

[Signature]
10/07/19

R.J.

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 328
AND
THE BEVERLY HILLS UNIFIED SCHOOL DISTRICT**

The California School Employees Association and its Chapter #328 ("Association"), and the Beverly Hills Unified School District ("District") have entered into a Memorandum of Understanding as follows:


1. The Association and the District agree to revised job description for the "security officer" position dated Wednesday, July 31, 2019, attached hereto as Exhibit A.
2. The Association acknowledges and agrees that there may be overlap between the duties of the security officer and the duties of private security services being provided to the District. The Association agrees that the overlap in duties will not be subject to the grievance procedure set forth in Article IV of the collective bargaining agreement between the Association and District.
3. The Association and the District agree that the security officer position will be range 22 to range 23, effective for the 2019-2020 school year.
4. The Association and the District agree that all current 10 month security officer positions will be moved to 11 month positions.
5. The Association and the District agree that the security officers who were employed during the 2018-2019 school year will receive a one-time retroactive payment in the amount of \$650.00 (for 10 month employees) and \$715.00 (for 11 month employees) for the 2018-2019 school year. The payment will be made within thirty (30) business days from final approval of the MOU by both parties.
6. The District agrees to provide the security officers with District issued cellphones for the 2019-2020 school year. The use of the District issued cellphones will be subject to the District's Acceptable Use Policy ("AUP").
7. Provided this MOU is approved by both parties no later than November 11, 2019, Parties agree the security guards will begin use of the District issued cellphones on Monday, November 18, 2019.
8. The effective start date of this Memorandum of Understanding shall be November 18, 2019.
9. The Association and the District agree this Memorandum of Understanding is not precedent setting and that it does not constitute past practice

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10. Except as specifically defined in this Memorandum of Understanding, both parties retain all rights defined by law and under the collective bargaining agreement.

For the Association:

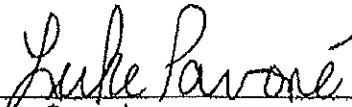


Calvin Ridgle
President of CSEA Chapter 328

10/7/19

Date


For the District:



Luke Pavoné
Executive Director, Human Resources

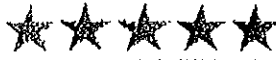
10/7/19

Date

 10/7/19

Angelica Reyes
Labor Relations Representative
CSEA

EXHIBIT A



Beverly Hills
Unified School District
CREATING A WORLD CLASS EDUCATION

Je
10/6/19

R.J.

CD
10/7/19
OTC
10/7/19

MR 10/7/19
Human Resources Department
255 S. Lasky Drive
Beverly Hills, California 90212
(310) 551-5100 ext. 2236/2237
District Website: www.bhusd.k12.ca.us

**SECURITY OFFICER
BEVERLY HILLS UNIFIED SCHOOL DISTRICT**

DEFINITION

Under direction of an assigned supervisor, oversee and monitor school-site students and adults in hallways, lunch areas, parking lots and other areas at the school campus; assure the safety and security of school, students, staff and facilities. This is a full-time, 40 hour per week assignment for the school year. This position is a Classification **23**, with a salary range of **\$3,409-4,348** per month. Applicants should submit a fully completed online application through EdJoin (www.edjoin.org).

The deadline for filing is

EXAMPLES OF DUTIES

1. Oversee and monitor students during the school day and according to established schedules and patrol areas;
2. Assure compliance with established rules, regulations and policies related to student behavior, substance abuse, monitor and observe students in hallways, restrooms, parking lots and other school facilities or any other space where students or staff are present;
3. Enforce parking, traffic and speed regulations;
4. Patrol assigned campus areas on foot or in electric cart;
5. Provide information and directions to school visitors;
6. Escort unauthorized visitors off campus;
7. Escort students to class or the office;
8. Operate a two-way radio to communicate with other security personnel; use of cell phone for security emergency app and other communications as needed.
9. Respond to emergency situations;
10. Report vandalism and assist in maintaining the safety and security of adults, staff and facilities;
11. Communicate with law enforcement and public safety agencies regarding incidents, accidents and vandalism;
12. Lock and unlock campus areas;
13. Maintain routine records and prepare incident and accident reports;
14. Perform first aid in emergency situations;
15. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against illegal entrance and maintain the premises;
16. Collect and log information on campus visitors in order to implement and maintain a visitor database;
17. Monitor surveillance and security equipment in order to ensure the safety of District students, personnel, and property;
18. Perform other duties as assigned by the Director of School Safety, Principal, or Assistant Principal.
19. Provide security services for staff and students during extracurricular events off campus
20. Provide security services for community sponsored events on any campus
21. Communicate with Facility department and ensure safety during construction to students, staff and visitors

POST DATE:

22. Attend mandatory school district trainings

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern security methods, principles and techniques;
2. Interpersonal skills including tact, patience and courtesy;
3. Oral and written communication skills;
4. Current social, cultural and behavioral issues affecting local adults;
5. Basic record-keeping techniques;
6. Crowd and traffic control methods;
7. Health and safety regulations;
8. First aid and CPR procedures.
9. **Basic computer skills**

Ability to:

1. Oversee students going to and from classes and assure compliance with established school rules, regulations and policies;
2. Patrol campus areas to maintain order and security at the school-site;
3. Relate effectively and positively with students;
4. Learn, apply and explain school rules and regulations;
5. Analyze sensitive situations and take appropriate constructive action;
6. Stand and walk for long periods of time.
7. **Use technology-based applications**
8. **Follow standard operating procedures as assigned**

Education

Any combination equivalent to graduation from high school.

Experience

One year of security experience involving public contact.

Certificate and License Requirements

Valid California driver's license; valid first aid and CPR certificates issued by an authorized agency. **Valid SB1626 certification.**

WORKING CONDITIONS

Environment

School campus environment;

Physical Demands

Subject to working outdoors, walking for long periods of time and exposure to potentially violent situations.

POST DATE:

OTHER REQUIREMENTS

Upon recommendation for employment, prospective employees will be required to provide a current verification of a negative TB test or X-ray and be fingerprinted through the Department of Justice.

Unit: California School Employees Association, Chapter 328

Salary Class: 23

Months: 11

POST DATE: