MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the Mt. San Antonio Community College District (District), and the Faculty Association. This MOU shall not be deemed precedent setting and shall not be construed as an admission of any wrong-doing or liability by either party to this MOU.

**Intent:** The intent of this proposal is to define remote work, which will allow faculty to avail themselves of the new flexibility of being able to work remotely without compromising student access.

**Article 10.A. – Annual Workload**

With the goal of ensuring the equal educational opportunity of all students, the District and the Faculty Association embrace diversity among students, professors, staff, and the communities we serve as an integral part of our history, a recognition of the complexity of our present state, and a call to action for a better future. These goals apply to remote work where counselors, librarians, and instructional specialists can meet the needs of the students in today’s academic environment.

In order to serve all students, counselors, librarians, and instructional specialists are committed to offering the highest quality interaction and services to all students, regardless of modality. This commitment extends to remote work and any interaction with students, which will maintain the highest level of professional interaction and services. Counselors, librarians, and instructional specialists recognize that students need these services to complement their schedule, and counselors, librarians, and instructional specialists will continue to provide the exceptional services students have come to expect.

Based on these commitments, counselors, librarians, and instructional specialists shall incorporate these principles when meeting professional expectancies. The Faculty Association and the District shall develop performance expectancies and the evaluation process and forms that shall focus on remote work as a part of the evaluation process. An expectancies and evaluations workgroup shall convene during the summer of 2023, with the final recommendations of the workgroup completed no later than August 30, 2023. The workgroup will consist of the lead
negotiators of both sides or their designees from their current negotiation teams. By mutual agreement, the leads will construct a workgroup of stakeholders for participation in discussions. The scope of this workgroup is defined by both parties understanding that a faculty must work from a remote environment that will retain the professional environment that allows the faculty member to deliver the same quality of service as they would while on campus. Additionally, if the faculty member is scheduled for synchronous student services, the faculty will be available for remote “walk-in” appointments during that scheduled block of time. Faculty will not be expected to take appointments outside of the scheduled time and will be available during that scheduled time. The workgroup’s recommendations shall be given substantial consideration in finalizing the language to be agreed upon; however, negotiation team members will be tasked with finalizing all contract language. This MOU shall be considered part of the contract upon signing during the 2023-2024 contract negotiations cycle, while the workgroup’s recommendations will conclude no later than August 30, 2023 and be amended to this MOU. The evaluation process shall remain status quo for 2019-2023.

10.A. **Annual Workload:** The annual workload for full-time professors is based on a 40-hour work week. The annual workload for 10-month professors includes 30 Lecture Hour Equivalents (LHE), 120 student office hours, and 192 supplemental hours, or the hourly equivalents for counseling, library, noncredit, and instructional specialist professors. Weekly expectations for credit teaching professors include 15 LHE of teaching, 15 hours of preparation and evaluation of student work, four (4) student office hours, and an average of six (6) hours of service to the college and/or the equivalent for library, counseling, noncredit, and instructional specialist professors.

10.A.1. Full-time professors must be on campus or at other assigned locations for a minimum of two (2) hours per day for a minimum of three (3) days, but not more than five (5) days, for each week of the adopted calendar. On campus assignments include teaching, office hours, and other duties as mutually agreed upon between the professor and their division dean or designated educational administrator. This assignment may be met on Saturdays or Sundays by mutual agreement between the professor and the division dean or designated educational administrator. Professors who are assigned evening classes as a part of their regular load will not be assigned a class prior to 10:00 a.m. the following day unless mutually agreed upon by the professor and their division dean or designated educational administrator. Through mutual agreement with the division dean or area educational administrator, the third day on campus obligation may be met through remote synchronous office hours. The annual workload is exclusive of overload and other extra pay assignments.
10.A.2. Assigned Hours per week:
Credit Professors – Assigned teaching plus student office hours
Noncredit Professors – 36 hours
Counseling Professors – 32 hours
Library Professors – 35 hours
Instructional Specialist Professors – 32 hours

10.A.2.a Definition of “Remote work”: Remote work refers to the ability of professors, counseling professors, library professors, and instructional specialist professors to perform all existing duties, obligations, responsibilities, and conditions of employment as listed in this contract in a location other than their campus assignment. All remote assignments are voluntary.

10.A.2.b Counseling professors, library professors, and instructional specialist professors in credit and noncredit may request to perform up to 20 hours per workweek of their basic assigned hours remotely. Assigned hours on any given day can be split between on-campus assignments and remote work assignments.

10.A.2.c A professional quality of interaction shall be maintained when working with students.

ACCEPTED AND AGREED TO:

Sandra Esslinger
Lead Negotiator, Mt. San Antonio Faculty Association

Emily Woolery
President, Mt. San Antonio Faculty Association

Sokha Song
Vice President, Human Resources
Mt. San Antonio College District

May 16, 2023
Date

May 16, 2023
Date

May 17, 2023
Date