

TENTATIVE AGREEMENT  
BETWEEN THE COAST COMMUNITY COLLEGE DISTRICT  
AND THE COAST FEDERATION OF CLASSIFIED PROFESSIONALS, LOCAL 4794

June 8, 2022

This Tentative Agreement between the Coast Community College District and the Coast Federation of Classified Professionals, Local 4794 (hereinafter referred to as the "Federation") is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Agreement ("Agreement") between the parties.

All language currently in effect as stated in the Agreement between the parties is intended to remain unchanged except as agreed below.

**Article 4: Safety**  
**Sections 4.3, 4.4, 4.6, and 4.7 Only**

[...]

**4.3 Employee/Management Reporting Responsibilities.**

A. The employee shall report to their immediate supervisor, or designee, any industrial accident or illness immediately, but no more than two scheduled work days, from the time of the industrial accident or diagnosis of work related illness.

B. It is the responsibility of employees to report, in writing on the appropriate form, to their immediate supervisor any condition(s) that may indicate a potential danger or any situation(s) that may result in a harmful condition to themselves or others. The Federation may make such reports on behalf of any employee or group of employees. No employee shall be unlawfully discriminated or retaliated against, as a result of reporting such conditions.

C. The immediate supervisor shall investigate any written report, consulting with District Risk Services and other departments as appropriate, and make a determination if corrective action is required. The Federation shall be informed of all such reports of safety concerns. If no action is necessary, a written response will be sent to the employee with a copy forwarded to the Federation, the proper College/District administrator, and District Risk Services. If corrective action is required, the immediate supervisor shall make reasonable attempts to resolve such conditions. If conditions cannot be corrected by the supervisor at that time, a written report shall be forwarded to the proper College/District administrator and District Risk Services for appropriate action. A copy of such report shall be sent to the Federation and employee. At the time that the complaint is submitted, the supervisor, in consultation with District Risk Services, the worksite's Human Resources Director, and the appropriate Vice President, shall determine what interim actions, if any, are needed to ensure employee safety while the complaint is more thoroughly investigated.

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**Article 4: Safety**  
**Sections 4.3, 4.4, 4.6, and 4.7 Only**

[...]

**4.3 Employee/Management Reporting Responsibilities.**

A. The employee shall report to ~~his/her~~ their immediate supervisor, or designee, any industrial accident or illness immediately, but no more than two scheduled work days, forty-eight (48) hours from the time of the industrial accident or diagnosis of work related illness.

B. It is the responsibility of employees to report, in writing on the appropriate form, to their immediate supervisor any condition(s) that may indicate a potential danger or any situation(s) that may result in a harmful condition to themselves or others. The Federation may make such reports on behalf of any employee or group of employees. No employee shall be unlawfully discriminated or retaliated against, ~~nor shall the employee experience repercussions~~ as a result of reporting such conditions.

C. The immediate supervisor shall investigate any written report, consulting with District Risk Services and other departments as appropriate, and make a determination if corrective action is required. The Federation shall be informed of all such reports of safety concerns. If no action is necessary, a written response will be sent to the employee with a copy forwarded to the Federation, ~~and the proper College/District administrator,~~ and District Risk Services. If corrective action is required, the immediate supervisor shall make reasonable attempts to resolve such conditions. If conditions cannot be corrected by the supervisor at that time, a written report shall be forwarded to the proper College/District administrator and District Risk Services for appropriate action. A copy of such report shall be sent to the Federation and ~~for~~ employee. At the time that the complaint is submitted, the supervisor, in consultation with District Risk Services, the worksite's Human Resources Director, and the appropriate Vice President, shall determine what interim actions, if any, are needed to ensure employee safety while the complaint is more thoroughly investigated.

**4.4 Safety Committees.** Each College and the District Office shall form a Safety Committee composed of equal numbers of representatives from the administration, classified staff, and other constituency groups. Volunteers will be sought to serve on these committees, and the Federation will appoint one representative to each of these committees. The committees shall make recommendations to the appropriate College/District administrator for appropriate action. The Safety Committees may review and make recommendations on reports submitted directly by employees. The Safety Committee may also be combined with College/District facilities and sustainability committees, where assigned and established, by the College/District site.

[...]

#### **4.6 Ergonomics**

**A.** The District shall make available to all District employees information regarding the District's Ergonomics Plan which is designed to reduce or eliminate hazards that contribute to the development of musculoskeletal disorders that may be caused, precipitated, or aggravated by repetitive motions. All District employees are expected to follow proper ergonomic work practices, as set forth in the District's Ergonomics Plan. The District will ensure that all new employees have access to the District's Ergonomics Plan.

