

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHAFFEY COMMUNITY COLLEGE DISTRICT
AND
CHAFFEY COLLEGE FACULTY ASSOCIATION
REGARDING COVID-19 CORONAVIRUS

The Chaffey Community College District (“District”) and Chaffey College Faculty Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 (“coronavirus”).

The parties recognize that staff may need to self-quarantine, become quarantined, and/or the District may need to close a campus or campus sites on an emergency basis to slow the spread of illness arising from the coronavirus during the summer session 2020. While Article 19.1 states that Distance education assignments shall be on a voluntary basis, the District and the Association mutually agree to suspend the first two paragraphs included in Article 19.1 through the end of the fall 2020 semester. At the end of this agreement, unit members return to work under the status quo working terms and conditions that are set forth in the current Association-District Collective Bargaining Agreement (“CBA”).

All faculty scheduled to work remotely during summer 2020 must be Canvas certified by the District by May 29, 2020. All faculty scheduled to work remotely during fall 2020 must be Canvas certified and ergonomically trained by June 30, 2020.

SUMMER 2020 SESSION

The parties agree to the following:

1. Effective June 1, 2020, all faculty with summer assignments will work remotely through August 7, 2020. This assignment is inclusive of instruction and student support.
2. All faculty shall be provided access to both guided and self-directed training/course preparation for remote course and services delivery. Additionally, the District is committing to the continuation of discipline-specific FOSAs who will act as coaches.
3. Canvas certification must demonstrate basic competencies in the District’s current Learning Management System (LMS). Certification can be accomplished in one of the following ways:
 - Completion of District-approved training
 - Certification through a District-approved provider, the purchase of the training will be reimbursed upon completion
 - Certification from an accredited college

FALL 2020 SEMESTER

The parties agree to the following:

1. Effective August 12, 2020, faculty will work remotely through January 5, 2021. This assignment is inclusive of all activity listed under 18.2.3 as well as instruction, student support, and office hours.
2. All faculty shall be provided access to both guided and self-directed Canvas training/course preparation for remote course and services delivery. Additionally, the District is committing resources including but not limited to the following:

MEMORANDUM OF UNDERSTANDING
REGARDING COVID-19 CORONAVIRUS

- The continuation of discipline specific FOSAs who will act as coaches.
 - Expanded access to test proctoring software.
 - Focused training for Mathematics and Sciences instruction, including expertise from other colleges to assist with design and assessment methodologies.
 - Expanded access to virtual laboratory tools.
 - Ergonomic support in coordination with Human Resources on a case-by-case basis.
 - Ergonomics as directed by Human Resources and Canvas certification training as required will be compensated \$125.
3. All instructional faculty shall be compensated \$100 in recognition for course conversion of face-to-face/hybrid to online of each lecture course section taught during the fall 2020 semester. All instructional faculty shall be compensated \$200 in recognition for course conversion of face-to-face/hybrid to online of each lab/activity or lecture/lab course section taught during the fall 2020 semester. This compensation does not apply to sections that were converted to online prior to spring 2020.

In accordance with Ed Code Section 87482.5 such staff development compensation shall not be used for the purposes of calculating eligibility for contract or regular status.

4. All faculty whose courses were converted to online delivery for fall 2020 will provide to the first level manager 24 hours of “student access” to course shells on a mutually agreed upon date during the fall 2020 semester to ensure that the section has been converted. This review is not conducted as part of the contractual evaluation process.
5. Supply requests needed to supplement instruction will be submitted to the dean for approval. Protocol will follow shortly to determine the process of supply attainment.
6. For fall 2020 each faculty member will be compensated \$50 in recognition for additional costs associated with remote instruction and service and ergonomic supplies for items not covered in item 5.
7. For the fall 2020 schedule of classes full time faculty will be provided with the option to identify specific courses as synchronous or asynchronous which will be represented in the schedule of classes.
8. The dean will contact individual faculty who were originally scheduled to teach large sized sections (1.5 or 2.0) to determine if they want those to be a single designation. If the faculty member does not respond to the deans inquiry by the deadline the section will remain as originally scheduled.
9. All faculty who have a Flex obligation during fall 2020 will be provided 4-7 hours of flex credit in recognition for preparation for online delivery of courses and services during the fall 2020 semester. Online verification will be required.
10. Contract regular faculty who are scheduled to be evaluated in fall 2020 shall have the option of having that evaluation conducted in the fall 2020 or spring 2021.
11. Faculty with C1, C2, C3, or C4 status will be evaluated in accordance with Article 20.5 of the current District/CCFA Agreement.

MEMORANDUM OF UNDERSTANDING
REGARDING COVID-19 CORONAVIRUS

12. Part-time faculty who were scheduled in 2019-2020 and were not evaluated prior to March 30, 2020 will be evaluated in accordance with the current District/CCFA Agreement.
13. Part-time faculty who were scheduled to be evaluated in 2020-21 shall have the option of having that evaluation conducted in the fall 2020 or spring 2021.
14. In accordance with Article 18.3.6, full-time faculty who fall short of their minimum load requirements during the fall 2020 semester shall have their assignments adjusted within two years.

This MOU is being entered into solely under the context and circumstances of the COVID-19 pandemic and is non-precedent setting.

The District and Association agree to meet to negotiate any additional effects including an extension of the current provisions contemplated in this MOU, if the Coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this ___ day of ____ 2020.

Chaffey College Faculty Association

Chaffey Community College District

[Jonathan Ausubel]

[Henry Shannon]

Association

District

[5/19/2020]

[5/19/2020]

Date

Date