

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
AND
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION (SCCDAA)**

June 16, 2020

REMOTE WORKING STIPEND

The District will be providing 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. The stipend may 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

For the District:

Rose DelGaudio

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

For SCCDAA:

Fernando Poveda

**Fernando Poveda
President, SCCDAA**

Signature: *Fernando Poveda*
Fernando Poveda (Jun 17, 2020 10:05 PDT)

Email: fpoveda@swccd.edu






SCCDAA Remote Working Stipend MOU - DRAFT

Final Audit Report

2020-06-17

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