

DELINEATION OF DUTIES/RESPONSIBILITY STATEMENT
West Valley Mission Classified Employee Association
and
West Valley Mission Community College District Classified Senates

Statement of Purpose

The purpose of this document is to clarify the different roles that the West Valley-Mission Classified Employee Association (WVMCEA) and the West Valley-Mission Community College District Classified Senates fulfill in representing the interests and concerns of classified staff. Each has a distinct charter with differing objectives. Pursuing the objectives of one organization within the framework of the other can be redundant or even counterproductive, diluting the overall effectiveness of the organizations in serving classified employees interests. By clearly understanding each organization's charter, we ensure that classified employees have input into the participatory governance process while at the same time are assured that classified bargaining rights are protected.

This document is an understanding between the WVMCEA and the WVMCCD Classified Senates of the roles and responsibilities herein.

West Valley and Mission Classified Senates

The role of the Classified Senates is to participate effectively in the formation of District and College policy and procedures and to promote the interests of all classified staff. The Classified Senates express the view of classified staff (basic unit, confidential and classified management) in the participatory governance process, excluding all areas of Collective Bargaining.

The Classified Senates are organized to:

- A. Fully engage in the participatory governance structure.
- B. Provide a body representing the needs, concerns, and viewpoints of all classified staff.
- C. Recruit, from its constituency, representatives to serve on governance and College committees. Ensure that Senate hiring committee appointments for basic unit positions include at least one WVMCEA member.
- D. Articulate the professionalism of the classified staff so that it is properly recognized and valued by faculty, administration, and the Board of Trustees.
- E. Manage classified staff development.
- F. Promote and represent the interests of the classified staff in the development and formulation of policy and practice related, but not limited, to the following:
 - a. in-service education
 - b. facilities and services
 - c. finance and budget
 - d. staffing needs

- G. Formulate and promote cooperative communication with other College and District organizations such as:
 - a. Classified bargaining units (WVMCEA, Teamsters, Confidential Unit, POA)
 - b. Faculty bargaining unit (ACE)
 - c. Academic Senates
 - d. Associated Student Organization (ASO)
 - e. All participatory governance groups
- H. Participate in the selection and evaluation of supervisory and administrative staff.

It shall be the responsibilities of the Classified Senate Officers and Senators to:

- A. Consider and take official positions on policy and budget recommendations, excluding matters pertaining to collective bargaining.
- B. Make recommendations and take action on behalf of the classified staff with respect to any and all issues regarding District and College governance.
- C. Request, obtain and convey to the classified staff in a timely manner, information and/or recommendations on policies and procedures made by the College administration and/or participatory governance system so as to allow effective consideration of these issues.
- D. Refer all queries, requests, and/or concerns covered by collective bargaining to the Bargaining Units, with strict adherence to the details and dictates of the Bargaining Units' Contracts.

West Valley Mission Classified Employee Association

WVMCEA is the exclusive bargaining agent for all basic unit classified employees in the West Valley-Mission Community College District. WVMCEA negotiates and represents classified staff in contractual issues such as:

- A. Wages, including salary schedule and placement, promotions, seniority, layoff and reemployment rights, initial classification and reclassification.
- B. Hours of employment.
- C. Health and welfare benefits, including holidays and vacations.
- D. Leaves, transfers and reassignment policies.
- E. Safety conditions of employment, including district-initiated disability leaves.
- F. Procedures to be used for the evaluation of employees.
- G. Organizational security – WVMCEA has sole and exclusive right to have membership dues and service fees deducted by the District for employees in the bargaining unit.
- H. Procedures for processing grievances and disciplinary actions.
- I. Selection of employees to serve as representatives for WVMCEA in participatory governance groups and in other District and College committees that request or require bargaining unit representation, including but not limited to:

- a. Faculty and Staff Diversity Advisory Committee
- b. District Council
- c. Mission College Budget Advisory Committee (CBAC)
- d. West Valley College Council
- e. Safety Committee
- f. Health Benefits Review
- g. Personnel Committee
- h. GAP

Joint Responsibilities

It is the joint responsibility of the Classified Senates and WVMCEA to ensure that classified staff has meaningful input into the decision-making processes of the District and the Colleges.

It is the joint responsibility of the Classified Senates and WVMCEA to work cooperatively to further the perspectives and professionalism of classified staff as to ensure a sound institution of higher education and to support student success. The Classified Senate and WVMCEA have a joint responsibility to avoid the development of divisive or discordant positions and/or goals, and to communicate with each other in a clear and timely manner on any issues which may affect classified staff.

The Classified Senates and WVMCEA have a shared responsibility in the following areas, and will work cooperatively to ensure that classified employee interests are represented in:

- A. Selection of Administrative staff
- B. Staff professional development and in-service education
- C. Facilities and services
- D. Recognition awards
- E. Budget and Finance
- F. Relations and communication among the various interest groups
- G. To ensure that classified representation is consistently speaking with a united voice it is understood that any public position regarding classified staff must be approved by all parties, unless the matter relates to a collective bargaining issue in which case WVMCEA will speak for all its bargaining unit members.

Joint Liaison Committee

The Classified Senates/WVMCEA Liaison Committee shall be composed of four (4) members. Said composition shall be the President of the West Valley Classified Senate, the President of the Mission Classified Senate, and the President of WVMCEA plus one (1) additional representative of his/her choice from the bargaining unit.

Upon a single written request of either Senate President or the President of WVMCEA, the Liaison Committee shall convene for the purposes of mediating unresolved conflict in consultation with their respective organizations.

Termination of Statement

This Delineation of Duties/Responsibility Statement may be changed or terminated by any party by giving the other two parties thirty (30) day notice of its intent to request change or termination. The parties agree to use those thirty (30) days to meet and attempt to resolve any concerns that led to the request.