

## ROLES OF CCCC DISTRICT CLASSIFIED SENATES AND LOCAL ONE

The Classified Senates promote the interests of all Contra Costa Community College District Classified Staff in accordance with AB 1725 mandates.

The Classified Senates are organized to:

- (a) Participate in the sites governance structure;
- (b) Provide a body representing the needs, concerns and viewpoints of the Classified Staff other than contract issues;
- (c) Provide a centralized means of communication between Classified Staff and the rest of the college community;
- (d) Select from its membership representatives to serve on governance and college committees;
- (e) Articulate the professionalism of the Classified Staff so that it is properly recognized and valued;
- (f) Provide an opportunity for enhancing the democratic process of governance, and
- (g) Provide an opportunity to develop individual leadership among the Classified Staff, as well as increase the professional standards of its members;
- (h) Promote and support activities that develop or increase the skills, productivity and professionalism of the Classified Staff;
- (i) Promote the interests of the Classified Staff in the development and formulation of policy and practice related but limited to the following:
  - ◆ Selection and retention of administration.
  - ◆ Staff development education.
  - ◆ Facilities and services.
  - ◆ Student/Classified and Faculty/Classified relations.
  - ◆ Finance and budget.

Local One is the exclusive bargaining agent for all unit Classified employees in the Contra Costa Community College District.

Local One negotiates and represents Classified Staff in contractual issues such as:

- (a) Wages, including salary schedule and placement, promotions, seniority, layoff and reemployment rights, initial classification and reclassification;
- (b) Hours of employment;
- (c) Health and welfare benefits, including holidays and vacations;
- (d) Leaves, transfers and reassignment policies;
- (e) Safety conditions of employment, including district-initiated disability leaves;
- (f) Procedures to be used for the evaluation of employees;
- (g) Organizational security -- That is Local One has the sole and exclusive right to have membership dues and service fees deducted by the District for employees in the bargaining unit;
- (h) Procedures for processing grievances and disciplinary actions;
- (i) Any procedure that is defined in contract, shall be the responsibility of Local One in case of duplication of Classified Senates and Local One organizational tasks and policies'
- (j) Select employees to serve as representatives for Local One on committees including but not limited to:
  - ◆ Selection and retention of administration.

Understanding the language and intent of \*SB235, the CCCC District Classified Senate and Local 1 agree to the following: All issues of concern to Classified employees are open for discussion by either Local One or the Classified Senates, but communication to management regarding specific issues will be made only through the appropriate representative body. The leaders of the Classified Senates and Local One agree to meet at least annually and as needed during the year to share common concerns. This document will be reviewed at the request of either party.

**CLASSIFIED SENATES**



Linda Kohler, CSCC Chair

Date: 4-4-14

**LOCAL ONE**



Mike West, CCCC District Unit President

Date: 4.4.14

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- (a) Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representation for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.
- (b) A local governing board shall determine a process for the selection of a classified staff representative to serve on those task forces, committees, or other governance groups in a situation where no exclusive representative exists.