

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT (COLLEGE DISTRICT)**  
**AND**  
**SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)**  
**JUNE 23, 2025**

**OFF-CONTRACT WORK SUMMER 2025**

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 2025 (May 31, 2025-August 21, 2025):
  - Serving on a Selection Committee for the hiring of a full-time Unit Member
    - Up to 25 hours of work completed with a committee, 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 on Faculty Negotiation Team
    - If the District and the Association mutually agree to meet during the Summer 2025, then the Unit Members who attend the meeting(s) shall receive compensation as follows:

  
A. Riggs

- Up to fifty (50) hours of work (including preparation time, meetings and follow-up) to be distributed amongst off-contract Unit Members.
    - 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.
  - This clause does not apply to the SCEA President.
  - Outgoing Tenure Review Coordinator
    - Up to 40 hours to meet with the New Tenure Review Coordinator for the purposes of onboarding.
    - 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 effective immediately upon obtaining full signatures and is only effective summer 2025. Unless otherwise agreed to by the Parties, upon the expiration of this MOU, all terms, conditions, and agreements stated in this MOU shall cease and return to those stated in the collective bargaining agreement between the Parties.
  4. This MOU, consisting of a total of three (3) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral. All prior understandings, terms, or conditions are deemed merged into this Agreement.
  5. 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.
  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. Non-Precedential: 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.
  8. The parties to this MOU, through their duly authorized 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. This Agreement is subject to the ratification procedures of each Party.


For SCEA:

*Candice Taffolla-Schreiber*

06/24/2025

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Candice Taffolla-Schreiber, President

Date

For SWCCD:

*ARiggs*

06/24/2025

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Angela Riggs, AS/VP of HR

Date









# FINAL\_2025-6-24\_OffContractSummerWork2025

Final Audit Report

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