

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between the Santa Monica Community College District (the “District”) and the California School Employees Association and its Chapter 36 (together “CSEA”) as of this 19th day of November, 2020.

RECITALS

A. On March 17, 2020, the Board of Trustees adopted a resolution declaring that emergency conditions existed in the District as a result of the COVID-19 global pandemic.

B. The District announced on September 21, 2020, that it would continue to operate in a remote modality through the end of the 2020-21 academic year.

C. This MOU is intended to provide reimbursement to employees for necessary expenses caused by them working from home.

D. The District and CSEA have met and conferred concerning the subject matter of this MOU.

AGREEMENT

In consideration of mutual agreements set forth herein, the parties agree as follows:

1. This MOU applies to all classified employees within the scope of representation set forth in Article 2 of the collective bargaining agreement between the parties.

2. For expenses incurred during the period from July 1, 2020, to June 30, 2021, the District will reimburse classified employees subject to this MOU up to \$400 upon the submission of a reimbursement form and appropriate documentation for the following expenses if necessary for the employee to perform their job duties from home:

- a. Office supplies (e.g., paper, printer cartridges)
- b. Office furniture (not including a chair unless purchased after July 1 and before November 13)
- c. Technology (e.g., printer, mouse, mobile hotspot, internet fees related to work)

Only one reimbursement request shall be submitted under this Section.

3. The reimbursement form will be developed by the District and provided to CSEA for review and comment before being finalized.

4. All reimbursement requests shall be acted upon in accordance with standard District procedures for the processing of employee requests for reimbursement. The decision to approve or disapprove an equipment request or reimbursement request is final and not subject to the grievance procedure set forth in the collective bargaining agreement between the parties.

Michael Roberts

MICHAEL ROBERTS
Chapter 36 President

Kathryn E. Jeffery

DR. KATHRYN E. JEFFERY
Superintendent/President
For the District

Jessica Gonzalez

JESSICA GONZALEZ
CSEA Labor Representative
For California School Employees Association