

Letter of Agreement by and between Lansing Community College and Association of Support Personnel (ASP)

Change in Hours of Work

October 21, 2025

1. **Parties:** The parties to this agreement are Lansing Community College ("the College") and the Association of Support Personnel/ASP ("the Union").
2. **Background:** The College and the Union have engaged in discussions regarding a necessary change to the work schedule of employees assigned to the LCC Policy Dispatch Unit. The classifications include both the Full-Time Night Shift and Full-Time Day Shift Dispatchers within the bargaining unit. Due to staffing issues, there is a need to modify the schedule of the dispatchers on a temporary basis. This Letter of Agreement documents the mutual agreement of both parties to implement this specific change to the hours of work.
3. **Agreement:** The parties agree to a **temporary** standard work week for dispatchers of 36 hours in the first week of a pay period and 48 hours in the second week of a pay period or 48 hours in the first week of a pay period and 36 hours in the second week of the pay period, subject to modification based on the staffing needs of the department. The parties acknowledge that this change is being implemented for emergency services workload operational needs for coverage in a 24-hour operation. The specifics include:
 - a. The new, temporary work schedule for the affected employees includes 12-hour shift rotations from 7:00 a.m. to 7:00 p.m., or 7:00 p.m. to 7:00 a.m. for all Full-Time Dispatchers.
 - b. Effective the date this agreement is entered, the New Standard Work Week, as described in Article VIII. Hours of Work, will be as follows:

Employees working a 12-hour rotating shift, the standard work week for the affected employees will be 36 hours the first week of the pay period and 48 hours in the second week of a pay period or 48 hours in the first week and 36 hours in the second week of rotating shifts. The affected employees will receive overtime at 1 ½ hours for each hour worked over 40 hours in a workweek. For example, if an affected employee works 30 hours one week and 50 hours the next, they must still receive overtime pay for the 10 hours over 40 in the second week (per FLSA Law). Affected employees working 12-hour shifts will receive three 15 minutes paid breaks. For every 4 hours worked employees will receive a 15-minute paid break.

Employees covered by this agreement will not be required to use PTO time when working than less than 40 hours in a work week as long as the schedule is consistent with the intent of the Agreement.


Nothing in this Agreement constitutes a guarantee that an employee will have any particular number of hours or work days during any work week, but the Employer will negotiate with the Association before implementing a program of unpaid furlough days or unpaid furlough hours.

- c. Employees previously required to use PTO to cover for hours that did not meet the 40-hour standard will have those hours reimbursed to them through their appropriate leave bank.

- d. The College and the Union agree to review the effectiveness and impact of this new schedule after no longer than a period of six (6) months to determine if any modifications are necessary.
4. **Non-Precedent and Entire Agreement:** This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situations; it shall supersede any contract provision of any other agreements of the parties, including the parties' Collective Bargaining Agreement. All other terms, conditions, and provisions of the Collective Bargaining Agreement not explicitly addressed in this Letter of Agreement in full force and effect.

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 ASP.

Signatures

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Dawn Cousino, Labor Relations Director

11/25/2025

Date

Signed by:

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David Wasinger, ASP President

11/26/2025

Date