-way interview process. The survey data shall be reviewed by the PARTIES on a bi-monthly basis during scheduled problem-solving meetings.

5. Terms of Existing Agreements. Unless otherwise noted below, all terms of the current Collective Bargaining Agreement and existing MOU shall remain unchanged and in full force and effect.

6. Complete Understanding. This MOU represents a full and complete understanding between the Parties.

7. Grievance Provisions. Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the collective bargaining agreement between the parties.

8. Policy 610 and Board Approval. It is agreed and understood this agreement is subject to CSEA Policy 610 review and PUHSD Governing Board approval.

Dated this 13th day of May 2021

Association:




Josh Rushing
CSEA President



Lisa Towery
CSEA Labor Relations Representative

District:



Kirk Skorpanich
Assistant Superintendent, Human Resources



Alisha Fogerty
Director, Fiscal Services

Charlene Alvarez

Charlene Alvarez
CSEA Representative

Justin Brecht

Justin Brecht
CSEA Representative

Tara Hefner

Tara Hefner
CSEA Representative

Petra Nuñez

Petra Nuñez
CSEA Representative

John Phillips

John Phillips
CSEA Representative

Helen Stimach

Helen Stimach
CSEA Representative

Arthur j Fritz

Art Fritz
Director, Facilities Services

Nick Hilton

Nick Hilton
Director, Human Resources

Audrey Mitchell

Audrey Mitchell
Director, Nutrition Services

Erika Tejada

Erika Tejada
Principal

Joe Williams

Joseph Williams
Executive Director, Information Technology