

**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