

April 25, 2017

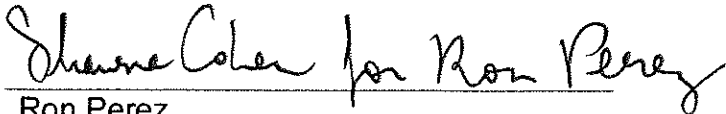
**Memorandum of Understanding  
Between  
Council of Classified Employees CCE/AFT Local 4522  
And  
Palomar Community College District**

This Memorandum of Understanding (MOU) between the Council of Classified Employees, AFT Local 4522 ("CCE") and the Palomar Community College District ("District") (hereinafter collectively referred to as "Parties") is entered into between the Parties hereto with respect to the **Final Resolution** of the reevaluated positions in the Classified Unit Classification Study as presented to the Governing Board on March 14, 2017 and April 11, 2017.

NOW, THEREFORE, the Parties agree as follows:

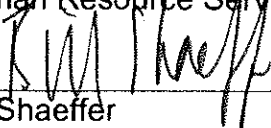
1. This MOU amends the August 24, 2016 MOU (attached hereto is Exhibit 1) between the Parties regarding the RSG Reclassification Study.
2. The Parties agree to extend the deadline from April 21, 2017 to May 5, 2017 for any of the 34 positions identified in the March 14, 2017 Board agenda item so that any of the affected persons or the Supervisor of an affected position may submit their initial reclassification request pursuant to CCE Article 10, Section 10.5.1.
3. If any position is reclassified resulting in an increase in compensation as a result of this MOU, the affected person shall be subject to the same retroactive pay and one-time off-schedule payment provisions of the Parties' August 24, 2016 MOU.
4. The 34 positions which are covered by this MOU are identified in Exhibits 2 and 3, which are attached hereto and incorporated herein by reference.

Dated: 4/25/2017

  
\_\_\_\_\_  
Ron Perez

Assistant Superintendent/Vice President  
Finance and Administrative Services  
Human Resource Services

Dated: 4/25/2017

  
\_\_\_\_\_  
Bill Shaeffer

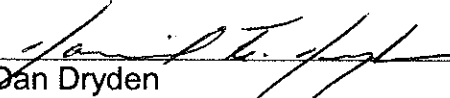
Rutan & Tucker, LLP  
District Lead Negotiator

Dated: 4-25-17

  
\_\_\_\_\_  
Frank Oppedisano

California Federation of Teachers  
Lead Negotiator, CCE

Dated: 4-25-17

  
\_\_\_\_\_  
Dan Dryden

Sr. Administrative Secretary, DRC  
President, CCE

# **EXHIBIT 1**

August 24, 2016

**Memorandum of Understanding  
Between  
Council of Classified Employees CCE/AFT Local 4522  
And  
Palomar Community College District**

This Memorandum of Understanding (MOU) between the Council of Classified Employees, AFT Local 4522 ("CCE") and the Palomar Community College District ("District") is entered into between the parties hereto with respect to the Classification Study.

NOW, THEREFORE, the parties agree as follows:

158 Classifications from RSG Study

RSG Lang. Clean Up (Formerly B's)

158 Classifications. District will continue to clean up language on all classifications per agreement below rather than wait for the positions to be identified for Re-Evaluation.

Language clean-up will be implemented as agreed upon by the parties. Examples of clean-up may include but are not limited to: legal requirements, grammar, titles and position names.

Timeline: Ongoing. To be completed by the District with District submitting completed classifications to CCE periodically in blocks. The District sent the last block to the CCE on 8/4/2016 and is awaiting CCE response. CCE shall respond by September 7, 2016.

Re-evaluation Issues (Formerly C's (position grade, or position placement incorrect))

The parties agree to limit the number to 20 positions per party for re-evaluation.

The District will be responsible for the re-evaluation process.

For purposes of those positions which the parties agree will be reclassified:

If grade goes up, move to new grade at current step.

Salary will increase effective September 1, 2016 and will be applied to the September 30, 2016 paycheck.

If grade goes down, employee is Y-rated. Keep transfer rights at grade prior to RSG study implementation.

A one time, off schedule, payment shall be made to all bargaining unit members whose grades went up on October 31<sup>st</sup>, 2016

The one-time payment shall be calculated by taking the employees actual pay (base pay plus overtime plus any out-of-class pay) between September 1st, 2014 and August 31<sup>st</sup>, 2016 and multiplying it by the percent increase given by the RSG study to that employee. In calculating actual pay, any out-of-class earnings will be deducted from the amount. (See Whiteboard Photo from Negotiations Session on July 21<sup>st</sup>, 2016 when the District made their Proposal #5)

Both parties acknowledge that the District is not responsible for payment of PERS contributions for the employee, or District, on this one time off schedule payment.

