

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE SOUTHWESTERN COMMUNITY COLLEGE DISTRICT  
AND  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**

**June 23, 2020**

**REMOTE WORKING STIPEND**

The District will provide a one-time Remote Working Stipend in the amount of \$800 to Unit members who are working remotely during the stay-in-place order due to the COVID-19 pandemic. Unit members working their full assignment on campus will not receive the stipend. This amount is taxable.

If unit members are directed to work remotely outside of their forty (40) hours, they shall be compensated at the overtime rate in addition to the \$800 remote stipend per this agreement.

The stipend shall cover remote work expenses including but not limited to a computer, monitor, wireless headset, keyboard, scanner, printer, or other related expenses necessary for working remotely.

Unit members who currently have in their possession office computers and/or other related equipment may continue to use said equipment. In order to maximize the stipend, Unit members who have not yet borrowed District computers or their campus office equipment for home use may do so.

If there are problems with functionality with any purchased equipment, the employee is expected to work directly with the vendor for resolution.

This stipend will be paid on the July 31, 2020 paycheck. Acceptance of the \$800 stipend signifies the stipend will help to cover the employee's remote working expenses for the duration of the stay-in-place order due to the COVID-19 pandemic.

The employee will have an affirmative obligation to opt-out of receipt of this stipend. If no such notice is received by the District by June 30, 2020. The District will presume that the employee has agreed to accept the stipend if no opt-out notice is received.

Notice to opt-out shall be sent to: Kim Frost, Director of Payroll at [kfrost@swccd.edu](mailto:kfrost@swccd.edu)

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the collective bargaining agreement.

**For the College District:**

*Rose DelGaudio*

Rose DelGaudio,  
Executive Assistant Superintendent/  
Vice President, Human Resources

**For CSEA**

*Silvia Nogales* 6/23/20

Silvia Nogales  
President, CSEA