

Memorandum of Understanding between
SEIU Local 1021 ("Union") and SCUSD ("Employer")

Regarding New Employee Orientation and Communication with Employees in Light
of COVID-19 (Coronavirus)

The parties enter into the following agreement in response to the challenges posed by the COVID-19 virus.

RECITALS

- A) The parties share a mutual interest in assuring the health, safety, and well-being of the staff and the community.
- B) Open communication with staff, including newly hired employees, is essential given the uncertainty surrounding the COVID-19 virus.
- C) Guidance issued by the Centers for Disease Control and other public health agencies to curb the spread of COVID-19 should be followed and may require the implementation of new forms of communication with employees and new modes of implementing NEOs.

AGREEMENT

1. The parties will provide each other with notification of updated policies and practices as they are developed and implemented, including those related to COVID-19. If changes to policies and practices affect wages, hours, terms, or conditions of employment, the District will meet and confer with the Union prior to implementing the changes.
2. If in-person NEOs are temporarily suspended due to COVID-19, the District will provide an opportunity to meet with new employees within 10 business days of a new employee's start date. At the Union's discretion whether to conduct these presentations in person, via telephone, or online, and when the District will grant member leaders who conduct 1:1 orientations in person an additional release time to be used to arrange such a meeting. The Union shall notify the District's designated manager/ supervisor of its desire to schedule such a meeting and shall work together with the designated manager/supervisor to schedule a meeting of this type. The meeting shall occur during regular working hours.
3. The District will provide the individual NEO to be used in a virtual Google document. The document will be sent to the new employee's email in the new employee's onboarding mailing packet. When HR receives notification that the new employee has successfully completed the required processes, including the NEO, the District will send the email to the new

