

30 made, accompanied by an alphabetical list of unit members for whom such deductions
31 have been made, and indicating any changes in personnel from the list previously
32 furnished.

33 4.4 During each fiscal year the District shall grant CSEA 40 hours of release time, useable in one (1)
34 hour increments to be designated as "chargeable release time". Use will be noticed to the user's
35 supervisor prior to use on the District approved form bearing the signature of the CSEA President
36 of his designee.

37 Additionally, the District shall grant CSEA two hours of release time for the CSEA Safety
38 Committee Chair to prepare for the CSEA Safety Committee meetings. Such release time shall
39 be granted only for each meeting actually held. Maximum release time for a fiscal year shall be
40 twenty-four (24) hours.

41 4.5 CSEA shall have the right to use all District bulletin boards normally used for the posting of
42 notices to employees in the unit. Any such posting shall be on official CSEA letterhead, or
43 otherwise prepared in a manner to indicate that they are authorized and approved by CSEA.
44 CSEA shall have the right to use inter-district mail, employee mailboxes, e-mail, and the
45 incidental or occasional use of Fax machines for the purpose of official communications bearing
46 the CSEA designation. CSEA shall have access to reproduction equipment and/or services
47 subject to CSEA reimbursing the District for any costs incurred.

48 4.6 The District shall release one employee at no loss of pay for up to five days for the purpose of
49 attending the CSEA annual conference. The District is entitled to ten (10) working days' notice of
50 the CSEA designee.

51 4.7 The District shall release one designated CSEA officer or steward from duty for the purpose of
52 grievance meetings, disciplinary meetings and evaluation appeal meetings as the employee's
53 representative. All release time use shall be noticed to and coordinated with the Executive
54 Director – Facilities and Construction Services or his/her designee prior to use on the District
55 approved form. Meetings will be rescheduled to accommodate District needs.

56 4.8 All bargaining unit members shall have the right to adjust their lunch period for the purpose of
57 attending the monthly CSEA meeting. All bargaining unit members shall be released from duty up
58 to one hour for the purpose of attending a contract ratification meeting. These release times and
59 hours adjustments shall be granted only if the meeting falls within the employee's working hours
60 and if the time is consistent with and not conflicting with District needs as determined by
61 scheduling with the Director of Facilities or his designee. All release time in this section shall be
62 accounted for on the District approved form.

63 4.9 During the term of this Agreement, CSEA will maintain records of the use of chargeable release
64 time under Section 4.4 of this article. The parties will review those records and will review the
65 current amount of CSEA chargeable release time at the end of that year. The District shall be
66 entitled to reimbursement for release time exceeding the limits set forth in Section 4.4.

67 4.10 As used herein "working day" means days on which the District Administrative Offices are open
68 for business. Non-Instructional days indicated as "campus closure" dates on the Academic
69 Calendar shall not necessarily be considered non-work days.

70 4.11 Contracting Out

71 The District shall not contract out or assign persons who are not bargaining unit employees any
72 work, including overtime work, or any work normally performed by bargaining unit employees.
73 ~~except as permitted pursuant to California Education Code 88003 and 88003.1.~~

74 **No supervisory or management employee may perform any work within the job**
75 **description of a bargaining unit employee which will result in the displacement, reduction**
76 **of hours, loss of overtime opportunity, transfer or reassignment of any bargaining unit**
77 **employee.**

78 4.12 New Employee Orientation

79 The District shall provide new employee orientation to all new hires, after Board approval. CSEA
80 shall have the right to attend and present during the orientation. The employees shall remain on
81 paid time during CSEA's presentation and shall be required to attend CSEA's section.

82 CSEA shall be provided with a minimum of 30 minutes during the orientation or at the end of
83 orientation. The District shall provide one (1) hour of paid release time for two CSEA
84 representatives, to be chosen by CSEA president or designee. Said release time shall not be
85 counted against the total release time contained elsewhere in the collective bargaining
86 agreement. The CSEA Labor Relations Representative may also attend the orientation.

87 The District shall include the CSEA membership application in any employee orientation packet of
88 District materials provided to any newly hired employee in the bargaining unit. CSEA shall provide
89 the copies of the CSEA membership packet to the District for distribution.

90 4.13 Bargaining Unit Information

91 The District shall provide the CSEA with contact information for unit members as a list of the
92 following information, with each field in its own column, for all bargaining unit members within five

93 (5) days of the last payroll date of September, January, and May as follows:

- 94 a. First Name;
- 95 b. Middle initial;
- 96 c. Last name;
- 97 d. Suffix (e.g., Jr., III);
- 98 e. Preferred name;
- 99 f. Job Title;
- 100 g. Department;
- 101 h. Primary worksite name;
- 102 i. Work telephone number;
- 103 j. Work Extension;
- 104 k. Home Street addresses (incl. apartment #);
- 105 l. Mailing address (if different);
- 106 m. City;
- 107 n. State;
- 108 o. ZIP Code (5 or 9 digits);
- 109 p. Home telephone number (10 digits) (if available);
- 110 q. Personal cellular telephone number (10 digits) (if available);
- 111 r. Personal email address of the employee (if available);
- 112 s. Hire date.

