

ARTICLE 4

NEW BARGAINING UNIT MEMBER ORIENTATION INFORMATION

A. New Bargaining Unit Member Orientation

Each time a person is newly employed in a position in the bargaining unit, the Superintendent or designee shall inform the new employee of his or her employment status, rights, benefits, duties and responsibilities, and other employment-related matters.

The Superintendent or designee shall provide monthly new employee orientation for all newly hired bargaining unit members. New bargaining unit members shall be paid their hourly per-diem rate, based on their annual salary, for the duration of the required orientation when orientation occurs outside the contract year and/or day and a timesheet shall be provided.

B. Scheduling of Orientation

The Superintendent or designee shall provide written notice of the date, time and location of all bargaining unit member orientations, by electronic mail, to the Association president and/or his or her designee ten (10) days in advance of scheduled orientations that may occur throughout the year. In the event the Superintendent or designee is unable to comply with the stated advance notice, the Superintendent shall, at the request of the Association, reschedule the orientation and provide the advance notice. If, however, the Superintendent or designee provides proof that there was an urgent need critical to the employer's operations that was not reasonably foreseeable, the Association shall be provided as much notice as possible.

C. Association Time Provided

The Association shall be provided up to thirty (30) minutes of time during the orientation to facilitate Association business. The Association will have access to County audio visual equipment for Association presentations, where available. Additional time may be granted if requested and approved by the County.

- a. The Association shall have County-paid release time to attend and participate in new bargaining unit member orientations for one (1) bargaining unit member (additional release time may be provided with Superintendent approval), selected by the Association president or his or her designee, if any orientation is held during contractual work hours. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement.

D. New Bargaining Unit Member Information

The following new bargaining unit member information shall be delivered to the Association president and/or his or her designee in digital Excel format, sorted by seniority date, no later than 30 days after the date of hire:

1. Name
2. Home Address
3. Phone Numbers – work, home and cellular
4. Personal (non-County) Email Addresses
5. School Site
6. Grade Level/Assignment (Elementary, Middle and High School)
7. Date of Hire
8. Seniority Date
9. Full time Equivalent (FTE) status
10. Employment Status (i.e., Probationary, Permanent, Temporary, etc.)

11. Type of Credential (i.e., Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit “PIP” or College Internship, etc.)
12. Job Title

Personal information (home number, cell number and personal email) shall be included if provided by employee unless employee affirmatively requests non-disclosure. The Association shall be notified of bargaining unit members requesting such non-disclosure.

E. Bargaining Unit Member Information

In addition, once each month during every school year, Human Resources shall deliver to the Association president the following information in ***digital Excel format*** for all bargaining unit members:

1. Name
2. Home Address
3. Phone Numbers – work, home and cellular
4. Personal (non-County) Email Addresses
5. School Site
6. Grade Level/Assignment (Elementary, Middle and High School)
7. Date of Hire
8. Seniority Date
9. Full time Equivalent (FTE) status
10. Employment Status (i.e., Probationary, Permanent, Temporary, etc.)
11. Type of Credential (i.e., Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit “PIP” or College Internship, etc.)
12. Job Title

At other times during the school year, if requested by the Association, the County

shall provide the following information:

1. Indication of any Unit Member on unpaid leave of absence
2. A list of all bargaining unit members notating who the County is deducting dues for Associations membership

F. Promotion of Harmonious Public Employment Relations

To promote harmonious public employment relations, the Association may be allotted time to communicate with bargaining unit members, with site administrator approval. This Association time shall be for bargaining unit members only. County and/or school site administration will excuse themselves during Association time if requested.

G. Dispute Resolution

Violations of this article shall be subject to the grievance and arbitration article of the Collective Bargaining Agreement between the parties.