Letter of Agreement
Between
LCC-AFT, LCC-CCLP, LCC-ESP, LCC-FMA, LCC-MAHE, LCC-PTCTU and Lansing Community College

As a result of discussions between the parties, regarding their shared goal to maintain campuses free of COVID-19, the College and its Union Partners have entered into this Letter of Agreement.

A. Effective immediately, the College will establish and administer a COVID-19 sick leave bank of 2,000 hours, not to exceed $50,000, available to all employees, including student employees, as specified below.

B. Employees who have sick leave time (including PTO hours) will use their own leave time if they have a balance in excess of 250 hours.

C. Employees with 250 hours or less of sick leave time may draw from this bank for approved absences related to the COVID-19 Pandemic, for time not worked for the following reasons:
   1. due to the employee’s own COVID illness;
   2. due to caring for an immediate family member with a COVID illness;
   3. due to being quarantined based on CDC guidance and unable to work remotely
   4. due to an order for isolation based on CDC guidance;
   5. related to obtaining COVID vaccine for self and/or immediate family member.

D. If the fund falls below 500 hours, employees will be invited to donate sick leave time into the bank.

E. As soon as administratively possible, a dynamic form request form will be available for employees to submit requests for hours from the COVID-19 Pandemic bank.

This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situation; it does not alter any provision of the parties’ current collective bargaining agreements or provide any pay or benefits in addition to those specified herein.

The Associations and Unions will not pursue any grievance, arbitration demand, complaint, charge, or lawsuit, or challenge of any type raising issues addressed above.
The parties have voluntarily entered into this Letter of Agreement, which represents their full understanding regarding the matters addressed herein and which may not be modified except by written agreement signed by the College and all of its Union Presidents.

Signatures:

James Mitchell
Executive Director, Human Resources
1/26/2021

Mary Stroebel
Director, Total Compensation, Employment, & Systems
1/13/2021

Garrett Marushia-Laurain
President, ESP
01.26.2021

Kevin Slider
President, FMA
1/14/2021

Dawn Cousino
President, AFT
1/4/2021
Eva Menefee
President, MAHE

Jeffry Wilson
President, PTCTU

Chad Beckett
President, CCLP

1/5/2021
Date

01/08/2021
Date

1 - 6 - 21
Date