

From: [Kimberly Hoffmans](#)
Subject: Remote Work MOUs
Date: Thursday, October 21, 2021 10:29:39 AM
Attachments: [REVISED Temporary TELECOMMUTING AGREEMENT Ending 12.17.21.docx](#)
[Student Services Preference Survey Results - 10-15-2021.pdf](#)
[SEIU.District.Vaccine.Mandate.MOU - 10.13.21.pdf](#)
[MOU - AFT.District - Vaccine.Mandate.10.13.21.pdf](#)
[Remote Work MOUs 10-21-2021.docx](#)

Dear Pirate Crew,

As you are aware VCCCD and our two collective bargaining units, SEIU and AFT, have agreed upon the attached MOUs which allow for remote work (2 days/week), online office hours, and twice weekly testing for unverified employees through the semester.

At Ventura College we have asked all managers to work with their employees who are requesting remote work. In positions where remote work is possible, employees may work up to two (2) days remotely per week. Managers are asked to equitably distribute remote workdays to maximize safety and to continue to provide efficient and effective services to our students. In the event remote work is determined viable, please note the following:

- Consider two things: First, **what is best for students** that meets their needs; and second, what is in **the best interest of the department**. We recently conducted a student services survey of students asking about their preferred mode of service delivery and times of day that would accommodate their schedule. I have included the results in this email so that you can review and plan accordingly.
- **Every employee will need to complete the attached Temporary Telecommuting Agreement.** This agreement will be collected by your supervisor and submitted to my office for my and the President's signature.
- Once a schedule is agreed upon with your manager, you can begin remote work as early as next week. As President, I have been asked to sign off on each request. Please consider your agreement with your manager a preliminary approval until the form is completed with my signature. I don't want to hold up any employees moving to remote work due to a process delay and most likely, I will approve all the agreed upon requests.
- **No one will work remotely the week of November 22 or December 20th, per the MOU.**
- **Please note that the MOUs are only for the Fall 2021 semester. We do not have word on Spring 2022, so we are planning to be in person on ground in January.**

Thank you for always putting the needs and service of our students as a priority.

Best wishes, Kim

Attachments: this letter, Temporary Telecommuting Agreement, SEIU MOU, AFT MOU, and Student Services