

APPENDIX D
Side Letter - Effects
Local 1021 SEIU and California College of the
Arts Staff CBA Unit

1. Re: Re-employment Rights and Open Positions

Until June 30, 2024, staff members who received notice of layoff shall receive an initial email from HR with job descriptions for vacant unit positions for which the College is recruiting seven days before positions are posted internally with a subject line of "invitation to apply."

The email will invite the staff member to send an email within fourteen days to HR with their resume and cover letter.

The College will post the position internally for seven days and follow the interview process outlined in the CBA, Article 15.

Upon receipt by HR, the staff member will be scheduled for a finalist interview if minimum qualifications of that position are met.

This process is intended to assist such staff members and expedite consideration for positions. The college will provide training and resources for their new position.

This process will not continue to apply to staff members who accept another CCA position and then voluntarily resign.

2. Candidate Pool for Temporary Positions

HR will create a candidate pool for staff who were laid off to be available for temporary positions at the college. This pool of candidates will have the opportunity to take on temporary work, if there is a match between their skills and experience to the position. This will help them stay connected with the college and be considered as internal applicants for permanent positions. Laid off staff will accrue time toward bargaining unit seniority while working in non-unit temporary positions. Seniority will be bridged and calculated according to Article 18 of the CBA.

3. Severance Pay

- a. Workers who received a layoff notice will receive an additional 6 days of pay which will be paid out within 72 hours of agreement and signature of this side letter.

- b. Staff members who received notice of layoff and by June 30 2023 are not hired by the college or by another employer, shall be continued on the College health plan for the month of July on the same basis as college employees.

4. **Voluntary Layoff Program**

Prior to June 2, 2023, a unit staff member employed in a department and job family in which layoffs are occurring may request voluntary layoff by email to HR. The requesting employee will be deemed to end employment on the date determined by the college and receive severance pay as calculated by the CBA, only and not other rights of laid off employees.

5. **Existing Interview Processes**

The following employees who were given layoff notices have been offered new bargaining positions.

- Assistant Director for Student Engagement, Activities, and Leadership: Stephaine Villanova (accepted)
- Program Manager YPCE: Sarah Dargen (accepted)
- Residential Education Coordinator: Danielle Martinez (accepted)
- Strategic Project Manager: Nick Solomon (accepted)
- Program Manager: Roland Martin (accepted)
- Senior Library Technician: Erin Murray (accepted)
- Assistant Director for Auxiliary Services: Alé Morales (accepted)

6. Articles 1-4 of this side letter expire on June 30, 2024.

7. **Managing Workloads**

- a. The Union and the College agree to meet at the beginning of each quarter for the duration of 18 months (December 2023 - June 2025) to discuss concerns around increased workloads as a result of the department reorganizations from Spring 2023.
- b. The Union and the College will review the following primary data points in these meetings:
 - i. How many concerns or complaints have been brought to Managers, Human Resources and/or the Union regarding newly increased workloads during the last quarter?
 - ii. In the event that staff resign during the duration of this agreement, the College shall include workload issues as part of the exit interviews.
 - iii. Have bargaining unit members or their Managers identified increased

workloads as a cause of work performance issues?

- iv. The rate of turnover for each quarter.
 - 1. Identify the individual's name, department, hire date, copy of the exit interview data (aggregated).
 - 2. Copy of the job posting upon position vacancy.
 - 3. Current position vacancies and length of posting.

Employees are encouraged to let their managers know if they have concerns about their workload.

- c. The Union and the College agree that the details of #7 shall expire June 30, 2025.

pmb

BH

Q

JMS

RN

ML

OO

AA

Title	Please initial the Side letter for Effects
File name	FINAL Side Letter....docx (1) (1).pdf
Document ID	5b337f58464774713456e554f4585b8df0856e79
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 SENT	12 / 01 / 2023 15:44:29 UTC	Sent for signature to George Luis Sedano (gsedano@cca.edu) and Amanda Al-Shamari (amanda.al-shamari@cca.edu) from mlazdins@cca.edu IP: 76.151.202.29
 VIEWED	12 / 01 / 2023 15:54:24 UTC	Viewed by George Luis Sedano (gsedano@cca.edu) IP: 73.71.97.66
 SIGNED	12 / 01 / 2023 15:54:55 UTC	Signed by George Luis Sedano (gsedano@cca.edu) IP: 73.71.97.66
 VIEWED	12 / 01 / 2023 17:53:55 UTC	Viewed by Amanda Al-Shamari (amanda.al-shamari@cca.edu) IP: 98.33.14.31
 SIGNED	12 / 01 / 2023 17:54:46 UTC	Signed by Amanda Al-Shamari (amanda.al-shamari@cca.edu) IP: 98.33.14.31

Title	Please initial the Side letter for Effects
File name	FINAL Side Letter....docx (1) (1).pdf
Document ID	5b337f58464774713456e554f4585b8df0856e79
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

12 / 01 / 2023
20:25:40 UTC

A new document has been created based off of an existing document with ID 0a9c4375b6ee2dabec555e1d5b88eae210c4d259 IP: 76.151.202.29



SENT

12 / 01 / 2023
20:40:45 UTC

Sent for signature to Piper Alldredge (piper.alldredge@cca.edu), Brian Harte (brianharte@cca.edu), Josephine Lindsey (jlindsey@cca.edu), Letizia Zamudio (letizia.zamudio@seiu1021.org) and Randy Nakamura (rnakamura@cca.edu) from mlazdins@cca.edu IP: 76.151.202.29



VIEWED

12 / 03 / 2023
11:58:44 UTC

Viewed by Letizia Zamudio (letizia.zamudio@seiu1021.org) IP: 73.158.70.102









SIGNED

12 / 03 / 2023
12:00:05 UTC

Signed by Letizia Zamudio (letizia.zamudio@seiu1021.org) IP: 73.158.70.102

Title	Please initial the Side letter for Effects
File name	FINAL Side Letter....docx (1) (1).pdf
Document ID	5b337f58464774713456e554f4585b8df0856e79
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 VIEWED	12 / 04 / 2023 18:00:24 UTC	Viewed by Piper Alldredge (piper.alldredge@cca.edu) IP: 209.40.95.250
 SIGNED	12 / 04 / 2023 18:04:46 UTC	Signed by Piper Alldredge (piper.alldredge@cca.edu) IP: 209.40.95.250
 VIEWED	12 / 04 / 2023 23:04:52 UTC	Viewed by Brian Harte (brianharte@cca.edu) IP: 209.40.95.241
 VIEWED	12 / 05 / 2023 21:58:08 UTC	Viewed by Josephine Lindsey (jlindsey@cca.edu) IP: 209.40.95.244
 SIGNED	12 / 05 / 2023 21:58:27 UTC	Signed by Josephine Lindsey (jlindsey@cca.edu) IP: 209.40.95.244
 VIEWED	12 / 08 / 2023 19:16:11 UTC	Viewed by Randy Nakamura (rnakamura@cca.edu) IP: 71.202.61.158

Title	Please initial the Side letter for Effects
File name	FINAL Side Letter....docx (1) (1).pdf
Document ID	5b337f58464774713456e554f4585b8df0856e79
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



12 / 08 / 2023
19:17:27 UTC

Signed by Randy Nakamura (rnakamura@cca.edu)
IP: 71.202.61.158



12 / 12 / 2023
16:21:18 UTC

Signed by Brian Harte (brianharte@cca.edu)
IP: 209.40.95.244



12 / 12 / 2023
16:21:18 UTC

The document has been completed.