

MEMORANDUM OF AGREEMENT

The parties to this Agreement, SASSED and the SASSED Support Staff Association, IEA-NEA, ("Association") have discussed work to be performed by bargaining unit members ("employees") during the Remote Learning days declared by the Illinois Governor (beginning April 6, 2020), and the parties have agreed to the following terms and conditions for the specified time period:

1. Employees will complete at least one (1) professional development (PD) activity each weekday with a minimum total duration of three (3) hours. Such PD activities may be performed each day at the convenience of the employee. This may be in the form of GCN trainings that have not been completed previously. If an employee is assigned other tasks on a given workday, the employee is relieved of the PD activity requirements for that day and will perform such non-PD tasks during the hours of 9:00 a.m. and 2:00 p.m. Employees may use professional development accessible from the Infinitec website. Online professional development or print material may be of the employee's own choosing as long as it pertains to education, child development or other related topics. Employees who are having difficulty finding appropriate PD tasks may contact Dr. McGuffin directly.

2. Employees must log their professional development or assigned work activities each day. Employees must write a short summary for the PD activity describing what was learned and/or how the employee will use the information learned in the classrooms. However, if an employee is working on an assigned remote learning day support task, the employee must log who assigned the task, what the task was, and the time it took on the log sheet provided. Logs must be submitted on a weekly basis by the first day of the following workweek either electronically to sspd@sased.org or by mailing the log to Central Office at SASSED/Human Resources Department, 2900 Ogden Ave., Lisle, Il. 60532.

3. Employees will be expected to be available to support continuity of learning activities for remote learning between the hours of 9:00 a.m. and 2:00 p.m., Monday through Friday. Support staff will be contacted by their program administrator and given a role to support the program. If there is not an instructional support activity assigned on a particular workday, the employee will complete a professional development activity as described above. Roles and responsibilities may include but are not limited to: printing and mailing materials from the SAC and Southeast, creation of instructional materials per the direction of licensed staff, supporting certified staff with online learning activities, meal distribution, instructional materials distribution, and Brailleing. An electronic device may be provided for instructional support purposes.

4. Employees who were on FMLA, medical leave, disability, sick leave, or worker's compensation prior to March 17 shall remain in that status, in compliance with federal law. If an employee is unable to accomplish professional development activities or assigned activities during a workday, the employee is expected to report the day as a sick or personal day using SASSED's normal reporting procedures.

5. Employees will be paid their regular pay and SASSED will continue to make benefit contributions for eligible employees during this time period. Regular pay does not include any extra-duty or overtime functions. Regardless of when employees complete their work pursuant to paragraph 1, no overtime will be paid.

6. SASSED will follow all IMRF guidance regarding IMRF service credit.

7. This Agreement does not constitute and shall not be deemed an admission on the part of either of the parties of any wrongdoing, liability, error or violation of the parties' collective bargaining agreement. Nor shall this Agreement be precedential, create a past practice by SASSED, alter the past practice established by the bargaining relationship between the parties, or be subject to or introduced in a grievance arbitration.

Representing:

Jennifer L. Lattimore

SASSED Support Staff Association, IEA-NEA

Title **President**

Date. **April 17, 2020**



SASSED

Title Board of Control Chairperson

Date April 22, 2020