

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

**5/14/2021**

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 expenses in order to work remotely in response to COVID-19 from January 2021 through the end of summer session 2021.

For the use of the unit member’s home internet while working from home: all unit members working from home, will receive a one-time payment of \$100, that covers the time period from January 1, 2021 through end of summer session 2021.

2. 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 January 1, 2021 and until the close of the unit member’s billing cycle each month through end of summer 2021, if a unit member incurs costs related to **increased** 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.
- E. If unit members wish to come to campus to deliver their lectures from a classroom, they will work through the Office of Instruction to schedule a time and location to deliver their lecture. Notification to the Instruction Office must be made at least 24 hours in advance via email to Susan Wills (susan.wills@canyons.edu).
- F. Unit members are encouraged to utilize the District's reprographics department for large print jobs. These requests can be submitted online and picked up on campus during regular business hours.

3. Beginning with the January 2021 Session through December 2022, the District will provide payment at the non-instructional rate for professional development above and beyond the existing 9 hours limit per semester allotted in the AFT contract for faculty to take during the above window, the following professional development opportunity:

- A. Full IOI Training up to 36 hours
- B. Online Live training up to the amount adopted by the Academic Senate (to be determined) during the time period above.

This payment will be made as long as the unit member is considered an current part-time faculty member with the District, but regardless of whether the unit member had a teaching assignment during the session/term in which they took the above professional development. This is a specific exception to Article 19.B.4 for the purposes of this MOU only.

4. Adjuncts teaching online-live courses during winter and spring 2021, a teaching modality that did not exist prior to the pandemic, are eligible to be paid a one-time payment for up to a total of 8 hours at a rate of \$40 per hour for the period of January 4, 2021 through the date this MOU is signed. This payment is for additional hours (beyond the hours required by the CBA) spent on student

contact and course facilitation related to the online live course due to the Pandemic. To request payment, the adjunct must submit a signed timesheet and documentation to substantiate the additional hours (i.e. email logs, phone logs, or other evidence) to Dr. Diane Fiero, Deputy Chancellor, Canyons Hall, Room 245. All documentation must be submitted no later than June 11, 2021.

5. The non-instructional faculty will not be required to perform work for which they are not compensated.

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



For AFT: Dan Portillo

Jul 7, 2021

Date

Jul 7, 2021

Date