

MEMORANDUM OF UNDERSTANDING
By and Between
San Bernardino Community College District Teachers Association
And San Bernardino Community College District
Part-Time Faculty Reimbursement for Microsoft 365
November 22, 2024

WHEREAS: The District provides part-time faculty with a license for the web version of the Microsoft Office 365 Suite, and

WHEREAS: The Parties acknowledge that part-time faculty may need access to the installed version of the Microsoft Office 365 Suite, and

WHEREAS: Part-Time faculty may purchase the installed version of the Microsoft Office 365 Suite for a discounted price of \$48.99 per year at <https://www.microsoft.com/en-us/workplace-discount-program>,

IT IS THEREFORE AGREED THAT:

Part-Time faculty who purchase the installed version of the Microsoft Office 365 Suite shall be eligible for reimbursement up to \$48.99 per year.

The District shall provide a form and process for faculty to submit a request for reimbursement.

Only part-time faculty that are actively employed with the District shall be eligible for reimbursement.

This MOU shall sunset June 30, 2025. Either party may request to negotiate or extend the terms of this MOU prior to the sunset date.

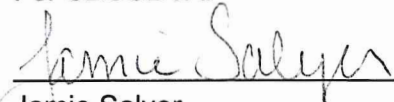
For SBCCCD:



Date: 11/22/2024

Kristina Hannon
Vice Chancellor, Human Resources & Police Services,
SBCCD Lead Negotiator

For SBCCDTA:



Date: 11/22/2024

Jamie Salyer
SBCCDTA Lead Negotiator

ADJUNCT FACULTY
REIMBURSEMENT FORM
 MICROSOFT 365

In accordance with the Memorandum of Understanding between SBCCD and the SBCCDTA dated November 22, 2024, SBCCD Adjunct Faculty members will be entitled to reimbursement for the purchase of Microsoft 365 Personal at a cost of \$49.00/year.

If you wish to purchase the family version at a cost of \$69.99, SBCCD will reimburse \$49.00 toward that purchase.

<https://www.microsoft.com/en-us/workplace-discount-program>

Instructions

Please submit completed form, along with the purchase receipt, to TESSAdmin@sbccd.edu at SBCCD Technology & Educational Support Services Department. Upon approval, a check for \$49.00 will be sent to the address you have on file with Human Resources. Please allow 40 days for processing.

Name	Site	Department
Email	Phone	Date of Request
Date of Purchase	Subscription Dates	Receipt Attached?

Employee Signature	Date
Manager Signature	Date
Manager Name	