

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT  
AND THE  
SAN JOSE/EVERGREEN FEDERATION OF TEACHERS, AFT 6157  
REMOTE WORK PILOT PROGRAM  
FOR NON-INSTRUCTIONAL TENURE AND TENURE-TRACK  
COUNSELORS AND LIBRARIANS  
EFFECTIVE FALL 2024 THROUGH END OF SPRING SEMESTER 2026

**RECITALS:**

The purpose of this Memorandum of Understanding (“MOU”) is to memorialize the agreement between the San Jose Evergreen Community College District (“District”) and the San Jose/Evergreen Federation of Teachers, AFT 6157 (herein after referred to as “AFT 6157”), (together hereinafter “parties”) to plan, establish and implement a pilot Remote Work Program (RWP) on a temporary and voluntary basis. To these ends, the parties acknowledge and agree as follows:

1. Both parties are interested in implementing a pilot remote work program (RWP) for full-time non-instructional counselor and librarian faculty where practical.
2. Both parties understand that participation in the RWP is not automatically approved but must be approved by the counselor or librarian’s direct supervisor (herein after referred to as “area administrator” or “District”) and/or their designee and be in the best interest of students.
3. The District and AFT 6157 have met and conferred regarding the subject matter of this MOU.

**AGREEMENT:**

**In consideration of mutual agreement set forth herein, the parties agree as follows:**


1. The RWP MOU covers full-time, tenured and tenure-track counselors and librarians.
2. This is a two-year pilot program set to begin fall 2024 and terminate at the end of spring 2026. Data gathering and pilot RWP assessment will take place each spring semester to determine potential continuation of remote work after spring 2026. If the RWP will continue, remote work will be incorporated into the collective bargaining agreement.
3. The procedures **attached hereto as Exhibit A** have been established to guide counselors or librarians and their area administrator through the process of determining eligibility

for and the implementation of the pilot RWP. It is understood that the procedures will be reviewed every spring semester to ensure that at the end of the pilot RWP, the parties have addressed issues that might arise based on the interpretation of the procedures.

4. The implementation of the RWP is at the sole discretion of the District and shall not be considered a right or benefit of employment.
5. The RWP is temporary and the District has the right to evaluate the same for effectiveness and can decide whether the RWP should be amended, altered or discontinued.
6. Eligibility to participate in the RWP is determined by the District.
7. The RWP is set to end on **May 22, 2026** or sooner as determined by the District.
8. The District will notify AFT if there is a decision to amend, alter or discontinue the RWP prior to the end date of May 22, 2026.
9. Participation in the RWP must ensure that there are no adverse impacts to students, other faculty, staff, administrators or the community. In addition, participation in the RWP will not adversely affect the operations of the district or on-going instruction and services to students **and** other employees.
10. The parties acknowledge that the application forms related to the program and plans surrounding any training components linked to implementation of the RWP are a part of the procedures delineated in Exhibit A of this agreement.
11. The parties agree to meet prior to the expiration of this agreement to discuss extending this agreement and/or implementing a permanent RWP.
12. Any disputes arising from this agreement shall not be subject to the grievance procedures delineated in the parties' collective bargaining agreement but rather shall result in an end to this agreement within a period of one month for all parties.

Dated: June 6, 2024

On Behalf of San José•Evergreen  
Community College District



Victoria Simmons, SJECCD Representative  
Interim Vice Chancellor of Human Resources

On Behalf of San José/Evergreen  
Federation of Teachers, AFT 6157:



Phil Hu (Jun 6, 2024 09:05 PDT)

Phil Hu, Executive Director of AFT 6157



Steven Mentor (Jun 6, 2024 11:24 PDT)

Steven Mentor, President of AFT 6157

## **EXHIBIT A**

### **REMOTE WORK PROGRAM PROCEDURES**

#### **I. PURPOSE OF THE REMOTE WORK PROGRAM**

1. The purpose of the Remote Work Program (RWP) is to provide flexibility for full-time, non-instructional counselor and librarian faculty to conduct their work remotely as opposed to the employee's official worksite for an approved portion of the workweek.
2. The RWP must be in the best interest of and serve the needs of the individual college campuses and the communities they each serve. Service to the District, students and the communities served will remain paramount and any request to participate in the RWP will be centered on these parameters.
3. Each of the two colleges have different operational needs, therefore implementation of the RWP will vary depending on each campus' or work site's unique needs. The College President or designee, at each college, reserve the right to ensure that operations are not disrupted due to participation in the RWP.
4. The RWP is designed as a "pilot" in order for the parties to gather useful data in the design/configuration of an actual longer-term RWP.

