



**SIDE LETTER #2**  
**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 on-campus requirements, use of banked leave, virtual meetings, SPOT Certification and Coordination, adjunct professor assignments, and mandated COVID-19/OSHA training for Fall 2021.*

1. Reasonable Accommodation:
  - a. Professors who are unable to complete the on-campus portion of their required Fall 2021 LHE load due to disability or medical condition have the right to seek reasonable accommodation through the interactive process with Human Resources.
  - b. Reasonable accommodations may include, but are not limited to:
    - i. applying banked LHE towards the on-campus portion of the required Fall 2021 LHE load;
    - ii. postponing the on-campus portion of the required Fall 2021 LHE load until Winter 2022.
2. All professors will have the option of attending meetings and trainings virtually during Fall 2021.
3. Eleven and twelve-month professors will remain remote and not be required to return to campus instruction/services until the same time as ten-month faculty, unless they choose to return to campus sooner on a voluntary basis.
4. SPOT Certification:
  - a. The process for SPOT Certification compensation outlined in this subsection supersedes the process outlined in Article 13.B.3 of the Collective Bargaining Agreement for the duration of Fall 2021.
  - b. Professors who complete SPOT Certification in Fall 2021 are eligible to receive a one-time \$500 stipend. Professors who receive compensation for SPOT certification under the conditions of this Side Letter are not eligible to receive additional compensation outlined in Article 13.B.3. of the Collective Bargaining Agreement.
  - c. The District shall reimburse fees for professors who complete @One Training during spring 2020 to fall 2021.
  - d. 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.

5. Professor Reassigned Time for Distance Learning Coordination:

- a. The District shall increase the available LHE for exceptional service to the college by an additional 2 LHE. This reassigned time shall be dedicated to researching and proposing equivalent training to the Academic Senate for SPOT certification.
- b. The district shall provide additional LHE for SPOT:21 to the following professors:
  - i. 15 LHE for Catherine McKee;
  - ii. 3 LHE for Sandra Weatherilt;
  - iii. 3 LHE for Mike Dowdle.

6. Adjunct Professors Who Lose Their Assignment

- a. Adjunct professors who receive and accept a scheduled assignment for Fall 2021, and then subsequently have all assigned LHE canceled or reassigned, shall be defined as having “lost” their Fall 2021 assignment.
- b. Adjunct professors who have lost their Fall 2021 assignment under this definition will have the option to complete an alternative assignment equivalent to three (3) LHE.
- c. The appropriate educational administrator, in consultation with the adjunct professor, shall assign work as appropriate to faculty expertise and training up to the total of 54 hours for three (3) LHE. The alternative assignment may include SPOT training (18 hours) and both CORA training on racial microaggressions (18 hours) and unconscious bias (18 hours) if not previously completed.
- d. Adjunct faculty paid under this agreement cannot use these alternative assignment hours towards the Professional Growth Implement (PGI) or the SPOT certification stipend.
- e. Adjunct faculty shall not lose rehire rights or lose eligibility to attain rehire rights as a result of completing the alternate assignment.

7. Professors who are scheduled to teach on campus in fall 2021 shall complete a mandated COVID-19/OSHA training provided by the District. The training may be up to two hours. Professors who complete the mandated training will be compensated at the instructional rate.

**ACCEPTED AND AGREED TO:**

*Sandra Esslinger*

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Sandra Esslinger  
Lead Negotiator, Faculty Association

**May 3, 2021**

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Date

*Emily Woolery*

[Emily Woolery \(May 3, 2021 18:16 PDT\)](#)

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Emily Woolery  
President Faculty Association

*Karelyn Hoover*

[Karelyn Hoover \(May 3, 2021 18:59 PDT\)](#)

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Karelyn Hoover  
District Lead Negotiator, Mt San Antonio College

May 3, 2021

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Date

May 3, 2021

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Date