

## **MEMORANDUM OF UNDERSTANDING**

**2020-02**

### **Full-Time Counselor Alternative Service Delivery**

Community College District 513 (the College) and the American Federation of Teachers Local 1810 (the Federation) temporarily agree to the terms set forth in this document between the dates of August 4, 2020 and the earlier of December 16, 2020 or the date upon which the entire jurisdiction of the College either (a) enters "Phase 5" of Governor Pritzker's "Restore Illinois" plan as currently written (or achieves the functional equivalence of such status); or (b) enters "Phase 3" or a lower Phase of Governor Pritzker's "Restore Illinois" plan as currently written (or achieves the functional equivalence of such status) (hereinafter, the "Memorandum Termination Date"). This agreement, will be applicable only to full-time Counselors (hereinafter, "Counselors").

The Parties agree that there will be full-time Counselors on campus as set forth on the attached Exhibits, unless superseded by the limitation set forth above. Modifications to the Exhibits shall be proposed by the Counselors, but subject to the determination of the Vice President for Student Services. When not working on campus Counselors shall satisfy their originally scheduled 7-hour days of counseling service remotely. They may do so in various ways, including but not limited to personal phones, video conferencing, etc.

The College shall make reasonable efforts to discourage face-to-face meetings on campus and to encourage the use of remote online meetings and phone conferences. The College shall make a computer lab available to students who do not have access to other electronic devices for purposes of participating in remote online (e.g. "Zoom") meetings with Counselors.

The College shall make a classroom available for face-to-face meetings between Counselors and students such that meetings shall not be required to take place in the office of a Counselor. Such classroom will be cleaned between meetings by persons other than the Counselor, in accordance with the College's room-cleaning protocol. Students and Counselors will be required to wear masks and to maintain social distance during such meetings.

The College will provide access to computers, to be used by the Counselors only for work-related purposes, which shall provide access to the "Colleague" software system at the College. Such computers shall remain the property of the College and the College may take whatever security precautions regarding such computers from time to time as it deems appropriate.

This Agreement may be extended upon mutual written agreement of both Parties. Upon the Memorandum Termination Date the Parties shall return to the resumption of

the working conditions, Board Policies, Employee Handbook, and College custom which existed immediately prior to the first Covid related MOU on or about March 16, 2020.

The Parties acknowledge that the terms of this MOU are based on the unique facts and circumstances set forth in this MOU. The Parties acknowledge that the arrangements set forth herein shall be non-precedential, and in no way can be construed to require either party to make the same, similar or other adjustment in future documents.

The Parties acknowledge that by agreeing to this MOU: (a) there is no need to re-open the current Collective Bargaining Agreement between the Parties.

The parties waive their rights to raise additional issues relating to modified working conditions and modes of education delivery for full-time faculty which are in the process of being implemented through this document, and: 1) the Fall Planning Committee Instructional Mode Survey and 2) discussions between the Deans and impacted faculty members (all of which culminated in the current fall 2020 class schedule).

AMERICAN FEDERATION OF  
TEACHERS LOCAL 1810  
513

PRESIDENT  
COMMUNITY COLLEGE DISTRICT

By: Tracy D. Lee



Date: August 11, 2020

Aug 11, 2020

By:



Date:

August 12, 2020

# AUGUST 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 Renee 9-5 Jim 8-4 Missy 8-4	4 Renee 12-7 Jim 12-7 Missy 8-4	5 Jim 8-4	6 Missy 8-4	7 Renee 8-4 Jim 8-4 Missy 8-4	8
9	10 Renee 9-5 Jim 8-4 Missy 8-4	11 Renee 12-7	12 In-Service All Remote	13 Missy 8-4	14 Renee 8-4 Jim 8-4 Missy 8-4	15
16	17 Renee 9-5 Jim 8-4 Missy 8-4	18 Renee 12-7	19 Jim 8-4	20 Missy 8-4	21 Renee 9-5 Jim 8-4 Missy 8-4	22
23	24 Renee 9-5 Jim 8-4 Missy 8-4	25 Renee 12-7	26 Jim 8-4	27 Missy 8-4	28 Renee 9-5 Jim 8-4 Missy 8-4	29 *9 Ends
30 *5 Begins	31 Missy 8-4	1	2	3	4	5

# SEPTEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Renee 12-7	2 Jim 8-4	3 Missy 8-4	4 Renee 9-5	5
6	7 LABOR DAY COLLEGE CLOSED	8 Jim 12-7	9 Missy 12-7	10 Renee 9-5	11 Jim 8-4	12
13	14 Missy 8-4	15 Renee 12-7	16 Jim 8-4	17 Missy 8-4	18 Renee 9-5	19
20	21 Jim 8-4	22 Missy 8-4	23 Renee 9-5	24 Jim 8-4	25 Missy 8-4	26
27	28 Renee 9-5	29 Jim 12-7	30 Missy 12-7	1	2	3 *5 Ends

# OCTOBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 *7 Begins	28	29	30	1 Renee 9-5	2 DEVELOPMENT DAY	3
4	5 Renee 9-5 Jim 8-4	6 Missy 8-4	7 Renee 9-5	8 Jim 8-4	9 Renee 9-5 Missy 8-4	
11	12 Columbus Day Trade for 11/5 All Remote	13 Jim 12-7	14 Missy 12-7	15 <sup>T</sup> Renee 9-5	16 <sup>†</sup> Jim 8-4 Missy 8-4	17
18	19 Renee 9-5 Jim 8-4	20 Missy 8-4	21 Renee 9-5	22 Jim 8-4	23 Renee 9-5 Missy 8-4	24
25	26 Jim 8-4 Missy 8-4	27 Renee 12-7	28 Jim 8-4	29 Missy 8-4	30 Renee 9-5 Jim 8-4	31 *7 Ends

# NOVEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9 Begins	2 Renee 9-5 Jim 8-4 Missy 8-4	3 ELECTION DAY COLLEGE CLOSED	4 Jim 8-4	5 Renee 9-5 Jim 8-4 Missy 8-4	6 Renee 9-5 Jim 8-4 Missy 8-4	7
8	9 Renee 9-5 Jim 8-4 Missy 8-4	10 Renee 12-7	11 VETERANS DAY COLLEGE CLOSED	12 Missy 8-4	13 Renee 9-5 Jim 8-4 Missy 8-4	14
15	16 Renee 9-5 Jim 8-4 Missy 8-4	17 Renee 12-7	18 Jim 8-4	19 Missy 8-4	20 Renee 9-5 Jim 8-4 Missy 8-4	21
22	23 Renee 9-5 Jim 8-4 Missy 8-4	24 Renee 12-7	25 COLLEGE CLOSED	26 COLLEGE CLOSED	27 COLLEGE CLOSED	28
29	30 Renee 9-5 Jim 8-4 Missy 8-4	1	2	3	4	5

# DECEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 Renee 12-7	2 Jim 8-4	3 Missy 8-4	4 Renee 9-5 Jim 8-4 Missy 8-4	5
6	7 Renee 9-5 Jim 8-4 Missy 8-4	8 Renee 12-7	9 Jim 8-4	10 Missy 8-4	11 Renee 9-5 Jim 8-4 Missy 8-4	12
13	14 Renee 9-5 Jim 8-4 Missy 8-4	15 Renee 12-7	16 Jim 8-12 GRADES DUE	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2