#### **II. THE REMOTE WORK PROGRAM**

1. The RWP is voluntary and not a requirement for employment and participation in the RWO does not alter the terms or conditions of counselor or librarian's employment with the District.
2. All eligible full-time, non-instructional counselor and librarian faculty requesting to participate in the RWP must complete and enter into a Remote Work Application/Agreement (RWAA), sign all required documents and complete any required training.
3. The District may revoke a counselor or librarian's RWP participation at any time for any reason by providing written notice, including the reason for discontinuing the RWP participation, no less than five (5) days prior to the counselor or librarian being required to report to work onsite.
4. Based on administrative need, counselors or librarians must return to the official worksite when directed by the area administrator.
5. The establishment, discontinuance, denial and/or terms of any RWAA are not subject to the grievance procedures outlined in the parties' collective bargaining agreement.
6. The implementation of the RWP must not require or necessitate additional hiring to carry out services that are traditionally conducted on campus.

### III. ADHERENCE TO ALL APPLICABLE GOVERNING DOCUMENTS

1. Counselors or librarians shall adhere to all relevant Board Policies (BP) and Administrative Procedures (AP) as an essential requirement of participation in the RWP, including the parties negotiated collective bargaining agreement.

### IV. REMOTE WORK APPROVAL

1. All remote work applications must be approved in writing by the counselor or librarian's area administrator and the area Vice President or designee, herein referred to as "Approving Authority".
2. No full-time, non-instructional counselor and librarian faculty will be allowed to start the RWP without a signed and approved RWAA.
3. Under the RWP, an eligible full-time, non-instructional counselor or librarian's actual percentage of work performed remotely will be determined on a case-by-case basis, depending on the type of work performed by the counselor or librarian. However, counselor or librarian's remote work schedule shall typically not exceed the hours noted below, which are meant to equate to 20% load in a semester.

#### a. Counselors

- 11-month counselors: 32.8 hours a week, total of 1,155 year; 525 a semester; 11 months scheduled between 36-40 weeks (Art. 11, 11.4.2)
- 10-month non-instructional counselors: 32.8 hours a week, total of 1,050 year, 156 days of service; 10 months scheduled over 32 weeks (Art. 12.3.2)
  - i. Definition: the term "semester" may include time prior to the first professional development day.
  - ii. As an example, in coordination with the area administrator:  
525 hours per semester x .20% = 105 hours per semester (20% load) for potential remote work, excluding blackout periods.
    1. 11 month counselors would have an additional 21 hours available in the 11 month for potential remote work (105 hours in 10 months and 21 hours in the 11 month)
  - iii. Counselors who teach a class in regular load shall have their available hours to participate in the RWP reduced proportionally. Virtual preparation time would be established in consultation between the counselor and the area administrator
  - iv. Blackout periods for remote work shall include:
    1. The two weeks before the semester starts,
    2. The first two weeks of the semester,
    3. The time period for filing of graduation petitions, typically portions of March and October
    4. Student registration, typically portions of November and April
- Minimum Department Coverage

Departments/programs with a single full-time, counselor who submits an RWAA request shall be considered on a case-by-case basis taking into consideration whether there is sufficient, in-person professional coverage in consultation with the area administrator.

- While eligible to submit a RWAA request, DSPS/SAS counselors, because of unique nature and legal/regulatory requirements related to these programs and need for student accommodations, most likely may necessitate the need to see most students in-person

b. Librarians

- 10-month librarians: 32.8 hours a week, total of 1,050 year, 156 days of service; 10 months scheduled over 32 weeks (Art. 12.3.2)
  - i. Definition: the term “semester” may include time prior to the first professional development day
  - ii. As an example, in coordination with area administrator:  
 $525 \text{ hours per semester} \times .20\% = 105 \text{ hours per semester (20\% load)}$  for potential remote work, excluding blackout period
  - iii. Blackout periods for remote work shall include the first two weeks of the semester

c. Mental Health Counselors and Health Center Coordinators

The District/Vice Chancellor of Human Resources and AFT 6157 will meet during the spring 2025 semester to consider remote work for other full-time, non-instructional faculty positions including mental health counselors and health center coordinators.

