

Contra Costa Community College District
500 Court Street
Martinez, California 94553
925.229.1000 www.4cd.edu

**Memorandum of Understanding
between the Contra Costa Community College District (4CD) and United Faculty of 4CD (UF)
regarding Violations of Policies related to Email Distribution Lists**

January 29, 2025

Whereas 4CD policy covering the use of email distribution lists, as described in Implementation Guideline 2012.01, explains that the purpose of district listservs is to provide an efficient means of communicating general college or districtwide information, and the lists are “not intended to be used as a discussion forum” and should not be used to express “personal opinion;” and

Whereas Implementation Guideline 2012.01 further indicates that these “lists are specialized communication tools similar to voicemail announcements” and “[r]eplies to such messages should be directed only to the sender and not to everyone;” and

Whereas occasionally in the past, faculty members have sent emails to everyone or all faculty using 4CD listservs that have violated District policy, which has resulted in 4CD issuing letters of “warning” directing those faculty members to refrain from sending further emails of any kind to the “all employee” email lists;

UF and 4CD have met and conferred and agreed to the following:

1. A faculty member who has received a warning letter related exclusively to misuse of the email distribution lists may read and review Board Policy 5030, Business Procedure 10.06, and Implementation Guideline 2012.01 and submit a signed letter to the 4CD Associate Vice Chancellor, Chief Human Resources Officer attesting that they have read and understood the District Policy, Procedure, and Implementation Guideline and affirming that they agree to abide by them, effective immediately (on the date the letter is signed). Upon receipt of the letter, 4CD will rescind the directive barring the faculty member from using the email distribution lists and notify the faculty member of such in writing.

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2. In the future, warning letters sent for a first violation of District policies related exclusively to the use of email distribution lists will include a reference to the process for sending a letter as described above to regain access to the listservs.
3. Faculty members who have received or in the future receive warning letters related exclusively to the use of email distribution lists and who do not agree in writing to abide by relevant existing policies will continue to be directed not to send any emails to the listservs.
4. Faculty members who violate the policies related to email distribution lists more than once may be subject to disciplinary action.
5. Faculty members who are directed not to send or reply to emails sent to the distribution lists as described above and who need to send a work-related announcement (for example, to promote a campus event) may request that an announcement that is compliant with Implementation Guideline 2012.01 be sent on the member's behalf by the member's dean.
6. UF and 4CD will continue discussions related to the use of email distribution lists as well as other 4CD standards related to technology use where such discussions may be covered by the collective bargaining agreement or otherwise affect working conditions. Future review and any possible revisions to 4CD policies will be considered through existing shared governance procedures.

This Memorandum of Understanding does not modify the Collective Bargaining Agreement in any way.

United Faculty:


Marina T. Crouse (Jan 30, 2025 11:56 PST)

Marina Crouse
President, UF


Jason Mayfield (Jan 29, 2025 19:57 PST)

Jason Mayfield
Executive Director, UF

4CD:


Jeffrey Michels (Feb 3, 2025 10:04 PST)

Jeffrey Michels
Associate Vice Chancellor
Chief Human Resources Officer


Micaela Ochoa (Feb 3, 2025 09:40 PST)

Micaela Ochoa
Executive Vice Chancellor
Administrative Services