

# Delineation of Roles and Responsibility Statement

Butte-Glenn Community College District  
California School Employees Association (CSEA) Chapter #511  
&  
Butte-Glenn Community College District  
Classified Senate

## **Statement of Purpose**

The purpose of this document is to clarify the different roles that CSEA, Chapter 511 and the Butte College Classified Senate fulfill in representing classified employees on the Butte College campus.

Although both organizations represent all Butte College classified employees, 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 employee interests.

By clearly understanding each organization's charter, we ensure that classified employees have input into the shared governance process while at the same time assuring classified bargaining rights are protected.

This document is an agreement between the Butte-Glenn Community College District Classified Senate and CSEA, Chapter 511 of the roles and responsibilities herein.

## **Statement of Purpose for: Butte-Glenn Community College District Classified Senate**

The Butte-Glenn Community College District Classified Senate promotes the interests of all Butte College classified staff in accordance with AB 1725 mandates.

The purpose of this organization is to provide a vehicle by which the classified staff is able to fully participate in the process of achieving the goals and mission of the college and promoting a successful learning environment for students. It shall be the function of the Classified Senate to participate in the governance of Butte-Glenn Community College on a consultative level: to actively collect, evaluate and disseminate information for the classified staff; and to represent those interests in non-bargaining agent (CSEA) issues before and on any governance or non-hiring college committee. The Classified Senate shall also promote professional and personal development through participation for all classified staff.

## **Statement of Purpose for: Exclusive Bargaining Agent – Butte-Glenn Community College CSEA Chapter 511**

The California School Employees Association, Butte-Glenn Community College Chapter 511, hereafter referred to as the Association, shall be recognized as the “exclusive” representative for the classified employees within its bargaining unit. The Association expresses the viewpoint of the classified bargaining unit to the college administration and Governing Board in matters regarding Collective Bargaining.

The rights and responsibilities of the Association derive from the Public Employees Relations

Act (SB 160, Rodda), from the interpretations of this Act by the Public Employees Relations Board, by the Collective Bargaining Agreement, Past Practice, and other applicable laws. The Association's scope of representation shall include all matters dealing with the collective bargaining process, wages, hours of employment, workload, terms and conditions of employment, classified service on all hiring committees, and all areas covered in the Butte-Glenn Community College Chapter 511 Collective Bargaining Agreement and Handbook of Policies & Procedures for Classified Employees.

## Delineation of Roles and Responsibilities

#511	Classified Senate	CSEA Chapter
Membership	Elected from Classified Staff	Voluntary chapter membership for bargaining unit members
Affiliation	District	CSEA (Classified School Employees Association)
Dues	None	Monthly State and Local dues
Participation	Voluntary Open to all Classified Employees	Voluntary Chapter membership for bargaining unit members
Voting	All classified	All members who have joined the union

### Functions

1. Participate in the shared governance structure.	1. Wages, including salary schedule and placement, promotion, seniority layoff and reemployment rights. Initial classification and reclassification.
2. Provides a body representing the needs, concerns and viewpoints of the classified staff other than contract issues.	2. Hours of employment, health and welfare benefits, including holidays and vacations
3. Provide a centralized means of communication between classified staff and the rest of the college community.	3. Leaves, transfers and reassignment policies. Including sick leaves, maternity leaves, bereavement leaves, military leaves, industrial accident leaves, personal necessity leaves, and unpaid leaves of absence.
4. Select from its constituency representatives to serve on governance and college committees.	4. Safety conditions of Employment, including district-initiated disability leaves.
5. Articulate the professionalism of the classified staff so that it is properly recognized and valued. i.e. Rising Above the Best Awards and Star Awards.	5. Procedures to be used for the evaluation of employees.
6. Provide an opportunity for enhancing the democratic process of governance at Butte College.	6. Procedures for processing grievances and disciplinary actions.
7. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.	7. Appoint classified staff to committees that are directly related to employee hiring.
8. Promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff.	8. Any procedure that is defined in the contract shall be the responsibility of CSEA.
9. Promote the interests of the classified staff in the development and formulation of policy and practice related but not limited to the following: Staff development. Facilities and services.	9. Organizational Security – That is, CSEA, has the sole and exclusive right to have membership dues and service fees deducted by the District for employees in the bargaining unit.

Student/classified and faculty/classified relations. Budget (1/2 of classified representation appointed by Classified Senate)	Budget (1/2 of classified representation appointed by CSEA)
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All issues of concern to classified employees are open for discussion by either CSEA or the Classified Senate, but communication to management regarding special issues will be made only through the appropriate representative body. This document will remain in effect indefinitely or until re-negotiated.