

**BOARD OF EDUCATION, YONKERS CITY SCHOOL DISTRICT (“District”)
AND CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000,
AFSCME, AFL-CIO, WESTCHESTER LOCAL 860 YONKERS NON-TEACHING
UNIT #9169 (“CSEA”)**

WHEREAS, on March 7, 2020 the Governor of the State of New York issued an Executive Order declaring a state disaster emergency for the entire state due to travel related cases and community contact transmission of the Novel Coronavirus (“COVID-19”) occurring in New York State; and

WHEREAS, on March 13, 2020 the Mayor of the City of Yonkers declared a state of emergency in the City due to emergency conditions produced by COVID-19 that threaten or imperil the public safety of its citizens;

WHEREAS, on March 16, 2020 the Westchester County Executive declared a state of emergency in the County due to the emergency conditions produced by COVID-19 that threaten or imperil the safety of its citizens;

WHEREAS, due to the exceptional circumstances caused by the COVID-19 pandemic and resultant state of emergency, the parties wish to enter into an agreement setting forth the procedures that will be followed for absences that are or will be documented as related to COVID-19;

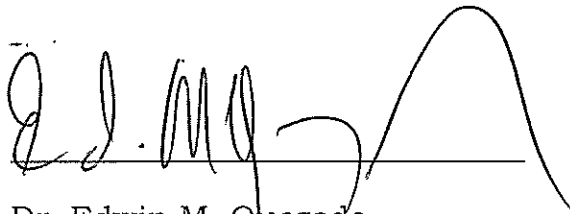
THEREFORE, it is hereby stipulated and agreed by and between the parties that:

1. During times when schools are mandated to be closed for reasons related to COVID-19, all CSEA members will continue to receive all salary and benefits that they are entitled to under the CBA between the CSEA and the Yonkers Board of Education.
2. The parties agree that from March 18, 2020 through March 31, 2020, CSEA members will be following modified work schedules and assignments as set forth in the attached addendum entitled "CSEA Work Duties During COVID-19" ("addendum").
3. Twelve-month employees may seek approval from Dr. Fenix Arias to work at home. The employee must demonstrate that they can perform the required tasks from home. Approval will be granted in the sole discretion of Dr. Edwin Quezada or his designee in accordance with the needs of the District. Approval to work from home may be revoked at any time in the discretion of Dr. Quezada or his designee.
4. Salaried CSEA members on unpaid leave who as of March 17, 2020 were cleared to return to work and were scheduled by the Human Resources Department to return to work between March 18, 2020 and March 31, 2020, will be returned to payroll. If the employee does not return to work by April 1, 2020, the employee will be placed back on unpaid leave.
5. Salaried CSEA members who are on paid leave will not have absences charged to their sick or leave time accruals between March 16, 2020 and March 31, 2020 while schools are closed.

6. CSEA members who are not able to work from home and are unable to perform the modified work assignments as provided in the attached addendum because they are at increased risk due to pregnancy or a medical condition that causes them to be immunocompromised will be excused from their work assignments and absences will not be charged to their sick or leave time accruals. To qualify for an excused absence under this provision the employee must provide documentation to the Human Resources Department from their medical provider confirming that they are at increased risk if exposed to COVID-19.
7. CSEA members who were asked to report to work on a volunteer basis on March 17 and did not volunteer will not be subject to disciplinary action.
8. Absences taken by CSEA members between March 7, 2020 and March 31, 2020 will not be included in any counseling letter to file.
9. This agreement will expire and have no further force and effect as of April 1, 2020 unless extended by written agreement.
10. This agreement shall not establish a precedent or past practice between the parties.

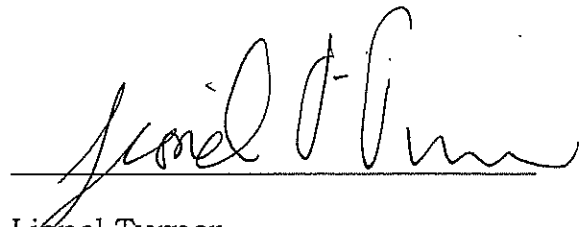
11. This agreement shall not be modified unless in writing signed by both parties.

