



MEMORANDUM

To: All Paraprofessionals and MTAs
From: Superintendent Michael Thomas & Paraprofessional and MTA President Stacy MacDonald
Re: Work Schedule
Date: December 9, 2020

The Union and the School Committee have negotiated and have agreed to amend the terms of the current work schedule for Paraprofessionals and MTAs for the period of December 11, 2020 through January 8, 2021. Under this new agreement, Members will be permitted to work remotely up to five (5) days per week beginning Friday, December 11, 2020 and ending on Friday, January 8, 2021. Union members may continue to work in-person during this period if they so choose. This extension shall remain in effect until Monday, January 11, 2021 at which time the schedule will revert to Paraprofessionals and MTAs members needing to report to their buildings three (3) days per week and have the option of working remotely two (2) days per week (Tuesday, Wednesday, or Thursday).

Members who have been assigned technology support responsibilities will work with their building administrators to ensure in-person coverage for parents/families who come to buildings to drop off/pick up devices during this period. Clerical and Parent Information Center Paraprofessionals will be assigned by the building administration on a rotating basis to provide in-person coverage.

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, including but not limited to failing to adhere the contractual work hours while working remotely.

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.
 - 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.



City of Brockton

BROCKTON PUBLIC SCHOOLS

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Thank you,
Mike and Stacy