

**Memorandum of Understanding  
by and between the  
Glendale College Guild, Local 2276  
and the  
Glendale Community College District**

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following:

The District and the Guild recognize the importance of maintaining safe facilities and operations, for the benefit of its students, communities, faculty, and classified staff. The Guild 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 COVID 19. Care should be taken to identify potential exposure and prevent the spread of the disease. The District and the Guild agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the COVID19 pandemic.

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

**1. COVID-19 Vaccine Mandate**

To protect the health and wellbeing of, and improve health outcomes for, students, faculty, classified employees, administrators, and the communities the District serves, and in accordance with [Board Policy 3507, COVID-19 Vaccination Requirements](#), all fulltime and adjunct faculty shall be required to provide proof of receiving the full COVID-19 vaccine by the dates delineated in Item 1.

For purposes of this MOU, fulltime and adjunct faculty shall be considered fully vaccinated for COVID-19 (“full COVID-19 vaccine”) two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson J&J/Janssen.)

**a. Fulltime and Adjunct Faculty Working Onsite and Remotely**

Effective September 1, 2021, all fulltime and adjunct faculty who regularly accesses District facilities, including performing work both onsite and remotely, shall provide proof of receiving the full COVID-19 vaccine no later than October 31, 2021.

**b. Fulltime and Adjunct Faculty Working Remotely**

Effective September 1, 2021, all fulltime and adjunct faculty working in a remote environment shall provide proof of receiving the full COVID-19 vaccine no later than December 21, 2021.

### **c. Newly Hire Fulltime and Adjunct Faculty**

All newly hired fulltime and adjunct faculty shall provide proof of receiving the full COVID-19 vaccine based on the following criteria:

- If regularly accessing District facilities, including performing work both onsite and remotely, during the Fall 2021 academic semester, the individual shall provide proof of full COVID-19 vaccine no later than October 31, 2021, or
- If working in a remote environment during the Fall 2021 academic semester, the individual shall provide proof of full COVID-19 vaccine no later than December 21, 2021

## **2. Proof of Full COVID-19 Vaccine**

The District shall accept the following forms of proof of full COVID-19 vaccine including:

- Original Department of Health and Human Services (DHHS) Centers for Disease Control & Prevention (CDC) COVID-19 Vaccination Record Card (which includes name of person vaccinated, date of birth, type of vaccine provided, lot number, date last dose administered, and site where administered),
- A photo or paper copy of DHHS CDC COVID-19 Vaccination Record Card,
- A photo of the Holder's DHHS CDC COVID-19 Vaccination Record Card stored on a phone or other electronic device, or
- Paper or digital documentation of vaccination from a healthcare provider or other issuer.

## **3. COVID-19 Vaccine Exemptions**

Fulltime and adjunct faculty may seek an exemption to the District's COVID-19 vaccine mandate if they have an:

- Americans with Disabilities Act (ADA) qualifying physical/mental disability which precludes receiving a COVID-19 vaccine, or
- A sincerely held religious belief, practice, or observance that conflicts with the District's requirement that all fulltime and adjunct faculty receive a COVID-19 vaccine

Fulltime and adjunct faculty seeking a COVID-19 vaccine exemption must contact the Office of Human Resources to obtain the following form(s):

- ADA Medical Questionnaire COVID-19 Vaccine Mandate
- Religious Accommodation Request COVID-19 Vaccine Mandate

Fulltime and adjunct faculty must return one of the above completed form(s) to the Office of Human Resources, who shall be responsible for scheduling an interactive meeting to explore reasonable accommodations. Reasonable accommodations may include onsite work which includes providing additional personal protective equipment (PPE) and submission to weekly COVID-19 testing, a leave of absence, remote work, or other forms of reasonable accommodations.

#### **4. COVID-19 Vaccine Clinics and Testing**

##### **a. COVID-19 Vaccine Clinics**

The District shall make every attempt to provide onsite vaccination clinics for fulltime and adjunct faculty during the term of this MOU. Additionally, the Office of Human Resources, [Employee Resources, COVID-19 Resources](#) website page contains a link to free [COVID-19 vaccination locations](#) offered throughout Los Angeles County. Fulltime and adjunct faculty may also schedule a vaccination appointment by accessing the [State of California's MyTurn website](#).

##### **b. COVID-19 Testing**

The District shall provide information to fulltime and adjunct faculty with an approved COVID-19 vaccine exemption regarding locations available for weekly COVID-19 testing. Additionally, the Office of Human Resources, [Employee Resources, COVID-19 Resources](#) website page contains a link to free [COVID-19 testing locations](#) offered throughout Los Angeles County.

Fulltime and adjunct faculty with an approved COVID-19 vaccine exemption may provide weekly COVID-19 test results to designated District staff from their own provider. Instructions regarding submission of weekly COVID-19 test results from a fulltime and adjunct faculty's own provider shall be provided to all individuals with an approved COVID-19 vaccine exemption.

#### **5. Non-Compliance with Vaccine Mandate**

Fulltime and adjunct faculty who fail to provide proof of receiving the full COVID-19 vaccine or do not possess a District approved COVID-19 vaccine exemption, who miss any weekly COVID-19 testing requirement (if applicable), or who provide false proof of receiving the full COVID-19 vaccine or COVID-19 test results shall be disciplined for cause as set forth in Education Code Section 87732 and in accordance with [Board Policy 3507, COVID-19 Vaccination Requirements](#).

#### **6. Sunset Provision**

This MOU shall sunset on June 30, 2022 unless renewed by Guild and the District.

#### **7. Scope of Representation**

As issues within the scope of representation regarding the District's COVID-19 vaccine mandate, the District and the Guild reserve the right to reopen this MOU.

Date of Agreement: 8/30/2021



Caroline DePiro, Chief Negotiator  
Glendale College Guild, Local 2276



Victoria Simmons, Chief Negotiator  
Glendale Community College