CCE's proposed positions will be emailed by August 31<sup>st</sup>, 2016 to the District's Negotiations team.

Timeline: To be completed by December 15, 2016

#### Salary

For purposes of those positions which the parties agree will be reclassified:

If grade goes up, move to new grade at current step.

The District agrees that if grade goes down, employee is Y-rated. Keep transfer rights at grade prior to RSG study implementation date.

Salary increases shall be effective September 1, 2016 and will be applied to the September 30, 2016 paycheck.

A one-time, off schedule, payment shall be made to all bargaining unit members whose grades went up on October 31<sup>st</sup>, 2016

The one-time payment shall be calculated by taking the employees actual pay (base pay plus overtime plus any out-of-class pay) between September 1st, 2014 and August 31<sup>st</sup>, 2016 and multiplying it by the percent increase given by the RSG study to that employee. In calculating actual pay, any out-of-class earnings will be deducted from the amount. (See Whiteboard Photo from Negotiations Session on July 21<sup>st</sup>, 2016 when the District made their Proposal #5)

Both parties acknowledge that the District is not responsible for payment of PERS contributions for the employee, or District, on this one time off schedule payment.

Timeline: September 1, 2016 effective date for ongoing salary changes and applied to the September 30, 2016 paychecks. October 31, 2016 pay date for one time, off schedule payments.

Article 10 Reclass

Timeline: Article 10 is effective upon implementation of study.

NOTE: When the parties discuss a successor agreement, then Article 10 is one of the subjects that the District has sunshined.

Remainder of .72%

Distribute those monies equally to all current classified bargaining unit members employed on or before July 1, 2013. Current remaining balance: \$42,670.

Timeline: Distributed with September 30, 2016 paycheck

Wrapping up "Classification Study and 'Me too' Funds" MOU

The parties agree to create a Classification Specification Committee ("CSC") to be co-chaired by a CCE/AFT appointed bargaining unit member and a District appointed administrator. The CSC shall be responsible for reviewing 20% of the job descriptions annually on a rotating basis. The job descriptions selected for each year shall be jointly agreed to by District and CCE/AFT. The CSC process shall not affect Article 10 – Reclassification.

Upon agreement of the parties to the undersigned, to implement the above, this new agreement supersedes the August 1, 2013 *Classification Study and "Me Too" Funds* MOU, which no longer has any legal effect.

Handling Classifications That Were Excluded in the Study and Not Part of the Re-evaluation Section of this MOU

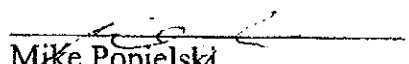
42 positions (comprising 28 classifications) were excluded from the study for various reasons.

The District will place those positions into classifications using the following parameters

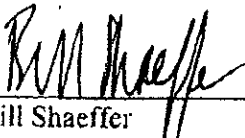
If a position's current classification went to a single classification in the RSG study, the position's new classification will be the classification proposed by RSG for all other positions in that classification.

If a position's current classification went to multiple classifications in the RSG study, the position's new classification will be one of the classifications proposed by RSG for all other positions in that classification. The determination will be based on which RSG classification is most representative of the work performed.


Dated: 9/1/2016

  
Mike Popielski  
Interim Asst. Sup/VP, Human  
Resource Services  
Lead Negotiator, District

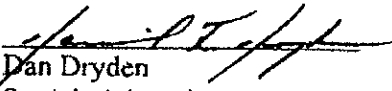
Dated: 9/6/2016

  
Bill Shaeffer  
Rutan & Tucker, LLP  
District

Dated: 9-6-16

  
Frank Oppedisano  
California Federation of Teachers  
Lead Negotiator, CCE

Dated: 9-6-16

  
Dan Dryden  
Sr. Administrative Secretary, DRC  
President, CCE

The parties understand this MOU is effective upon approval by the District's Governing Board.

