

1 **Memorandum of Understanding (“MOU”)**
 2 **Between the**
 3 **Coast Community College District and the**
 4 **Coast Federation of Classified Employees, Local 4794**

5
 6 **COVID-19**
 7 **Beyond the Blueprint - Return to Work**
 8 **Summer 2021 and Fall 2021**

9
 10 **May 19, 2021**

11
 12 The Coast Community College District (“District”) and the Coast Federation of Classified
 13 Employees, Local 4794 (“CFCE”), herein collectively referred to as the “Parties,” hereby
 14 confirm that they have negotiated, in good-faith, the impacts and effects of the District’s
 15 continued emergency response to the Novel Coronavirus (“COVID-19”) outbreak and the
 16 impacts of classified employees returning to the workplace in phases as described in Exhibit
 17 “A.”

18
 19 The Parties hereby agree that this MOU will become effective on June 15, 2021, and will remain
 20 in effect until December 31, 2021, or until the conclusion of the District’s State of Emergency,
 21 whichever occurs first. Once the District’s State of Emergency concludes, or on December 31,
 22 2021, whichever occurs first, this MOU and its terms will expire in their entirety.

23
 24 **I. Emergency District Closure and Moving Beyond the Blueprint**

25 District facilities were closed to the public on March 16, 2020, in keeping with local,
 26 state, and federal guidance to assist in slowing the spread of COVID-19. Instruction and
 27 the business of the District resumed remotely on March 31, 2020, with most employees
 28 throughout the District, except those whose services have been deemed critical to
 29 operations during the State of Emergency, transitioning to full or partial Remote Work
 30 Plans (“RWPs”) as set forth in CFCE MOU #20-3 and CFCE MOU #20-11.

31
 32 On April 6, 2021, as the State reached 20 million administered vaccines, and COVID-19
 33 hospitalizations stabilized, the Governor of California announced that on June 15, 2021,
 34 the State will move beyond the Blueprint for a Safer Economy (“Blueprint”), the state-
 35 wide roadmap that has guided public health decisions and in-person activities since
 36 shortly after the pandemic began. Moving beyond the Blueprint means all industries
 37 across the State can return to usual operations on June 15, 2021, with risk reduction
 38 measures in place, as determined by the State and County, as long as there is (1) equitable
 39 vaccine availability¹ and (2) consistently low burden of disease². Toward this end, the
 40 District will begin to return employees to the workplace, using a phased and staggered
 41 approach, as described in Exhibit “A.”
 42

¹ “Equitable vaccine availability” is defined by the California Department of Public Health to mean “if vaccine supply is sufficient for Californians 16 years or older who wish to be inoculated.”

² “Consistently low burden of disease” is defined by the California Department of Public Health to mean “hospitalizations are stable and low, and specifically, hospitalizations among fully vaccinated individuals are low.”

43 In order to help ensure the safety of classified employees returning to campus, the
 44 District acknowledges its statutory obligation to provide a reasonably safe working
 45 environment in conformance with COVID-19 guidelines issued by the Centers for
 46 Disease Control and Prevention (“CDC”), the California Department of Public Health
 47 (“CDPH”), the California Chancellor of Community Colleges Office (“CCCCO”), the
 48 California Department of Industrial Relations Division of Occupational Safety and Health
 49 (“Cal/OSHA”), and the Orange County Health Care Agency, as well as other health
 50 orders from state and local public health officers. These guidelines may include, but are
 51 not limited to, items such as maximum occupancy of classrooms; social distancing
 52 requirements for all instructional spaces; screening and testing of all persons coming on
 53 campus by District-trained personnel; limits on the number of classes/students allowed on
 54 campus and within each building at any given time; limits on hallway and bathroom use;
 55 cleaning and disinfecting requirements; tracing and notification of exposure; ensuring the
 56 appropriate open ventilation and air circulation; and the provision of personal protective
 57 equipment (“PPE”) for staff and students.

