

Memorandum of Understanding
between
El Camino Community College District
and the
El Camino Classified Employees, Local 6142

This Memorandum of Understanding (MOU) is entered into between the El Camino Community College District (“District”) and the El Camino Classified Employees, Local 6142 (“ECCE”), regarding BP/AP 7261 – Remote Work and the effects on working conditions. This MOU was reached by mutual consensus through interest-based bargaining to define the roles and responsibilities of all Parties involved in the decision-making process for remote work arrangements. It was agreed that the following items will be implemented effective immediately:

- 1) Area Vice Presidents and their respective managers shall meet two times per year (mid-March and mid-September) to clarify and discuss expectations for remote work arrangements within their departments and divisions. The mid-March meeting will discuss expectations for remote work arrangements occurring between July 1 – December 31. The mid-September meeting will discuss expectations for remote work arrangements occurring between January 1 – June 30.
- 2) Beginning in April and October of each year, managers will provide a remote work orientation to their staff to communicate department-wide expectations regarding remote work (e.g., “black-out” days/weeks when no remote work arrangements will occur, department/division meetings requiring in-person attendance) as well as what additional tools remote workers will be expected to use while working offsite (e.g., Jabber, VPN, MS Teams, etc.) The manager’s April orientation will convey remote work expectations for the time period between July 1 to December 31. The manager’s October orientation will convey remote work expectations for the time period between January 1 to June 30.
- 3) Following the remote work orientation, staff who request training in a particular tool/process will be provided links to existing training materials (e.g., learning modules in Cornerstone.)
- 4) The remote work request/approval process will run at least semiannually for all departments that employ eligible Classified Staff. The remote work request submittal period shall be open each year from May 15 – May 31 (for proposed remote work schedules occurring between July 1 – December 31) and from November 15 – November 30 (for proposed remote work schedules occurring between January 1 – June 30). Decisions from manager/Area VP are due by June 15 and December 15, respectively.
- 5) Classified Staff interested in a remote work schedule must be able to fulfill work expectations outlined by the manager during the remote work orientation (see item #2 above) prior to May 15 (for proposed remote work arrangements occurring between July 1 – December 31) and prior to November 15 (for proposed remote work arrangements occurring between January 1 – June 30) in order to qualify for remote work. Eligibility will be determined by each department manager using a consistent and neutral process.

Actions to take place for remote work arrangements	Responsible Party	For remote work arrangements between July 1 – December 31	For remote work arrangements between January 1 – June 30
Discussions about expectations for operational units who may receive requests for remote work arrangements.	Area VP and Managers	Mid-March	Mid-September
Remote work orientation(s) for eligible staff regarding operational expectations.	Managers	April	October
Deadline to complete training(s) to work remotely (if requested by eligible staff).	Staff	May 15	November 15
Time period to submit remote work requests.	Staff	May 15-31	November 15-30
Deadline for decisions.	Area VP and Managers	June 15	December 15

- 6) The Remote Work Request form shall be modified to include an area on the form for employees to indicate that they are re-submitting a prior request with no changes.
- 7) Emergency closures shall be observed in accordance with Article 22, Section 8 (Emergency Closure) of the ECCE collective bargaining agreement, which takes precedence over the section entitled "Emergency Remote Work Assignments" in AP-7261.
- 8) The foregoing may be modified through collective bargaining at the request of either Party no more than once per year.

For the El Camino Classified Employees:

Roy Dietz
 Roy Dietz, President
 Local 6142, CFT, AFT, AFL-CIO

10/31/2024

Date

For the District:

Jane Miyashiro
 Jane Miyashiro, Vice President of Human Resources
 El Camino Community College District

10/30/2024

Date