

DELINEATION OF DUTIES/RESPONSIBILITY STATEMENT
Long Beach Council of Classified Employees Local 6108
and
Long Beach Community College District Classified Senate

Statement of Purpose

The purpose of this document is to clarify the different roles that the LBCCE, Local 6108 and the LBCCD Classified Senate 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 LBCCE, Local #6108 and the LBCCD Classified Senate of the roles and responsibilities herein.

Statement of Purpose
Long Beach Community College District Classified Senate

The Long Beach Community College District Classified Senate promotes the interests of all district-wide classified employees in accordance with AB 1725 mandates.

The purpose of this organization is to provide a vehicle by which the classified employee is able to fully participate in the process of achieving the goals and mission of the colleges and to promote a successful learning environment for students. It shall be the function of the Classified Senates to participate in the governance of Long Beach Community College District on a consultative level: to actively collect, evaluate, and disseminate information for the classified employee and to represent those interests in non-bargaining unit (LBCCE #6108) issues on any participatory governance committee.

Statement of Purpose
Exclusive Bargaining Representative - Long Beach Council of Classified
Employees Local 6108

The American Federation of Teachers, LBCCD #6108, hereafter referred to as "AFT Local #6108", shall be recognized as the "exclusive" representative for the classified employees within its bargaining unit. AFT Local #6108 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 AFT Local #6108 derive from the Public Employees Relations Act (SB 160, Rodda), and the interpretations of this Act by the Public Employees Relations Board, the Collective Bargaining Agreement, Past Practice, and other applicable laws. The AFT Local #6108 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 Long Beach Council of Classified Employees Local #6108 Collective Bargaining Agreement for Classified Employees.

Delineation of Roles and Responsibilities

	LBCCD Classified Senate	AFT Local #6108
Membership	Automatic for all permanent classified unit employees- Title V /AB1725	Bargaining unit members only. This is all regular classified employee unit members whether full or part-time employees.
Dues	None.	Mandatory monthly dues.
Participation	Voluntary. Open to permanent full and part time classified employees.	Open to bargaining unit classified members only.
Voting	All permanent classified employees.	Chapter dues paying members only.
Role	The Classified Senate is a professional organization promoting the interests of classified employees. The Senate supports, facilitates implementation and promotes awareness of the participatory governance process.	The Classified Union is a professional organization promoting the interests of classified employees AFT Local #6108 is the exclusive bargaining representative for the Long Beach Community College District's classified employees.
Purpose	To focus on issues related to the Participatory governance process and to ensure representation on Participatory governance committees, projects and issues.	To focus on collective bargaining issues such as wages, benefits, hours of employment, workload, terms and conditions of employment.

	LBCCD Classified Senate	AFT Local #6108
<p>Examples of Items to Fall Under Each Organization (not all responsibilities are listed)</p>	<ul style="list-style-type: none"> • Participates in the participatory governance process on campus and the district. • Provides a body representing the needs, concerns, and viewpoints of all the classified employees on issues other than working conditions. • Providing a centralized means of communication between ALL classified employees and the rest of the college community. • Appointment of classified employees to college and District participatory governance committees. • Provides an opportunity for classified employees to enhance the democratic process of participatory governance. • Promotes the interests of the classified employees in the development and formulation of policy and practice related but not limited to the following: <ul style="list-style-type: none"> - Providing personal and professional development opportunities - Developing leadership within the classified community - Preserving and advancing intercollegiate relationships and 	<ul style="list-style-type: none"> • Wages, including salary schedule and placement, promotions, seniority, layoff and re-employment rights, initial classification and reclassification. • Hours of employment. • Health and welfare benefits, including holidays and vacations. • Leaves, transfers, and reassignment policies. • Safety conditions of employment, including District-initiated disability leaves. • Procedures to be used for the evaluation of classified employees. • Procedures for processing grievances and disciplinary actions. • Promotes the well-being and rights of member classified employees by: <ul style="list-style-type: none"> - Participating on collective bargaining related standing committees - Represents classified employee unit members on all working conditions - Serving as a communication link within its membership and to the district on bargaining issues - Selecting representatives from its membership to serve on participatory

	LBCCD Classified Senate	AFT Local #6108
	involvement, creating a sense of unity - Providing a professional classified presence and visibility on campus and in the district. - Advocating the value and contributions Classified Employees provide to student success and learning - Providing recommendations and views on matters affecting classified employees and the conduct, welfare, and growth of the college.	governance and District committees as appropriate. - Communicating union rights and responsibilities with its members. - Providing personal and professional development opportunities

Joint Responsibilities

It is the joint responsibility of the LBCCD Classified Senate and AFT Local #6108 to ensure that classified staff has meaningful input into the decision-making processes of the District.

It is the joint responsibility of the LBCCD Classified Senate and AFT Local #6108 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 LBCCD Classified Senate and AFT Local #6108 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.

Each participatory governance committee with classified employee representation must have an appointee from both the Classified Senates and AFT Local #6108, though sometimes the two constituencies agree to appoint a single classified member.

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 AFT Local #6108 will speak for all its bargaining unit members.

Joint Liaison Committee

The LBCCD Classified Senate / AFT Local #6108 Liaison Committee shall be composed of four (4) members. Said composition shall be the President of the LBCC Classified Senate (1) additional representative of his/her choice from the Senate, and the President of AFT Local #6108 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 AFT Local #6108, 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 party 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.

This document is for informational purposes and is intended to clarify the roles and responsibilities of the LBCCD Classified Senate and AFT Local #6108 within the Long Beach Community College District.

**Long Beach Community College
District Classified Senate**

**American Federation of Teachers,
LBCCD #6108**

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Date _____