58
 59 COVID-19 health and safety information can be found at the websites of

- 60
- 61 • CDC: www.cdc.gov
- 62 • CDPH: www.cdph.ca.gov
- 63 • CCCCCO: www.cccco.edu
- 64 • Cal/OSHA: www.dir.ca.gov/dosh
- 65

66 The Parties recognize that future local, state, and federal government directives may
 67 necessitate further changes in working conditions, and additional emergency actions may
 68 need to be taken by the District’s Chancellor in support of public and employee health,
 69 and the Parties agree to meet and negotiate in good-faith, as soon as is practical,
 70 regarding any future impacts.

71

72 **II. Phased Return to the Workplace**

73 The Parties hereby agree to collaborate in assisting classified employees in their
 74 transition back to the workplace. The District’s transition of employees back to the
 75 workplace will be guided by a phased roadmap developed by the District in collaboration
 76 with the District’s Consultation Council. This phased approach to in-person activities
 77 and associated timelines, are subject to modification by the District once the COVID-19
 78 Prevention Plan is finalized by the District’s Consultation Council. As of the date of this
 79 MOU, the phased approach is planned to consist of three levels as described in Exhibit
 80 “A.”

81
 82 As the District moves through Level 1, Level 2, and Level 3 as described in Exhibit “A,”
 83 employees may continue to be assigned, on a temporary basis, to partial Remote Work
 84 Plans (“RWPs”) in order to support facility capacity objectives. Such RWPs will be
 85 assigned, at the sole discretion of the District.

86
 87 The Parties further agree that the scope of RWPs will be as follows:
 88

- 89 i. Employees assigned to an RWP will work from an alternate remote location (*i.e.*,
90 home) on a temporary basis. The necessity for RWPs will be reviewed vigorously
91 during this time. The RWP does not prevent or restrict supervisors' ability to require
92 employees to report to their permanent work assignment location, or another
93 temporary work location, as needed and with no less than 24-hours of advanced
94 notice when possible, unless the RWP specifically states that the employee has
95 specific "immediate response" responsibilities and must be available to physically
96 respond to an urgent situation at the permanent work site or other remote work site.
97 The District will consider reasonable extensions of the 24-hour notice requirement
98 should the employee need to make child care arrangements.
99
- 100 ii. All existing duties, obligations, responsibilities, and conditions of employment
101 remain unchanged to the fullest extent possible. Employees on an RWP are expected
102 to abide by all District and departmental rules, regulations, procedures, the Parties'
103 collective bargaining agreement (the "CBA"), District Board Policies, and
104 Administrative Procedures.
105
- 106 iii. During the period that the employees are temporarily assigned to an RWP, the
107 employee will check District-related email, telephone, and other designated
108 communication methods on a consistent basis as if the employee were working at a
109 District-site.
110
- 111 iv. The District's rules, policies, and procedures governing time and attendance,
112 requesting and using leave, and expectations of performance remain unchanged under
113 an RWP. Employees must obtain supervisor approval before taking leave in
114 accordance with District policies, procedures, and the CBA.
115
- 116 v. Employees are expected to be available and in a "ready-to-work" status during
117 assigned business hours while on an RWP. Employees may not deviate from their
118 assigned work schedule, and are required to take rest and meal breaks in full
119 compliance with the CBA and the law. Employees are prohibited from working
120 additional hours outside of their assigned work schedule, and are expressly prohibited
121 from working overtime, without prior approval from their supervisor. Employees are
122 required to notify their supervisor within one business day of any failure to take a
123 scheduled rest or meal break, or of any work performed outside of the established
124 RWP schedule.
125
- 126 vi. Supervisors will establish a regular virtual check-in protocol for employees on RWPs
127 to evaluate the status of work products and achievement of established goals. District
128 Human Resources will provide supervisors with training and sample protocols to
129 ensure that equitable supervision practices take place District-wide.
130
- 131 vii. With the understanding that the District has limited resources, the District will
132 continue to make reasonable efforts to provide employees with the tools, technology,
133 and assets necessary to successfully transition to an RWP. Employees are solely
134 responsible for establishing and maintaining an appropriate RWP workspace, and in

