

MEMORANDUM OF AGREEMENT
COVID-19 Adjunct Faculty Use of Professional Development Funds

This Memorandum of Agreement is entered into between Oakton Community College Adjunct Faculty Association (“AFA”) and Oakton Community College (the “College”) this 18th day of June, 2020.

In March of 2020, disruption in face to face course delivery occurred due to the widespread COVID-19 pandemic. Based upon AFA and the College’s shared interests in supporting the continuity of course delivery during the spring of 2020, AFA and the College agree to the following as it relates to the usage of professional development funds:

- This agreement applies to Adjunct Faculty for the period of March 23, 2020 to May 19, 2020.
- The College agrees to apply **Section 3.9D Professional Development /College Support** relative to the training provided by the Office of Online Learning, Center for Professional Development or outside parties as recommended by chairs, coordinators, or Deans to support transitioning face to face courses to an online format. Stipulations related to Funding Limits will apply – reimbursement will be on a first-come, first-served basis, subject to the annual limits on total reimbursements.
- Payment for this professional development activity will be paid at a rate of .022 LHEs per hour for a maximum of 2 hours according to **Section 9.3 LHE Formulas for Other Compensation**.
- This applies to adjunct faculty members originally scheduled to teach face to face or hybrid courses in the spring 2020 semester regardless of union status for the period of March 23, 2020 to May 19, 2020.
- This agreement is limited to the above stated timeframe and the two-hour training and does not otherwise affect or modify the load limit provision according to **2.3B, Maximum Loads**.
- In the event that this LHE-based payment causes any adjunct faculty member to exceed the annual or semester load limits in **Section 2.3B Maximum Loads**, the College agrees not to impose penalties in **2.3C LHE Load Tracking** provided that the adjunct would not have exceeded their limit if not for this payment.
- This pay will be paid in one lump sum on or before July 24, 2020, based upon the information received by the AFA no later than June 25, 2020.
- This MOA is expressly limited to the time period set forth above and is not intended to modify the current 2018-2021 AFA CBA or be attached as an addendum to the successor CBA.
- It is COVID-19 related only, non-precedential, and shall not constitute binding precedent in any subsequent negotiations.

This Memorandum of Agreement is authorized by the signatures of the parties’ representatives as set forth below.

Oakton Community College
Adjunct Faculty Association President

Dated: _____



Oakton Community College
Chief Human Resources Officer

Dated: 6/18/2020