

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS RSCCD CHAPTER 579 (CSEA)

September 11, 2025

Remote/Hybrid Work Program

This Memorandum of Understanding (MOU) is made between the Rancho Santiago Community College District ("DISTRICT") and the California School Employees Association and its RSCCD Chapter 579 ("CSEA"). This MOU is established under the provisions of the Education Employment Relations Act and the Collective Bargaining Contract between the parties and is pursuant to an agreement by the parties regarding a Hybrid/Remote work program for the 2025-2028 contract term.

Purpose and Parameters

The Classified Remote/Hybrid Work Program is designed to offer work flexibility, in alignment with District operations. Granting a remote work arrangement is a privilege and not a right or entitlement.

Eligibility

- A. Remote/Hybrid Work Schedules are not suitable for all positions.
- B. The Vice Chancellor of Human Resources, in consultation with CSEA and employee's supervisor, has the discretion to determine job classification eligibility for Remote/Hybrid Work Schedules.
 - a. CSEA and Human Resources will collaboratively ensure the district's remote work practices are consistent, fair, equitable, and aligned with operational goals.
- C. Remote/Hybrid Work Schedule eligibility is determined by the essential job duties of the job classification, as well as other factors, including alignment with District operations.
- D. Other factors used to determine the eligibility of the Job Classification consist of:
 - a. Non-Disruption of Operations: The employee's Remote/Hybrid Work Schedule should not disrupt district operational needs or impede efficiency.

- b. Job Knowledge: The employee must possess adequate job knowledge to perform their core functions independently, without requiring close supervision or regular input that would reduce Remote/Hybrid work effectiveness.
- c. Job Performance and Accountability: The employee must be able to perform their specific job duties remotely without diminishing the quantity or quality of work. Their performance should be measurable from a remote location, and meeting regular work standards and expectations for the position, while working remote.
- d. Job Duties and Portability: The employee's core responsibilities, assignments, and projects must be portable, manageable, and completable away from the office without diminishing work quality, effectiveness, or equity of services provided.
- e. Interpersonal Interaction: The degree of face-to-face interaction with employees, students, and the public required for the role must be compatible with remote work. Routine interactions must remain effective, efficient, and equitable when conducted remotely.
- f. Reference and Technology Resources: The employee must have access to all necessary information, guides, manuals, and technology resources, such as high-speed internet and monitors, to perform their work remotely. The employee is responsible for access to, and all costs associated with, high-speed internet and a phone to assure regular and responsive service.
- g. Special Equipment Needs: Remote work may not be an option if special equipment is needed for the job, which necessitates being onsite to complete core tasks.
- h. Information Security: Both the District and the employee must be able to maintain the security of confidential and private information used, stored, or transmitted while working remotely. Remote work may not be an option if performance of job duties requires printing confidential information, working with confidential documents. Employees working remotely must follow the guidelines for security electronic data and information or may not be eligible for remote work.
- i. Supervision Needs: The employee must be capable of performing their job duties from a remote location with minimal supervision.
- j. Location Requirements: The employee's remote work location must be within the state of California and within a reasonable vicinity of

the District and must be able to report to work within two hours or less.

- k. Travel Requirements: Employees who are remote working are not entitled to reimbursement for travel mileage to attend work unit meetings or report to their worksite for any reason.
- l. Participation in the program does not change the number of hours or days worked, only the physical location of work.

Fully Remote Schedule

- A. While not all positions are suitable for fully remote work, certain classified job classifications may qualify based on the nature of their duties, technological readiness, and the ability to maintain service standards.
- B. Positions typically eligible for a fully remote schedule involve work that:
 - a. Is highly independent and project-based,
 - b. Does not require a physical presence to perform essential functions,
 - c. Relies heavily on digital tools for communication and output,
 - d. Produces measurable deliverables and outcomes,
 - e. Requires minimal onsite equipment or face-to-face interaction,

Determinations regarding fully remote eligibility are made by the area College Vice President or area Assistant Vice Chancellor in consultation with the employee's supervisor, and CSEA based on operational needs and a review of the job classification. Determinations requesting further consideration will be reviewed by the Vice Chancellor of Human Resources.

Employees approved for a fully remote schedule must still participate in required in-person activities such as departmental meetings, professional development (e.g., Flex Week), and campus events, as directed by their supervisor.

Hybrid Work Schedule

Eligible employees may work remotely for a maximum of two (2) days per week, subject to departmental needs.

Approval Process

- A. Employees requesting a Remote/Hybrid Work Schedule must complete a Remote/Hybrid Work Schedule Request Form. The request will be submitted and reviewed by the designated parties based on job classification eligibility, and operational needs.

- B. Employees will be notified of the approval or denial of their request. Remote/Hybrid Work Schedule requests may be denied if the position does not meet eligibility criteria, operational needs cannot be met, or if the request does not align with departmental priorities. In such cases, employees will be provided with reason for denial and may consult with Human Resources and CSEA for clarification.
- C. If the remote work request is approved, the employee must complete a Remote Work Agreement.