135 the event that the District is unable to provide the necessary assets, employees may be
 136 asked to use personal equipment if already available to the employee. Network costs,
 137 workspace furniture, and energy or data charges will not be paid by the District unless
 138 the District expressly agrees in advance of the employee incurring the cost. The
 139 District shall provide all required training, technical support, and technologies that
 140 any employee reasonably needs to successfully transition to an RWP. Employees
 141 shall not be required to purchase furniture, equipment, technologies, supplies, or
 142 services in order to successfully transition to an RWP. Employees shall work with
 143 their supervisor to determine what technologies, resources, and trainings may be
 144 required.

145
 146 viii. Employees will comply with all District rules, procedures, and policies applicable to
 147 the use of equipment and technology. District-provided equipment will be serviced
 148 and maintained by the District. Employees are responsible for servicing and
 149 maintaining any personal equipment, materials, and technologies provided and used
 150 by the-employee for business purposes during an RWP.

151
 152 ix. If approved for a Virtual Private Network (“VPN”) account, employees are required
 153 to use either a mobile device (*e.g.*, laptops, tablets), or a personal desktop and, if
 154 approved by the District, a mobile phone owned and issued by the District. The
 155 District shall provide all required training and support that any employee needs to
 156 successfully transition to the use of a VPN.

157
 158 If an employee will use a personal mobile device or personal desktop while on an
 159 RWP, the employee must consult with their supervisor as well as the District’s
 160 Information Systems staff to ensure appropriate set up of the personal devices.
 161 Employees are prohibited from tampering with any software, firmware, or hardware
 162 provided by the District or loaded onto the employee’s personal devices to enable the
 163 employee to perform District work.

164
 165 Regardless of whether using personal or District-owned devices for District work
 166 while on an RWP, employees are responsible at all times for the access, use, and
 167 security of those devices. Employees must not download any confidential data related
 168 to students or employees such as Personal Identifiable Information (“PII”) from
 169 Banner or any other District data system. Employees must be sure to connect mobile
 170 devices from a secured network (*i.e.*, one that requires a username and password).
 171 Employees must take reasonable precautions to prevent third parties from accessing
 172 or handling sensitive and confidential information that they access while
 173 telecommuting. Employees agree to close or secure all connections to District
 174 desktop or system resources (*i.e.*, remote desktop, VPN connections, etc.) when not
 175 conducting work for the District. Approval to use non-District issued mobile devices
 176 may be revoked by the District at any time at the District’s discretion.

177
 178 x. Employees on an RWP will be solely responsible for creating and maintaining a safe,
 179 ergonomically appropriate, and healthy work environment. Employees are required
 180 to report any concerns relating to the safety, ergonomic appropriateness, and health of

- 181 the remote work site environment. Employees who are requested to return District
 182 assets to the District will do so within two business days of receiving the request.
 183
- 184 xi. The District shall not be liable for damages to the personal or real property of
 185 employees during the course of performance of District duties or while using District
 186 equipment in the employee's residence or other property, except where required by
 187 law.
 188
- 189 xii. The District shall not be responsible for operating expenses, home or property
 190 maintenance, or any other incidental costs (*e.g.*, utilities) associated with an
 191 employee's participation in an RWP. Employees shall continue to be entitled to
 192 reimbursement for authorized travel and expenses while conducting business as
 193 assigned by the District per the District's reimbursement policies.
 194
- 195 xiii. Injuries occurring while the employee is in a paid working status and performing
 196 assigned work shall be subject to workers' compensation laws and regulations, the
 197 same as work performed at a District-owned and operated facility.
 198
- 199 xiv. Employees shall comply with all District policies and standards for safeguarding and
 200 protecting any confidential business information, PII, student records, employee
 201 records, and any other sensitive information. Employees shall ensure that
 202 confidential, personally-identifiable, and all other sensitive information discussed,
 203 maintained, or disseminated in any form is handled in a manner consistent with
 204 District policies and procedures and which protects the information from
 205 unauthorized disclosure to the maximum extent possible. Employees will discuss with
 206 their supervisor the safeguards and protections to be used by employees.
 207
- 208 xv. The District may terminate an RWP for any reason, at any time, with at least 24-hours
 209 of notice to the employee when possible. The District will consider extending this
 210 24-hour notice should the employee need to make child care arrangements.
 211
- 212 xvi. Employees assigned to an RWP will be required to sign a Remote Work Plan
 213 Agreement (attached hereto as Exhibit "B").
 214

