

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (CLPCCD)  
AND  
CHABOT-LAS POSITAS FACULTY ASSOCIATION (CLPFA)

June 23, 2026

**MOU For Library Faculty Remote Working Conditions**

**A. Purpose**

This Memorandum of Understanding (MOU) establishes the working conditions, parameters and process for determining Library Faculty options for choosing to remotely perform a portion of their load.

**B. Conditions for Determining and Performing Remote Library Faculty Work**

By mutual agreement with the appropriate Administrator, Regular and Contract Library Faculty may perform up to 20% of their assignable hours per week, which includes student contact hours, after ensuring that all necessary in-person library areas are staffed. This includes staffing the Reference Desk, in-person library instruction, library tours, and other duties as needed.

The work done remotely may include, but is not limited to, the following professional responsibilities: online reference services, collection development activities, management of library systems, online library instruction on a not-for-credit basis (e.g., library orientations), and other activities related to maintaining the library's remote services to the college.

In consultation with the appropriate Administrator, Library Faculty may need to forego scheduled remote work when it conflicts with other in-person duties and responsibilities (e.g. hiring committees, committee assignments, etc.).

**C. Scheduling and Availability Requirements**

Library Faculty shall enter and maintain their assigned schedule in SARS Trak scheduling software, including in-person service hours, remote service hours, online reference/service availability, and any approved changes to the schedule. The schedule in SARS Trak shall be kept current and available to the appropriate Administrator for purposes of student access, staffing coordination, and documentation of assigned hours.

The Administrator(s) with supervisory responsibilities for each College's Library, with input from Library Faculty, will produce a Master Schedule for the Summer Session and Fall Semester by the end of the first full week of April, and for the Winter Session and Spring Semester by the end of the first full week of November. Library Faculty will provide the appropriate Administrator with their input at least ten (10) working days prior to the above deadline dates for

the Fall, Spring and Intersession Terms. Once developed, Master Schedule changes may be made as determined by the appropriate Administrator in consultation with the Library Faculty.

Parties agree that this MOU sunsets on June 30, 2028.

Signed and entered this 23<sup>rd</sup> day of June 2026.



---

Heike Gecox  
President, Chabot-Las Positas  
Faculty Association



---

Ronald P. Gerhard  
Chancellor, Chabot-Las Positas  
Community College District