

Memorandum of Understanding

Between the Lake Land College Board of Trustees and the Lake Land College Paraprofessional Association

Whereas the 2020-2023 Lake Land College Paraprofessional Association (Association) Agreement was ratified by the Lake Land Paraprofessional membership and approved by the Lake Land College Board of Trustees; and

Whereas the current Coronavirus pandemic necessitates a shift in normal college operations; and

Whereas both parties wish to minimize the negative effects of this shift on our academic community;

and Whereas both parties wish to maintain the integrity of our Collective Bargaining Agreement to the degree possible; and

Whereas the Lake Land College Paraprofessional Association, Local 6028 and Lake Land College Board of Trustees agree that it is paramount to keep everyone in our community as healthy and safe as possible during this difficult time;

Therefore, be it also resolved that both parties agree to temporary changes in working conditions for the timeframe of August 10 – December 23, 2020, as described below:

1. The College shall continue to comply with all relevant provisions of the Families First Coronavirus Response Act and other legislative requirements related to COVID-19.
 - a. Members who access leave due to the quarantine or isolation of someone under their care or to care for their own children due to the unavailability of schools/daycare shall be permitted to make their salary whole by using $\frac{1}{3}$ of their personal accrued sick leave.
2. Any bargaining unit member who is at higher risk of severe illness from COVID-19 may request accommodations which may include working remotely when possible based on job requirements and departmental needs. Higher risk shall be defined based upon up-to-date CDC guidance for the category of identifying individuals who are at an increased risk. Accommodation requests should be processed through the Human Resources Department.
3. Members approved to work from home but do not have the technology to carry out their normal or assigned job functions will be provided with the necessary technology by the College for the duration of the pandemic. This includes but is not limited to College provided cell phones and Wi-Fi hot-spots.
4. Paraprofessionals will receive a \$25/month stipend for technology or be provided a Wi-Fi hotspot if approved to work remotely or if such benefit is extended to other employees.
5. The College will not require paraprofessionals to enforce safety guidelines that are outside of the scope of normal paraprofessional responsibilities.

6. As detailed in the College's Return to Campus plan, the College shall provide necessary cleaning and disinfecting supplies to each department to keep personal work spaces clean on a regular basis. If additional supplies are necessary, paraprofessionals will work with their supervisor by means of individual departmental budgets following the purchasing guidelines and with prior approval from their supervisor.
7. The College will update safety guidelines regarding the Return to Campus Plan on the College's website in alignment with the various phases of the Governor's Restore Illinois Plan and as the pandemic conditions evolve.
8. The College will continue to monitor the safety of the mail collection system and make changes as necessary to limit contact and exposure.
9. All paraprofessional members shall be afforded coverage to take their breaks, lunch and attend to personal needs.
10. By mutual agreement, this MOU may be extended through the end of Spring 2021 term if needed.

This agreement is not precedent setting.

Gavin Shawver
Lake Land College Paraprofessional Association

Doris Reynolds
Chair of the Board, Lake Land College

Date

Date

Tanishia Fulk
Lake Land College Paraprofessional Association

Date