215 Classified employees who have remained working onsite throughout the pandemic will maintain
 216 their regularly assigned on-site schedules throughout the phased return to the workplace.

217
 218 **III. Expense Stipend**

219 The Parties acknowledge that some classified employees may incur additional pandemic-
 220 related expenses during the District's phased-in approach, during Summer 2021 and Fall
 221 2021, to returning to the workplace. Toward this end, the District hereby agrees to pay to
 222 each active full-time classified employee a one-time Expense Stipend of \$250 to cover
 223 pandemic-related expenses. The District also hereby agree to pay each active part-time
 224 classified employee a one-time Expense Stipend of \$150 for this purpose.
 225

226 In addition, classified employees are encouraged to communicate their technology needs
 227 with their supervisor to discuss options for support. The District may provide
 228 technological equipment to support RWP's, if available, where substantive need exists,
 229 and where the disbursement of such equipment can be done safely. All requests for
 230 technological equipment shall be made directly to the classified employee's supervisor
 231 and will be reviewed by College/District administration, within an established process, to
 232 assess the necessity for and availability of available resources. Furniture and large
 233 technological equipment, including printers and scanners, will not be permitted to leave
 234 District facilities.

235
 236 Full-time and part-time classified employees will receive the one-time Expense Stipend,
 237 as described herein, no later than August 2021.

238 239 **IV. Leaves**

240 In the event that an employee declines or does not accept an assignment, the employee
 241 may be eligible for a qualifying leave as outlined herein.

242 243 Sick Leave

244 Employees who are ill, due to COVID-19 or another medical condition, are eligible to
 245 utilize sick leave (including 2021 COVID-19 Supplemental Paid Sick Leave benefits set
 246 forth under the law) and apply for short term disability benefits, as appropriate.
 247 Employees who become ill due to COVID-19, and do not have enough accrued sick leave
 248 to receive pay during the eligibility period for short-term disability benefits, will be
 249 permitted to "deficit spend" against sick leave that will be earned in the 2021-2022 fiscal
 250 year. This does not include access to Extended Sick leave benefits beyond those
 251 available for the fiscal year. Employees who exhaust all paid leaves due to a medical
 252 condition also may be eligible for a job protected, unpaid, leave of absence.

253 254 Family Illness

255 Employees caring for an immediate family member, such as due to exposure or possible
 256 exposure to COVID-19, may utilize Family and Medical Leave under Section 17.12 of
 257 the CBA.

258
 259 Employees caring for an immediate family member are permitted to utilize up to 100% of
 260 their earned sick leave and vacation benefits to care for that family member. Employees
 261 also will be permitted to "deficit spend" against sick leave and vacation that will be
 262 earned in the 2021-2022 fiscal year for this purpose.

263 264 Child Care

265 Employees who are impacted by child care needs due to a COVID-19 closure of a
 266 dependent child's school or care facility will be permitted to utilize up to 100% of their
 267 earned sick leave and vacation benefits to provide necessary child care. Employees will
 268 also be permitted to "deficit spend" against sick leave and vacation that will be earned in
 269 the 2021-2022 fiscal year for this purpose.

