

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT (COLLEGE DISTRICT)**  
**AND**  
**SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)**  
**June 17, 2024**

**OFF-CONTRACT WORK SUMMER 2024**

1. This Memorandum of Understanding (hereinafter, "MOU") is entered into by and between the Southwestern Community College District (hereinafter, "District") and the Southwestern College Education Association (hereinafter, "SCEA") for off-contract work.
2. The District and SCEA agree to the following terms and conditions for the off-contract Unit Members compensation during Summer 2024:
  - Serving on a Selection Committee for the hiring of a full-time Unit Member
    - Up to 25 hours of work completed with a committee beyond their scheduled workdays, including planning meetings, interviews, and deliberations.
      - Hours for committee participation must be verified by Human Resources and the committee chair or lead.
    - Up to five (5) hours for candidate screening during off-contract time.
    - Committee Chairs will be compensated up to an additional five (5) hours for their additional duties such as communication with Human Resources, conferring with the Equivalency Committee, and reference checks.
    - Hours will be paid at the applicable overload lab rate.
    - All hours worked must be reported via timesheet by the Unit Member in accordance with established Payroll deadlines.
  - Serving on an Equivalency Committee
    - Up to 10 hours of work completed within a committee beyond their scheduled workdays, including candidate equivalency review, meetings, and deliberations.
    - Hours will be paid at the applicable overload lab rate.
    - All hours worked must be reported via timesheet by the Unit Member in accordance with established Payroll deadlines.

- Serving as Tenure Review Coordinator
  - Up to 150 hours of work completed in preparation for the upcoming year's tenure process.
  - Unit member will submit a schedule for the summer work to cognizant Vice President.
  - Hours will be paid at the applicable overload lab rate.
  - All hours worked must be reported via timesheet by the Unit Member in accordance with established Payroll deadlines.
- 3. This MOU is only effective the Summer 2024 term.
- 4. Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and by all parties to this MOU.
- 5. This MOU, consisting of a total of two (2) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- 6. Any dispute regarding compliance with the terms of the MOU shall be adjudicated in accordance with the grievance procedure in Article 12 of the current collective bargaining agreement.
- 7. In witness whereof, the parties to this MOU through their duly authorize representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

For SCEA:



Jun 17, 2024

Megan Eckles, Chief Negotiator

Date

For SWCCD:



Jun 17, 2024

Angela Riggs, AS/VP of Human Resources

Date