

## **Article 5- Association Rights**

### **5.5 DISTRICT NOTICE TO CSEA OF NEW HIRES**

- 5.5.1 The District shall provide CSEA notice of any newly hired employee within 10 days of hire via an electronic mail. The notice will include the following information: full legal name, date of hire, classification, and site.

### **5.6 EMPLOYEE INFORMATION**

- 5.6.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, 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 status changed such that the employee was placed in the CSEA unit.
- 5.6.2 The District shall provide CSEA with contact information on the new hires.
- 5.6.3 "Contact information" is defined as: First Name, Middle Initial, Last Name, Suffix (e.g. Jr., III), classification, department, primary worksite, home street address (including apartment number), city, state, zip code (5 or 9 digits), home telephone, work telephone, and personal cellular number (10 digits), personal email address, Employee ID, last 4 numbers of the Social Security number, hire date, and CalPERS status (Y/N).
- 5.6.4 The information will be provided to CSEA electronically via the CSEA-designated FTP site or service, on the last working day of the month in which they were hired, with each field in its own column. The FTP site and login information will be provided to the District by CSEA.
- 5.6.5 This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.
- 5.6.6 In the event no one is hired in any month, the District shall send an e-mail to CSEA confirming that they did not hire any new staff that month.
- 5.6.7 Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members names and contact information (as defined in 5.6.3), with each field in its own column, on the last working day of September, January, and May.

### **5.7 NEW EMPLOYEE ORIENTATION**

- 5.7.1 "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.

- 5.7.2 The District shall provide CSEA with mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation.
- 5.7.3 The District shall conduct at least one mandatory monthly group orientation each month. The District and CSEA shall meet each June to collaborate on the monthly orientation schedule for the following fiscal year.
- 5.7.4 CSEA shall have forty-five (45) minutes of paid release time for up to two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation sessions. Each new employee shall have paid release time for the orientation session. Said release time shall be in addition to reasonable travel time for both CSEA representatives and participating new employees. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- 5.7.5 All employees will be highly encouraged to attend the first monthly orientation after they are hired. Should extenuating circumstances prevent a new employee from attending the first group orientation after their first day in paid service, the District shall provide CSEA with thirty (30) minutes of paid release time for one (1) CSEA representative to conduct one-on-one orientations with the new employee at the new employee's assigned worksite during their regular working hours. The new employee shall be relieved of their duties for the purpose of this meeting and shall be on paid time. Said release time shall be in addition to reasonable travel time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- 5.7.6 The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
- 5.7.7 During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.