

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SYRACUSE CITY SCHOOL DISTRICT AND
SYRACUSE TEACHERS ASSOCIATION**

Unit 8 Teaching COVID-19 Shutdown and Work Agreement

This Memorandum of Agreement is hereby made and entered into by and between Syracuse City School District (hereinafter referred to as the “District”) and the Syracuse Association of Teachers (hereinafter referred to collectively as the “Association”).

WHEREAS, the Association represents employees in Unit 8; and

WHEREAS, the government has ordered the closure of all schools within the county to help curtail the spread of the COVID-19; and

WHEREAS, the Parties recognize the necessity of Unit 8 members to provide essential services and the continuity of instruction, security, and other educational services;

WHEREAS, the Parties also wish to establish other conditions of employment that will best ensure that students, families, and staff are supported during the school closures.

NOW, THEREFORE, the Parties stipulate and agree as follows:

For Unit 8 instructional staff (including, but not limited to, all teaching assistants, assistant social workers, behavior support specialists, child care workers);

1. The District and the Association shall partner to provide a continuity of instruction and minimum standard of care for students throughout any school closure during regularly scheduled school days.
2. Unit 8 instructional staff shall maintain a frequency of contacts with students assigned to them by the teacher of record or their supervisor. In cases where teaching assistants are assigned to specific students, they shall work with the teacher of record to make appropriate contact. Other teaching assistants assigned to special assignments (e.g., BIC/ISS/ER/IR/OR/AIS) shall be in contact with principal or teacher of record to make appropriate contact with students. Members shall attempt and log two attempts per student/family per school week. The District shall provide a standard form for the tracking of these contacts.
3. Unit 8 instructional staff shall check and respond to emails twice per regularly scheduled school day during any school closure.
4. Unit 8 instructional staff normally responsible for assisting with instruction with students with IEPs, 504s, safety plans, or other students in need of intense mental health services shall coordinate with teachers of record, supervisors, and team members to contact students and families.

5. This agreement shall be limited to the current school closure for the COVID-19 outbreak. It shall expire upon the full re-opening of the Syracuse City School District.

For Sentries;

1. Sentries shall continue to assist the security of food service distribution.
2. The Chief Operations Officer or his designee shall communicate with the Syracuse Teachers Association daily regarding the food distribution and security plans.
3. The District shall communicate expectations for sentries regarding their role at the schools.
4. Sentries who are absent from a shift shall be charged a half-day of leave accrual. Sentries shall notify their supervisor at least three hours before the start of their shift in order to be excused. Sentries shall submit medical documentation demonstrating a medical need to be absent from their shift in order to be excused.

For Lifeguards and Bus Attendants;

1. Lifeguards and Bus Attendants shall continue to check-in with their supervisor at least once each day and check and respond to emails twice per regularly scheduled school day during any school closure.

Due to the changing nature of the COVID-19, the parties agree to continue communicating and negotiating based on the needs of our community. The parties acknowledge and understand that the District and its employees will be obligated to meet any minimum requirements of law, guidance, or regulations from the New York State Department of Education or New York State. The parties may reconvene to negotiate terms and conditions beyond those required.

This memorandum shall be fully executed and take effect as of the last date of approval as completed by the parties below.

Jaime Alicea
Superintendent of Schools
Syracuse City School District

Date

William Scott
President
Syracuse Teachers Association

Date