

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

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

Lori Willett 01.26.2021
Lori Willett
Director, Labor Relations & Organizational Development Date

Garrett Marushia-Laurain 1/10/2021
Garrett Marushia-Laurain
President, ESP Date

Kevin Slider 1/14/2021
Kevin Slider
President, FMA Date

Dawn Cousino 1/4/2021
Dawn Cousino
President, AFT Date

Eva Menefee

Eva Menefee
President, MAHE

1/5/2021

Date

Jeffrey Wilson

Jeffrey Wilson
President, PTCTU

01/08/2021

Date

Chad Beckett

Chad Beckett
President, CCLP

1-6-21

Date