

**Memorandum of Understanding
Between
Part-Time Faculty United, AFT Local 6262
and the
Santa Clarita Community College District**

8/11/2020

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District (“District”) and the Part-Time Faculty United, AFT Local 6262 (“AFT”). We hereby confirm that that we have negotiated, in good-faith, compensation for all unit members related to additional work above and beyond normal contract work in order to transition to distance/remote learning in response to COVID-19 from March 2020 through December 2020. This includes online course conversion and personal internet use while working from home during the coronavirus pandemic.

1. For course conversion(s) from face to face to distance education courses, all unit members are eligible for a one-time stipend of up to \$670* based on the total percentage of load for the spring 2020 semester, summer 2020 session, and fall 2020 semester, omitting repeated courses within that time period. These payments will be made through Supplementary Services.

Example 1: If a unit member taught 20% load all three sessions above with repeated courses, they would receive 20% or \$200.00

Example 2: If a unit member taught 20% load all three sessions above consisting of different courses, they would receive 60% or \$600.00

Example 3: If a unit member taught only in spring and had 40% load, they would receive \$400.

Example 4: If a unit member taught 67% load spring and fall above with no repeated courses during both semesters, they would receive 67% or \$670.00

*Exception for assignments in excess of 67%: If a unit member taught greater than 67% for both spring and fall with no repeated courses, they would receive up to \$1,000 (depending on the total load, not to exceed 100%).

2. For the use of the unit member’s home internet while working from home: all unit members will receive a one-time expense reimbursement not to exceed \$134, based on the average percentage of load for the spring 2020 semester, summer 2020 session, and fall 2020 semester, for internet covering the time period from March 2020 through December 2020. These payments will be made through the

Direct Payment Voucher process with data submitted by the District.

Example 5: If a unit member taught 20% in the spring but nothing in the summer or fall, they would receive 20% of \$200 or \$40.

Example 6: If a unit member taught 20% in the spring and 60% in the fall, they would receive 40% of \$200 or \$80.

3. Purchase and reimbursement for supplies and/or equipment required for remote Instruction and service delivery during the coronavirus pandemic:
 - A. All supplies and equipment purchased or reimbursed by the District are to be used for allowable District business only and in accordance with board policies, procedures, and state regulations.
 - B. Effective the date of this MOU and until the close of the unit member's billing cycle each month, if a unit member incurs costs related to **increased** cell phone and internet use to the maximum of \$100 per month, those requests will not be denied. A District direct pay voucher, along with proof of increase or new service will be supplied to their dean each month to demonstrate the increase. The reimbursement will follow our normal district reimbursement process.
 - C. Effective the date of this MOU, to expedite supply needs, **after receiving approval** from their dean, unit members may purchase supplies, and submit the District direct pay voucher, email approval, and receipts to their dean to process for reimbursement. For all equipment and software requests the unit member must work with their Dean and IT who will collaborate to find a solution for their situation. All equipment and software must be approved prior to purchase if a unit member is seeking reimbursement. Receipts for all pre-approved unit member purchases of supplies, equipment, or software to be reimbursed by the District should be received by the District within 10 days of purchase.
 - D. Equipment or software items purchased or reimbursed by the District will become property of the District. Once the District resumes face-to-face instruction and services, the unit member will arrange to bring the equipment and/or software into IT for inventory. Unit members will do their best to maintain the equipment in working form, but the District agrees to accept the equipment upon return as is. Once inventoried, unit members will then have the opportunity to check out that item, if needed, for instruction.

This language becomes effective as of the date signed below.

The above is agreed to by both AFT and the District.

For the District: Diane M. Fiero

Date

For AFT: Dan Portillo

Date