

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITRUS COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND ITS CITRUS COLLEGE CHAPTER 101**

Remote Work Addendum

This Addendum to the Memorandum of Understanding (“MOU”) is entered into between the Citrus Community College District (“District”) and the California School Employees Association and its Citrus College Chapter 101 (“CSEA”) to reflect a mutually agreed-upon addendum to the MOU, “Article 8 - Remote Work Effective January 1, 2025”.

The parties entered into a Remote Work MOU effective January 1, 2025, through June 30, 2026. The MOU provides that the parties would convene approximately three (3) months prior to the expiration date to determine future Remote Work MOU(s). By correspondence dated April 21, 2026, CSEA requested discussions regarding extension of the current Remote Work MOU. CSEA has also identified remote work as a topic within its initial proposals for successor negotiations for the Collective Bargaining Agreement expiring June 30, 2026.

The parties desire to extend the current Remote Work MOU while discussions continue regarding any future modifications or successor agreement.

AGREEMENT

1. The existing Remote Work MOU titled, “Article 8 - Remote Work Effective January 1, 2025” shall remain in full force and effect without modification except as expressly stated herein.
2. The expiration date of the current Remote Work MOU is extended from June 30, 2026 through June 30, 2027, unless otherwise negotiated and incorporated into the successor Collective Bargaining Agreement between the parties prior to that date.
3. During the extension period, the parties may continue discussions regarding revisions, continuation, or successor language related to remote work.
4. The parties acknowledge that continuation of remote work under this Addendum shall not establish a binding past practice or waive either party’s bargaining rights or positions in successor negotiations.
5. All other terms and conditions of the existing MOU shall remain unchanged.

Dated: May 26, 2026


John Albert (May 27, 2026 01:05:04 PDT)

John Albert

For the District


Danielle Weller (May 27, 2026 08:33:36 PDT)

Danielle Weller

For the Association


Michelle Ruiz (May 27, 2026 09:19:43 PDT)

Michelle Ruiz

For the Association

Memorandum of Understanding
Article 8 – Remote Work
Effective January 1, 2025

This Memorandum of Understanding (MOU) agreement is between the California School Employees Association and its Citrus College Chapter 101, ("CSEA") and the Citrus Community College District ("District") and is entered into for the purpose of defining Remote Work for CSEA unit members. This Remote Work MOU, established herein, will become effective on January 1, 2025, or as soon as practicable thereafter. CSEA and the District agree as follows:

The following definitions are applicable to this MOU:

1. **Ad hoc** – singular remote work requests which are submitted periodically as one-day requests. Ad hoc remote work requests may, but are not required to, fall on the same day of the week for each request.
2. **Fixed** – a remote work request which results in a hybrid work schedule in which a unit member's remote work workday falls on the same day of each work week.
3. **Regular status** – unit members who are not in a probationary status as defined in Article 6.1 of the Collective Bargaining Agreement between CSEA and the District.
4. **Satisfactory standing** – unit members who are not under a performance improvement plan.
5. **Supervisor/Manager** – the immediate management supervisor of a unit member; may be a Supervisor or Manager employee, as applicable.
6. **Work week** – is as defined in Article 8.2 of the Collective Bargaining Agreement between CSEA and the District.

Unit members in regular status and satisfactory standing may submit a remote work request for up to two (2) days of a five (5) day work week, for consideration by their supervisor/manager. Such request(s) may be on an ad hoc basis or on a fixed basis, provided that the unit member maintain at least three (3) days of on-campus work in the work week.

CSEA and the District further agree to the following regarding Remote Work for CSEA unit members:

1.0 Unit members wishing to participate in remote work:

- 1.1 shall review and sign the remote work acknowledgement.
- 1.2 agree to complete District required training, as assigned, such as: cyber security; data loss prevention; sensitive information guidelines; ergonomic and safety (OSHA); and technology/software.
- 1.3 agree to comply with all technology-related and safety policies, procedures and practices, including, but not limited to BP/AP 3720 Acceptable Computer and Network Use; AP 3722 Computer and Network Connectivity and Access; AP 3724 Data and Information Protection; and BP/AP 6800 Safety.
- 1.4 must have the capability to work remotely without requiring new/additional resources from the District (e.g., desktop or laptop computer, telephone, printer). Software or currently available resources may be provided, upon approval by the supervisor/manager and/or TeCS, if applicable.
- 1.5 Shall submit requests for remote work in writing on a prescribed request form (sample attached), subject to supervisor/manager approval.
- 1.6 must adhere to start/end times, meal periods, rest periods, as applicable.

- 1.6.1 Unit members shall not perform any overtime work, outside of their normally assigned schedule, without first obtaining written authorization from their supervisor.
- 1.7 Must maintain their regularly scheduled work week/responsibilities.
- 1.8 Must adhere to vacation use requirements as defined in Article 13.5 of the Collective Bargaining Agreement. A unit member carrying an excess vacation balance is not eligible to participate in remote work until all excess vacation has been taken, except as approved by exception per Article 13.5 of the Collective Bargaining Agreement.
- 2.0 Supervisor(s) and managers shall consider, without bias or favoritism, all remote work requests submitted on the prescribed form, accounting for the following factors and other factors as deemed reasonable for the District's and/or department's needs:
- 2.1 service to students, community or other constituents; operational/department needs such as gaps in coverage, completion of tasks/projects, special events/trainings, etc.; and unit members' understanding and adherence to remote work expectations.
- 3.0 Remote work is not to be used in lieu of vacation, FMLA, or other leaves, or as a substitute for child or elder care, or other personal obligations. Remote work is separate and apart from the ADA accommodation process. ADA accommodations or other health-related leaves must solely be addressed by the Office of Human Resources.
- 4.0 Remote work locations outside of a unit member's normal residence must be pre-approved by the unit member's supervisor/manager.
- 5.0 Remote work assignments are subject to supervisor/manager assessment and may include, but are not limited to, the following:
- 5.1 Quality, quantity, and timeliness of work and whether it has been maintained, enhanced or diminished as a result of participating in remote work.
- 5.2 Whether established goals have been met within reasonable or prescribed timelines.
- 6.0 Supervisors/managers may modify or discontinue previously approved remote work days to accommodate the needs of students, faculty, staff, and the community, or other factors as identified in section 2.0 of this MOU, or based on supervisor/manager evaluation as identified in section 5.0 of this MOU.
- 7.0 Unit members may be called in by their supervisor/manager at any point during their remote work day and are expected to report to their work site as soon as practicable but no later than two hours of the initial call from their supervisor/manager.
- 8.0 Remote work-related guidelines, procedures, practices, or the decision of the District, supervisor, or manager to participate in remote work, are not subject to grievance.

This MOU shall remain in effect through June 30, 2026. CSEA and the District agree to convene approximately three (3) months prior to the end date of this MOU, to determine future Remote Work MOU's.


For the District Date 11/26/24


For CSEA Date 11/25/24


For CSEA Date 11/26/2024