

**Memorandum of Understanding  
by and between the  
Glendale College Guild, Local 2276  
and the  
Glendale Community College District**

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following:

The District and the Guild recognize the importance of maintaining safe facilities and operations, for the benefit of its students, communities, faculty, and classified staff. The Guild and the District recognize the importance of prudent measures to prevent District employees, students, their families, or other people 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. The District and the Guild agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the COVID19 pandemic.

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

**1. Higher Education Emergency Relief Fund (HEERF) Utilities and Supplies Stipend**

- a. Fulltime and adjunct faculty who have performed work in a remote and/or hybrid remote (limited on site and remote) work environment from March 17, 2020, through December 15, 2021, shall be eligible for a one-time, \$1,500 HEERF utilities and supplies stipend. The purpose of this one-time stipend is to offset fulltime and adjunct faculty costs associated with a remote work environment including but not limited to: utilities, supplies and other items necessary to create an ergonomically sound, remote workstation.
- b. Fulltime and adjunct faculty who retired on or before December 31, 2020, shall be ineligible for the one-time stipend referenced in item 1.a.
- c. Fulltime and adjunct faculty who have been on a District approved leave of absence and not performing work in a remote or hybrid work environment for greater than an academic year (two semesters) shall be ineligible for the one-time stipend referenced in item 1.a.
- d. Classified staff and administrators who also perform work as an adjunct shall be ineligible for the one-time stipend referenced in item 1.a.
- e. The HEERF utilities and supplies stipend shall be considered non-precedent setting.

**2. HEERF Utilities and Supplies Stipend: Eligibility List**

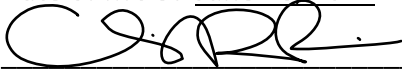
- a. The District shall generate a HEERF utilities and supplies stipend eligibility list based on items delineated in items 1.a.-d. The District shall provide this list to the Guild for review. After reviewing the fulltime and adjunct faculty HEERF utilities and supplies stipend eligibility list and making mutually agreed upon modifications as deemed necessary, the Guild and District shall mutually agree upon a final list of eligible fulltime and adjunct faculty. All fulltime and adjunct faculty delineated in the mutually agreed upon final HEERF utilities and supplies stipend eligibility list shall receive the

one-time stipend referenced in item 1.a. The mutually agreed upon final HEERF utilities and supplies stipend eligibility list shall be attached to this MOU for reference and confirmation of stipend eligibility. Fulltime and adjunct faculty not listed on the attached HEERF utilities and supplies stipend eligibility list shall be ineligible for a stipend referenced in 1.a.

**3. Approximation of Utilities and Supplies Costs Associated with a Remote and/or Hybrid Remote Work Environment**

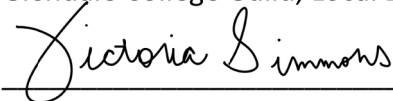
- a. The HEERF utilities and supplies stipend referenced in item 1.a. represents the full extent of the District's commitment to equitably cover utilities and supply costs of a remote and/or hybrid remote work environment from March 17, 2020, through December 15, 2021, and also represents an average cost associated with utilities and supplies for each fulltime and adjunct faculty. The HEERF utilities and supplies stipend referenced in item 1.a. shall not represent actual costs borne by individual fulltime and adjunct faculty; instead, the stipend amount shall be construed to represent an average monthly utilities and supplies cost over the 21.5 months of a remote work and/or hybrid work environment brought about by the COVID-19 pandemic.
- b. Employees shall not be required to present documentation associated with actual utilities or supply costs from March 17, 2020, to December 31, 2021.

Date of MOU: June 18, 2021



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Caroline DePiro,  
Chief Negotiator,  
Glendale College Guild, Local 2276



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Victoria Simmons,  
Chief Negotiator,  
Glendale Community College District