

**ARTICLE 2 - NOTICE**

**2.1** Whenever provision is made in this Agreement for the giving, service, or delivery of any notice, statement, or other instrument, the same shall be deemed to have been duly given, served, or delivered, either upon personal delivery or by mailing the same by United States mail or District mail, to the party entitled thereto at the address set forth below:

District: Assistant Superintendent, Human Resources  
and/or Director of Employee Relations  
Colton Joint Unified School District  
1212 Valencia Drive  
Colton, California 92324

Association: President  
Colton Chapter 244  
California School Employees Association  
(At his/her work site)