270
 271

272 Quarantine Leave
 273 Should a classified employee be ordered by a governmental authority to quarantine or to
 274 stay at home, that employee shall continue to receive remuneration from the District.
 275

276 COVID-19 Vaccinations
 277 In accordance with CFE MOU #21-2, classified employees shall be provided with up to
 278 four hours of paid released time to receive a COVID-19 vaccine. If a classified employee
 279 receives a COVID-19 vaccine that requires more than one dose, the four hours of paid
 280 released time will be a maximum paid released time for both doses. Classified
 281 employees shall also be provided with up to two hours of paid released time to receive a
 282 booster COVID-19 vaccine. Classified employees taking advantage of this released time
 283 benefit will be required to provide confirmation of the COVID-19 vaccine appointment to
 284 the District Benefits Office and shall notify their immediate supervisor of the absence in
 285 advance.
 286

287 Classified employees carrying an excess vacation balance from the 2019-2020 or 2020-
 288 2021 fiscal years shall be exempt from this released time benefit, and shall be required to
 289 use the excess vacation or sick leave to cover time away from work for COVID-19
 290 vaccination.
 291

292 **V. Reasonable Accommodations**

293 Employees who have a disability impacting their ability to return to the workplace shall
 294 be afforded an interactive process to determine what reasonable accommodations, if any,
 295 can be implemented to support the employee to fully and safely perform all of the
 296 essential functions of their job.
 297

298 Employees will receive information, along with their call-back notice, regarding how to
 299 request reasonable accommodations. Employees will be required to provide medical
 300 certification of their disability and any associated functional limitations in order for the
 301 District to effectively explore reasonable accommodation options.
 302

303 All COVID-19-related reasonable accommodation plans will be temporary, and will only
 304 be approved through December 31, 2021. Employees needing longer-term COVID-19
 305 related reasonable accommodations after December 31, 2021 may be directed to a third-
 306 party medical examiner to assist the District in assessing long-term options.
 307

308 **VI. Performance Evaluations**

309 Performance evaluations shall be completed as usual in accordance with the CBA.
 310

311 **VII. Workplace Safety Measures**

312 Training in the proper disinfecting and cleaning of workspaces in response to COVID-19
 313 will be provided to all custodial personnel. Custodial personnel also will be provided
 314 with appropriate personal protective equipment and devices as appropriate.
 315

316 The Parties agree that should an active case of COVID-19 be confirmed within the
 317 District, that cleaning and disinfecting services will be performed by a third-party vendor.

318 so that employees may reduce their potential exposure. No employee shall suffer
319 financial harm due to the District contracting with a third-party vendor.
320

321 The District will develop and implement a COVID-19 Prevention Plan for the District
322 that is consistent with the latest State and County public health guidance. Employees
323 shall receive information and training related to the COVID-19 Prevention Plan.
324

325 Employees will be required to sign an attestation form verifying that they have self-
326 screened for symptoms related to COVID-19 prior to coming on-site each day and attest
327 that they have not come into contact with any person who has tested positive for COVID-
328 19, or who has displayed COVID-19 symptoms but is waiting for a test, for the 14-day
329 period prior to the employee's entrance into the workplace if the employee has not been
330 vaccinated.
331

332 **VIII. Social Distancing Protocols**

333 Social distancing protocols for on-site work have been established consistent with those
334 identified by the CDC, or other governmental entities as they become available. These
335 protocols will also be included in the District's COVID-19 Prevention Plan.

