

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT
AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding (“MOU”) is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT (“District”) and the PALOMAR FACULTY FEDERATION (“PFF”).

Due to the unexpected and unprecedented COVID-19 world-wide pandemic, the District will reimburse faculty for the following items in the following manner:

1. The parties agree to utilize the District’s fiscal processes to reimburse faculty members for approved work-related expenses incurred while telecommuting during the COVID-19 Pandemic. On, July 6, 2021, the District will begin accepting Faculty requests for retroactive reimbursement for telecommuting supplies, tools, and internet expenses incurred from March 13, 2020, through July 5, 2021 (hereinafter the “Relevant Time Period”). Thereafter, the District will begin reimbursing faculty members for internet expenses on a quarterly basis. The guidelines, procedures, and agreements governing faculty member telecommuting expense reimbursement by the District are set forth below. Part-time faculty members are eligible to apply for reimbursement as outlined below for any semester that they taught between Spring 2020 and present.
2. The District will reimburse Full-Time and Part-Time faculty for all necessary expenditures for supplies and/or tools while the faculty member is telecommuting in accordance with the procedures outlined herein. Faculty members seeking reimbursement for telecommuting supplies and/or tools purchased during the Relevant Time Period will be required to submit to the District a completed Reimbursement Form along with a Purchase Receipt.
 - a. **Amounts & Purchase Receipt.** Faculty members who provide the District with a purchase receipt for item(s) purchased during the Relevant Time Period are eligible for reimbursement of supply or tool expenses incurred up to \$200.00 per item. Reimbursement requests over \$200.00 per item require Vice President of Finance and Administration approval. The maximum total reimbursement amount per faculty member is \$500.00. Receipts are required for reimbursement. Faculty members will have until September 30, 2021 to submit any receipts during the Relevant Time Period.
 - b. **Justification of Purchase.** Faculty members who apply for reimbursement must justify the emergency purchase explaining why they did not obtain the District’s preapproval prior to purchasing a supply or tool. The Reimbursement Form will permit a faculty member to provide justification. Denials will follow the process as outlined in section 5 “Denial and Appeals Process.”
 - c. **District Ownership of Tools and Supplies.** Tools and Supplies the District reimburses a faculty member, at or above 50% of the total cost of the item, will become District-owned property. The District is solely

responsible to account for tools and supplies acquired by faculty member reimbursement. The District will be solely responsible for collecting from faculty members all District-owned property acquired through faculty member reimbursement when faculty member telecommuting ends. Faculty members can submit for under 50% reimbursement for any applicable item and retain ownership of the item.

3. The District will provide faculty members, whose job requires internet because of remote operations caused by COVID-19, with partial reimbursement for internet expenses incurred while telecommuting as outlined below.
 1. **Internet Expense Reimbursement: Relevant Time Period.**
 - a. Faculty requesting reimbursement must provide the District monthly internet service bills for the Relevant Time Period along with a completed Reimbursement Form. Internet service bills do not need to be in the name of the faculty member and can be in the name of whoever the faculty member lives with. If the amount of the monthly internet bills remained consistent during the Relevant Time Period, then the District will accept only the March 2020 and June 2021 bills. If, however, the amount of a faculty member's monthly internet bills varied from month to month, then the faculty member will be required to provide the District with a bill for each month during the Relevant Time Period for which the faculty member is seeking reimbursement. Internet Expense is defined as the faculty member's internet bill and does not refer to any other tools or supplies.
 - b. **Internet Expense Reimbursement with Receipts: Duration of Telecommuting.** The District will reimburse Full-Time and Part-Time faculty for internet expenditures on a quarterly basis while faculty continue to telecommute because of the COVID-19 pandemic. Faculty are eligible to be reimbursed for internet expenses for summer 2020 and 2021 and winter intersession 2021 if they taught in either the preceding or subsequent semester. Beginning July 30, 2021, faculty members will be permitted to submit quarterly requests for reimbursement for fifty percent (50%) of internet expenses incurred over the prior three-months. Faculty members requesting internet expense reimbursement during the Relevant Time Period must provide a completed Reimbursement Form along with the faculty member's internet service provider monthly invoices for the prior three months (e.g., August 2021, September 2021, and October 2021) no later than 30 days after the close of the quarter. The quarterly reimbursement of faculty member

internet expenses will continue until a faculty member's telecommunication ceases.

- c. **Internet Expense Reimbursement without Receipts: Duration Telecommuting.** Faculty are eligible to be reimbursed for internet expenses for summer 2020 and 2021 and winter intersession 2021 if they taught in either the preceding or subsequent semester. Beginning July 30, 2021, faculty members will be permitted to submit quarterly requests for reimbursement for \$35.00 (thirty-five dollars) per each month of internet expenses incurred over the prior three-months. Faculty members requesting internet expense reimbursement, without monthly invoices, during the Relevant Time Period must provide a completed attestation form, stating that they had sufficient internet to conduct work during the period reimbursement is requested. The attestation form for the prior three months (e.g., August 2021, September 2021, October 2021) must be submitted no later than 30 days after the close of the quarter. The quarterly reimbursement of faculty member internet expenses will continue until a faculty member's telecommunication ceases.
4. **Time Period for Repayment.** The District will process all requests for reimbursement via PeopleSoft Payment Request within sixty (60) days of a faculty member's submission to their supervisor of purchase receipts and/or internet bills along with a completed Reimbursement Form. Any denial of a request for reimbursement will also be provided within sixty (60) days of a faculty member's submission to the supervisor of purchase receipts and/or internet bills along with a completed Reimbursement Form.
5. **Denial and Appeals Process.** If the District denies or partially approves a faculty member's request for reimbursement, then the District must provide the faculty member with a written factual description detailing the reasons for the District's decision. The faculty member will then have thirty (30) days to appeal the District's decision by providing a written appeal statement to the appropriate Vice President. A written decision on the appeal will be made thirty (30) days after the faculty member's appeal submission. The District and PFF agree to work in good faith and to not unreasonably withhold reimbursement.

The agreement is effective until the end of the Fall 2021.

Dated: Jul 24, 2021

David Joseph Montoya III

[David Joseph Montoya III \(Jul 24, 2021 22:23 PDT\)](#)

David Montoya
Assistant Superintendent/Vice President, Human
Resource Services

Dated: Jul 26, 2021

Jenny Ferro

Jenny Ferro
Lead Negotiator, PFF

Dated: Jul 23, 2021

Teresa LC Laughlin

Teresa Laughlin
Co-President, PFF

Dated: Jul 23, 2021

B. Baer

[Barbara Baer \(Jul 23, 2021 20:15 EDT\)](#)

Barbara Baer
Co-President, PFF










PFF Reimbursement MOU [District Revised 7.23.21]


Final Audit Report


2021-07-26


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