4. Non-Instructional Assignments (NIAs)

To advance equitable treatment of counselors and librarians, NIA work may be performed under the RWP and the type of the NIA work would be established in consultation between the full-time counselor/librarian and the area administrator and the NIA area administrator. The percentage of the NIA work and the ability to participate in RWP work must be agreed upon between the counselor or librarian, the area administrator, and the NIA area administrator prior to the finalization of the NIA assignment.

If the term NIA is changed to Special Assignment based on a mutually negotiated MOU, the term Special Assignment shall be interpreted to mean NIA.

5. Early Retirement Reduced Workload Program

Counselors or librarians on reduced workload may be eligible to participate in RWP based on a proportional percentage to the reduced workload percentage (example of how to calculate 20% for RWP: 525 hours semester; counselor or librarian reduced workload of 50% = 262.5 semester hours at 50% x RWP 20% = 52.5 RWP hours)

6. Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and California Family Rights Act (CFRA)

ADA accommodations and FMLA/CFRA leave shall be addressed separately and shall not be considered part of the RWP MOU.

## **V. TYPES OF REMOTE WORK AGREEMENTS**

Ongoing: approved remote work for a set period of time. This arrangement is likely to remain constant with designated remote day(s) that will generally not vary. Note that during the pilot phase of this RWP, no counselor or librarian will have an agreement that is more than 6 months in duration. However, the counselor or librarian may renew the RWP agreement in 6 month increments. The RWP terminates on May 22, 2026.

## **VI. CONSIDERATIONS**

Participation in the RWP will be based on the ability of the counselor or librarian to effectively perform all essential work duties while working remotely.

Job duties that can be performed remotely are those for which incumbents:

- Can successfully fulfill the responsibilities and expectations of the position as effectively remotely as they would in-person.
- Have access to required systems and software associated with the position responsibilities.
- Have area administrators who can monitor or assess performance and productivity.
- Do not provide frontline support, i.e., in-person services to students and the community, welcoming individuals into buildings, departments, or other workspaces.
- Do not require primarily on-campus work.

### **1. Criteria:**

Each counselor or librarian's area administrator will decide whether a request for remote work should be approved, modified or discontinued based on several factors:

- The needs of the district, campus, department or unit;
- The nature and essential functions of a counselor or librarian's job, including the need to interact and/or serve other staff, students, faculty, and community members;
- The counselor or librarian's demonstrated degree of self-discipline, organizational skills, and technological competency;
- If the area administrator's states there is not an ability to adequately supervise a remote counselor or librarian, the area administrator and AFT shall meet to discuss the reasons;

- The need for specific equipment, tools, or cybersecurity protections in the counselor or librarian's proposed remote work location;
- The safety and suitability of the proposed remote work location;
- The impact of the proposed remote work arrangement on the department's and other employees' abilities to perform their functions without inconvenience or interruption;
- Whether the job may be performed remotely without causing undue difficulty or expense to the District;
- The number of Remote Work Agreements in the division, department or unit that has the potential to disrupt operations;
- The counselor or librarian's ability to come to the primary worksite in times of understaffing, or other urgent needs of the campus, department or unit.

## **2. Job Knowledge:**

Job knowledge for a sustained period of time is key in considering RWAA. A tenure track counselor or librarian who may be unfamiliar with or learning new skills may necessitate a physical presence until such time that the tenure track counselor or librarian is fully capable of performing all of their essential and ancillary functions. In most cases, the tenure track counselor or librarian may not be allowed to participate in the RWP until completion of their first year. In making a determination, an area administrator should consider the following questions:

- Does the tenure track counselor or librarian have the necessary knowledge to perform the required job tasks at a remote location?
- Does the tenure track counselor or librarian need close supervision or input from others that is only available at the office?

## **3. Job Characteristics**

- Can the essential functions of the job be performed remotely?
- Does the job lend itself to self-directed activities that can be performed remotely?
- Can priorities, deadlines and work generated be easily established and monitored remotely?
- Does the individual already work independently and alone handling information tasks such as planning, coordinating, writing, reading, analysis, teleconferencing, computer programming, or data entry?
- What portion of the job requires the use of reference materials or resources located only at the designated work site?

- What portion of the job relies upon frequent access to photocopiers, fax capabilities or other specialized equipment available only at the work site?
- Can the work performed be effectively supervised remotely?

#### **4. Task Scheduling**

- Can the time of the activities be managed effectively by the counselor or librarian?
- Can tasks that can be completed away from the office be grouped and scheduled for remote working day?
- Can staff meetings and conferences be grouped and scheduled for days where the counselor or librarian is not working remotely or accommodated through other means (e.g., teleconferencing)? v. public/District contacts?
- What portion of the job is devoted to face-to-face contact with other departments, students, and the public or internal staff?
- Can face-to-face contact be structured to allow for communication via phone or computer, or grouped into non-remote days?

