

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**SOLANO COMMUNITY COLLEGE DISTRICT**  
**AND**  
**SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION**

The parties agree to the following **Communication Policy**, effective immediately.

This language shall sunset as of Dec. 31, 2020, absent ratification as part of a Tentative Agreement prior to that date.

**Communication between the College and Faculty**

The college will email faculty through the Solano College email system. Campus email will be the primary mode of communication for all matters pertaining to college business, especially assignments.

**Email Response Times**

- i. Faculty shall respond to emails offering work assignments within three business days during the regular contract year. If a faculty member does not respond to an assignment offer within three business days, the dean may offer the assignment to another instructor.
- ii. Faculty are encouraged to check their college email regularly during break periods.
- iii. Faculty shall respond to communications offering work assignments within five business days during non-contract periods, except as indicated below (iv.). If the communication pertains to an offer of an additional workload assignments, the supervising manager shall attempt to contact the member by phone as well as by email. If a faculty member does not respond to an assignment offer within five business days, the dean may offer the assignment to another instructor.
- iv. For emergency staffing needs within the final week before the start of classes, deans shall offer assignments to instructors via email plus a phone call. If a faculty members does not respond to an assignment offer within 24 hours, the dean may offer the assignment to another instructor.

_____	<u>07/08/20</u>	_____	_____
Melissa Reeve	Date	Mary Jones	Date
Chief Negotiator, SCFA		Chief Negotiator, SCCD	