

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CALIFORNIA SCHOOL
EMPLOYEE ASSOCIATION
AND ITS CORONA-NORCO CHAPTER
369 AND THE CORONA-NORCO
UNIFIED SCHOOL DISTRICT**

**RETURN TO WORK COVID-19
JULY 1, 2020**

This memorandum is agreed between Corona-Norco Unified School (“District”) and the California School Employees Association and its Corona-Norco Unified Chapter 369 (“CSEA”), collectively, (“the parties”) concerning CSEA members return to work and the District’s response to the coronavirus (COVID-19) pandemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

To these ends, the District and CSEA agree as follows:

- 1) The District will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found.
- 2) The District will provide training to its employees in public health measures, hygiene, and sanitation to help prevent the spread of the virus and will make a reasonable effort to ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). CSEA will cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals. Employees are reminded of their duty to do assigned work absent reasonable fears for their health or safety.
- 3) Employees will participate in a daily screening for symptoms associated with COVID-19 for their own protection and for the protection of others. Daily screenings will be monitored by the District and anyone reporting symptoms will be instructed to leave work. The employee will be provided with information on available leave options and testing location information.
- 4) The District will adhere to all public health mandates including but not limited to the number of individuals in any one work area or department to ensure that proper physical distancing can occur where practicable. The District will adhere to all public health mandates regarding personal protective equipment. Any requests for additional personal protective equipment, shall be provided to the unit member’s immediate supervisor for consideration.
- 5) In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus, or wishes to self-quarantine for reasonable cause, the employee may use available leaves (Article 11) without fear of reprisal. In the event a CSEA bargaining-unit employee has likely been exposed to

coronavirus or is taken ill with COVID-19 through exposure to the coronavirus at work the District shall respond in accordance with H.R. 6201 Families First Coronavirus Response Act (“FFCRA”).

- 6) Employees belonging to populations deemed by the State as uniquely vulnerable to the effects of the virus shall notify the District’s Human Resources Department to engage in the interactive process to explore reasonable accommodations and/or leave options available (Article 11).
- 7) During any District closures or if any District operations are curtailed due to the coronavirus epidemic, CSEA bargaining-unit employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. If the District closure is going to be longer than the short-term 2-5 days as defined by the CDC, CSEA and CNUSD will meet to discuss the impacts and effects of the closure.
- 8) The District shall honor all non-permanent extra hours and additional permanent hours that are needed in response to the Coronavirus in accordance with “Article 6.16 and 6.17 of the Collective Bargaining Agreement” prior to utilizing any temporary short term employment or contracted services.
- 9) During any District closures or if any District operations are curtailed due to the coronavirus epidemic, all CSEA bargaining-unit employees are to be available during their normal work hours on their normal workdays. Employees should be checking their CNUSD e-mail for updates throughout the workday. CSEA bargaining-unit members are responsible for providing the District with working and updated contact information.
- 10) In the event that a CSEA bargaining-unit employee is not available during normal work hours on a normal workday, the employee must notify the District in advance and report unavailability via Absence Management (e.g., AESOP) under applicable leave, as appropriate.
- 11) Any unit members that had vacation scheduled at the time of the school closure from March 16, 2020 through the time that they were called back as an essential employee may request that their vacation days be re-instated.
- 12) During any District closures or if any District operations are curtailed due to the coronavirus epidemic, the District will continue to provide essential services which necessitates the need for some CSEA bargaining-unit employees to report to work in support of both students and employees. The District will provide notice to all employees deemed essential. The notice shall include essential duties to be performed and the proposed modified schedule, during normal shift hours. These essential services include, but are not limited to, providing grab-and-go meals to our students, processing payroll for employees, processing payments for our business partners, and maintaining District facilities.
- 13) Pursuant to Labor Code 230.8, employees who have been identified as “essential staff” and may be required to report onsite, but have issues related to daycare, may utilize available vacation, personal necessity leave, compensatory time, sick leave and H.R. 6201 Families First Coronavirus Response Act (“FFCRA”) to care for their child.
- 14) During any District closures or if any District operations are curtailed due to the coronavirus pandemic, the District shall comply with requirements of California Executive Department Executive Order N-26-20. CSEA will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 in the event of a closure of any District facilities due to the pandemic.