Protocols

- A. While working a Remote/Hybrid Work Schedule, employees are required to be accessible in the same manner as if they are working at their District worksite during the established work schedule, regardless of the designated location. This includes, being accessible via telephone, email, videoconference, or network access to their supervisor and other District employees, or public contacts.
- B. Employees shall work on a full-time basis, according to the employee's established work schedule, as outlined within the Remote Work Agreement.
- C. The employee's remote worksite must be quiet and reasonably free of distractions, with reliable and secure internet or wireless access.
- D. All periods of an employee's unavailability, including emergency situations, must be approved in advance by their supervisor in accordance with department policy and submitted through regular means of absence and leave.
- E. Employees shall ensure dependent care will not interfere with work responsibilities.
- F. Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
- G. If the District has provided District owned equipment, the employee agrees to follow the District's policy for the use of such equipment, and in accordance with AR 3720.

Rights, Obligations and Responsibilities

- A. All existing duties, obligations, responsibilities, and conditions of

employment remain unchanged. Employees working a Remote/Hybrid Work Schedule are expected to abide by all District and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official District documents.

- B. Employees performing work at an Alternate Worksite are expected to meet the same standards of performance and professionalism in terms of job responsibilities, work product, timeliness of assignments, and contact with other District employees and public contacts.
- C. Employees shall ensure that all official District documents are retained and maintained according to the normal operating procedures in the same manner as if working at a District worksite.
- D. Employees working overtime must follow the same procedures as if they were working at a District worksite.
- E. Employees' salaries and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law.
- F. A remote schedule does not exempt the employee from participating in required on-campus activities, including departmental meetings and professional development events such as Flex Week. Additionally, the employee may be required to report to campus to support departmental needs as necessary.

Temporary Remote/Hybrid Work Schedule


- A. The district shall allow for temporary Remote/Hybrid Work Schedules to be created between the employee and supervisor on a need-to-need basis, such as allowing employees who are experiencing symptoms of a communicable illness to work remotely, health permitting. Should operations permit approval, a temporary remote schedule under these circumstances must be reviewed and receive approval in increments of up to five days.
- B. Temporary Remote/Hybrid Work Schedules do not need to go through the Job Classification Eligibility Process.

Termination of Remote/Hybrid Work Schedule

- A. The District reserves the right to terminate a remote work schedule for a justified reason, such as conduct violations, failure to follow protocols, or operational reasons. Any breach of the protocols by the employee may

result in termination of the Remote/Hybrid Work Schedule or disciplinary action.

This MOU is a three-year agreement between CSEA and the District and is not subject to the grievance procedure. This MOU is subject to CSEA review requirements and ratification.


Kristin Olson (Sep 12, 2025 10:11:23 PDT)

Kristin Olson, Vice Chancellor, HR Date



Tyler Johnson, CSEA President Date



Diego Ortega, Date
Labor Relations Representative, CSEA

REMOTE WORK ELIGIBILITY ASSESSMENT

SECTION 1: EMPLOYEE INFORMATION

Full Name: _____
 Job Title: _____
 Department: _____
 Supervisor: _____

Schedule Fully Remote Hybrid (up to 2 days remote) Temporary
 Requesting: Remote

SECTION 2: DUTIES THAT PRODUCE DELIVERABLES

Instructions: List up to 5 core job duties and describe the associated deliverables. For each, indicate if it can be completed remotely.

Core Job Duty:	Associated Deliverable	Can this duty be done remotely?
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: ELIGIBILITY CRITERIA

Job Function & Portability	
I can perform my job with minimal supervision remotely.	<input type="checkbox"/> Yes <input type="checkbox"/> No
My work responsibilities are measurable by output or deliverables.	<input type="checkbox"/> Yes <input type="checkbox"/> No
My tasks do not require frequent on-site presence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication Needs	
I can effectively communicate with students/staff virtually.	<input type="checkbox"/> Yes <input type="checkbox"/> No
My role requires significant in-person interaction.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical Readiness	
I have a reliable internet connection.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have access to the necessary software, systems, and files remotely.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I will use District-provided equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Security & Confidentiality

I can maintain data security and confidentiality when working remotely.

Yes
No

SECTION 4: SCHEDULE PROPOSAL

PROPOSED REMOTE SCHEDULE

- 9/80 work schedule, consisting of nine consecutive hours per day, 80 hours per two weeks consisting of eight 9 consecutive hour days and one 8 consecutive hour day.
- 36/4 work schedule, consisting of four 9 consecutive hour workdays and one 4 consecutive hour workday as follows: Monday through Thursday 9 consecutive hours a day, 4 consecutive hours on Friday.
- 4/40 work schedule, consisting of 4 days per week, 10 consecutive hours a day.
- 5/40 work schedule, 5 days per week, 8 consecutive hours a day.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Time Out							
Location							
Break Times							











579 Classified Remote Hybrid MOU AGREED 091125

Final Audit Report

2025-09-12


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 Document e-signed by Diego Ortega (dortega@csea.com)

Signature Date: 2025-09-12 - 11:58:57 AM PDT - Time Source: server- IP address: 12.22.198.162

 Agreement completed.

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