#### **5. Travel**

- Does the job involve field work?
- Can trips begin or end at the counselor or librarian's off-site office rather than at the College or other District location?

#### **6. Net-neutral Or Net-positive Effect**

Working remotely should have either a net-positive or net-neutral effect on results/outcomes and the work environment. In other words, the same work is getting accomplished in another place, or in another way, ideally having a positive effect. In some cases, it might have a mixed effect but one where, on balance, the arrangement does not have an overall negative impact on the team, on individual performance, or on service to students.

#### **7. Official Worksite**

The official worksite remains the place where the counselor or librarian would normally work, not their remote work location. Counselors or librarians working remotely may share an official worksite with other employees working remotely. In practical effect, this means that two employees may share an onsite workspace, but are not expected to be present simultaneously.



## **8. Eligibility**

Full-time non-instructional counselors and librarians are eligible to apply for participation in the RWP, however, certain positions, due to the essential functions of the position may not be approved for remote work. These include jobs with essential in-person and ancillary functions alongside duties.

## **VII. PROCEDURES**

### **1. Participation Approval**

Participation in the RWP is voluntary and subject to the discretion and approval by the counselor or librarian's immediate area administrator and the Vice President of the area or their designee.

Approval to participate in the RWP requires the requesting counselor or librarian counselor or librarian to complete:

- A Remote Work Application/Agreement (RWAA)
- Completion of Mandatory Training (Vision Resource Center list [VRC])
- Safety Self-Attestation form
- In order to supervise a counselor or librarian participating in the RWP, area administrators must also complete:
  - Area administrators' mandatory training (Vision Resource Center list)
  - Area administrators' checklist: area administrators are responsible to ensure that their counselor or librarians' RWAA are current and all documents are retained locally for easy reference.

### **2. Checklists and Agreement**

The steps below are to be followed prior to counselor or librarian beginning participation in the District's RWP.

1. Apply during an "open enrollment" period. The District will establish reasonable "open enrollment" periods to allow counselor or librarians to apply during a specified period to allow the individual departments to review applications prior to approvals.
2. During the open enrollment period, the counselor or librarian shall complete a RWAA and submit it to their immediate area administrator.
3. The area administrator will have two weeks to process the employees' RWA.
  - a. Process (in no particular order):

- i. Review the counselor or librarian's RWAA for completeness and forward to next level for approval;
- ii. Upon approval of next level, notify the counselor or librarian of approval or rejection and require that the counselor or librarian complete the required training, if the RWAA is approved;
- i. Notify ITSS/CTSS should there be equipment needs;
- ii. Determine official start date for the counselor or librarian to begin participation;
- iii. Retain copies of the approved RWAA and provide the counselor or librarian with a copy of the RWAA;

4. Prior to participation in the RWP, the area administrator and counselor or librarian will ensure that all trainings have been completed.

5. The counselor or librarian and area administrator shall ensure the following documents are satisfactorily completed and fully executed (signed and dated) by both the counselor or librarian and area administrator to show mutual understanding and agreement to the terms contained therein:

- 1. Safety Self-Attestation Form
- 2. Remote Work Area Administrator's Checklist

### **3. Modification of a Remote Work Application/Agreement**

- 1. If the counselor or librarian's offsite working location or environment changes, the employee is responsible for immediately informing their area administrator. A new or revised RWAA and Safety Self-Attestation Checklist may be required.

### **4. Termination of Remote Work Participation**

- 1. The counselor or librarian may discontinue participation in the RWP at any time, for any reason, upon written notice to their area administrator.
- 2. The District may terminate an individual counselor or librarian's participation at any time for any reason by providing written notice, including the reason for the discontinuing the RWP participation, no less than five (5) days prior to the counselor or librarian being required to report to the worksite.
- 3. Participation in the RWP may also be ended if the needs of the department require greater presence at the official worksite or the department has insufficient staff due to attrition, absenteeism, or other cause affecting operations or other reasons that cause disruption and continuation of work.

4. If the counselor or librarian is unable to perform their essential job functions or assigned duties at their authorized remote work location due to failures of technology, physical environment, or necessary infrastructure, they shall immediately notify their area administrator.

