



## **SIDE LETTER**

### **Return to Campus – Fall 2021**

This SIDE LETTER is entered into by and between the Mt. San Antonio Community College District (District) and the Faculty Association. This SIDE LETTER shall not be deemed precedent setting and shall not be construed as an admission of any wrong-doing or liability by either party to this SIDE LETTER.

*The intent of this side letter is to address the return to campus for full-time professors for fall 2021, including on-campus teaching requirement and obligation for minimum days on campus.*

The District and the Faculty Association shall agree to the following:

1. Recognizing the contributions that professors make to the College through their reassigned time responsibilities, professors may use their reassigned time assignment towards their five (5) LHE on-campus load requirement. One (1) LHE of reassigned time requires one (1) regularly scheduled contact hour per week on campus and will be reported to the appropriate educational administrator. Under the conditions cited, Section 13.B.7.b shall be suspended for fall 2021.
2. Fulfillment of the teaching assignment, reassigned time assignments (outlined in #1 above), and office hours may be served as a minimum of two (2) hours per day on campus for a minimum of two (2) days per week, but not more than five (5) days, for each week of the adopted calendar based on the following conditions:
  - a. The third day on campus obligation may be met through remote synchronous office hours in consultation with the area educational administrator. Professors may schedule synchronous office hours by appointment.
  - b. On campus office hours shall be proportionate to on campus teaching assignment, or on campus reassigned time assignment.
3. Full-time professors, who participate in the interactive process with Human Resources and in consultation with their area educational administrator, may have the five (5) LHE on-campus load or the equivalent weekly contact hours requirement, as defined in Article 10.G.8 of the Collective Bargaining Agreement (CBA), reduced to a minimum of three (3) LHE on campus or the equivalent weekly contact hours, as defined in Article 10.G.8 of the Collective Bargaining Agreement (CBA). These accommodations shall not conflict with a

full-time professor's contract load obligation or required equivalent weekly contact hours. The employee shall initiate the interactive process for a reduced on-campus load by submitting this form: <https://www.mtsac.edu/health/employeeesponse.html>.

ACCEPTED AND AGREED TO:

*Sandra Esslinger*

Sandra Esslinger  
Lead Negotiator, Faculty Association

May 13, 2021

Date

*Emily Woolery*

[Emily Woolery \(May 13, 2021 18:22 PDT\)](#)

Emily Woolery  
President, Faculty Association

May 13, 2021

Date

*Karelyn Hoover*

[Karelyn Hoover \(May 13, 2021 19:15 PDT\)](#)

Karelyn Hoover  
District Lead Negotiator, Mt San Antonio College

May 13, 2021

Date



## Chrome River Expense Report Instructions for @One Training Reimbursements

The following instructions will outline how faculty can submit an Expense Report within Chrome River after completing the @One Training certificate program.

Chrome River is our new system that allows employees to submit Travel and Conference Pre-Approval Requests and Employee Expense Reimbursements for Employee/Student Travel, P-Card, and Direct Pay (previously called Payment Reimbursement Request).

Employees can log into Chrome River through the [Mt. SAC Employee portal](#) by selecting the “Employees” tab and then selecting the “Chrome River” portlet.

For more information about Chrome River, please watch this very brief [introduction video](#).

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### **Step 1: Complete the @One Training Course(s) based on the approved list provided by the Distance Learning Committee.**

NOTE: Per the Faculty Association Side Letter #2, “Full-time professors will be eligible for compensation under this subsection after they complete the applicable training. Adjunct professors will be eligible for compensation under this subsection only after they complete the applicable training and they receive and accept a scheduled assignment.”

### **Step 2: Create and Submit a New “Direct Pay” Expense Report in Chrome River.**

Please watch the following video for detailed instructions on how to create a [Direct Pay Expense Report](#). When completing the report please include the following:

**Report Name:** @One Training for your name (e.g., @One Training for Jane Doe)

**Business Purpose:** Include the @One course title(s)

**Report Type:** Direct Pay

**Account:** 17241-940355-521000-675000

NOTE: This account number should ONLY be used for approved @One trainings as specified in the Side Letter #2.

**Attachments:** Please include the receipt(s) **AND** @One certificate(s) proving course completion.

After completing and submitting your expense report, it will be routed for approvals and sent to accounts payable for processing. Once fully approved your reimbursement will be issued.



All training materials for Chrome River can be found on our new webpage at <https://www.mtsac.edu/training/chromeriver/>.

For questions and support, please contact our Accounts Payable team at [AccountsPayable@mtsac.edu](mailto:AccountsPayable@mtsac.edu).

Contact	Subject	Email
Evelyn Hermosillo	Conference and Travel	ehermosillo5@mtsac.edu
Fiscal Services	Non Conference and Travel Employee Reimbursements	AccountsPayable@mtsac.edu
Purchasing	P-Card Support	Purchasing@mtsac.edu