Date: March 18, 2020

A handwritten signature in black ink, appearing to read 'E. M. Quezada', written over a horizontal line.

Dr. Edwin M. Quezada
Superintendent
Yonkers Public Schools

Date: March 18, 2020

A handwritten signature in black ink, appearing to read 'Lionel Turner', written over a horizontal line.

Lionel Turner
President
CSEA

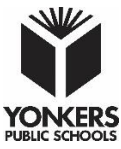


CSEA Work Duties During COVID-19 Addendum - March 18-31, 2020

Title	Working Remotely Duties from Home
10 month Clerks	<ul style="list-style-type: none"> • Typing as directed by school administration • Making phone calls to families as directed by school administration • Process payroll (time and attendance) • Cleaning data in PowerSchool • PowerSchool source self-training • Microsoft self-training • Assisting school administration as needed • If a laptop is needed, see your administrator for the equipment loan form
12 Month Clerks Will work regular hours or as determined by their supervisor	This is on the agreed upon 5/4 work rotation. <ul style="list-style-type: none"> • Assembling materials • Process payroll (time and attendance) • Typing Memos • Organizing meetings and appointments • Organizing professional development • Utilize e-mail to reach out to vendors for outstanding invoices • Data entry as directed by immediate supervisor (Resolutions, charts, forms, record-keeping) • Assisting with organization of additional 14 day lessons for grades Pre-K-12 in One Drive • Entering and keeping budget spreadsheets • If a laptop is needed, see your administrator for the equipment loan form
School Aide	Hourly Employees - Work after regular hours will be paid at the overtime rate. <ul style="list-style-type: none"> • Assisting Central Office & school-based administrators, as needed • Rotating 10 feeding sites, as needed • Rotating 3 childcare sites, as needed
Infrastructure Technology Will work regular hours or as determined by their supervisor	This is on the agreed upon 5/4 work rotation. <ul style="list-style-type: none"> • Respond to e-mails for help desk and direct to questions to instructional staff as needed • Database cleanup and configuration • AntiVirus maintenance, updates and monitoring • Server updates • Network maintenance • Remote computer updates in schools Please note that this is at a minimum, and ALL technicians will require VPN access in order to complete these tasks.
Nurses	10 feeding sites: Hours will be 7:30 to 12:00PM 3 Child Care Sites 4 nurses each taking a 5 hour shifts every other day. <ul style="list-style-type: none"> - Review health history - Generate medical alert list/food allergy list - Assessment for illness or injury

