AGREEMENT REGARDING FLEXIBLE OR MODIFIED WORK SCHEDULES
COVID-19 PRECAUTIONARY MEASURES

The following is a Letter of Agreement between AFSCME Local 1703 (BMEA) and the Town of Burlington, Massachusetts, temporarily amending any relative prior agreements between the parties, and without prejudice or precedence in any other matter.

Temporary Schedule Change
Due to the ongoing COVID-19 pandemic and in an effort to improve social distancing, the Town Administrator has directed that all departments be staffed at a reduced level each workday. Town Offices will continue to be closed to the public, and additionally office hours for some, but not all; Town offices may be reduced to Monday through Thursday from 8:30am-4:30pm. Staffing levels and schedule configurations will be managed by the Department Head, and may include employees working remotely if able and applicable.

Expectations of Employees During Temporary Schedule Change
The expectation during this temporary scheduling period is that any staff member, who is not working onsite, must still be available and responsive during their temporary work hours. Being available and responsible includes but is not limited to; continuing operations of the department by answering phones or retrieving messages, answering emails, and in some cases may include the need to report to work within a reasonable amount of time (Based on commute from their regular residence) should the Department Head require. Any employee called into work, during their temporary scheduled work hours, on a day they are not working on-site as a result of their temporary schedule shall not be entitled to any overtime payment or compensatory time. Employees must continue to follow normal procedures if they are taking any accrued time off and must receive prior approval from the Department Head. Employees who are not scheduled to be working on-site should continue to practice social distancing and avoid crowds as recommended by the Board of Health.

Compensation and Benefits
All AFSCME Local 1703 BMEA members will continue to receive their regular salaries, stipends, accruals and benefits that they would normally contractually and legally receive during this temporary staffing and scheduling arrangement.

This agreement was entered into good faith by both parties without prejudice and in no way sets a precedence for the Union or the Town for prior or future situations.

Effective Date
These changes will be effective at noon March 24, 2020, and will remain in place until April 7, 2020 6:00am, unless they are extended or adjusted by written mutual agreement by the Town of Burlington and AFSCME Local 1703. The Town Administrator may rescind this agreement in its entirety at any time provided all normal terms and conditions of employment are restored in full to all employees impacted by this agreement.

For AFSCME Local 1703:

Gerry Mills, BMEA Chapter Chair

Date: March 23, 2020

For the Town of Burlington:

Paul F. Sagarino, Jr., Town Administrator

Cc: John Danizio