# **EXHIBIT 2**



**Classified Unit Classification Study: Final Allocation of Reevaluated Positions  
March 2017**

EXHIBIT J-

Employee Name	Current Classification Title	New Classification Title	Department	Pos. #	FTE	Current Grade	New Grade
Aguoni, Katherine S	Financial Analyst	Senior Grants Administrative Specialist	Telecommunications/Grants	6056	1	G24	G30
Armenta, Cristina	Admissions/Financial Aid Specialist II	Admissions/Financial Aid Specialist II	Enrollment Services	5825	1	G22	G22
Battaglia, Cynthia K	Payroll Technician	Payroll Technician	Payroll	5599	1	G22	G24
Birmingham, Katherine M.	Media/Broadcast Assistant	Educational Television Broadcast Assistant	Educational Television	6176	0.45	G23	G23
Bisagna, Luke	Media/Broadcast Specialist	Educational Television Broadcast Specialist	Educational Television	5066	1	G25	G25
Black, Ponnice V	Admissions/Financial Aid Specialist I	Admissions/Financial Aid Specialist II	Enrollment Services	6022	1	G19	G22
Brown, Christopher J.	Media Producer	Media Producer	Telecommunications/Grants	6049	1	G25	G31
Cruz, Carmelino	ESL Matriculation Coordinator	ESL Matriculation Coordinator	English as a Second Language	6296	1	G23	G23
Daum, Mea M.	Marketing Communications Coordinator	Marketing Communications Coordinator	Communications/Marketing	5849	1	G27	G27
Drafter, Pamela J.	Education Center Coordinator	Senior Education Center Coordinator	Escondido Center	5323	1	G23	G26
Engleman, Brian G	Administrative Specialist II	Administrative Specialist II	Palomar College Police Department	5683	1	G23	G23
Finn, Melinda	Communications Specialist/Photographer	Communications Specialist/Photographer	Communications/Marketing	5848	1	G26	G26
Flores, Mary J	Accounting Technician	Accounting Technician	Accounts Payable	5595	1	G20	G20
Gardan, Susan Dawn	Grants Administrative Specialist	Senior Grants Administrative Specialist	Career, Technical and Extended Education	6234	1	G24	G30
Gustafson, Donna M	Media/Helpdesk Specialist	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6221	1	G23	G26
Haynes, Victoria Lauren	Education Center Coordinator	Camp Pendleton Site Coordinator	Camp Pendleton Center	5315	1	G23	G25
James Boatner, Patricia A.	Media/Broadcast Assistant	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6229	1	G23	G26
Llomas, Barbara A.	Education Center Specialist	Education Center Specialist	Educational Centers	5317	0.45	G19	G19
Macabitas, Catherine D.	Payroll Technician	Payroll Technician	Payroll	5751	1	G22	G24
Martinez, Coral A	Senior Accounting Technician	Senior Accounting Technician	Fiscal Accounting	6360	1	G24	G24
Martinez, Yvette A	Administrative Specialist II	Student Health Administrative Assistant	Health Services	6065	1	G23	G27
McCann, Shawn M	Accounting Technician	Accounting Technician	Accounts Payable	5594	1	G20	G20
Miller, Lisa M	Senior Accounting Technician	Senior Accounting Technician	Fiscal Accounting	5593	1	G24	G24
Nava, Ulises	Admissions/Financial Aid Specialist I	Admissions/Financial Aid Specialist II	Enrollment Services	5483	1	G19	G22
Pell, Leann S	Admissions/Financial Aid Specialist I	Admissions/Financial Aid Specialist II	Enrollment Services	5840	1	G19	G22
Pina-Bayaca, Jeanna Marie	Teaching and Learning Center Assistant	Teaching and Learning Center Assistant	Languages and Literature	6472	0.45	G20	G20
Purcell, R Harrison	Admissions/Financial Aid Specialist II	Admissions/Financial Aid Specialist II	Financial Aid, Veterans and Scholarship Services	5484	1	G22	G22
Schmidt, Heather C	Senior Media/Helpdesk Specialist	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6388	1	G26	G28
Seckendorf, Edward J	Carpenter	Carpenter	Building Services	5761	1	G24	G25
Stanley, Angela K.	Student Support Specialist I	Student Support Specialist II	EOP&S/CARE/CAWORKS	6206	1	G18	G20
Tactay, Eugenio D.	HVAC Technician	Senior HVAC Technician	Building Services	6183	1	G28	G29
Torrisi, Deltas E	Media/Helpdesk Specialist	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6271	1	G23	G26
Vorhis, Mary G	Budget Technician	Budget Technician	Budgeting	5591	1	G22	G24
Waller, Eileen D	Payroll Technician	Payroll Technician	Payroll	5598	1	G22	G24

# **EXHIBIT 3**

**Classified Unit Classification Study: Final Allocation of Reevaluated Positions**  
**April 2017**

EXHIBIT J-7

Employee Name	Current Classification Title	New Classification Title	Department	Pos. #	FTE	Current Grade	New Grade*
Gustafson, Donna M	Media/Helpdesk Specialist	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6221	1	G26	G28
James Boatner, Patricia A.	Media/Broadcast Assistant	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6229	1	G26	G28
Torrise, Dallas E	Media/Helpdesk Specialist	Senior Media/Helpdesk Specialist	Telecommunications/Grants	6271	1	G26	G28

\*Grade formerly listed as G26; correct grade is G28.