

# **Delineation of Roles and Responsibility Statement**

**San Bernardino Community College District  
California School Employees Association Chapter #291  
and  
San Bernardino Community College District  
Classified Senates**

## **Statement of Purpose**

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The purpose of this document is to clarify the different roles that CSEA, Chapter #291 and the San Bernardino Community College District Classified Senates fulfill in representing all San Bernardino Community College District classified employees; each has a distinct purpose with its own objectives. Pursuing the objectives of one organization within the framework of the other can be redundant, or even counterproductive, diluting the overall effectiveness of the organization in serving classified employee interests. By clearly understanding each organization's purpose, we ensure that classified employees have opportunities for input into the collegial consultation process, while at the same time are assured that classified bargaining rights are protected.

This document is an agreement between the San Bernardino Community College District Classified Senates and CSEA, Chapter #291 of the roles and responsibilities herein.

## **Statement of Purpose**

### **San Bernardino Community College District Classified Senates**

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The San Bernardino Community College District Classified Senates promote the interests of all district-wide classified employees in accordance with AB 1725 mandates.

The purpose of this organization is to provide a vehicle by which the classified employee is able to fully participate in the process of achieving the goals and mission of the colleges and to promote a successful learning environment for students. It shall be the function of the Classified Senates to participate in the governance of San Bernardino Community College District on a consultative level: to actively collect, evaluate, and disseminate information for the classified employee and to represent those interests in non-bargaining unit (CSEA) issues on any collegial consultation committee. The classified senate shall also promote professional and personal development for all classified employees through Professional Development workshops and activities, webinars and conferences.

## **Statement of Purpose**

### **Exclusive Bargaining Representative – San Bernardino Community College CSEA Chapter #291**

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The California School Employees Association, San Bernardino Community College Chapter #291, hereafter referred to as "The Association", shall be recognized as the "exclusive" representative for the classified employees within its bargaining unit. The Association expresses the viewpoint of the classified bargaining unit to the college administration and Governing Board in matters regarding Collective Bargaining.

The rights and responsibilities of the Association derive from the Public Employees Relations Act (SB 160, Rodda), and the interpretations of this Act by the Public Employees Relations Board, the Collective Bargaining Agreement, Past Practice, and other applicable laws. The Association's scope of representation shall include all matters dealing with the collective bargaining process, wages, hours of employment, workload, terms and conditions of employment, classified service on all hiring committees and all areas covered in The San Bernardino Community College Chapter #291 Collective Bargaining Agreement for Classified Employees.

## Delineation of Roles and Responsibilities

	Classified Senate	CSEA Chapter #291
<b>Membership</b>	Automatic for all permanent classified and confidential employees– Title V/AB1725	Bargaining unit members only. This is all regular classified employee unit members whether full or part-time employees.
<b>Dues</b>	None.	Mandatory monthly dues.
<b>Participation</b>	Voluntary. Open to ALL permanent classified and confidential employees.	Open to bargaining unit classified members only.
<b>Voting</b>	All permanent classified and confidential employees.	Chapter dues paying members only.
<b>Role</b>	The Classified Senate is a professional organization promoting the interests of all categories of classified employees. The Senate supports, facilitates implementation and promotes awareness of the collegial consultation process.	CSEA Chapter#291 is the exclusive bargaining representative for the San Bernardino Community College District's classified employees.
<b>Purpose</b>	To focus on issues related to the Collegial Consultation process and to ensure representation on Collegial Consultation committees, projects and issues.	To focus on collective bargaining issues such as wages, benefits, hours of employment, workload, terms and conditions of employment.
<b>Examples of Items to Fall Under Each Organization</b> <small>(not all responsibilities are listed)</small>	<ul style="list-style-type: none"> <li>• Participates in the collegial consultation process on campus and the district.</li> <li>• Provides a body representing the needs, concerns, and viewpoints of all the classified employees on issues <u>other than working conditions</u>.</li> <li>• Providing a centralized means of communication between ALL classified employees and the rest of the college community.</li> <li>• Appointment of classified employees to college and District collegial consultation committees.</li> <li>• Provides an opportunity for classified employees to enhance the democratic process of collegial consultation.</li> <li>• Promotes the interests of the classified employees in the development and formulation of policy and practice related but not limited to the following:               <ul style="list-style-type: none"> <li>- Providing personal and professional development opportunities</li> <li>- Developing leadership within the classified community</li> <li>- Preserving and advancing intercollegiate relationships and involvement, creating a sense of unity</li> <li>- Providing a professional classified</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Wages, including salary schedule and placement, promotions, seniority, layoff and re-employment rights, initial classification and reclassification.</li> <li>• Hours of employment.</li> <li>• Health and welfare benefits, including holidays and vacations.</li> <li>• Leaves, transfers, and reassignment policies.</li> <li>• Safety conditions of employment, including District-initiated disability leaves.</li> <li>• Procedures to be used for the evaluation of classified employees.</li> <li>• Procedures for processing grievances and disciplinary actions.</li> <li>• Promotes the well-being and rights of member classified employees by:               <ul style="list-style-type: none"> <li>- Participating on collective bargaining related standing committees</li> <li>- Represents classified employee unit members on all working conditions</li> <li>- Serving as a communication link within its membership and to the district on bargaining issues</li> <li>- Selecting representatives from its membership to serve on collegial consultation and District committees as appropriate.</li> <li>- Communicating union rights and responsibilities with its members.</li> </ul> </li> </ul>

	<p>presence and visibility on campus and in the district.</p> <ul style="list-style-type: none"> <li>- Advocating the value and contributions Classified Employees provide to student success and learning</li> <li>- Providing recommendations and views on matters affecting classified employees and the conduct, welfare, and growth of the college.</li> </ul>	
<b>Joint Responsibilities</b>	<ul style="list-style-type: none"> <li>• Each collegial consultation committee with classified employee representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single classified member.</li> <li>• The presidents of each organization will meet regularly to discuss issues and maintain a relationship in order to best serve the classified employees.</li> </ul>	

This document is for informational purposes and is intended to clarify the roles and responsibilities of the Classified Senates and CSEA within the San Bernardino Community College District.

**San Bernardino Valley College  
Classified Senate**



Cassandra Thomas, President

Date 11-19-13

**CSEA, CHAPTER #291**



Colleen Gamboa, President

Date 11/19/13

**Crafton Hills College  
Classified Senate**



Michelle Tinoco, President

Date 11/19/13