

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76**  
**and the**  
**GLENDALE COMMUNITY COLLEGE DISTRICT**

The following Memorandum of Understanding reflects the agreement of the California School Employees Association and its Glendale Community College Chapter #76 (hereinafter "CSEA") and the Glendale Community College District (hereinafter "District") regarding the following:

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of its students, communities, classified staff, and faculty. CSEA and the District recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with the COVID-19 virus. Care should be taken to identify potential exposure and prevent the spread of the disease. The District and CSEA agree that continuity of District operations should be maintained in accordance with local, statewide and nationwide orders and provisions should be made for District employees who are impacted by the COVID-19 pandemic.

To these ends, the District and CSEA agree as follows:

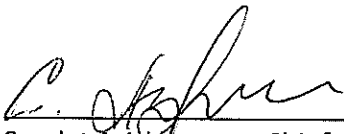
1. This Memorandum of Understanding (MOU) is effective March 17, 2020 through June 10, 2020 to address the COVID 19 pandemic. Should the need for this MOU extend beyond June 10, 2020, the District and the CSEA may mutually agree to extend this MOU in additional 30-day increments.
2. The District shall inform CSEA as soon as practicable should it learn of a confirmed or likely COVID-19 infection of a District employee(s) or student(s) and the affected campus or worksite.
3. The District shall train its classified employees in public health measures, hygiene, and sanitation to help prevent the spread of COVID-19 and shall ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). CSEA shall cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals. Classified employees are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another's health at risk).
4. Classified employees who are otherwise ill shall not report to work and will remain off work for at least 24 hours after no longer having a fever or cold/flu-like symptoms. Should this occur, a classified employee shall report absences in accordance with department/division procedures and may use existing sick leave balances in accordance with Article X, Leaves of Absence.

- a. The District has also established an emergency sick leave fund to assist an ill classified employee who does not have existing sick leave balances available. A classified employee in need of emergency sick leave should contact their manager who will coordinate emergency sick leave usage with Human Resources.
5. In accordance with Article X, Leaves of Absence, Section 19, Miscellaneous, C. 1., classified employees shall receive their usual compensation, which shall not be deducted from their accumulated sick leave, when under quarantine by order of the health office of the City or County for such period of quarantine provided such period of absence is not over two (2) weeks. No more than two (2) separate periods of quarantine shall be paid for in any one (1) fiscal year to any employee.
6. Classified employees in higher risk populations, as identified by the State of California, Department of Public Health, including those who have a compromised immune system, a serious, chronic medical condition, or who are 65 and older, may elect to self-quarantine and either work remotely, online or use existing leaves as delineated in Article X, Leaves of Absence, Sections 1 through 6, 11 and 12.
7. In the event any District facility must be closed due to the COVID-19 pandemic, and in accordance with Article X, Leaves of Absence, Section 19, Miscellaneous, C.2, classified employees shall not suffer any loss of pay or benefits relative to their regular schedules for the period of closure.
8. A classified employee who needs to take time off and is unable to work remotely due to child or elder care disruption shall contact their manager to discuss their leave options available pursuant to Article X, Leaves of Absence, Sections 1 through 6, and 11.
9. The District shall determine whether a classified employee's job duties are conducive for performing work in a remote, online working environment. The District shall provide classified employees who work remotely with assignments consistent with the employee's job classification. Classified employees shall perform remote, online work during the employee's regular work schedule and remain available for supervisor/manager assignments during the employee's regular work schedule. Managers and classified employees shall work together to creatively utilize and schedule this time, both for employees working remotely or onsite. Classified employees who continue to physically report to onsite work locations shall maintain social distancing guidelines and shall be provided with personal protective equipment by the District, if necessary, to perform their job. Classified employees who decline to either physically report to onsite work and/or work remotely shall utilize their leave in accordance with Article X, Leaves of Absence, Sections 1 through 6.
10. Classified employees may participate in governance meetings via phone, video conference, or online.
11. Evaluations: During the term of this MOU, incomplete evaluations of classified employees currently subject to evaluation under Article XVII, Evaluation Procedures, shall be postponed. If upon return to regular onsite work operations, the evaluation of classified employees may reasonably be completed by the dates set forth in the collective bargaining agreement, then such evaluations shall continue at that time.

Otherwise, CSEA and the District agree to resume evaluations after June 10, 2020 or when agreed upon extensions of this MOU expire.

12. As issues within the scope of representation regarding the transition to a remote, online environment arise, including workload and academic calendar, CSEA and the District reserve the right to reopen this MOU.

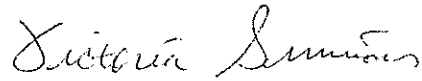
Date of Agreement: March 27, 2020



Saodat Aziskhanova, Chief Negotiator  
CSEA and its Chapter #76



Ciera Chilton,  
CSEA Labor Relations Representative



Victoria Simmons, Chief Negotiator  
Glendale Community College