

MEMORANDUM OF UNDERSTANDING
BETWEEN
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
AND
THE ASSOCIATION OF CLASSIFIED EMPLOYEES

This Memorandum of Understanding is entered into between Foothill-De Anza Community College District (“District”) and the Association of Classified Employees (“ACE”). The District and the ACE have mutually agreed to participate in a Joint Labor/Management Classification Committee (“JLMCC” or Committee”) The role of the JLMCC is to determine the need, requirements, purpose and process for a comprehensive classification study.

The Committee shall be formed with ACE and the District each having three representatives presented on the committee to determine the need, requirements, purpose and process for a comprehensive classification study.

The committee shall be assigned the following responsibilities:

- Determine the classifications to be reviewed during the classification study.
- Determine the order of the classifications that will be reviewed during the classification study.
- Determine the details and purpose of the classification study.
 - Determine if it will be an analysis of position or an analysis of classifications or both.
- Cost and who shall be responsible.
- Appeal process
- Complete the RFP process, which could include the following:
 1. Draft the RFP which shall include the purpose of the study and the outline of the scope of work consistent with the purpose;
 2. Review the RFP submissions and evaluate and recommend an independent third party to conduct the study (if said recommendation is not followed then the committee will re-recommend until its recommendation is followed);
 3. Work with the independent third party to resolve any questions or issues during the study (the independent third party will only work through and receive direction from the joint labor management committee);
 4. Receive the final report and assure it meets the terms of the RFP.

The purpose of the study shall be a classification analysis of the positions in each classification. The study will not include a salary analysis, except as provided below. There are at least two expected outcomes included in the recommendation report:

- the appropriate classification for each position identified and studied;
- the appropriate salary range placement of each classification within the existing salary structure.

It is also agreed that no employee shall suffer a reduction in salary due to the classification study and if any position is considered lower than its current salary, it is agreed the current employee will be y-rated at their current salary until the salary exceeds their current rate in which case the salary will then increase equal with the new rate.

Marietta L. Harris

Marietta L. Harris, District Chief Negotiator

08/12/15

Date

Chris White

Chris White, ACE Chief Negotiator

8/12/15

Date