

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CERRITOS COMMUNITY COLLEGE DISTRICT AND
CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215
December 20, 2023**

This Memorandum of Understanding between the Cerritos Community College District to the Cerritos College Faculty Federation, AFT Local 6215 (“CCFF”) is expressly made pursuant to the Educational Employment Relations Act and the 2021-2024 Collective Bargaining Agreement between the parties.

After consulting with CCFF concerning observed issues relating to the payment of overload and tax withholdings of full-time faculty, the District has worked with LACOE to determine a potential solution that will avoid the observed tax issues but will materially change the payroll dates for unit members. After meeting and discussing the issue, the parties agree as follows:

1. **Change of Pay Cycle**: As previously discussed, full-time 10-month faculty personnel are generally paid salary and overload on a “C2” and “C5” payroll cycle. Commencing after the execution of this MOU, the District and LACOE will eliminate processing on C2/C5 cycles and will move full-time 10-month faculty personnel payroll processing to the “C1” cycle, with full-time 10-month faculty personnel taxed and paid overload as part of a supplemental payroll cycle. As a result of this change, no faculty other than full-time 10-month will observe any changes to their payday.
2. **Viability**: The District initially anticipates that the foregoing change in payroll cycle must be processed manually to ensure viability of this payroll processing option, with the intent that the process be partially or fully automated at a later date. During this initial period, with initial testing to occur in January 2024, the parties recognize that flexibility and accuracy are of ultimate importance, and agree to meet and discuss any observed issues as needed to ensure that the process is fully tested and vetted before implementing an automated solution. Joint communications concerning progress reports and potential implementation will be sent at least twice during the testing period, e.g. at launch and prior to full implementation.

This MOU shall be treated as a pilot program, and shall expire in full without precedent on December 31, 2024, unless shortened or extended by mutual written agreement of the Parties. The parties agree to meet and discuss the long-term viability of the pilot program to resolve any ambiguities in processes. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the collective bargaining agreement.

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SIGNATURES TO FOLLOW

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For the District:



[Mercedes Gutierrez \(Dec 20, 2023 15:57 PST\)](#)

Dr. Mercedes Gutierrez
Vice-President, Human Resources/
Assistant Superintendent

For the Cerritos College Faculty Federation
AFT Local 6215:



[April Bracamontes \(Dec 20, 2023 15:57 PST\)](#)

Dr. April Bracamontes
CCFF/Lead Negotiator



[Lynn Wang \(Dec 20, 2023 16:00 PST\)](#)

Dr. Lynn Wang
CCFF President












Dist-MOU-TaxOL 2023-12-20

Final Audit Report

2023-12-21

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