

**Memorandum of Understanding
Emergency Measures in Response to COVID-19 Pandemic**

This agreement is between the Citrus College Faculty Association ("Association") and the Citrus Community College District ("District"). In response to the evolving pandemic related to the COVID-19 virus and in furtherance of public health concerns and needs, and the Governor's Emergency Declaration, Executive Order N-35-20, effective March 21, 2020, the District has determined that it is in the best interest of its faculty and students to implement alternative means of providing instruction and student support services. In response to the decision to provide students with instruction and student support services remotely, the District and the Association agree as follows:

1. Faculty Assignments

- a) Full-time faculty will continue to provide instruction and/or student support services remotely using available technology.
- b) Full-time faculty assigned to teach a lab course at clinical sites will attempt to utilize remote technology to deliver instruction as permissible pursuant to directives from any state agency or board. To the extent feasible and permissible, the faculty member may continue to meet with students at the clinical site provided the faculty member may do so observing the established protocols for the COVID-19 virus.
- c) Full-time faculty assigned to teach on-campus lab classes will attempt to utilize remote technology to deliver instruction. To the extent that this may not be feasible, the instructor will so notify her/his Dean and determine the appropriate course of action.
- d) The District, in accordance with normal operating procedures, will reimburse faculty members for reasonable and necessary expenses related to providing instruction or student support services remotely. In the event that a faculty member needs additional equipment or resources to conduct instruction or student support services remotely, the faculty member shall make a request to his/her Dean for approval and once approved the District will make the purchase.

2. Full-Time Faculty Pay

Full-time faculty will continue to receive their regular salary based on the salary provisions in the collective bargaining agreement and as currently placed on any full-time faculty salary schedule. The intent is that full-time faculty will continue to receive all pay based on their assignment. Any full-time faculty member on a leave of absence or on sabbatical will continue to be paid in accordance with applicable provisions of the collective bargaining agreement.

3. Full-Time Faculty Evaluation

The evaluation schedule for full-time tenured faculty will be delayed by one year. Thus, all evaluations scheduled for spring 2020 will be begun and completed during the 2020-2021 academic year. Thus, for example, evaluations regularly scheduled for the 2020-21 academic year will be conducted during the 2021-2022 academic year and so on. Contract (tenure track) faculty will continue to be evaluated as provided for in the collective bargaining agreement and this MOU will not change a contract faculty member's status.


4. Continuity of Collective Bargaining Agreement

All provisions of the collective bargaining agreement, except as may be modified as set forth above, shall continue to be fully operative. In the event that any further modifications to the collective bargaining agreement, board policy or administrative procedures within the scope of bargaining, or any other action impacting issues within the scope of bargaining are needed, the District and the Association will meet remotely to discuss.

5. Term of Memorandum of Understanding

This memorandum of understanding is effective March 18, 2020 and shall continue until modified.

Dated: March 24, 2020


For the District


For the Association