



MEMORANDUM

To: All Paraprofessionals and MTAs Union Members
From: Superintendent Michael Thomas & Paraprofessional and MTA President Stacy MacDonald
Re: Plan for Return to Work
Date: August 28, 2020

The Administration and the Paraprofessionals and MTAs have reached a tentative agreement regarding the plan for Paraprofessionals and MTAs to return to work. Please see the below outline of the schedule. As a reminder, the first day of work for Paraprofessionals and MTAs is Wednesday, September 2. The first day of school for students will be Wednesday, September 16.

If you have any questions, you are welcome to contact your supervisor and/or Union representatives.

- **September 2, 2020 through September 4, 2020** – Paraprofessionals and MTAs will have the option of either reporting to their buildings for professional development or may work remotely.
- **September 8, 2020 through September 11, 2020** – Paraprofessionals and MTAs will have the option of either reporting to their buildings for professional development or may work remotely.
- **September 14, 2020 through September 15, 2020** – Paraprofessionals and MTAs will be required to report to their buildings for professional development.
- **September 16, 2020 through September 18, 2020** – Paraprofessionals and MTAs will be required to report to their buildings for remote instruction.
- **September 21, 2020 through October 16, 2020** – Paraprofessionals and MTAs will be required to report to their buildings at least three days each week. The remaining two days, Paraprofessionals and MTAs may choose to work remotely. Paraprofessionals and MTAs will be limited to Tuesdays, Wednesdays, and Thursdays as their remote option days. Paraprofessionals and MTAs must communicate any remote option days to their building administration. Paraprofessionals and MTAs may request an accommodation to work remotely on Mondays or Fridays for special circumstances and those requests will be reviewed by administration.
- **October 19, 2020** – All Paraprofessionals and MTAs will return to their buildings five days per week.
- Administration reserves the right to revoke the remote day option and require in-person attendance if any Paraprofessionals and MTAs have repeated issues with technology, inappropriate background, inappropriate behavior, and/or any other violation of remote learning expectations while working remotely.
- The above elements are a tentative agreement. The parties are still negotiating remaining open issues regarding the 2020-2021 school year.