

Memorandum of Understanding between

SEIU Local 1021 ("Union") and DCPS ("Employer")

Regarding New Employee Orientation, Training, and Communication with Employees in Light of COVID-19 (Coronavirus)

The parties enter into the following agreement in response to the challenges presented by the COVID-19 virus.

RECITALS

- A) The parties share a mutual interest in assuring the health and safety of the District staff and the community.
- B) Open communication with staff, including newly hired employees, is essential given the uncertainty surrounding the COVID-19 pandemic.
- C) Guidance issued by the Centers for Disease Control and other public health agencies to curb the spread of COVID-19 should be followed and may require the implementation of new forms of communication with employees and new modes of implementing NEOP training.

AGREEMENT

1. The parties will provide each other notification of updated policies and practices as they are developed and implemented, including those related to COVID-19. If changes in policies and practices affect wages, hours, terms and conditions of employment, the Union will meet and confer with the Union prior to implementing the changes.
2. If in-person NEOPs are temporarily suspended due to COVID-19, the Union will have the opportunity to meet with new employees during their first week of work within 10 working days of new employee's first day of employment. The Union's discretion whether to conduct these 1.1 orientations in person, via telephone, or online will be determined by the District's designated manager/supervisor. The District will grant member leaders who conduct 1.1 orientations in person additional release time to do so. To arrange such a meeting, the Union shall notify the District's designated manager/supervisor within two business days of the member leader's desire to schedule such a meeting and shall work together with the designated manager/supervisor to determine a date of the 1.1 orientation within the member leader's normal working hours.
3. The District will provide the new individual NEOPs via a virtual Google document. The document will be sent to the new employee via email in his/her on boarding hiring packet. When HR receives notification the new employee has successfully completed all the required processes, concluding with HR, the District will send the link to the new employee.

employee's name, email address, phone number, and position. Also provide the employee's home address.

Then the Union will have the opportunity to comment on this 30 minute presentation.

4. Should the District choose to distribute paper NEO materials outside of an in person or online NEO during the COVID-19 emergency, such materials will be treated as communication. The District will provide the Union with its own paper NEO materials and membership card, which can be distributed with the following direction:

The District will resume conducting in person NEOs as soon as it is feasible and the Union's access to such in-person NEOs will resume as soon as possible, but no later than the established past practice once in person NEOs are reinstated. Such Union access will extend to "make up" in-person NEOs in the event that they were rescheduled due to the COVID-19 emergency and that are rescheduled once the emergency has ended.
5. The District will resume conducting in person NEOs as soon as it is feasible and the Union's access to such in-person NEOs will resume as soon as possible, but no later than the established past practice once in person NEOs are reinstated. Such Union access will extend to "make up" in-person NEOs in the event that they were rescheduled due to the COVID-19 emergency and that are rescheduled once the emergency has ended.

This MOU will expire on June 30, 2020, at which time the parties will resume negotiations to authorize the resumption of regular work and the District resumes regular work, whichever occurs earlier.

Signed by the District:

A handwritten signature in black ink, appearing to read "Karla Fawcett".

Date:

6/12/20

5/29/20