5. RWAA's and participation in the RWP may also be ended if the needs of the department require greater presence at the official worksite or the department has insufficient staff due to attrition, absenteeism or other, affecting operations or other reasons that causes the disruption and continuation of work.

### **VIII. RESPONSIBILITIES**

1. Presidents or others responsible for a worksite:

Are responsible to administer the RWP at their respective colleges/departments, including ensuring compliance with all applicable policies and procedures.

2. Area administrator must:

- Complete all required area administrator training prior to the approval of any RWAA;
- Monitor work progress of their RWP counselors or librarians and ensure that their counselors or librarians continue to contribute to the District's objectives while maintaining or improving program efficiency, productivity, service, benefits, and safety conditions;
- Ensure and monitor that counselors or librarians who remain in the office are not burdened or required to handle the remote working counselor or librarian's regular assignments (i.e., answering telephone calls, dispensing information, etc.);
- Provide specific, measurable, and attainable performance expectations for the remote working counselor or librarian, related to their job description and existing criteria for evaluation;
- Define in detail the assignments, deadlines, and the quality of work expected;
- Periodically assess the needs of the department alongside the RWP.

3. Counselors or librarians applying to work remotely must:

- Complete all required training once approval to participate in the program is received;
- Abide by the provisions set forth in these procedures and the RWAA;
- Adhere to all applicable laws, rules, regulations, and District policies and administrative procedures;

- Adhere to procedures regarding computer use and information security;
- Establish and maintain an acceptable and safe home office environment as outlined in “Remote Worksite Safety Self-Attestation”;
- Agree to make every effort to protect District equipment from unnecessary and foreseeable damage, treat District property in a manner consistent with the treatment of property at their official worksite;
- Acknowledge that District -owned equipment should be used for District business in accordance with any District property, computer use, and/or Information Technology policies and procedures;
- Have all District-owned property that is removed from their District workplace documented in accordance with the District Equipment Checkout Policy;
- Do not hold any physical District business-related meetings or receive visitors related to District business at the remote work site;
- Acknowledge and be aware that the District is not responsible for substantiating a counselor or librarian’s claim of tax deductions for the operation of a home office used to perform District work. Counselors or librarians should seek advice from a tax advisor concerning home office deductions. However, if required by the IRS and if a copy of the counselor or librarian’s executed RWAA is not sufficient evidence, under limited circumstances the District will certify, if requested. They will verify dates during which a RWAA between the District and the counselor or librarian was in effect;
- Comply with the District’s procedures governing travel; the counselor or librarian’s personal auto liability coverage is primary;
- Must be accessible for communication (e.g., telephone, e-mail, Zoom, Microsoft Teams, etc.) as well as checking voicemail remotely, during regular working hours.

#### 4. Information Technology (IT)

- Area administrator must approve any District software or hardware used by the remote working counselor or librarian for conducting District business.
- The counselor or librarian is responsible for District issued equipment and other electronic information and computer needs associated with working remotely as it relates to district issued equipment.
- The counselor or librarian will adhere to District guidelines, board policies and administrative procedures defining the appropriate data communications equipment, software and services for working remotely.

- ITSS/ CTSS cannot provide remote technical support related to non-District issued equipment for remote working.
- The District shall not provide home office equipment above and beyond the department issued equipment or cover the costs associated with home office expenses.

### **IX. REMOTE WORK SCHEDULING**

1. Remote work may be suspended (blackout periods) during the following periods:

Counselors:

- The two weeks prior the start of each semester
- During the first two weeks of the semester
- Student registration, typically portions of November and April
- The time period for filing of graduation petitions, typically portions of October and March

Librarians:

- During the first two weeks of the semester

2. Hours of Work:

The terms and conditions of the parties' collective bargaining agreement shall apply. Counselors or librarians must comply with the parties' collective bargaining agreement.

3. Travel and Travel Time:

Mileage reimbursement will not be provided for travel between the official worksite and the remote location for counselors or librarians working remotely. Travel time to and from work does not constitute hours worked. (29 C.F.R sec. 785.35). Travels from home to an official worksite before the regular workday and return travels home at the end of the workday, are considered ordinary home-to-work travel, which is a normal incident of employment and not considered work time. Comply with the District's procedures governing travel; the counselor or librarian's personal auto liability coverage is primary.

