

**NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE
DAVIS TEACHERS ASSOCIATION (DTA)
AND THE
DAVIS JOINT UNIFIED SCHOOL DISTRICT (District)**

DTA and the District enter into this MOU in order to implement the provisions of AB 119.

1. NEW EMPLOYEE ORIENTATION

- a) All bargaining unit members shall be informed by the District of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) To ensure compliance with the access provisions of AB119, the District and DTA agree to the following procedure:
 - i. The District shall provide an annual new bargaining unit member orientation for all newly hired bargaining unit members to take place within seven (7) calendar days prior to the first day of classes, except when no new bargaining unit members are commencing employment at the start of the given year. Any bargaining unit member(s) hired after the start of the school year shall be provided an in-person orientation/onboarding meeting within thirty (30) calendar days from the date of hire.
 - ii. New bargaining unit members shall be paid at their hourly rate for the duration of these required orientation/onboarding meetings when orientations occur outside the contract year and/or day.
 - iii. The District shall provide written notice of the date, time and location of all bargaining unit member orientations/onboarding meetings, by certified or electronic mail, to the DTA president, past president, and president elect no later than twenty-one (21) calendar days in advance of the annual orientation meeting(s) or ten (10) days in advance of other orientation/onboarding meetings that may occur throughout the year.
 - iv. In the event the District is unable to comply with the stated advance notice, the District shall, at the request of DTA, reschedule the orientation/onboarding meeting and provide the advance notice. If, however, the District provides proof that there was an urgent need critical to the employer's operations that was not reasonably foreseeable, DTA shall be provided as much notice as possible.
 - v. DTA shall be provided no less than sixty (60) minutes of uninterrupted time to communicate with bargaining unit members at all new bargaining unit member orientations/onboarding meetings. District administration will excuse themselves during DTA time.
 - vi. DTA is entitled to invite California Teachers Association (CTA) endorsed vendors and CTA staff to the DTA portion of new bargaining unit member orientations/onboarding meetings and will have access to District audio visual equipment for DTA presentations.

- vii. DTA shall have District-paid release time to attend new bargaining unit member orientation/onboarding meetings for up to three (3) bargaining unit members selected by DTA, if any orientation/onboarding meeting is held during contractual hours.

2. NEW EMPLOYEE INFORMATION

- a) The following new bargaining unit member information shall be delivered to the DTA president electronically via a mutually agreeable secure FTP site or service, sorted by seniority date, no later than thirty (30) days after the date of hire:

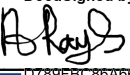
- i. Name
- ii. Birthdate
- iii. Employee ID
- iv. Home Street address
- v. Phone numbers (work, home, and cellular)
- vi. Personal email address
- vii. School Site
- viii. Grade Level/Assignment
- ix. Date of Hire
- x. Seniority Date
- xi. Full time Equivalent (FTE) status
- xii. Employment Status (i.e. Probationary, Permanent, Temporary)
- xiii. Type of Credential (i.e. Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or College Internship)

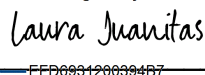
- b) In addition, seven (7) calendar days before the first teacher work day and the last working day of September, January, and May, the District shall deliver to the DTA president the following information electronically via a mutually agreeable secure FTP site or service.

- i. Name
- ii. Birthdate
- iii. Employee ID
- iv. Home Street address
- v. Phone numbers (work, home, and cellular)
- vi. Personal email address
- vii. School Site
- viii. Grade Level/Assignment
- ix. Date of Hire
- x. Seniority Date
- xi. Full time Equivalent (FTE) status
- xii. Employment Status (i.e. Probationary, Permanent, Temporary)
- xiii. Type of Credential (i.e. Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or College Internship)
- xiv. Indication of any Unit Member on Leave of Absence
- xv. An indication of whether the district is deducting dues for membership

3. TERM OF AGREEMENT

- a) Violation of this MOU shall be subject to the grievance and arbitration article of the Collective Bargaining Agreement between the parties.
- b) This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2025 unless incorporated into the Association collective bargaining agreement before that time.

DocuSigned by:

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Amanda Rayls,
DTA Lead Negotiator

DocuSigned by:

EFD6931200394B7...
Laura Juanitas,
Associate Superintendent

6/18/2022

Date

6/17/2022

Date