

**MEMORANDUM OF UNDERSTANDING**  
**Between Victor Valley Community College District**  
**And**  
**California School Employees Association and its Chapter 584**

**COVID-19 RESPONSE**  
**March 27, 2020**

This memorandum is agreed between The Victor Valley Community College District (District) and the California School Employees Association and its Victor Valley Community College and its Chapter 584 (together “CSEA”) concerning the District's response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or the public using District facilities from being exposed to or infected with COVID-19. Care should be taken to identify potential exposure and prevent the spread of the disease.

To these ends, the District and CSEA agree as follows:

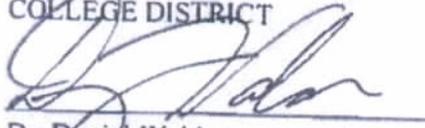
1. The District will inform CSEA should it learn of a confirmed COVID-19 infection of any District employee or student.
2. The District will communicate information to employees regarding public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure, to the extent possible under the circumstances, that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, personal protective equipment such as masks, gloves, aprons, protective clothing, and hand sanitizer). CSEA will cooperate with the District in any necessary public health actions.
3. CSEA will support efforts to maintain funding pursuant to California Code of Regulations §58146 in the event of a closure of any District facilities due to an epidemic/ pandemic.
4. During the college's closure to the public, all employees will remain in paid status. Effective March 23, 2020, supervisors in consultation with their managers and area vice president, will identify essential and non-essential staff in their respective departments. This designation is subject to change due to the changing situation related to COVID-19. Only classified employees identified as essential staff will need to report onsite (the college) for work as needed or until the ability to work remotely has been established and approved by their supervisor. All classified employees who are designated as non-essential employees by their supervisor will not need to report onsite for work effective March 23, 2020. Non-essential employees whose duties cannot be performed remotely should be on call and available to perform other duties as assigned. Any classified employee who is currently on a leave unrelated to COVID-19 will continue to use his/her accrued leave to remain in paid status.

- a) If necessary, a non-essential employee's status may change to essential and they can be called to return to work onsite during their regular hours. During normal work hours, all employees must be available to receive calls from the District. If called to return to work, employees must report within two hours or as directed by the supervisor, whichever is later. If an employee has been called into work between March 23, 2020 through the time which the college is closed to the public, and fails to report, he/she shall be required to use sick or other accruals for absences.
  - b) Classified employees who are called into work effective March 23, 2020 through the time which the college is closed to the public shall be regarded as critical infrastructure employees. Classified critical infrastructure employees include, but are not limited to the following: Instruction Support Staff, Distance Education Support Staff, Student Services Staff, Campus Police, IT Support Staff, Maintenance and Operation Support Staff, some fiscal, payroll, and HR staff.
5. Critical infrastructure employees who are required to report onsite to work from March 23, 2020 through the time which the college is closed to the public, shall be paid a 5% differential.
  6. The District shall honor requests for leave by classified employees, in conformity with Labor Code Section 230.8, for those with children in their immediate household, including but not limited to those school-age, in order for the employee to provide childcare and to ensure social distancing for their children due to closure of the college, schools, or of coronavirus related closures of preschools, daycare centers, and/or afterschool programs. In the event that K-12 closures surpass the allotted time within Labor Code Section 230.8, the District will allow for flexible use of available individual leaves.
  7. By this MOU, the District and CSEA notify the District's employees and CSEA's chapter members of their duty to perform their assigned work, when required by the District, during the current coronavirus/COVID-19 pandemic absent reasonable fears for their health or safety as per the conditions specified herein; that is, to grieve specific work assignments and seek advocacy through their union at work, CSEA, rather than to outright refuse work assignments absent evidence that the assigned task is illegal or unsafe and/or puts their own health or another's health at risk.
  8. This MOU is being entered into solely under the context and circumstances of the COVID-19 epidemic and is non-precedent setting.
  9. The District and CSEA agree to meet to negotiate over any additional effects including an extension of the current provisions contemplated in this MOU, if the coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.
  10. This MOU and all of the provisions herein end when the college opens to the public unless otherwise extended through a written agreement between the District and CSEA.

It is agreed and understood that this agreement is subject to all approvals required by CSEA's 610 policy.

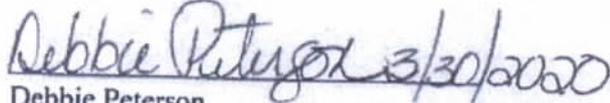
Dated this 27<sup>th</sup> day of March, 2020.

VICTOR VALLEY COMMUNITY  
COLLEGE DISTRICT

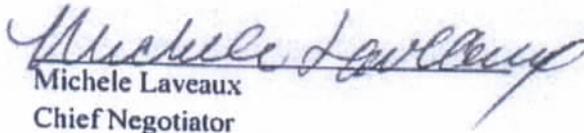


Dr. Daniel Walden  
Superintendent/President

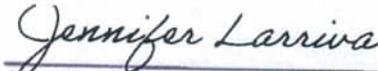
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,  
CHAPTER 584



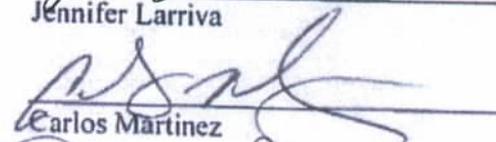
Debbie Peterson  
CSEA President



Michele Laveaux  
Chief Negotiator



Jennifer Larriva



Carlos Martinez



Dawn Stoecker  
LRR