PALO VERDE COMMUNITY COLLEGE DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, PALO VERDE CHAPTER 180

This Memorandum of Understanding between the Palo Verde Community College District (District), and the California School Employees Association and its Palo Verde Chapter 180 (Association) is entered into with respect to the following:

WHEREAS, the District has an employee in the Payroll/Benefits Coordinator position which has been and is currently performing confidential work, as defined by the provisions of the Educational Employment Relations Act (EERA); and

WHEREAS, on June 11, 2012, the District and CSEA discussed the appropriate placement of the Payroll/Benefits Coordinator in a confidential position outside the classified bargaining unit in order to comply with the provisions of the EERA; and

WHEREAS, the District and CSEA wish to avoid the time and expense associated with a contested unit modification through the Public Employment Relations Board (PERB);

THEREFORE, the Parties agree, in the interest of promoting harmonious labor relations and to avoid the uncertainty, inconvenience, and expense of litigation, to the following in resolution of the above-recited matters:

1. The Parties agree to make the Payroll/Benefits Coordinator a confidential position effective June 26, 2012, to be placed on Row 1 of the Classified Management/ Confidential Salary Schedule.

2. Initial step placement as of July 1, 2012 (on Row 1) of the Classified Management/Confidential Salary Schedule for the current occupant of the Payroll/Benefits Coordinator position shall be Step 7. Employee shall be eligible for future step and longevity based on years of service under the Classified Management/Confidential Salary Schedule.

3. Until which time the Classified Management/Confidential Salary Schedule is further reduced by future, possible reductions and/or concessions implemented after July 1, 2012, the Payroll/Benefits Coordinator shall not suffer additional reductions in salary, nor shall the employee be eligible for reinstatement in salary, such as due to concession rollbacks among other confidential or classified management salaries, to any point higher than employee's July 1, 2012 initial placement at Row 1, Step 7.

4. The Parties further agree to modify the existing Payroll/Benefits Coordinator job description as delineated and agreed to in Attachment #1.

5. Any future reclassification request by any current or future Payroll/Benefits Coordinator shall not take place through the Parties' reclassification procedures under the CSEA (classified) collective bargaining agreement.

The Parties agree that this MOU shall not be considered precedential, nor shall it create any binding past practice beyond that which is specifically contemplated in this MOU itself. This MOU does not modify or amend any current contract language. This MOU is subject to ratification by the CSEA Chapter 180 membership and by the Palo Verde Community College District Board of Trustees.

Executed this day, June 18, 2012 in Blythe, California.

For The California School Employees Association, Chapter 180

Richard M. Soto Jr. [Print Name]	[Sign Name]
Suzanne P. Woods [Print Name]	[Sign Name]
Jonathan Martin [Print Name]	[Sign Name]
Denise Taylor [Print Name]	[Sign Name]
Dale Wissman [Print Name]	[Sign Name]

For Palo Verde Community College District

KAY RAGAN [Print Name]	[Sign Name]
Russi Egan [Print Name]	[Sign Name]
Debbie Mitchell [Print Name]	[Sign Name]

Attachment #1

PALO VERDE COMMUNITY COLLEGE DISTRICT

~~ADMINISTRATIVE SERVICES~~
PAYROLL/BENEFITS COORDINATOR

NATURE OF THE POSITION:

Under the direction of the ~~Vice President of Administrative Services~~ Chief Business Officer or designee, the Payroll/Benefits Coordinator shall perform the following duties:

ACCOUNTABILITY OBJECTIVES:

