

October 15, 2021

**Memorandum of Agreement
Immediate Transition to and from Remote Work**

Faculty will use their best judgement in determining a course of action in emergent situations, such as those listed below, and will not face discipline for reasonable decisions -- for example, cancelling an in-person class session under short notice.

A bargaining unit member will work with their immediate supervisor in the determination of a continuity plan for their work for any of the following reasons:

- They have been directed to quarantine by the Employer or a public health agency
- Their child has been directed to quarantine by their school district, or a public health agency, or their child's school has closed or shut down due to COVID outbreaks
- A member of the bargaining unit member's household has been required to quarantine by their employer, school, or by a public health agency.

The continuity plan as approved by the supervisor may include transitioning some or all portions of the bargaining unit member's work to remote. Bargaining unit members and supervisors will work collaboratively in the development of a plan to either remain remote or transition back to in person work after the required quarantine period has ended.

Bargaining unit members whose work cannot be performed remotely, or who wish instead to use any applicable paid leave should contact their supervisor or a Human Resources representative to begin the leave request process.

Supervisors may ask bargaining unit members to participate in creating an advance continuity plan for their work.

Typically, no faculty member shall be required to assume the in-person duties of another faculty member who has been directed to isolate or quarantine. Any bargaining unit member who is assigned by their supervisor to assume the in-person duties of another faculty shall receive compensation prorated at their salary rate, overload compensation, or equivalent workload release from other duties.

This Memorandum of Understanding represents the joint agreement between the Parties and will remain in effect through Academic Year 2021-22.

_____ For UAOSU, Kelly McElroy

_____ For the Employer, Heather Horn