

**Memorandum of Understanding
between
Service Employee International Union Local 1021 (SEIU)
and
Sonoma County Office of Education (SCOE)**

Revised Remote Work

May 22, 2024

The parties agree to extend a one-year pilot program. SCOE will announce by April 30 whether the program will continue into the following fiscal year.

Remote work is not required as a condition of employment.

This provision excludes classroom staff and student support staff, that is, positions that provide direct services and support of students.

Approval depends on the supervisor's discretion.

With few exceptions, the remote work situation must be pre-arranged.

Employees are responsible for requesting equipment to make remote work possible.

Employees are responsible for their own home office set up except for electronic devices.

Employees should be available by phone during business hours and provide an alternate phone number.

SCOE will not provide additional equipment or furniture.

With few exceptions (a.e., based on residence address), the employee must report to work within 1 hour of management's notice (via email and/or call).

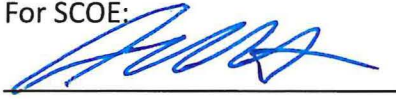
Both parties are committed to expressing and trying to resolve any issues that arise related to this program. Requests to meet about this will be honored in a timely fashion.

With management approval, employees are allowed up to 10 days (80 hours) per year, from July 1, 2024, to June 30, 2025, of working remotely in one or a combination of the two options below:

1. Part-time employees will be eligible to use the equivalent number of days/hours in accordance with their FTE. (For example, a .80 FTE would be eligible for 64 hours).
2. During summer months (June, July, August 1-9), one day per week (must be Tuesday, Wednesday, or Thursday) may be designated as to be worked from home;
3. Days can be requested as needed for situations that the employee needs. All tasks can be completed and approved by the supervisor.
4. Remote work time must be entered into the Absence Management system in at least two (2) hour increments, using the Absence Reason "Working Remotely."
5. Hours not used by June 30th will not roll over into the following year.

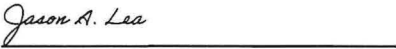
This revised agreement will be in effect starting July 1, 2024, and will be reevaluated for the preceding year.

For SCOE:



Dr. Amie Carter, Superintendent
Sonoma County Office of Education

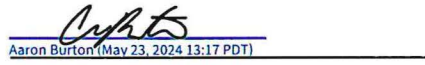
Date: 5/29/24



Dr. Jason Lea, Assistant Superintendent
Sonoma County Office of Education

Date: May 23, 2024

For SEIU:


Aaron Burton (May 23, 2024 13:17 PDT)

Aaron Burton, SEIU Local 1021
Field Representative

Date: May 23, 2024


alli britton (May 23, 2024 13:18 PDT)

Alli Britton, Retirement Analyst
SEIU Local 1021 Job Steward

Date: May 23, 2024


Krystal Garcia (May 23, 2024 13:19 PDT)

Krystal Garcia, LVN TA
SEIU Local 1021 Job Steward

Date: May 23, 2024