

**Memorandum of Understanding  
between  
San Joaquin Delta Community College District  
and  
The San Joaquin Delta College Teachers Association SJDCTA**

**COVID-19 Vaccination Mandate**

This Memorandum of Understanding (“MOU”) is made effective as of October 11, 2021, and has been jointly prepared by representatives of the San Joaquin Delta College Community College District (“District”) and the designated representatives of the San Joaquin Delta College Teachers’ Association (“SJDCTA”), the exclusively recognized employee organization within the District for all full-time and part-time faculty, including librarians and counselors. The District and SJDCTA agree to the following:

The Board of Trustees mandated that all employees must be fully vaccinated by October 15, 2021.

The parties agree to the following:

All employees must comply and follow the process below in order to continue active employment.

- To upload proof of vaccination, go to: <http://bit.ly/SJDCEmployeeVaccine>.

Employees can complete a short form and upload proof of vaccination in one of two ways:

- Upload an image or a screenshot of your California Digital COVID-19 Vaccine Record, which you can find at [myvaccinerecord.cdph.ca.gov](http://myvaccinerecord.cdph.ca.gov)
- Upload an image of your official COVID-19 Vaccination Record Card

COVID-19 vaccinations are available on site at the Delta College Health Center during the following times:

- Monday: 9:00 am – 4:00 pm

**In the Process of Complying with the Vaccine Mandate**

If the vaccination process is not completed by October 15, 2021, the employee will be issued a warning letter. An employee who has received the first vaccine by October 15, 2021, must continuously undergo COVID-19 testing twice a week until they provide proof of full vaccination. If an employee is not fully in compliance by December 17, 2021, the employee will receive a final letter with intent to terminate. The District will begin the termination process no later than December 31, 2021. The employee will be placed on unpaid status effective January 1, 2022, and will remain in unpaid status until the termination process is completed.

Those who apply for and are granted religious or medical exemptions will be required to undergo COVID-19 testing twice a week for the indefinite future even if they are working remotely.

**Refusal to Comply with the Vaccine Mandate**

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If an employee chooses not to get vaccinated, or apply for a medical or religious exemption by October 16, 2021, the employee will be issued a warning letter and must provide vaccine information and/or an approved exemption by December 17, 2021. The District will begin the termination process if the employee has not been fully vaccinated or has not been approved for a medical or religious exemption. During this time the employee will be required to undergo COVID-19 testing twice a week. Any employee who fails to comply with the twice weekly testing mandate will be placed immediately on unpaid status and will remain in unpaid status throughout the termination process.

**An employee who makes an exemption request is not guaranteed an approval.**

The exemptions request and instructions will be made available through the vaccination intake process and can be obtained through the link below:

- <http://bit.ly/SJDCEmployeeVaccine>

If an employee is requesting a vaccine exemption, the employee must complete the initial form and submit the required supporting documentation no later than October 15, 2021.

Once the employee completes and submits the form, the employee will be contacted regarding the next steps in the interactive process.

Employees waiting on exemption approvals must continue to undergo COVID-19 testing twice a week.

If the employee has any questions about the exemption process, they will need to contact Rebecca Wicks at [SJDCCD@shawhrconsulting.com](mailto:SJDCCD@shawhrconsulting.com).

If an exemption request is not granted, the employee must immediately comply with the vaccination mandate. The employee will receive a letter of warning which includes an intent to terminate and will be required to undergo COVID-19 testing twice a week. Any employee who fails to comply with the twice weekly testing mandate will be placed immediately on unpaid status and will remain on unpaid status while throughout the termination process. If the employee has not shown proof of first vaccination within 15 calendar days of an exemption denial, a final warning letter with intent to terminate will be issued. The District will begin the termination process no later than December 31, 2021, the employee will be placed on unpaid status effective January 1, 2022, and will remain on this status until the termination process is completed.

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All faculty members with an approved exemption need to undergo COVID 19 testing twice a week only when they have an active assignment. Faculty members do not need to be tested when classes are not in session in accordance with the approved academic calendar.

Individuals submitting fraudulent information and/or documentation will be immediately placed on unpaid leave while pending investigation and may be subject to termination for cause.

For the District:

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Dr. Lisa Aguilera Lawrenson  
Acting Superintendent/President

DocuSigned by:  
*Joe Gonzales*  
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Joseph R Gonzales  
Acting Assistant Superintendent/  
Vice President of Instruction & Planning

DocuSigned by:  
*Dr Lonita D. Cordova*  
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Dr. Lonita Cordova  
Assistant Superintendent/  
Vice President of Student Services

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Dr. Vicki Nicholson  
Interim Vice President of Human Resources  
& Risk Management

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Vice President of Administrative  
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For the Association:

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Dr. Elizabeth Maloney, President  
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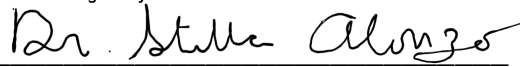
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Dr. Greg Gibson

DocuSigned by:



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Dr. Stella Alonzo