1. Because of the integral relationship between employee health and the proper use of computers, chairs, workstations, and equipment, each employee, during the first week of initial employment, will be required to complete an online tutorial regarding proper ergonomic work practices.
2. Employees should inform and request assistance from their immediate supervisor if their health is being negatively affected by the setup or physical condition of their workstation or equipment.
3. If the problem is not alleviated in a reasonable time, the employee may contact District Risk Services and Human Resources for further assistance.

**4.7 Violence in the Workplace.** The District and the Federation are committed to providing a workplace that is free of violence and to joint efforts in preventing violent incidents.

**A.** In an effort to provide a safer work environment and to make employees aware of issues regarding the prevention of violence in the workplace, the District and the Federation shall develop a training program that shall include, but not be limited to:

1. Security measures already existing in the workplace;

**4.4 Safety Committees.** Each College and the District Office shall form a Safety Committee composed of equal numbers of representatives from the administration, classified staff, and other constituency groups. Volunteers will be sought to serve on ~~such these~~ committees, and the Federation will appoint one representative to each of these committees. The committees shall make recommendations to the appropriate College/District administrator for appropriate action. The Safety Committees may review and make recommendations on reports submitted directly by employees. The Safety Committee may also be combined with College/District facilities and sustainability committees, where assigned and established, by the College/District site.

[...]

#### **4.6 Ergonomics ~~Use of Computers~~**

**A.** The District shall make available to all District employees information regarding the District's Ergonomics Plan which is designed to reduce or eliminate hazards that contribute to the development of musculoskeletal disorders that may be caused, precipitated, or aggravated by repetitive motions. All District employees are expected to follow proper ergonomic work practices, as set forth in the District's Ergonomics Plan. ergonomic guidelines involved in using their computers. The District will ensure that all new employees have access to the District's Ergonomics Plan.

1. Because of the integral relationship between employee health and the proper use of computers, chairs, workstations, and equipment, each employee, during the first week of initial employment, will be required to complete the an online tutorial ~~on~~ regarding proper ergonomic work practices. considerations such as height, distance, protections for eyes, wrists, and posture.
2. Employees should inform and request assistance from their immediate supervisor if their health is being negatively affected by the setup or physical condition of their workstation or equipment.
3. If the problem is not alleviated in a reasonable time, the employee may contact District Risk Services Environmental Health & Safety and the respective personnel/HR departments. Human Resources for further assistance.

**4.7 Violence in the Workplace.** The District and the Federation are committed to providing a workplace that is free of violence and to joint efforts in preventing violent incidents.

**A.** In an effort to provide a safer work environment and to make ~~both management and unit members~~ employees aware of issues regarding the prevention of violence in the workplace, the District and the Federation shall develop a training program that shall include, but not be limited to:

1. Security measures already existing in the workplace;

2. Recognizing threatening or potentially threatening situations and the proper methods for dealing with them;
3. Proper procedures for reporting to Public Safety and/or local law enforcement any incidents or threats to safety; and
4. Personal safety training to assist employees in avoiding violent or potentially violent situations and to prepare them to better deal with such situations should they arise.

**B.** Employees who are the victims of any violent conduct, as defined by Board Policy and Administrative Procedure 3510, or who are witness to such conduct, or any supervisor receiving a report of such conduct, shall immediately report the incident to their supervisor or Human Resources. All reports or complaints regarding workplace violence will be handled in accordance with District policies and procedures. Board Policies and Administrative Procedures can be found on the District website.

**C.** During hours of darkness, or when an employee's work station or parking space is in a remote area, employees may request and receive, if available, an escort from Public Safety.

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*Andrew Deaso*

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Andrew Deaso, CFCP President/Date

*Marlene Drinkwine*

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Marlene Drinkwine, Vice Chancellor/Date

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Dr. Elizabeth Dorn Parker, Board President/Date

2. Recognizing threatening or potentially threatening situations and the proper methods for dealing with them;
3. Proper procedures for reporting to ~~campus security~~ **Public Safety** and/or local law enforcement any incidents or threats to safety; and
4. Personal safety training to assist employees in avoiding violent or potentially violent situations and to prepare them to better deal with such situations should they arise.

**B. Any bargaining unit member who reports an incident of violence or threatened violence while on District property or engaged in District business shall be entitled to receive an investigation by the District into the details of the incident. Employees who are the victims of any violent conduct, as defined by Board Policy and Administrative Procedure 3510, or who are witness to such conduct, or any supervisor receiving a report of such conduct, shall immediately report the incident to their supervisor or Human Resources. All reports or complaints regarding workplace violence will be handled in accordance with District policies and procedures. Board Policies and Administrative Procedures can be found on the District website.**

**C.** During hours of darkness, or when an employee's work station or parking space is in a remote area, ~~unit members~~ **employees** may request and receive, if available, an escort from ~~Public Safety~~.

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*Andrew Deaso*

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Andrew Deaso, CFCP President/Date

*Marlene Drinkwine*

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