

**MEMORANDUM OF UNDERSTANDING**  
New Employee Orientation

July 7, 2020

This Memorandum of Understanding is entered into by and between the Victor Valley Community College District (hereinafter "District") and the VVC Part Time Faculty United, American Federation of Teachers (AFL-CIO) Local 6286 (hereinafter "AFT")


WHEREAS, the bargaining representatives of the District and the AFT have met and negotiated in good faith to discuss New Employee Orientation; and

WHEREAS the District is in the process of developing a new onboarding system which can be reflected in future collective bargaining agreements regarding new Part-Time Faculty Orientation.

NOW THEREFORE, the District and the AFT have reached the following agreement for the Fall, 2020 Orientation (only):

1. In response to COVID 19 pandemic, the Fall 2020 Orientation will be held remotely through Zoom or other remote meeting software as designated by the District.
2. Part-Time Faculty participating in the Fall District Orientation shall receive three (3) hours pay for attendance.
3. The District shall provide at least ten (10) days advance notice, when possible, of Part-Time Faculty orientations to the Federation.
4. Notice of the AFT presentation shall be included on the District's orientation agenda.
5. The AFT shall be allowed to establish their own thirty (30) minute Zoom or other remote meeting software event with new Part-Time Faculty hires for a presentation regarding employment rights and union membership. The District and the AFT will coordinate date/time scheduling to ensure that there is no overlap.
6. No representatives from management shall be permitted to log on to, observe or record the AFT presentation.
7. The AFT shall be allowed to present written materials, including a membership authorization form, during their presentation.
8. The District shall provide the following information, regarding newly hired Part-Time Faculty, within 30 days of their date of hire:
  - a) Name b) job title c) department d) courses of instruction e) work location f) work, home and personal cellular telephone number g) personal email address h) home address

9. The District shall provide an updated version of the information outlined above in item 8 for all bargaining unit members every 120 days or as requested by the AFT. (This reporting requirement supersedes current CBA language, which can be modified at a later time.)
  
10. The District shall provide the information outlined in above in item 8 for any newly hired part-time instructor, hired subsequent to the Fall or Fall orientation, within 30 days of their date of hire.

  
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Date: 7/13/20  
Dr. Daniel Walden  
Superintendent/President, Victor Valley College

April Allen  
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Date: Jul 9, 2020  
April Allen  
President, AFT Local 6286