1. Perform functions pertaining to payroll for all employees including verification of eligibility and release of payroll warrants and various payroll documents for a minimum of 100 employees.
2. Receive, review and verify payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
3. Prepare and coordinate the preparation of information and data requested for administrative review including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
4. Prepare any adjustments to payroll in a timely manner, (i.e. overtime, salary changes, CTLC's, etc.)
5. Maintain Health & Welfare mapping system between the District, County and all vendors systems.
6. Process monthly billing statements for employee Health & Welfare benefits.
7. Maintain District, Brokers and County Health & Welfare employee database systems: enrollment and terminations, update for changes in status: births, deaths, marriage, divorce, dependent student status.
8. Conduct employee's dependent audits.
9. Plan, organize, and coordinate the workers compensation program and serve as a liaison to the program claim administrator.
10. Investigate, monitor and audit industrial illness and injury situations, and provide evaluative reports.
11. Answer questions and resolve problems relating to employee Health and Welfare benefits; provide COBRA information and notifications; coordinate District benefits open enrollment period, providing assistance to faculty, staff, administrators, Board members and retirees regarding the open enrollment process and various plans available; review documents for accuracy and completeness.
12. Track and process monthly payments for retirees' medical and dental benefits and keeps retirees informed of their status.
13. Coordinate the voluntary deduction programs; provide information and distributes and collects forms from employees; prepares and maintains employee deduction files; submits employee changes to information systems; audits and verifies employee changes against payroll registers and makes changes as needed; maintains Section 125 plan files and records deductions; reconciles carrier invoices to payroll deduction reports; prepares and submits invoices and sends checks to vendors.

14. Coordinate the tax sheltered annuity (TSA) program; creates and maintains TSA files, records and forms; answers questions regarding annuities from employees and vendors and resolves problems as needed; prepare employee voluntary deduction files and inputs into district systems; audits and makes changes as needed; posts monthly TSA changes and reconciles vendor amounts against TSA payroll register; sends checks to vendors; performs uploads and downloads of confidential information between County System and Third Party Administrator and District.
15. Assist with budget planning, year-end closing and expenditure control procedures.
16. Process a variety of documents pertaining to payroll transactions, including payroll registers, voluntary deductions, employee status reports, insurance detail and a variety of other documentation.
17. Process all requests and inquires from the Employment Development Department, including DE34's for new hires; unemployment requests; SDI payments.
18. Act as liaison between the District and Third Party Administrators for: TSA's, Health & Welfare, SDI, Worker's Comp, and Disability/Rehabilitation, Property and Liability and Risk Management.
19. Coordinate the property and liability insurance and risk management programs.
20. Independently or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
21. Assist with collection of enrollment fees, tuition fees, ASB fees and other related fees.
22. Assist with and maintain a variety of records and files that may include student, personnel, budget, expenditure, payroll and other related records and files.
23. Maintain records for all employee leave, (vacation, sick leave, comp time, etc…)
24. Coordinate employee leave programs with FMLA and disability programs.
25. Receives, transmits and delivers messages and faxes.
26. Input various materials into County Computer System and the district database system
27. Utilize modern office equipment, including micro-computers, computer terminals and related application software.
28. Interpret policies, regulations, and operational procedures to those persons contacting the administrator's office either by telephone or personal visitation.
29. Performs other duties as required by the Vice President of Administrative Services.

REQUIRED QUALIFICATIONS:

1. A.A. or A.S. with emphasis on Accounting/Business and/or five (5) years work experience in payroll/accounting.
2. Ability to communicate effectively both oral and written. (English usage, spelling grammar, and report formatting.)
3. Skillfully operate computer terminal and other standard business related equipment.
4. Ability to establish and maintain cooperative working relationships.
5. Ability to type at 50 WPM.
6. Ability to operate a 10-key calculator by touch.
7. Ability to pass the Clerical Skills Tests.
8. Physical ability to work effectively in an environment which is typical of this position.

~~**CLASSIFICATION:**~~

~~Classification 10 on the Classified Salary Schedule.~~

~~**BENEFITS AND POSITION STATUS:**~~

~~12 Month position - 8 hours per day - 40 hours per week~~
~~(evening and weekend duties may be assigned)~~
~~Bargaining unit position - regular fringe benefits as accorded per CSEA agreement.~~

Classification:
Full-time Confidential employee;
12 month full-time position (40 hours per week);
Classification Row 1 of the Classified Management/Confidential Salary Schedule.
This position is classified as Confidential as per Board Policy (not within a collective bargaining unit).

Confidentiality:
Without exception, all employees are required to maintain confidentiality of all information and this position will routinely deal with confidential information and matters.

Denise Taylor