

**WIU/UPI Pro Tech Memorandum of Agreement
COVID-19
September 1, 2020**

Definitions:

Critical Incident Period (CIP): As determined by the University President, the time period during which usual face-to-face working conditions are suspended due to concerns related to Covid-19.

UPI Pro Tech and the Administration agree to the following provisions:

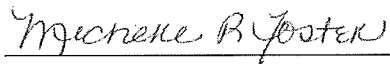
1. **Duration:** This agreement will be in effect beginning September 1, 2020 and will continue until the Critical Incident Period terminates.
2. **Notice of Termination of Critical Incident Period:** The UPI must be provided advance notice of the planned termination of the Critical Incident Period by the University President.
 - a. Said notice of the termination of the Critical Incident Period shall identify the date on which the CIP will terminate.
 - b. Said notice of the termination of the Critical Incident Period shall be provided 10 calendar days in advance of the identified termination date.
 - c. The union does not waive any rights it has to bargain changes in work conditions under the Illinois Educational Labor Relations Act.
3. **Pro Tech Personnel Responsibilities:**
 - a. If the function and duties of the position allow it, Pro Tech personnel may work with their supervisor to determine the extent of their remote work arrangements for the duration of the critical incident period.
 - b. Individuals working remotely during the Critical Incident Period must submit an updated Temporary Alternative Work Arrangement Agreement if there have been significant changes to the Arrangement since last submitted. If an employee wishes to request a reasonable accommodation from WIU, a Reasonable Accommodations Due to COVID-19 Employee Survey must be completed.
 - c. From time to time it may be necessary for employees to perform essential work on campus and/or hold face-to-face meetings with proper safety precautions.
 - d. Should the University move to a previous return to work on campus stage, established guidelines will be followed regarding alternative work arrangements.
4. **Work Flexibility:** Any member of a bargaining unit subject to a collective bargaining agreement represented by the UPI, who has a need for schedule flexibility (beyond the terms of any already established Temporary Work Arrangement Agreement or EOA Reasonable Accommodation) should work with their direct supervisor to seek a mutually acceptable arrangement. The direct supervisor shall work with the employee

to address work schedule flexibility requests. In cases where a mutually acceptable arrangement is not achieved, the member may submit a written request to have a meeting with their direct supervisor, another administrator, and a UPI representative. This meeting shall occur within 5 working days of the request, with the goal of working collaboratively to find a timely, mutually agreeable outcome and reduce the likelihood of formal grievance.

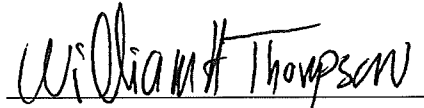
So agreed:

Western Illinois University

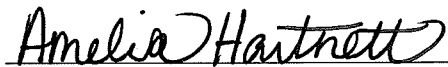
UPI Local #4100



Michelle Foster
Chief Negotiator



Dr. William Thompson
Chief Negotiator



Amelia Hartnett
Director of Human Resources