

**Alachua County Public Schools & ACEA  
Memorandum of Understanding  
COVID-19 Employee Working Conditions  
March 19, 2020**



ACPS will follow the Center for Disease Control and Prevention (CDC) guidelines for COVID-19 for all work locations. At this time, there are two work location guidelines for COVID-19:

1. No more than 10 persons in a particular work location area or office
  2. Distancing of six (6) feet
- During the time that the Department of Education has closed schools for regular, in-person classes from March 30, 2020 thru April 15, 2020, employees will be expected to work and will be paid his/her contracted hours for doing so. An employee's daily schedule may differ from his/her normal work hours so that we may serve our students and meet the CDC guidelines. An employee will work everyday whether it is at an ACPS location or from home/remotely. As soon as possible, the employees' work site supervisor/administrator will communicate the specific site based schedule and requirements for work on March 30th.
  - If an employee is unable to work on his/her flexible scheduled time, they will need to submit a leave request for that day. This request is for the entire contracted hours per day.
  - If an employee is unable to work on his/her flexible scheduled time due to COVID-19 illness or mandatory quarantine, the employee will need to contact Human Resources. The Human Resources division will advise the employee under the Families First Coronavirus Act (HR 6201).
  - ACPS and the ACEA appreciate all of our employees' understanding, patience and flexibility during this unprecedented time. We are proud to show our community what it means to work for ACPS.

**PERSONNEL CATEGORIES**

- **Ten (10) month Instructional:**
  - Will provide equitable instruction to students via a blended model of virtual and paper-based instruction. The curriculum department will provide guidelines.
  - Non-Classroom based instructional personnel will be provided assignments that support students from his/her school based administrator.
  - A flexible schedule that adheres to CDC guidelines with the opportunity for both telework and on-site work will be offered.

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- **Ten (10) month Head Start:**
  - Will provide equitable instruction to students via a blended model of virtual and paper-based instruction. The curriculum department will provide guidelines.
  - A flexible schedule that adheres to CDC guidelines with the opportunity for both telework and on-site work will be offered.
  
- **Ten (10) month Bus Drivers and Bus Aides:**
  - A flexible schedule that adheres to CDC guidelines will be provided to support schools, students and departments. No more than five (5) adults will be on the bus at one time.
  - The employee must be available each day for the length of his/her contracted hours.
  - Any driver/aide who has a guaranteed extra-run that normally is in his/her work schedule, will receive pay for this run.
  - Any driver/aide may be assigned active delivery routes. They will be afforded the opportunity to become familiar with the route prior to actually driving the route.
  
- **Ten (10) month School Based Non-Instructional:**
  - Clerical staff under this category can work under the flexible schedule offered to other office staff. This includes Media Aides, Guidance Clerical and Student Services Specialists, etc.
  - Paraprofessionals will have a flexible schedule to support the needs of the students, teachers and school. This includes ESE paraprofessionals assigned to students and also job coaches.
  - The employee must be available each day for the length of his/her contracted hours.
  - School Nurses can work under a flexible schedule that adheres to CDC guidelines.
  
- **Ten (10) month Food Service:**
  - A flexible schedule that adheres to CDC and Department of Agriculture guidelines will be provided to prepare student nutritional needs.
  - The employee must be available each day for the length of his/her contracted hours.

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- **Twelve (12) month Food Service:**
  - A flexible schedule that adheres to CDC and Department of Agriculture guidelines will be provided to prepare student nutritional needs.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **Twelve (12) month Transportation:**
  - A flexible schedule that adheres to CDC guidelines will be provided to ensure the department is supporting students, schools and DOT guidelines.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **Twelve (12) month School Based Non-Instructional (excluding Administrators):**
  - A flexible schedule that adheres to CDC guidelines with the opportunity for both telework and on-site work will be offered.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **Twelve (12) month Facilities (excluding Administrators):**
  - A flexible schedule that adheres to CDC guidelines will be provided to support schools, students and departments.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **Twelve (12) month District (excluding Administrators):**
  - A flexible schedule that adheres to CDC guidelines with the opportunity for both telework or on-site work will be offered.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **Teachers on Special Assignment (TSAs):**
  - A flexible schedule that adheres to CDC guidelines with the opportunity for both telework or on-site work will be offered.
  - The employee will have work duties assigned by his/her supervisor.

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- **EDEP Coordinators:**
  - A flexible schedule that adheres to CDC guidelines will be provided to support schools and students.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **EDEP Activity Leaders:**
  - A flexible schedule that adheres to CDC guidelines will be provided to support schools and students.
  - The employee must be available each day for the length of his/her contracted hours.
  
- **Supplements:**
  - Employees will be paid their supplements as scheduled.
  
- **Appraisal:**
  - An alternative appraisal will be addressed in further conversations as updates are provided by the DOE.
  
- **Grading Window:**
  - The original date of assignments entry was March 18, 2020. The original grading input window deadline is scheduled to end on March 31, 2020. **This new grading window deadline is extended to Tuesday, April 7, 2020.**
  - **Use compassion and grace in assigning grades to students.**

This MOU remains in effect until the Department of Education revokes the closure of schools.

Dated this **19th** day of March 2020.

  
Carmen Ward  
Alachua County Education Association

  
Kevin L. Purvis  
Alachua County Public Schools