

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into this 2nd day of October, 2020 by and between the **Westwood School Committee** and the **S.E.I.U. LOCAL #888 representing Westwood Schools Custodians and Maintenance Personnel**. The purpose of this Memorandum of Agreement is to address two situations brought upon by the COVID-19 Pandemic during the Summer of 2020 and 2020-2021 School Year. The Collective Bargaining Agreement shall remain in full force and effect except as specified below.

NOW THEREFORE, the parties do hereby agree on the following:

1. Article 22 – Staffing Exception

During the Summer of 2020, the parties made an exception to Article 22 in so far as they mutually allowed a school building (the Martha Jones Elementary) to be occupied with an outside function (Recreation Department programming) without a custodian present in the building. This exception was made due to the COVID-19 pandemic and related concerns about the safety of custodial staff. This agreement is understood to be without prejudice or precedent and as such will not be taken as representing an established agreement in the case of future contract negotiation.

2. Assignment of Cleaning Duties to Cafeteria Employees

During School Year 2020-2021 and due to the COVID-19 pandemic, the Westwood Schools may assign members of the Cafeteria Employees Unit whose work hours were otherwise reduced to 16 hours per week to work an additional 4 hours per week to assist with cleaning and disinfecting furniture, countertops, railings, door handles, and other similar surfaces in school buildings. These duties are intended to provide Cafeteria employees with a standard work week of 20 hours and to make them eligible for benefits. Cafeteria employees who are offered these 4 hours of additional cleaning duties would complete this work as members of the Cafeteria Employees Unit, with the pay and benefits addressed by the Cafeteria Employees Unit Collective Bargaining Agreement. This assignment of cleaning duties to Cafeteria employees is understood to be without prejudice or precedent and as such will not be taken as representing an established agreement in the case of future contract negotiation.

IN CLOSING,

Both parties understand and acknowledge that the circumstances brought upon by the COVID-19 pandemic are fluid and ever-changing. The parties agree to maintain an open dialogue and agree to bargain in good faith any further changes in working conditions as events unfold, including but not limited to amendments or revisions to this agreement.

*The Parties agree that signatures by electronic signature are acceptable originals.*

Signed by the duly authorized bargaining representative on the dates set forth below:

Westwood School Committee

DocuSigned by:

*Carol Lewis*

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Carol Lewis

Date 10/13/2020

On Behalf of Local #888 of the S.E.I.U.

DocuSigned by:

*Patrick Atwell*

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Patrick Atwell

Date 10/2/2020