

Side Letter Agreement
between the
All Faculty Association
and
Sonoma County Junior College District

December 16, 2022

- A. **Safe Working Environment.** In the event that a faculty member conducting in-person instructional or allied services experiences an unsafe working environment related to the SRJC Safe Return to Campus or other negotiated District COVID-19 protocols the following process will be followed:
1. The faculty member will report the unsafe conditions to their Supervising Administrator and via email to COVIDResponse@santarosa.edu.
 2. The Supervising Administrator will immediately advise the appropriate Vice President who will ensure that the unsafe conditions are resolved.
 3. Unsafe conditions will be addressed within 48 hours.
 4. Should the District fail to resolve the unsafe conditions, the faculty member may request to move the class or service to an alternate location or modality until such time as the unsafe conditions are resolved. All requests to move a class or service require approval of the VPAA/AS and notification of the department chair and supervising administrator.
 5. If the District repeatedly fails to resolve reported violations or is unable to enforce safety protocols outlined in the SRJC Safe Return to Campus, AFA and the District will return to negotiations to further bargain the impacts and effects as are necessary to ensure a safe working environment for faculty members conducting in-person instructional or allied services.
- B. **Mask Mandate.** Upon the District's decision to rescind the requirement that all employees and students wear masks while indoors at District sites, the following provisions will go into effect:
1. Any faculty member who works with students one-on-one in a confined space to conduct office hours or perform allied services has the right to:
 - a. Require students to wear a mask while working in close proximity or in a confined space
 - b. Request, through their supervising administrator, a larger space in which to work with students one-on-one.
- C. **Student Consultation Time**
1. Faculty members may conduct up to 50% of their student consultation time for face-to-face classes remotely, which may include email or other remote technologies.
 2. Faculty members may request a larger space in which to conduct in-person office hours.
 3. Faculty members will specify the times and places allocated for student consultation in class syllabi and post this information in an accessible location (Article 32.02.D.4).

- D. **Regular Continuing Evaluations.** Regular faculty members and adjunct faculty members with offer rights may choose one of the following evaluation options.
1. Regular continuing evaluation as outlined in Article 14A or 14B.
 2. Self-evaluation. A continuing faculty member may choose a self-evaluation unless notified by the end of week 6 that the department chair and supervising administrator have consulted, deliberated, and mutually agreed that there is an evidence-based need for the faculty member to have a regular continuing evaluation instead. The self-evaluation option is only available to faculty members whose most recent evaluation was not a self-evaluation.

/signature on original/

Sean Martin, President
All Faculty Association

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Dr. Frank Chong, President/Superintendent
Sonoma County Junior College District