

**SIDELETTER BETWEEN THE
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
AND
GCCCD ADMINISTRATORS' ASSOCIATION**

The Grossmont-Cuyamaca Community College District recognizes that the rising cost of gasoline has affected many employees by increasing commuting costs. To provide some relief during these difficult times, the District is approaching AA and other employee groups with the following to temporarily alleviate some of these costs, by allowing for partial flexibility and remote work at the discretion of supervisors/managers/administrators, and consistent with District and college needs.

For the period of time beginning the effective date of this agreement and ending June 3, 2022, an employee whose job duties allow for flexibility in scheduling or remote work (as determined by their supervisor/manager/administrator), may be scheduled by their supervisor/manager/administrator to work one of the following weekly schedules:

1. A traditional five-day (8 hour per day) workweek, with four (4) days on-site and one (1) remote workday per week. The day of the week scheduled to be worked remotely shall be determined by the supervisor/manager/administrator in consultation with the employee ensuring continuity of operations and full service to students on campus;
- or*
2. A four-day, ten (10) hour per day, workweek. The day of the week designated as the weekly day-off for such employees shall be determined by the supervisor/manager/administrator in consultation with the employee.

Note that an employee may alternately choose to continue their current five-day, eight-hour per day on-site workweek, rather than selecting option #1 or #2 above.


For the period of time beginning June 6, 2022, and ending at the close of the business day on August 5, 2022 (the period of the District's traditional "4/10 summer workweek"), employees may:

1. Choose to work the traditional 4/10 summer workweek (with the district closed on Friday);
- or*
2. With the approval of their supervisor/manager/administrator, work a traditional five-day (8 hour per day) workweek, with Monday through Thursday worked on-site and Friday worked remotely provided that the employee's full range of job duties can be performed remotely.

Should an employee be scheduled to work remotely under the terms of this agreement, it is understood that such employee shall:

1. Create and maintain a professional environment.
2. Maintain appropriate internet access to support all the necessary functions of their position and/or report to the site in the event of an outage after notifying their supervisor/manager/administrator.
3. Monitor their District e-mail and voicemail at all times and be available and responsive in the same manner that unit members would be if on-site throughout the workday.
4. In the event any one of the above is not maintained, the employee's supervisor/manager/administrator may direct the bargaining unit member to fulfill their professional duties from their site.

For AA



Date: April 8th, 2022


For GCCCD



Date: April 8, 2022



Date: 4/8/2022



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