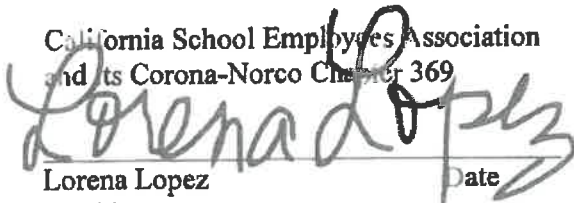
15) All components of the current Collective Bargaining Agreement between CSEA Chapter 369 and Corona-Norco Unified School District not addressed by the terms of this agreement shall remain in full effect. This agreement is non-precedent setting.

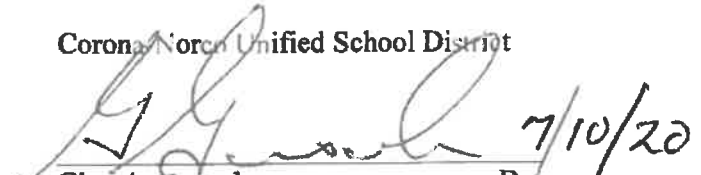
16) The Parties recognize the effects of COVID-19 are changing rapidly. The Parties will be in regular contact to negotiate those aspects that fall within the scope of bargaining. This MOU shall remain in effect through December 31, 2020 in accordance with the directive of the Riverside County Public Health Officer and the Emergency Declarations of the State of California (Executive Order N-33-20) and the Federal Government, unless modified or ended by mutual agreement of the Parties.

It is agreed and understood this agreement is subject to CSEA Policy 610 review and CNUSD Governing board approvals.

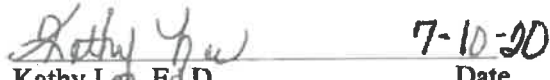
California School Employees Association
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Corona-Norco Unified School District



Lorena Lopez
President

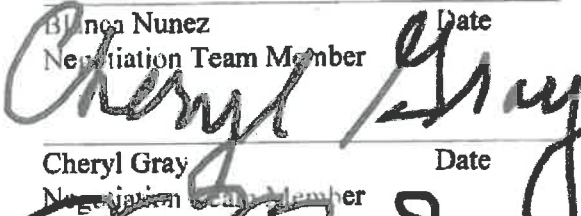

Glen A. Gonsalves
Assistant Superintendent, HR

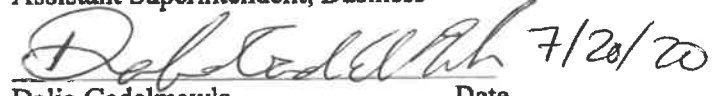

Raquel Rodriguez
Negotiation Team Member


Kathy Lee, Ed.D
Administrative Director, HR



Blanca Nunez
Negotiation Team Member

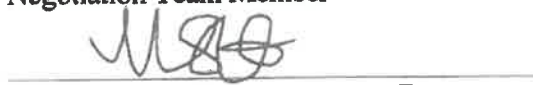

Alan Giles
Assistant Superintendent, Business


Cheryl Gray
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Dalia Gadelmawla
Chief Business Officer


Veronica Marquez
Negotiation Team Member


Rufus Taylor, Ed.D
Assistant Principal


Myesha Kennedy
CSEA Labor Relations Representative

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California School Employees Association
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President

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Negotiation Team Member

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Cheryl Gray

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Veronica Marquez

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Myesha Kennedy

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CSEA Labor Relations Representative

Corona-Norco Unified School District

Glen A. Gonsalves 7/10/20

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Assistant Superintendent, HR

Kathy Lee 7-10-20

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Administrative Director, HR

Alan Giles Date
Assistant Superintendent, Business

Dalia Gadelmawla 7/20/20

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Chief Business Officer

Rufus Taylor, Ed.D Date
Assistant Principal