

MEMORANDUM OF AGREEMENT

The parties to this Agreement, SASSED and the SASSED Education Association, IEA-NEA, (“Association”) have discussed work to be performed by bargaining unit members (“employee(s)”) during the Remote Learning days (beginning March 31, 2020) declared by the Illinois Governor, and the parties have agreed to the following terms and conditions for the specified time period:

1. Employees shall be available and engaged in remote learning activities between the hours of 9:00 a.m. and 2:00 p.m. on school days as designated by the SASSED Remote Learning days calendar. The Steering Committee sample daily schedule and sample log and required components will be utilized among PLTs to develop a daily log and schedule to be utilized by each staff member.


Every employee will attempt contact with each family one (1) time per week. Employees will work within their GLT to determine a schedule of contacts so employees will avoid multiple contacts on the same day (i.e. family contacts should be spread throughout the week.)

2. During the 9:00 a.m. to 2:00 p.m. remote learning hours, each employee must designate four (4) hours per week as virtual “office hours” to be available for parent contact and communication. These hours will be published by the employee to the appropriate parents/guardians.
3. Employees unable to perform their regular duties on a remote learning day will use sick leave and provide notification using the SASSED’s regular notification procedure.
4. SASSED will follow the Families First (FFCRA) legislation with respect to time off related to COVID-19.
5. In the event an employee’s internet is not operable, or the employee does not have internet service, the employee shall immediately notify their direct supervisor to receive direction. The employee’s direct supervisor will work with the employee to find alternate work for each day the employee’s internet is inoperable.
6. Employees are responsible for all SASSED devices and equipment while in employees’ possession. In the event SASSED devices and/or equipment becomes inoperable or damaged, an employee must immediately notify the help desk and their supervisor. SASSED will make decisions on whether the employee is financially responsible on a case by case basis.
7. The Administration in consultation with the Steering Committee will determine appropriate tasks and exercises for remote learning planning days. SASSED has designated remote learning planning days as follows:

- Monday, April 6 and Tuesday, April 7 – full days (as described in para. 1., above.)
- Beginning Friday, April 17th, and each Friday thereafter – ½ days

8. 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 SASED, alter the past practice established by the bargaining relationship between the parties, or be subject to or introduced in a grievance arbitration.

Representing:



SASED

Title Chairperson

Date 4/22/20



SASED Education Association, IEA-NEA

Title President

Date 04/16/20