

**Memorandum of Understanding  
Emergency Measures in Response to COVID-19 Pandemic  
2021 Spring Semester**

This agreement is between the Citrus College Faculty Association (“Association”) and the Citrus Community College District (“District”). In response to the continuing and 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, and the Los Angeles County’s Safer At Home Order for Control of COVID-19 (Revised as of May 26, 2020 and as may be additionally revised) and its Roadmap to Recovery: A Phased Approach to Reopening Safely in Los Angeles, the District is currently not permitted to have students on campus. However, also consistent with the state and county directives, the District may conduct on-campus instruction related to programs designed to train students for employment in occupations deemed to be part of the essential work force, provided the specific class may not be offered online.

the District has determined that it is in the best interest of its faculty and students to implement alternative online means of providing instruction and student support services for the Spring 2021 semester. 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) For the Spring 2021 semester, unit members will provide instruction and/or student support services remotely using available online technology.
- b) Unit members are encouraged to participate in District-facilitated @One training, Introduction to Online Teaching and Learning (IOTL). Unit members who completed the forty-hour IOTL course during or after the Spring 2020 semester, or who will have completed the IOTL course by the end of the Spring 2021 semester, will receive a \$500 one-time stipend. Additionally, unit members who completed IOTL prior to Spring 2020, who have since completed an additional @One facilitated course, will be eligible for this stipend. For those @One courses for which there is an associated enrollment fee, the District will pay or reimburse unit members for the fee.

- c) The District may continue to offer on-campus labs as permitted by County of Los Angeles Department of Public Health. Any such lab offered on campus will adhere to all established protocols. The District will meet with the Faculty Association prior to authorizing on-campus labs in order to review the safety protocols to be put in place. For unit members in these programs assigned to teach on-campus, compensation will be provided as follows:

For faculty teaching any on-campus lab class during the Spring 2021 semester, additional compensation will be provided for two (2) hours per day for class preparation specifically related to COVID-19 based on the Administrative Leadership rate provided under Appendix P of the collective bargaining agreement.

In addition to the above, faculty teaching an on-campus lab class that is a make-up lab for students who received an IP grade for any prior semester or intersession, compensation for any such lab will be paid at the Administrative Leadership rate found in Appendix P of the collective bargaining agreement.

These hours will be documented on a timecard. If any additional preparation time is required outside of class meeting times and/or days, it will be documented on a timecard and subject to the oversight of the Division Dean.

- 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 online, 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

- a) 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.

- b) Unit members shall be paid a one-time \$1,500 stipend in recognition of the time, resources, and effort required to make the transition to fully online instruction and/or student support services.
- c) Written pay warrant stubs will be mailed to the unit member's address on file.

### 3. Full-Time Faculty Evaluation

Regular (tenured) unit members whose evaluation was postponed during the spring 2020 semester, will be evaluated during the spring 2021 semester as provided for pursuant to Article 22. Regular (tenured) unit members scheduled to be evaluated during the spring 2021 semester will have their evaluations postponed to the spring 2022 semester. The evaluation procedure as set forth in Article 22, section 20.5 shall be followed except as modified as follows: 1) meetings of the evaluation committee will be held via Zoom or some other appropriate remote video conferencing technology; 2) the classroom observations shall be an observation of online classes and; 3) Student evaluations shall be a part of the evaluation process as set forth in section 20.5(c)(5). The evaluation committee shall determine how much weight to give to the student evaluation component.

### 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. Faculty Access to Campus and Offices:

In order to protect the health and safety of unit members, staff, and students it is the intent of the District to not have unit members on campus. It is recognized that a need may arise for unit members to have access to their offices or work locations. To accommodate such a need, unit members may be permitted to be physically on campus in accordance with a written procedure setting forth the approval process to be come on campus and the protocols that must be followed. Any such request will be made by the unit member to his/her Dean or Director and the unit member shall be provided and sign an acknowledgment of the protocol form. (see attached).

5. Term of Memorandum of Understanding

This Memorandum of Understanding will be effective upon the date set forth below and will continue in effect through the 2021 Spring semester.

Dated: February 24, 2021

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For the District

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For the Association