Side Letter on Counselor, Librarian and Disabled Learning Specialist Assignments for Fall 2021

1. The Contra Costa Community College District (the District or 4CD) and United Faculty of 4CD are committed to creating a safe environment for teaching and learning. Towards this end, facilities throughout the District have been recently evaluated (and in some cases renovated) so that they now meet or exceed all of the government safety requirements.

2. The District and United Faculty mutually agree on following Contra Costa County Health Services recommendations as the standard for COVID safety protocol. Where faculty members or departments request specific modifications or enhancements to increase safety in student-services areas for fall 2021, such requests will be expeditiously considered case-by-case by management.

3. All counselors will be given options, where possible, to provide in-person counseling in alternative spaces rather than counseling offices, if they prefer. Outdoor spaces for counseling meetings may also be used to the extent practicable. The area Dean will work collaboratively with the counseling department to facilitate alternative spaces (that are easily accessible to the students).

4. Students will be given the option to meet with counselors in person during hours when in-person is available or remotely when on-campus using personal computers or computers appropriately equipped and available to students on campus.

5. Each month, or as needed, during the fall semester, management will review data with the Department Chairs to reassess staffing needs.

6. After consultation with appropriate department chairs, college managers will determine hours of operations for in-person counseling and library services ~~are~~ to be offered. Counseling and library faculty will be given an opportunity to propose individual in-person schedules to provide coverage and safe operations during the hours of service. Departments will follow their own procedures, as determined by bylaws and/or past practice, to determine distribution of staff and assignments and to propose schedules to management. There will be no specific in-person requirement for all non-classroom faculty, but departments will propose staff-schedules to management to ensure that adequate in-person coverage is provided during hours of operation. Schedules will be subject to management approval

7. Requests for medical accommodations as defined by Americans with Disabilities Act (ADA) will be handled by District Human Resources through the normal interactive process.

8. Requests for remote schedules due to extenuating circumstances may be considered on a case-by-case basis.