

**Memorandum of Understanding
Tacoma Community College and TCC Federation of Teachers**

PURPOSE: COVID-19 Pandemic Response

WHEREAS the 2019-20 academic year was suddenly disrupted by the local impacts of the global COVID-19 pandemic, and associated public health requirements and executive orders, which prohibited groups of people from meeting together in-person; and

WHEREAS neither party had anticipated or planned for the associated College business consequences required by the emergent pandemic, including the indefinite duration of the Governor's Stay Home – Stay Healthy Proclamation 20-25, originally issued on March 23 until April 2, then subsequently extended on April 2 through May 4, 2020; and

WHEREAS the consequences of said pandemic were broad and far-reaching in their impact on both full-time and part-time faculty;

The TCCFT and College agree that:

The following will remain in effect through the completion of spring quarter, June 11, 2021, unless cancelled, extended, or amended within that period. With recognition that conditions are changing day to day and that some individual faculty duties and expectations may require case-by-case review and flexibility by both parties, the following have been agreed upon for this period:

1. Additions to 5.14 Personal Leave
 - a. In addition to the contractual allowances for personal leave for full-time academic employees, a full-time academic employee who teaches during the spring 2020 quarter is eligible to use an additional four (4) non-accumulative personal leave days in the 2020-2021 academic year, for a total of eight (8), not to exceed four (4) personal leave days per quarter.
 - b. Five (5) paid, non-instructional days were added to the part-time faculty contract in spring quarter 2020, which stand in lieu of additional personal leave for part-time academic employees.

2. Adjustment of 6.00 Academic Year and Load
 - a. The distribution of instructional and non-instructional days shall diverge from those established in 6.12 (a) through (b)(3).
 - i. One-week delay to the start of spring quarter instruction with the expectation that these five (5) non-instructional days will be used for professional development, course preparation, and modification for remote delivery of instruction: originally scheduled to begin March 30, adjusted to begin April 6. (5 instructional days convert to 5 pre-instructional days)
 - ii. Reduction and rescheduling of finals week: originally scheduled for June 9-12, adjusted to June 12 and June 15. (3 exam days convert to instructional days; one (1) unscheduled day converts to an exam day.
 - iii. Conversion of the April 24 "Professional Development Day" to an instructional day, not to be rescheduled.


- iv. Conversion of the April 29 “Ed Planning Day” to an instructional day, not to be rescheduled.
 - b. Based on the above calendar changes, net four (4) compensated, non-instructional/exam days are inserted into 2019-2020 academic year.
- 3. Protection of instructional load and compensation for part-time academic employees in spring, summer, and fall 2020.
 - a. When full-time instructional load is affected by course cancellations, the administration will strive to assign alternative workload duties to fulltime faculty instead of reassigning adjunct course contracts to fulltime faculty.
 - b. Where adjunct instructional load needs to be reduced or eliminated as a result of the shift to remote delivery of instruction, the administration’s intention is to make those reductions as soon as possible to allow for unemployment filing.
- 4. Expansion of protections offered under 4.80 (c) to cover spring 2020 courses canceled after March 18, 2020
 - a. When the challenge of remote delivery of a class proves to be impossible or unattainable during the available time before the start of the spring quarter results in the cancellation of a class assigned to an adjunct instructional employee, that employee will be compensated for 100% of the originally contracted amount.
 - b. When enrollment-based cancellation decisions result in the cancellation of a class assigned to an adjunct instructional employee, that employee will be compensated for 5% of the originally contracted amount.
- 5. Protection of instructional load for full-time academic employees
 - a. When full-time instructional load is affected by course cancellations, the administration will strive to assign alternative duties to full-time faculty to maintain compliance with 6.25 of the CBA, with no risk of loss of pay.
- 6. Assurance of Professional Activity Units
 - a. Participation in professional development opportunities developed in response to the COVID-19 pandemic may be included as in-service education in submission of 2019-2020 PAUs, in compliance with 8.71 of the CBA.
 - b. Committee activity remains PAU eligible, even in remote circumstances and with reduced meetings.
 - c. Remote conference participation carries the same PAU eligibility as on-the-ground.
- 7. No Harm 12.00 Tenure and 13.00 Academic Employee Evaluations
 - a. All scheduled peer observations and peer and student evaluations of a probationer will continue as scheduled during spring quarter 2020.
 - b. At the conclusion of the spring quarter 2020 a Probationer may opt in to have some or all of their evaluations and observations included in their tenure dossier. In the absence of a request to include these in the dossier, a notation will be made in lieu of the spring 2020 observations and/or evaluations that will read: *“As per the “COVID-19 Pandemic Response MOU” executed in June 2020, peer and student observations and evaluations continued as scheduled during the spring 2020 quarter. As per this same MOU these documents are excluded from this dossier.”*

- c. If a tenured academic employee's three (3) year post-tenure evaluation cycle, as established in 13.10 (b) of the CBA, is coming to an end in the spring 2020 quarter, and a class observation or student evaluation is scheduled to occur during the spring 2020 quarter, the employee may choose to continue with observation and/or evaluation as scheduled or to defer completion of the cycle to summer or fall 2020.
- d. If a tenured counseling or librarian academic employee's three (3) year evaluation cycle, as established in 13.10 (b) of the CBA, is coming to an end in the spring 2020 quarter, and periodic client opinions have been accumulated over each preceding quarter in the cycle, the employee may opt-in to have the client opinions from spring 2020 included in their portfolio. In the absence of a request to include these in the portfolio, a notation will be made in lieu of the spring 2020 client opinions that will read: "As per the "COVID-19 Pandemic Response MOU" executed in June 2020, client opinions continued to be collected during the spring 2020 quarter. As per this same MOU these documents are excluded from this dossier."

8. Financial Considerations for Faculty

- a. With the enactment of all calendar adjustments outlined in 2.b. above, net four (4) compensated, non-instructional/exam days are added to the spring schedule.
- b. Each full-time and part-time faculty member teaching during spring 2020 shall receive a stipend of \$500 per course taught, to a maximum of \$1,000 per faculty member.
- c. Each Librarian and Counseling faculty member employed during spring 2020 shall receive a flat stipend of \$500, in addition to any stipend for courses taught, to a maximum of \$1,000 per faculty member in total of 8.b. and 8.c. combined.
- d. Faculty unable to acquire refunds for pre-paid spring and summer quarter 2020 professional development activities approved for reimbursement by the Provost will receive full reimbursement from the College
- e. To the extent possible, consumable supplies and technological equipment required for remote instruction will be provided by the college, instruction-related consumables that the college is unable to provide (e.g., paper, ink) are eligible for reimbursement with approval of the appropriate Dean, upon production of an itemized list and receipts.

Signed



 David Howard, Ed.D
 President of TCCFT



 Date



 Ivan L. Harrell II, Ph.D
 President of Tacoma Community College



 Date

