

Letter of Understanding
Between
San Joaquin Delta Community College District (“SJDCCD”)
And
California School Employees Association
And Its
San Joaquin Delta College Chapter 359 (“CSEA”)

This Letter of Understanding (“LOU”) is made effective as of March 4, 2024 and has been jointly prepared by representatives of the San Joaquin Delta Community College District (“District”) and the designated representatives of the California School Employees Association and its San Joaquin Delta College Chapter 359 (“CSEA”), the exclusively recognized employee organization within the District for all employees in the classified service,

This LOU is an agreement between the District and CSEA to temporarily modify part of AP 7120 as listed below, to accommodate the numerous hiring committees.

Strike Through = Deletion
Bold, Underlined, Italics = New language
Regular font = current language

II. GENERAL RECRUITMENT AND SELECTION PROCEDURES FOR ALL POSITIONS

D. Job Announcements and Recruitment Plans

Job announcements will be produced in accord with Title 5 Section 53022.

Job announcements will be posted and recruitments plans will begin only after the hiring committee has met, reviewed and job description, and created a schedule for the recruitment plan.

The recruitment for all faculty and academic administrator position shall proceed in the following order:

- Entitlement approved by Board of Trustees.
- Hiring Committee established.
- Hiring Committee has First Meeting, Chair Elected.
- Hiring Committee reviews the Job Description and, under the guidance of the EEO Officer, may seek assistance from the Academic Senate, appropriate faculty and staff, shared governance committee(s), and Equity Groups.
- Hiring Committee develops Recruitment Plan and Schedule and, under the guidance of the EEO officer, may seek assistance from the Academic Senate, appropriate faculty and staff, shared governance committee(s), and Equity Groups.
- Hiring Committee Chair and HR Director confer on recruitment plan.
- For Faculty positions, transfer notices will be posted for a minimum of seven (7) calendar days. If transfer requests are received, the District will notify the Hiring Committee chair and the transfer process will then be initialed and followed as outlined in the collective bargaining agreement.
- Advertisements of position with job description will be placed, at minimum, onto the Delta website, the California Registry, and the Journal of Higher Education for ~~thirty (30)~~ **seven (7)** days. Advertisements may also be placed in any additional equity related sites as recommended by the Academic Senate, appropriate faculty and staff, shared governance committee(s), and Equity Groups.
- **HR or a delegate appointed by the Vice President of Human Resources & Risk Management** continually reviews applications for minimum qualifications.
- Applications meeting minimum qualification are continually forwarded to Hiring Committee Chair.

Once the Hiring Committees has received the required number of Candidates, interviews may begin. In all recruitments, the Human Resources Office will carry out the Recruitment Plan in consultation with the Selection Committee Chair. The positions will be advertised, directed in the Recruitment Plan to promote and generate a qualified and diverse Applicant Pool, and meet requirements of Title V. Notice of the position will be published and distributed throughout the campus via email and the following methods:

- Transfer notices for vacant classified positions shall be distributed to all incumbents in the classification for a minimum of seven (7) calendar days.
- Transfer notices for all vacant faculty positions shall be distributed campus-wide for a minimum of seven (7) calendar days.
- All vacant positions shall be posted on the District’s website and the California Registry.
- Job announcements for **Classified shall remain posted for a minimum period of seven (7) calendar days for external recruitments for all other positions they** shall be advertised for a minimum of thirty (30) calendar days.
- Job Announcements shall remain posted until the position is filled.

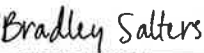
E. Receipt and Duration of Applications

The Human Resources Office will receive and collect all applications, and HR or a delegate appointed by the Vice President of Human Resources & Risk Management will verify the completeness of all materials. All application and materials of Candidates (Applicants with minimum qualifications for the position) will be provided to the Selection Committee for consideration. If a need to hire for the same position and job classification arises within a ~~six (6)~~ **eight (8)** month period from the ~~original recruitment~~ **hire date**, the area manager may request Human Resources send to the Superintendent/President an Eligible Candidate from the original recruitment Hiring Pool, as determined by the Second Level Interview Committee, or, in the case of a classified confidential, send to the Superintendent/President applicants from the original recruitment Hiring Pool as determined by the first level interview. In either case the Superintendent/President may select from the recruitment Hiring Pool the eligible candidate to be sent to the Board of Trustees, if the Advanced Candidate is no longer available and the hiring pool is exhausted, a new recruitment shall begin. After ~~six (6)~~ **eight (8)** months, the vacancy will be treated as a new vacancy and shall be re-advertised. Applicants must resubmit applications to reapply. Once submitted, applications and accompanying information become the property of the District and are not returned to the applicant.


This LOU will sunset on May 31, 2025.

For the District:

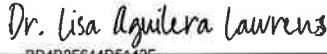
For the Association:

DocuSigned by:

 3/6/2024 | 12:21 PM PST


 Bradley Salters Date
 Chief Negotiator for the District
 Vice President of Human Resources &
 Risk Management

DocuSigned by:

 3/6/2024 | 10:41 AM PST

 Edna Takahashi Date
 CSEA Chapter 359 President

DocuSigned by:

 3/6/2024 | 9:43 AM PST

 Dr. Lisa Aguilera Lawrenson Date
 Superintendent/President
 San Joaquin Delta College


 3/11/24

 Carol Black Date
 CSEA Labor Relations Representative