TENTATIVE OF AGREEMENT
between the
NEVADA JOINT UNION HIGH SCHOOL DISTRICT
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
NEVADA UNION #165

The Nevada Joint Union High School District ("District") and the California School Employees Association and its Nevada Union Chapter No. 165 ("CSEA") agree to the following terms and conditions:

Article V: ORGANIZATIONAL RIGHTS

5.4 New Employee Orientation

5.4.1 The District shall provide CSEA notice of any newly hired employee, within seven (7) days of date of hire.

5.4.2 The District shall concurrently provide CSEA with the following employee information: full name; date of hire; employee identification number; classification and title; FTE value (e.g., 1.00 or .75); pay rate; work site location(s); work phone number; work schedule; email address; home address and phone number.

5.4.3 "Newly-hired employee" includes employees who have not been previously employed by the District and whose current position has placed them in the bargaining unit presented by CSEA. For those latter employees, the "date of hire" is the date upon which the employees changed such that the employee was placed in the CSEA unit.

5.4.1 DISTRICT NOTICE TO CSEA OF NEW HIRES

a) The District shall provide CSEA notice of any newly hired classified employee into a bargaining unit position, within ten (10) school business days of date of hire, via an electronic mail. Notification shall include the following information: full legal name, Board Approval date, date of hire/start date, classification, scheduled hours and site.

5.4.2 EMPLOYEE INFORMATION

a) "Newly hired employee" or "new hire" means any classified employee, whether permanent, full time, part time hired by the District into a bargaining unit position, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.
b) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

i. First Name; ii. Middle initial; iii. Last name; iv. Suffix (e.g. II); v. Job Title; vi. Department; vii. Primary worksite name; viii. Work telephone number; ix. Home Street address (incl. apartment #); x. City; xi. State; xii. ZIP Code (5 or 9 digits); xiii. Home telephone number (10 digits); xiv. Personal cellular telephone number (10 digits); xv. Personal email address of the employee; xvi. Employee ID; xvii. CalPERS status (Y/N); xviii. Hire date.

c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

All items listed in Subsection B above.

d) Public Records Act: Newly hired employees may, in accordance with the Public Records Act (PRA), request not to have their home address, home telephone number, personal cellular telephone number, and birth date provided to their exclusive representative. Under the PRA, this personal information is not open to public disclosure, but is open to the exclusive representative, unless the employee affirmatively requests otherwise. (County of Los Angeles v. Los Angeles County Employee Relations Comm. (2013) 56 Cal.4th 905.) The employer may not encourage employees to make such a request.

5.4.3 NEW EMPLOYEE ORIENTATION

a) “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

b) The District shall provide CSEA with not less than ten (10) days’ notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable.

c) To ensure compliance with the access provisions of AB 119, the District and CSEA agree to the following procedure:

The parties agree that the District shall hold a new employee orientation on a Quarterly Basis. The District and CSEA shall conduct a group orientation with newly hired employees. The group orientation shall take place at a mutually agreed upon date and location. The orientation shall be thirty (30) minutes for the District time and thirty (30) minutes for CSEA. All new employees shall be granted up to one (1) hour of paid time to attend the group orientation session. CSEA shall have
one (1) representative on paid release time to conduct the orientation session. When extenuating circumstances prevent a newly hired employee from attending the group orientation session, the District and CSEA shall meet to find a mutually agreeable alternative.

d) The District shall include a CSEA membership application and a copy of the collective bargaining agreement between the District and CSEA in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution by July 1 of each year.

e) During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present.

5.4.4 ATTENDANCE AT ORIENTATION

Attendance at the CSEA portion of the new employee orientation is voluntary. The District will not encourage employees to refuse participation in the CSEA orientation. New employees will need to notify CSEA of their intent to not participate. If employees elect not to participate in the CSEA orientation, they shall only be paid thirty (30) minutes of the one (1) hour paid time.

By: [Signature] Supr. Nevada Joint Union High School District

By: [Signature] CSEA Chapter #165

Date: 4-29-19

Date: 4-29-19