336 Additionally, all District employees are required to wear protective face coverings while
337 on District property in accordance with Board action taken on April 22, 2020.
338


339 Additionally, as COVID-19 was declared by the President of the United States of America to be
340 a national emergency on March 13, 2020, and subsequently, the Board of Trustees declared a
341 State of Emergency at the District, the Parties hereby agree that the District may take any
342 temporary action as may be necessary to carry out its mission as the COVID-19 situation
343 develops. The Parties further agree that they will continue to negotiate any impacts and effects
344 resulting from any District actions that impact CFCE or its unit members.
345

346 The District also agrees to provide training and support to supervisors in operationalizing this
347 MOU to ensure that employees and their unique circumstances are supported during the
348 transition to the extent possible.
349

350 The Parties intend this MOU to settle all impacts and effects negotiations currently existing and
351 related to the District's actions and decisions in continuing this emergency response to COVID-
352 19 and in moving beyond the Blueprint. However, the Parties agree that subsequent events may
353 require additional discussion or create additional impacts and effects, and agree to meet and
354 negotiate over those matters in good faith.
355

356
357  5/19/2021
358 Andrew Deaso, CFCE President/Date

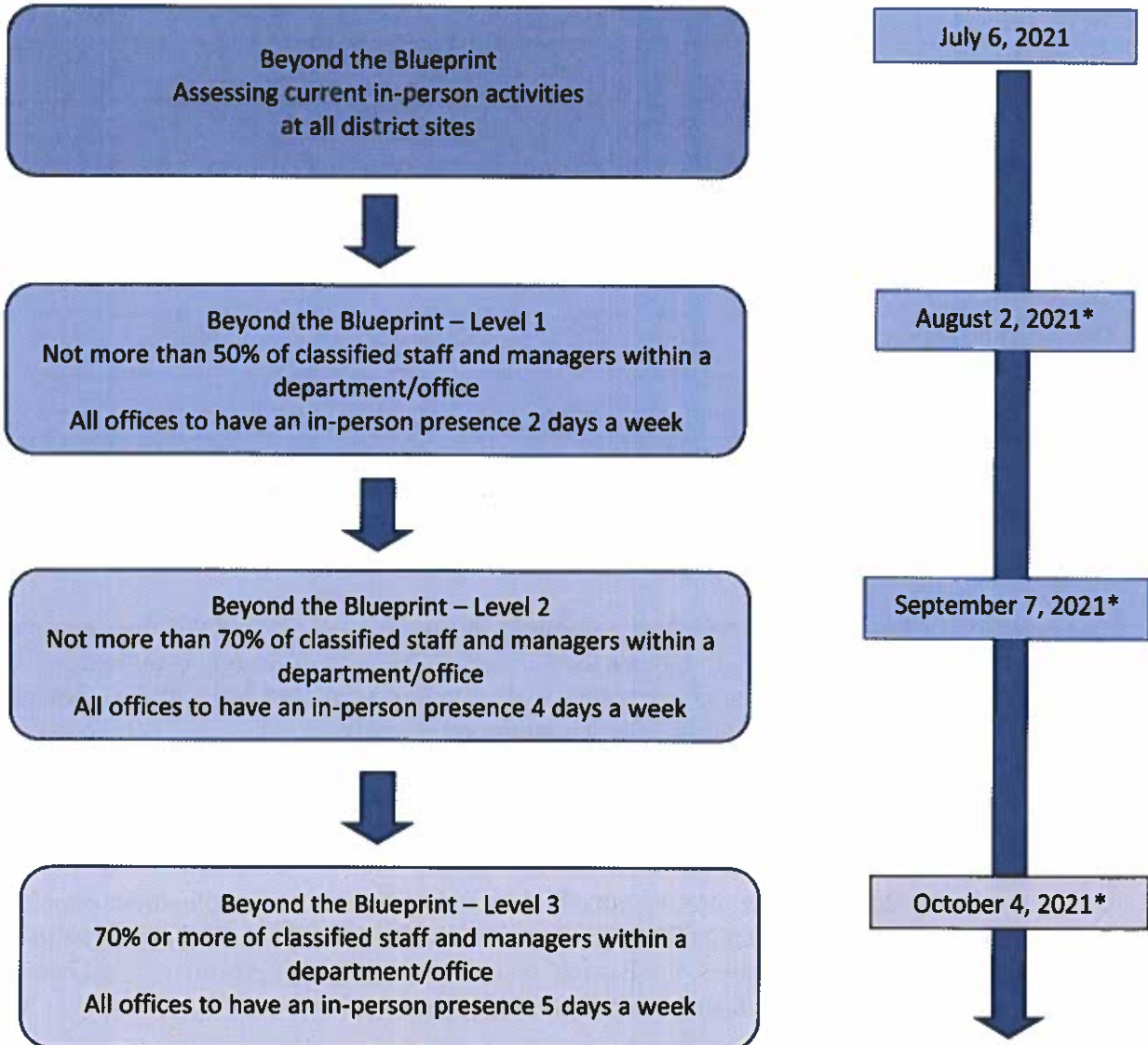
356
357  5/26/21
358 Dr. Marco Baeza, CCCD Chief Negotiator/Date