### **X. WORK ENVIRONMENT CRITERIA**

The opportunity to participate in a RWP is offered with the understanding that it is the responsibility of the counselor or librarian to ensure that a proper remote work environment is maintained as follows:

- When working remotely counselors or librarians are expected to perform their District work only. Counselors or librarians may not work on any non-District projects during paid work hours.
- Counselors or librarians may not care for children and/or adults when working remotely.
- In general, counselors or librarians should reasonably replicate the working conditions of a District-provided office/location.
- Counselors or librarians must follow the same process to request leave to attend to personal business if needed during work hours.

## **XI. INFORMATION SECURITY**

Security of confidential information is of primary importance to the District. All counselors or librarians working remotely are expected to adhere to all applicable laws, rules, regulations, District policies, and procedures regarding information security. This specifically includes, but not limited to, the duty to keep student information confidential and secure under the Family Educational Rights and Privacy Act (FERPA). The following are basic information security guidelines:

- Use District information assets only for pre-approved purposes, and ensure that confidential information is not disclosed to any unauthorized person.
- Back up critical information on a regular basis to assure the information can be recovered if the primary source is damaged or destroyed.
- Use "logon" passwords on all systems containing confidential information and keep those passwords secure.
- Use the latest virus protection software on telecommuting systems used to prepare information for subsequent use on District systems.
- Return material (paper documents, flash drives, etc.) containing all confidential information to the District for proper handling or disposal, if necessary.
- Adhere to copyright laws by not copying or sharing any District-owned software utilized by employees, and when no longer employed by the District, remove all such software from the home computer and return any software media to the college.
- Use the District e-mail account only for District business conducted during working hours.
- Sensitive data must be afforded the same degree of security and confidentiality as when working at the primary worksite.

- Remember that in the remote work location a counselor or librarian's expectation of privacy regarding business emails, business-related phone calls, and other business communications – is the same for a counselor or librarian working remotely as for an employee working on campus.
- The counselor or librarian will utilize approved safeguards to protect records from unauthorized disclosure or damage, which includes Multi-factor Authentication (MFA) and Virtual Private Networking (VPN) as required by the District. The use of MFA and VPN may require the counselor or librarian to use a personal mobile phone to verify their identity; mobile phone services required for this purpose are the responsibility of the counselor or librarian.

## **XII. HEALTH AND SAFETY**

1. RWAA must ensure appropriate and safe environments. Failure to maintain a proper and safe work environment, in accordance with these procedures may be cause for terminating the RWP for the counselor or librarian.
2. If an counselor or librarian incurs a work-related injury in the specifically approved remote work location (for example, a particular room utilized as an office within the counselor or librarian's residence) during agreed upon remote working hours, workers' compensation laws and rules apply just as they would if such an injury occurred at the official worksite. Counselors or librarians must notify their area administrator and Human Resources immediately and complete all necessary documents regarding any injury that occurred during working hours so that appropriate assistance can be rendered.

## **XIII. SETTING UP AN OFFSITE OFFICE**

1. Counselors or librarians shall maintain a healthy, safe and ergonomically sound work environment while working at their designated remote work location. Counselors or librarians shall designate an area that allows for working in an office setting and ensure that the equipment necessary to perform the work is in the designated area.
2. A "Safety Checklist" must be completed prior to the beginning of working remotely and all items must be reviewed and evaluated as being satisfactory by the counselor or librarian's area administrator.

## **XIV. PROTECTING DATA AND EQUIPMENT**

The parties acknowledge that the following computer safeguards can prevent costly computer breakdowns and the loss of crucial data:

- Position equipment away from direct sunlight or heat.
- Place equipment on well-ventilated surfaces.

- Dust the office space regularly and use dust covers.
- Do not eat or drink near data or equipment.
- Keep flash drives away from heat, dirt, smoke and moisture.
- Keep all magnets, magnetic paper clip holders, fluorescent lamps and electric motors away from computer equipment and flash drives.

#### **XV. FIRE PROTECTION**

The Health and Safety Code, Sections 13113.7 and 13113.8 require that dwellings be provided with smoke detectors. Counselors or librarians are responsible for assuring home compliance with these requirements. Smoke detectors placed in the home work area must meet the following criteria:

- Detectors must be placed in locations which monitor the work area, and any electronic equipment used to support working remotely.
- Detectors must be approved by Underwriter's Laboratory (UL) and/or State Fire Marshall and have a functional test mechanism.
- Detectors should be tested at the time of installation and on a monthly basis. Detectors which are wired into the house electrical system and have a battery backup should be checked with main power both on and off. Battery operated detectors should be cleaned and equipped with fresh batteries, as recommended by the manufacturer.