

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FOOTHILL-DE ANZA COMMUNITY COLLEGE  
DISTRICT  
AND  
THE ASSOCIATION OF CLASSIFIED EMPLOYEES

June 15, 2022

This Memorandum of Understanding ("MOU") is entered into by and between Foothill- De Anza Community College District ("District") and the Association of Classified Employees ("ACE"), collectively referred to hereinafter as "the Parties".

WHEREAS In March of 2020, conforming to the County, State and Nationwide lockdown due to the COVID-19 pandemic, the District directed the majority of ACE workers to telework in order to conform with the established health and safety protocols.

WHEREAS Most employees continued to telework for the next two years based on District-wide decisions.

WHEREAS In April of 2022 the District required all classified staff to return to campus in a hybrid format (I.e. 3 days on site 2 days telework. It is anticipated that all staff will return to their normal work schedules effective the Fall of 2022.

THEREFORE: Recognizing that a majority of the staff are now being required to return to in person work, and the District is cognizant of the health and safety of its employee's, the Parties agree to the following:

**Teleworking**

Denial of a request for telecommuting must be provided with reasons in writing by the immediate supervisor/appropriate administrator and can be appealed to the next level supervisor/administrator. If denied at the appeal level, the matter may, at the worker's request, be reviewed by the Associate Vice Chancellor, Human Resources and ACE for a final decision.

Should the immediate supervisor determine that a teleworking agreement schedule must end, and the employee must return to in-person work, the employee will be given a minimum of ten (10) working days notice in writing.

If the employee tests positive for COVID, they shall take their appropriate sick leave. However, if they are able to work, they may make arrangements with their immediate supervisor to work remotely. If the employee's child tests positive for covid, the employee may use appropriate sick leave or be allowed to work from home, with immediate supervisor approval, until the end of the quarantine/isolation period. This section shall also apply to employees awaiting COVID tests results after exposure.

Employees will not be required to use personal cell phones for work purposes. It would be recommended that Jabber software is installed on work computers used for teleworking

purposes through an ETS help ticket for work related phone calls.

Supervisors shall not be allowed to visit or enter the home of any employee that has an AWL agreement, for any reason.

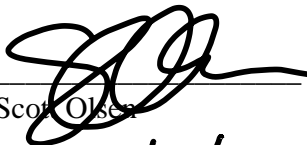
**Covid Exposure Guidelines**

Once the District is aware of an individual testing positive for Covid-19 on campus, they must notify within 24 hours, or the earliest time possible, any employee who was in close contact or shared space with the individual testing positive.

The District or appropriate College department shall follow up with appropriate closures and sanitizing protocols for any space occupied by the individual infected with COVID-19 or its variants(s)

Appropriate teleworking arrangements will be made with any affected employees who must quarantine upon request by the district. If an employee cannot telework, then they shall be placed on paid administrative leave until the end of the quarantine period. This section shall also apply to employees awaiting covid test results after an exposure.

For ACE:

  
\_\_\_\_\_  
Scott Olsen

Date: 07/22/2022

For the District:

*Marietta L. Harris*  
\_\_\_\_\_  
Marietta Harris

Date: 07/22/2022