



MEMORANDUM

To: All Paraprofessionals and MTAs Union Members
From: Superintendent Michael Thomas & Paraprofessional and MTA President Stacy MacDonald
Re: Work Schedule and Safety and Attendance Reminders
Date: October 16, 2020

The Union and the School Committee have negotiated and have agreed to extend the terms of the current work schedule for Paraprofessionals and MTAs pursuant to which Members are required to report to their buildings three (3) days per week and may work remotely two (2) days per week. This extension shall remain in effect until one (1) week prior to any students returning to in-person learning. This extension will not apply to Paraprofessionals working in the Parent Information Center. Those employees will be required to be in in-person at their assigned location five days a week beginning on October 19th unless another accommodation has been granted.

Please note that, unless special circumstances arise and you request an accommodation that is approved by Human Resources, your current work schedule shall be maintained and remote work shall not be permitted on Mondays and Fridays.

Administration reserves the right to revoke the remote day option and require in-person attendance if any Paraprofessionals and MTA's have repeated issues with technology, inappropriate background, inappropriate behavior, and/or any other violation of remote learning expectations while working remotely, including but not limited to failing to adhere the contractual work hours while working remotely.

The current thinking based upon School Committee Policy is that some students (high needs populations) may return to in-person learning in some form after three (3) consecutive weeks in the "yellow" or better COVID-19 designation. We will update Members with as much advanced notice as possible in the event that the determination is made that the current work schedule arrangement will expire.

Additionally, the terms of the memorandum titled "Safety and Attendance Reminders and Procedures" that was sent out last week apply to all Paraprofessionals and MTAs, including the terms about attendance reporting, which are copied below.

- Employees shall be required to log their attendance at school both in the normal absence management system and also through an email to their supervisor advising them of their arrival at work (either in-person or remotely) or their absence from work. Such emails regarding absences must be sent with as much advance notice as possible.
- If an employee finds that he/she is experiencing any COVID-19 related symptom as defined by the CDC, but is otherwise able to work, the employee should not come to work and will be permitted to work remotely on that day with notice to their supervisor and Human Resources.



City of Brockton

BROCKTON PUBLIC SCHOOLS

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- The employee shall follow all relevant BPS procedures to seek a diagnosis if he/she is experiencing COVID-19 related symptoms.
- If the employee is not feeling well enough to work, then he/she may access their available paid time off, including his/her allotment of federal Families First Coronavirus Response Act.
- Should there be any concern about abuse of this procedure, the District will reserve its rights to investigate and/or take disciplinary action.

Thank you,
Mike and Stacy