359
360
361  5/19/21
362 Jim Moreno, Board President/Date

359
360
361  5/19/2021
362 Dr. John Weispfenning, Chancellor/Date



*A Phased Return to Campuses and the District Office
Student Support Services and Office Staffing*



On June 15, 2021 the State will move [Beyond the Blueprint to a Safer Economy](#) if vaccine supply is sufficient for Californians 16 years or older who wish to be inoculated and there is a consistent low burden of disease.

Existing on-site operations as of July 6 will continue under established Remote Work Plans and on-site activity approvals. Beginning with Level 1, managers will work with their staff to support an expanded in-person presence and will modify Remote Work Plans as appropriate.

*Movement through the levels could be delayed based on public health agency guidance, progress on vaccination rates, county trend in case counts, and facility capacity limits.

**Classified Professional
 Emergency COVID-19 Response
 Remote Work Plan ("RWP") Agreement**

Employee Name	
Employee Job Title	
Regular Work-site (Campus/Department)	
Supervisor	
Remote Work-site Address	
Remote Work-site Phone Number	
Employee's Assigned Schedule (Hours/Days) Including Designated Hours/Days for On-Site Work if Required	
Date RWP Begins	
Date RWP Ends	

This is a formal Remote Work Plan ("RWP") Agreement, which assigns the above-named Classified Professional to an alternate remote work location, on a temporary basis, as a means of social distancing to minimize the spread of the COVID-19 virus.

The necessity for RWPs will be reviewed vigorously during this time. The RWP does not prevent or restrict the supervisor's ability to require the Classified Professional to report to their permanent work assignment location or another temporary work location as needed and without advanced notice; however, advanced notice will be given whenever possible.

I, _____, hereby agree that I will comply with the following terms and conditions of this RWP:

- i. All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Employees on an RWP are expected to abide by all District and departmental rules, regulations, procedures, the Parties' collective bargaining agreement, and District Board Policies and Administrative Procedures.
- ii. During the period that the Classified Professional is temporarily assigned to a RWP the employee will check District-related email, telephone, and other designated communication methods on a consistent basis as if the Classified Professional were working at a District-site.
- iii. The District's rules and policies governing time and attendance, requesting and using leave, and expectations of performance remain unchanged under an RWP. The Classified Professional must obtain supervisor approval before taking leave in accordance with District policies, procedures, and the collective bargaining agreement.
- iv. Classified Professionals are expected to be available during assigned business hours while on an RWP. Classified Professionals may not deviate from their assigned work schedule and are required to take rest and meal breaks in full compliance with the collective bargaining

agreement and the law. Classified Professionals are prohibited from working additional hours outside of their assigned work schedule, and are expressly prohibited from working overtime without prior approval from their supervisor. Classified Professionals are required to notify their supervisor within one business day of any failure to take a scheduled rest or meal break, or of any work performed outside of the established RWP schedule.