113
114 In lieu of providing the information above in the form of a list, the District may meet this obligation
115 by providing CSEA access to a secure electronic site within which the above information is
116 available. Names, addresses, and telephone numbers will be provided only in those cases where
117 privacy has not been requested.

118 The District shall provide a list of the names and information described above for all newly hired
119 employees within the bargaining unit within five (5) days of the last payroll of the month in which
120 they were hired.

121 **4.14 Artificial Intelligence and New Technologies in the Workplace**

122 **The District and CSEA affirm that the responsible introduction of technology must**
123 **protect employee rights, ensure transparency, preserve privacy, and uphold fair working**
124 **conditions. This policy establishes a balanced framework that supports innovation while**
125 **safeguarding the dignity and security of all District employees.**

126 **4.15 Definition of Technology**

127 **The term “technology” includes, but is not limited to: all forms of automation; robotics;**
128 **artificial intelligence; large language models; information technology (software and**
129 **hardware); augmented or virtual reality; electronic devices and equipment such as**
130 **phones, cameras, computers, tablets, listening devices, GPS, or any monitoring systems**
131 **that replace, alter, improve, track, monitor, or evaluate the type or manner of work**
132 **performed by employees.**

133

134 **4.16 Right to Disconnect**

135 CSEA bargaining unit members have the right to disconnect from Employer-owned
136 technology outside of regular work hours, including when personal devices are used to
137 access District systems. Employees shall not be disciplined for failing to respond outside
138 of their scheduled hours unless authorized and compensated in accordance with the
139 collective bargaining agreement.

140 **4.17 Advance Notice and Impact Bargaining**

141 The District shall provide CSEA at least 30 days' advance notice before introducing,
142 expanding, or modifying any technology or surveillance systems—including but not
143 limited to cameras, GPS, RFID, biometric scanners and facial recognition, that could
144 affect employee terms or conditions of employment.

145 CSEA and the District will promptly meet to negotiate the impacts and effects of such
146 technology on employees, including but not limited to changes in job duties, work
147 schedules, work location, staffing levels, classification hierarchy, employee discipline,
148 privacy, and promotional opportunities.

149

150 **4.18 Use of Cameras and Surveillance Equipment**

151 **1. Purpose: Cameras and related recording equipment shall be used solely for ensuring**
152 **safety, deterring, and recording criminal activity.**

153 **2. Access and Review: Direct access to live feeds or recordings is limited to the Chief of**
154 **Police, campus police, police dispatcher, and Executive Director of Facilities only in**
155 **response to a suspected or confirmed incident of criminal activity. Reviews shall be**
156 **limited to footage within 48 hours of the alleged incident.**

157 **3. Notification and Transparency:**

- 158 ○ The District shall provide CSEA with an updated list of camera, audio, and facial-
159 recognition equipment locations and quantities within 30 working days of this
160 agreement and shall update it in good faith as changes occur.
- 161 ○ Visible signage shall be posted in areas where surveillance may occur.
- 162 ○ No surveillance equipment shall be installed where there is a reasonable
163 expectation of privacy, such as restrooms, locker rooms, break rooms, offices, or
164 classrooms.

165 ○ The District shall provide official communication channels (email, landlines, and
166 walkie-talkies) for work-related purposes.

167

168 **4.19** Employee Data Privacy

169 All data collected via employer-owned technology—including any personal data required
170 to access District systems—shall be used solely for legitimate business purposes.

171 The District shall not request or require employees to disclose login credentials or access
172 personal social networking, email, or phone accounts, nor compel employees to add
173 District personnel to their personal contacts

174 Such data shall not be shared with third parties, including law enforcement, without
175 explicit employee consent or a lawful subpoena.

176 Employees have the right to access, review, and request correction or deletion of any
177 personal data held by the District. Strict data security measures, including encryption and
178 restricted access, must be maintained.

179

180 **4.20** Job Training and Technological Change

181 The District and CSEA recognize that emerging technologies may alter job duties or
182 required skills. The District shall provide paid training during regular work hours to ensure
183 employees have the necessary skills to perform their positions. No employee shall be
184 displaced or disadvantaged due to technological change without the opportunity for
185 adequate training and transition support.

186

187

188

189

190

191