

**Memorandum of Understanding Between the Berkeley Unified School District
and the Berkeley Council of Classified Employees**

Subject: Impacts of COVID-19 Pandemic, Part 5

1. The District will make every effort to limit the use of our Classified staff during the pandemic to those considered essential. It is the District's goal to provide safe working environments for our staff.
2. Given the need to provide classified academic support during the implementation of the Distance Learning Plan:
 - a. The following positions will be asked to report to work remotely starting on May 19, 2020:
 - Library Media Technicians
 - Library Media Specialists

Responsibilities of Library Media Technicians During Campus Closure

(Support staff for secondary schools)

Participate in professional development

Tasks *may* include:

- Meet weekly with library staff
- Participate in online trainings to improve technology skills and awareness of available tools
- Collaborate with other library media techs

Support your school's distance learning program

Tasks *may* include:

- Provide booktalks and read-alouds, either pre-recorded or during live sessions
- Draft recommended book lists
- Support staff with use of various online tools
- Support online student activities initiated by the Teacher Librarians
- Identify leveled texts for students to create pathfinders and resource lists
- Attend class meetings held for library proctors (IWEs)
- Assist with book orders for target students
- Prepare textbook orders for the 2020-2021 school year

Maintain the school library program

Tasks *may* include:

- Update resource lists
- Update the school library's website
- Collection management such as generating weeding reports

All expected online meetings and live student interaction as described above should not exceed 180 minutes per week, prorated by FTE for those working below .8FTE. (95 minutes/week for .53FTE)

Responsibilities of Library Media Specialists During Campus Closure

(Elementary school librarians)

Participate in professional development

Tasks *may* include:

- Meet bi-weekly with library staff
- Participate in online trainings to improve technology skills and awareness of available tools
- Collaborate with other library media specialists

Support your school's distance learning program

Tasks *may* include:

- Provide booktalks and read-alouds, either pre-recorded or during live sessions
- Join teachers' class sessions to provide typical library experiences such as read-alouds with discussions or information literacy instruction
- Create recommended book lists collaboratively with other library staff
- Find resources to support class activities and research projects
- Recommend texts, particularly ones available via online resources, for specific students
- Coordinate book orders for target students

Maintain the school library program

Tasks *may* include:

- Modify and personalize materials created by district TSAs
- Communicate with families about available resources and library materials checked out
- Update and/or redesign the school library's website
- Create and update resource lists
- Collection development including generating weeding reports and book orders
- Participate in research and development for online program readiness and implementation for programs such as Cook Prize, Mock Newbery, and grade level book clubs.

All expected online meetings and live student interaction as described above should not exceed 180 minutes per week for all staff positions over .8FTE.

Regarding Absences and Inability to Work:

1. For the staff groups being asked to come back to work starting on the pre-determined start date:
 - a. Staff who exhibit systems of COVID-19, or are caretakers of a sick person will not be required to report back to work. Staff who are 60 years old or older, or have immune-compromised health conditions may opt to not take the assignment. Staff who are providing caregiving for children whose school/daycare is closed may opt to not take the assignment.
 - b. Staff who are not able to work due to illness, caregiving, childcare, or decide not to take the assignment may use accrued sick leave, the FFCRA leave, extended illness leave, or unpaid leave. Leave without pay requests will not be denied. If an employee chooses to take leave without pay they will need to see if they qualify for FMLA or will need to pay for their medical separately to continue to receive their medical benefits.
 - Accrued Sick Leave - does not require a doctor's note
 - FFCRA Leave - available starting April 1, 2020 - [see attached flyer](#) for details: provides up to 80 hours(or two weeks) of additional paid sick leave that is prorated based on FTE, and/or an additional up to 12 weeks of FMLA at $\frac{2}{3}$ pay (must have been an employee for the past thirty days) Accrued sick leave can be used to get to full pay.

- Extended Illness Leave - up to 100 days paid at 50%.

- c. Staff who were on an approved leave prior to the shelter in place who are given a start date, will on that start have their leave started and new end dates/docks based on the changes calculated and emailed to them. March 16-April 10 will not be counted against their leave balances.
2. BCCE staff in a group who is not asked to work will remain in paid status and will not be required to use any accrued leave.
 3. Based on the Part 1 MOU: All BCCE employees who are asked to work during the shelter in place will receive a 5% differential paid on a timesheet.

If the need for this MOU as it is related to COVID-19 extends beyond June 30, 2020, BCCE and BUSD will renegotiate this agreement based on the continuity of state funding for the closure.

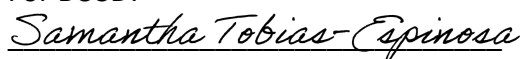
This is a one-time, non-precedent setting agreement.

For BCCE:



Linnette Robinson, President

For BUSD:



Samantha Tobias-Espinosa, Assistant
Superintendent

5/13/2020

Date

5/13/2020

Date