- v. Classified Professionals are solely responsible for the configuration of and all of the expenses associated with establishing and maintaining their RWP workspace and related telecommunications services, including network costs, workspace furniture, and energy or data charges, unless the District expressly agrees otherwise in advance of the Classified Professional incurring the cost.
- vi. Classified Professionals will comply with all District rules, procedures, and policies governing use of equipment and technology. District-provided equipment will be serviced and maintained by the District. The Classified Professional is responsible for servicing and maintaining any personal equipment, materials, and technologies provided and used by the Classified Professional for business purposes during a RWP.
- vii. If approved for a Virtual Private Network (“VPN”) account, the Classified Professional is required to use either a mobile device (e.g., laptops, tablets), or a personal desktop and, if approved by the District, a mobile phone owned and issued by the District.

If the Classified Professional will use a personal mobile device or personal desktop while on an RWP, the Classified Professional must consult with their manager as well as the District’s Information Systems staff to ensure appropriate set up of the personal device(s). Classified Professionals are prohibited from tampering with any software, firmware, or hardware provided by the District or loaded onto the Classified Professional’s personal devices to enable the Classified Professional to perform District work.

Regardless of whether using personal or District-owned devices for District work while on an RWP, Classified Professionals are responsible at all times for the access, use, and security of those devices. Classified Professionals must not download any confidential data related to students or employees such as Personal Identifiable Information (“PII”) from Banner or any other District data system. Classified Professionals must be sure to connect mobile devices from a secured network (i.e., one that requires a username and password). Classified Professionals must take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information that they access while telecommuting. Classified Professionals agree to close or secure all connections to District desktop or system resources (i.e., remote desktop, VPN connections, etc.) when not conducting work for the District. Approval to use non-District issued mobile devices may be revoked by the District at any time.

- viii. Classified Professionals on an RWP will be solely responsible to create and maintain a safe, ergonomically appropriate, and healthy work environment. The District may inspect the Classified Professional’s alternative work location during the Classified Professional’s normal working hours to ensure proper maintenance of any District-owned property and compliance with health and safety standards. The District will provide at least 48 hours’ notice prior to the inspection, except in an emergency, and state the reasons for the inspection.
- ix. The District shall not be liable for damages to the Classified Professional’s personal or real property during the course of performance of official duties or while using District equipment in the Classified Professional’s residence or other property, except where required by law.

- x. The District shall not be responsible for operating expenses, home or property maintenance, or any other incidental costs (e.g., utilities) associated with the Classified Professional's participation in an RWP. The Classified Professional shall continue to be entitled to reimbursement for authorized travel and expenses while conducting business as assigned by the District per the District's reimbursement policies.
- xi. Injuries occurring while the Classified Professional is in a paid working status and performing assigned work shall be subject to workers' compensation laws and regulations, the same as work performed at a District-owned and operated facility.
- xii. The Classified Professional shall comply with all District policies and standards for safeguarding and protecting any confidential business information, PII, and any other sensitive information. The Classified Professional shall ensure that confidential, personally-identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and which protects the information from unauthorized disclosure to the maximum extent possible. The supervisor and Classified Professional will discuss the safeguards and protections in place to be used by the Classified Professional.
- xiii. The District may terminate an RWP for any reason, at any time, with reasonable notice to the Classified Professional.
- xiv. Classified Professionals assigned to a RWP will be required to sign this RWP Agreement.

Assigned Duties and Resources

Duties assigned to the Classified Professional under this RWP	
Duties regularly assigned to the Classified Professional that must be performed on site (only if it is not possible to complete this work remotely). If the Classified Professional is unable to perform onsite work due to illness, quarantine, or child care please note and specify the regular duties that cannot be performed by the Classified Professional remotely.	
Resources the employee has currently to complete work under this RWP (i.e. computer, phone, internet, etc.)	
Resources the employee needs to complete work under this RWP.	

Employee Certification

I agree to comply with the terms of this RWP Agreement. I have read and agree to the terms and conditions stated above.

Signature: _____ Date: _____

Supervisor Certification

The District authorizes the employee's assignment to the RWP. I have read and agree to enforce and comply with the terms and conditions of the Agreement as stated above.

Signature: _____ Date: _____

