

**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 employees, 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 COVID-19. 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, 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. COVID-19 Vaccine Mandate**

To protect the health and wellbeing of, and improve health outcomes for, students, classified employees, faculty, administrators, and the communities the District serves, and in accordance with [Board Policy 3507, COVID-19 Vaccination Requirements](#), all classified employees 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, classified employees 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. Classified Employees Working Onsite and Remotely**

Effective September 1, 2021, all classified employees who regularly access 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. Classified Employees Working Remotely**

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

### **c. Newly Hired Classified Employees**

All newly hired classified employees 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, or
- If hired after December 21, 2021, individuals shall provide proof of receiving the full COVID-19 vaccine prior to their first day of employment with the District.

## **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**

Classified employees 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 classified employees receive a COVID-19 vaccine

Classified employees 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

Classified employees 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 classified employees 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. Classified employees 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 classified employees 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.

Classified employees 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 classified employee's own provider shall be provided to all individuals with an approved COVID-19 vaccine exemption.

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

Classified employees 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 CSEA 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 CSEA reserve the right to reopen this MOU.

Date of Agreement: September 1, 2021

*Saodat Aziskhanova*

Saodat Aziskhanova, Chief Negotiator  
CSEA and its Chapter #76

*AR*

9/10/21

Angelica Reyes,  
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*Victoria Simmons*

Victoria Simmons, Chief Negotiator  
Glendale Community College