SBCCD Proposal
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
June 4, 2025

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 Personal for a discounted price at https://www.microsoft.com/en-us/workplace-discount-program.

IT IS THEREFORE AGREED THAT:

Part-time faculty who purchase a yearly subscription to the installed version of Microsoft Office 365 Personal are eligible for reimbursement, not to exceed $75.00 per year.

To be eligible for reimbursement:

- The faculty member must be actively employed by the District at the time of purchase.
- Only annual subscriptions will be reimbursed. Monthly plans will be reimbursed only after proof of full yearly payment is provided.

Reimbursement requests must be submitted using the designated District form, available on the District Wiki at: https://wiki.sbccd.edu/human-resources/documents/academic-forms/adjunct-faculty-reimbursement-form-microsoft-365.pdf

This MOU shall sunset June 30, 2026. Either party may request to negotiate or extend the terms of this MOU prior to the sunset date.

For SBCCD:

Kristina Hannon (Jun 4, 2025 14:28 PDT) Date: 6/4/2025

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

For SBCCDTA:

Jamie Salyer (Jun 12, 2025 12:59 PDT) Date: 6/4/2025

Jamie Salyer
SBCCDTA Lead Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ADJUNCT FACULTY
REIMBURSEMENT FORM
MICROSOFT 365

In accordance with the Memorandum of Understanding between SBCCD and the SBCCDTA dated June 4, 2025, SBCCD Adjunct Faculty members will be entitled to reimbursement for the purchase of Microsoft 365 Personal not to exceed a cost of $75.00/year.

If you wish to purchase the family version at a cost of $129.99, SBCCD will reimburse $75.00 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 $75 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	