

MEMORANDUM OF UNDERSTANDING
Between
Coast Community College District and
Coast Federation of Classified Employees

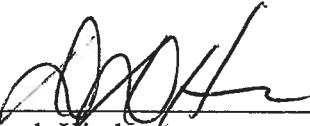
One-Stop Center Training

This Memorandum of Understanding is between the Coast Community College District ("District") and the Coast Federation of Classified Employees ("CFCE") also referred to individually as "Party" and collectively as "Parties".

In an effort to address the One-Stop Center employees affected by the District's loss of the county grant to continue operating the program, the Parties have agreed to the following:

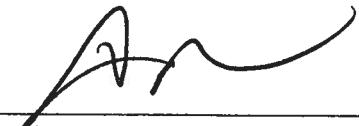
- The District shall provide two training opportunities (one in August and one in September, or as soon after as is practical) to help One-Stop Center employees on the 39 month list in the areas of:
 - How to complete the District's online application
 - Interview tips
- As of July 1, 2013, One-Stop Center employees placed on the 39-month list shall be eligible to participate in an unpaid "New Skills Development" program to provide the opportunity to learn new skills and job responsibilities for future District job opportunities. This program will be coordinated through the District Office of Human Resources in collaboration with various district departments. The program will be offered in conjunction with the two training opportunities (outlined above) and will provide a hands-on opportunity to meet with District managers, to ask questions about programs and requirements, to find out what skills and abilities are being sought, and to learn effective resume techniques.
- Process of Assignment to a Vacant Position:
 - Posting. The District will post open classified positions to the District Employment website for a minimum of ten (10) business days (days in which the District Office is open for business). A job summary will be updated and sent electronically at the beginning of the week following any new job postings to the email address on record at the District Office of Human Resources of employees on the 39 month re-employment list. It will be the responsibility of the employee to update their email contact information.
 - Applications. It is the responsibility of the employee to submit an application, including all required and requested application materials to the position by the closing date.
 - Search/Selection Process. The Search Committee for each position will comply with classified hiring procedures. Applicants on the 39-month re-employment list will be

screened and interviewed according to the established criteria prior to any other applicants. It is the responsibility of the Search Committee, after interview deliberations to determine qualifications and make recommendations. In the event that two or more applicants from the 39-month re-employment list are determined qualified, the position will be offered to the applicant with the most seniority.



Deborah Hirsh
Vice Chancellor of Human Resources
8/7/13

Date



Connie Marten, Chief Negotiator
Coast Federation of Classified Employees
8/7/13

Date



Lorraine Prinsky, President
Board of Trustees
8/7/13

Date



Ann Nicholson, President
Coast Federation of Classified Employees
8.7.13

Date