

MEMO OF AGREEMENT – Emergency Day/Remote Work Guidelines (CLERICAL AND TECHNICAL STAFF)

This Memo of Agreement (“MOA”) between the Board of Education of DuPage High School District No. 88, DuPage County (“Board”), and the District 88 Clerical and Technical Staff Council, Local 571, IFT-AFT, AFL-CIO (“Union”) is made and entered into on December 14th, 2021, and shall be subject to the terms and provisions of the Collective Bargaining Agreement (“CBA”).

The specific provisions of this MOA are as follows:

The Administration recognizes that there are circumstances in which remote work is appropriate for employees due to emergency situations where it has been deemed unsafe to work on site. Examples include, but are not limited to:

1. severe weather events (snow, extreme cold or heat, storms);
2. facility concerns; or
3. health emergencies.

In the event the Superintendent or designee deems remote work appropriate for the Clerical and Technical Staff employees, provided the employee is able to perform his/her duties, there will be no loss of pay or benefits. Any employee who needs to take sick leave or personal leave on a Remote Work Day should report their absence through AESOP and also notify their immediate supervisor.

General

- The Superintendent/Designee may call for a Remote Work Day.
- The Administration will add Remote Work Days as an ongoing topic on the Professional Dialogue Committee Agenda to review procedures, guidelines, and provide feedback.
- Remote Work Day – Clerical and Technical Staff employees must perform the equivalent of contractual compensated work time.
- Employees may report to work in person at their assigned worksite (provided the worksite is deemed safe for entry) or from a remote location.

During the Remote Work Day: (Clerical Staff)

File your Remote Work activity or project that you plan with the immediate supervisor and file same using the Google form link that will be provided by Administration:

- Complete work remotely as approved by your immediate supervisor.
- Complete online PD and follow-up activities - options to be provided by the District.

During the Remote Work Day: (Technical Staff)


File your Remote Work activity or project that you plan with the immediate supervisor and file same using the Google form link that will be provided by Administration:

- Complete work remotely as approved by your immediate supervisor including remote technology support for staff and students.
- Complete online PD and follow-up activities - options to be provided by the District.

Support on Remote Work Day: Should Clerical and Technical Staff employees encounter any technical issues while working remotely, the technology staff and building and District Administrations will be available as they are also working during the Remote Work Day. For assignment questions and/or technical issues, communicate with your instruction/technology coach, building Administrator, and/or District Administrator.

This MOA has been duly approved by each of the parties and has been executed by authorized representatives of the Union and Board.

District 88 Clerical and Technical Staff Council, Local 571, IFT-AFT, AFL-CIO

By:  Date: 12/17/21
Union President

Board of Education of DuPage High School District No. 88, DuPage County

By:  Date: 11/6/21
Superintendent