

MEMORANDUM OF AGREEMENT
BETWEEN
THE HARTFORD BOARD OF EDUCATION
AND

THE HARTFORD FEDERATION OF TEACHERS, LOCAL 1018 ("HFT")

The Hartford Board of Education (the "Board") and the Hartford Federation of Teachers ("HFT") hereby enter into the following Memorandum of Agreement regarding remote work due to school closures, hybrid work week models, and/or other such work arrangements related to COVID-19 working conditions for the July 1, 2020- June 30, 2021 work year only:

1. The parties understand and acknowledge that, during the 2020-2021 work year, the schools may be closed for an unknown period of time, and during a period in which school otherwise would have been in session, for reasons related to COVID-19, and that such closure(s) may be directed by the Board and/or the Superintendent, or by an authority outside the District.
2. The parties understand and acknowledge that, during the 2020-2021 work year, the Board may require hybrid work weeks and/or other work arrangements for reasons related to COVID-19, and that such work arrangements may be directed by the Board and/or the Superintendent, or by an authority outside the District.
3. Bargaining unit members opting to and/or required to perform work from a remote location will be required to be available to students and parents for the contractual hours according to their building schedule.
4. Bargaining unit members working from a remote location shall be available to students and parents through existing district-based electronic platforms, including but not limited to email, Google Classroom, google voice, or telephone (utilizing *67 to maintain privacy). Teachers will check their email or Google Classroom daily. Teachers will speak with students or parents/guardians as appropriate.
5. During remote work due to school closure, hybrid work week models, and/or other such work arrangements, if administration determines that a bargaining unit member does not have teaching responsibilities that can be accomplished via an electronic platform, those bargaining unit members shall be required to engage in student support, specific job-related responsibilities, and/or professional development activities as set forth by the Board.

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6. In the event a bargaining unit member requires absence from work responsibilities during remote work due to school closure, the hybrid work week model, and/or during other such work arrangements, the bargaining unit member shall report such absences through normal means and the contractual requirements and restrictions relating to such absences shall apply.
7. All days of remote work due to school closure, the hybrid work week model, and/or other such work arrangements as designated by the district, shall be applied to the teacher work year as outlined in the collective bargaining agreement between the Board and the Federation.
8. Bargaining unit members required to learn new technology, curriculum, teaching methods, safety protocols, or otherwise prepare for remote work due to school closure, a hybrid work week model, or other such work arrangement shall be afforded professional development time during the normal workday. All training required per the State of Connecticut Reopen Plan shall occur within the workday and work year as set forth in the collective bargaining agreement.
9. The parties acknowledge that the implementation of this plan may require bargaining unit members to engage in activities in which some have little or no experience. To the extent that any disciplinary action is necessary in regards to the implementation, delivery, and/or student assessment associated with distance learning due to the unique circumstances surrounding this agreement, the district will take into consideration the "good faith" of bargaining unit members who comply with the Board's learning plan.
10. All meetings involving bargaining unit members will be in accordance with social distance protocols, as set forth by CDC guidelines and state and local regulations. Any bargaining unit member who is provided an ADA accommodation to work remotely will be permitted to attend meetings from a remote location to the extent possible.
11. Given the need to reduce in-person classes for health and safety reasons during a pandemic, the parties agree to the following adjustments to class size for remote work only. Current contractual regular academic class sizes of PreK-2nd grade maximum of 23 students; 3rd-6th grade maximum of 27 students; and 7th-12th grade maximum of 28 students, can be increased with no more than 6 students overage per class. PreK-6 contained classes with overages will receive supports to the extent possible, (i.e. Para-educator, Behavioral Technician, or other non-certified staff). Overall student caseload for teachers of rotating regular academic classes in grades 6-12 will not exceed total number of students allowed per contract: for grade 6 regular academic classes the maximum number of students will be (27 students times the number of regular instructional sections) and for regular academic classes grades 7-12 the total number of students will be (28 students times the number of regular instructional sections).

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12. Bargaining unit members will be provided 2 collaborative planning days and 2 professional development days monthly to the extent possible.
13. Bargaining unit members shall not teach outside their area(s) of certification unless they obtain the appropriate emergency educator certification endorsement as provided by the State Department of Education via the ED application.
14. Pursuant to C.G.S. 10-220a and relevant guidance from the State Department of Education, the District will convene its Professional Development and Evaluation Committee (PDEC) to start as soon as reasonably possible but no later than November 18, 2020.
15. The district will take into consideration the "COVID-19 working conditions" for the July 1, 2020- June 30, 2021 work year as it pertains to the evaluative processes.
16. All Personal Protective Equipment (PPE) required by the state of CT, local health department, municipality, or BOE shall be provided by the BOE. Teachers shall not be required to reuse PPE beyond guidance recommended by the Center for Disease Control (CDC), state, federal and/or local authorities.
17. All bargaining unit members shall be provided cleaning supplies as recommended by CDC for use consistent with the guidelines as recommended by the CDC and/or the Connecticut State Department of Education's Achieve, Adapt, Advance plan.
18. The Board shall comply with all EEOC, ADA, FMLA, FFRCA, and other related laws and guidelines that pertain to the pandemic virus.
19. The district agrees to the extent staffing resources allow, to the placement of two (2) building substitutes in each school to provide consistent daily teacher coverage. These short term substitutes will be required to report to the school "everyday" during in person instruction to cover any daily or short term absences that would be in the buildings. The district will obtain long-term substitute coverage separately from this resource.
20. Bargaining unit members shall be compensated their full salaries, including stipend positions, in accordance with the provisions of the collective bargaining agreement between the Board and the Federation. This paragraph does not pertain to any payments or stipends involving athletics.
21. Bargaining unit members who have been appointed extra and or co-curricular activities with stipend pay in accordance with the collective bargaining agreement between the Board and HFT will be paid for those activities on a pro-rated basis based on the percentage up to 100% of the season district

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directed work was performed (measured in terms of weeks worked).
Non-district directed work will not be paid.

22. The parties agree to the waiving of the HFT ten-day requirement to post positions (for athletics only).
23. All provisions of the collective bargaining agreement between the Board and the Federation shall remain in effect except to the extent such provisions have been modified by this Agreement. Any modifications made herein will expire simultaneously with the expiration of this agreement.
24. Notwithstanding the foregoing, the Board and the Federation agree that they may revisit the terms of this Memorandum of Agreement in the future if circumstances related to COVID-19 and/or its impact on the District change or otherwise evolve following the execution of this Agreement by both parties.
25. This Memorandum of Agreement shall not be used as precedent or cited as practice by either the Board or the Federation in any proceeding whatsoever except to enforce the terms of this Agreement.
26. This Agreement shall terminate either upon the full reopening of schools for regular classes or June 30, 2021, whichever is earlier.

Carl A. Gale

For the Hartford Federation of Teachers

For the Board

11-3-20

Date

Date

11/4/20

Shirley Jones-Rob