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	<ul style="list-style-type: none"> - Medication administration - Emergency care <p>Work from Home: This is on the agreed upon 5/4 work rotation.</p> <ul style="list-style-type: none"> - Obtain NYSIS account, if not completed - Complete Traumatic Brain Injury CE, if not done - Complete online Narcan training, if needed - Complete Infection Control Requirement, if needed - Assist with other work related responsibilities as needed - PowerSchool Access -
<p>Facilities & Maintenance</p>	<p>CSEA</p> <p>Schools open include:</p> <ol style="list-style-type: none"> 1. 3 Childcare Centers operating 8:00 am to 6:00 pm to be covered by building custodial staff on 4 hour rotations either or full 8 hour day from 7:00 am to 7:00 pm 2. 10 Grab and Go Centers operation from 7:30 am to 12:30 pm covered by building custodial staff on 4 hour rotations from 7:00 am to 3:30 pm rotations or regular rotation from 8:00 am to 4:30 pm 3. 27 “Empty” buildings staff covered by building custodial staff on 4 hour rotations or regular rotation from 8:00 am to 4:30 pm 4. Warehouse open from 7:00 am to 3:30 Rotating on a full day, (multiple day optional) schedule. <p>Maintenance Staff (MEO’s, MM. etc.) working from 7:00 am to 3:30 pm. Rotating on a full day, (multiple day optional) schedule. This is on the agreed upon 5/4 work rotation.</p> <p>Office Clerical working from 8:30 to 4:30 Rotating on a full day, (multiple day optional) schedule work from home where possible. This is on the agreed upon 5/4 work rotation.</p> <p>WORK FROM HOME will include but not be limited to: answering phone calls from their supervisor, acting accordingly by making calls to vendors, staff or others, using smart phones as required to answer and/or send e-mails, etc.</p>
<p>Food Services</p>	<p>Hourly Employees</p> <p>This is on the agreed upon 5/4 work rotation. Rotating 10 feeding sites & 3 childcare sites. They will be in the school for 4 hours. Only 10 employees at one time (manager plus 9 hourly employees). Complete uniform, hair net and gloves.</p>
<p>Research, Evaluation & Reporting Will work regular hours or as determined by their supervisor</p>	<p>This is on the agreed upon 5/4 work rotation.</p> <p>Professional Development Excel skills: VLOOKUP, Pivot tables, Pivot graphs, Zoom SAS: Programming 1: Essentials New York State Education Department: ESSA Accountability, Next Generation Learning Standards</p> <p>Computer Operators:</p>



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	<ul style="list-style-type: none"> • Payroll processing • Data cleaning over email with school staff in preparation for yearly state reporting • Professional development in: <ul style="list-style-type: none"> ○ Customer relations ○ Microsoft Office Suite ○ PowerSchool ○ Beginning programming
Safety Officers	<p>10 Grab N Go school sites - 5 hour shifts on a rotating basis – 2 personnel at each site per shift</p> <p>3 childcare sites – 5 hour shift on a rotating basis – 2 personnel at each site per shift</p> <p>Central Office on a rotating basis for hours of operations</p>
Student Enrollment Will work regular hours or as determined by their supervisor	<p>This is on the agreed upon 5/4 work rotation</p> <ul style="list-style-type: none"> • respond to inquiries via email or district cell phones and communicate with families during the regular work day <ul style="list-style-type: none"> ○ communicate with the Director ○ make new appointments (post April 1, 2020) ○ reschedule appointments ○ answer questions about Transfer Requests ○ Out-of-district requests ○ Technical assistance • complete enrollments from home (3-4 enrollments per day for families that meet the admission criteria) • review, revise and update reports to ensure that student assignments for 2020-2021 can be completed in a timely manner <ul style="list-style-type: none"> ○ approve applications in P-Enrollment ○ upload files ○ conference regularly with P-Enrollment associates • engage in daily conferences with the supervisor through Zoom to ensure that daily office operations and functions are fulfilled
Transportation Will work regular hours or as determined by their supervisor	<p>This is on the agreed upon 5/4 work rotation.</p> <p>Dispatchers work from home duties:</p> <ul style="list-style-type: none"> • Transfinders webinars Transportation Dispatchers • Respond to email correspondence (cabinet members and assignments below) Communication with representatives from Special Education department for Related Services accounts) Communication with representatives from Special Education department (out of district accounts)



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<p>Transportation Will work regular hours or as determined by their supervisor</p>	<p>Communication with representatives from Non-Public Schools/Charters Communication with Athletics Department, Displaced students and Field trips</p> <ul style="list-style-type: none"> • Provide updates to Director of Transportation Department <p>Clerks work from home duties:</p> <ul style="list-style-type: none"> • Review bus monitors caseload by schools and update the records on bus hive. • Review mandated fire drills worksheet and document the missing drills by schools. • Assist with making phone calls to out of district and non-public school sites
	<p>Essential Employees:</p> <ul style="list-style-type: none"> ○ Food Services ○ Custodial/Maintenance Staff ○ Public Safety Officer ○ Medical/Nursing