

**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 during school closures 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, except as modified herein.
2. The parties agree that during school closures related to COVID-19, 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. When assigning work to employees, the district shall give due regard to employees' safety.
4. 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.
5. Food Service Workers and School Aides who are called in to work hours beyond those indicated on the addendum will receive time and one half pay for each additional hour worked. Food Service Workers and School Aides who are not called in to work will receive straight pay for the number of regularly scheduled hours worked when schools are open. Any hourly employee receiving pay must remain on call and report to work as

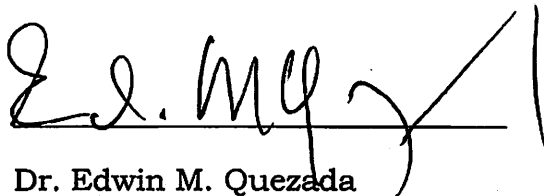
indicated on the attached addendum or as directed by their immediate supervisor.

6. Hourly employees holding dual titles (Food Service/Bus Monitor or School Aide/Bus Monitor) and Bus Monitors will be paid for the bus runs that they are regularly scheduled to cover when schools are open. Hourly employees holding dual titles shall be available to work for 20 hours per week. Bus monitors only shall be available to work for 15 hours per week.
7. If a CSEA member who is scheduled to report to work pursuant to the attached addendum is absent from work for a reason that qualifies him/her for paid leave entitlements under the Families First Corona Virus Response Act (FFCRA) or the New York State COVID-19 Quarantine Law ("Qualifying Reasons"), he/she will receive pay and benefits pursuant to those laws. Documentation of the Qualifying Reason for absence, in the form of an order from a federal, state or local health agency or documentation from a medical doctor, must be provided to the Human Resources Department.
8. Any CSEA member who is scheduled to work pursuant to the attached addendum and is absent from work for reasons other than a Qualifying Reason will be charged his/her sick or leave time accruals in accordance with the CBA between CSEA and the Yonkers Board of Education.
9. Absences from scheduled work duties shall be reported to the employee's supervisor prior to the start of the scheduled shift.

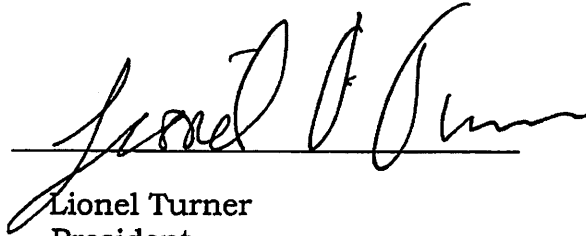
10. CSEA members who are not able to work from home and are unable to perform the modified work assignments as provided in the attached addendum because they are at increased risk due to pregnancy or a medical condition that causes them to be immunocompromised will be excused from their work assignments 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 a medical doctor who is treating him/her for the condition causing him/her to be at increased risk if exposed to COVID-19.
11. This agreement will expire and have no further force and effect upon the reopening of schools or on June 26, 2020, whichever is earlier, unless extended by written agreement.
12. This agreement shall not establish a precedent or past practice between the parties.
13. This agreement shall not be modified unless in writing signed by both parties.

Date: 4-2-2020

Date: April 2, 2020



Dr. Edwin M. Quezada  
Superintendent  
Yonkers Public Schools



Lionel Turner  
President  
CSEA



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

Title	Working Remotely Duties from Home
<b>10 month Clerks</b>	<ul style="list-style-type: none"> <li>• Typing as directed by school administration</li> <li>• Making phone calls to families as directed by school administration</li> <li>• Process payroll (time and attendance)</li> <li>• Cleaning data in PowerSchool</li> <li>• PowerSchool source self-training</li> <li>• Microsoft self-training</li> <li>• Assisting school administration as needed</li> <li>• If a laptop is needed, see your administrator for the equipment loan form</li> </ul>
<b>12 Month Clerks</b> 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"> <li>• Assembling materials</li> <li>• Process payroll (time and attendance)</li> <li>• Typing Memos</li> <li>• Organizing meetings and appointments</li> <li>• Organizing professional development</li> <li>• Utilize e-mail to reach out to vendors for outstanding invoices</li> <li>• Data entry as directed by immediate supervisor (Resolutions, charts, forms, record-keeping)</li> <li>• Assisting with organization of additional 14 day lessons for grades Pre-K-12 in One Drive</li> <li>• Entering and keeping budget spreadsheets</li> <li>• If a laptop is needed, see your administrator for the equipment loan form</li> </ul>
<b>School Aide</b>	<b>Hourly Employees -</b> Work after regular hours will be paid at the overtime rate. <ul style="list-style-type: none"> <li>• Assisting Central Office &amp; school-based administrators, as needed</li> <li>• Rotating 8 feeding sites, as needed</li> </ul> <p>must be available for 20 hours per week</p>
<b>Infrastructure Technology</b> 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"> <li>• Respond to e-mails for help desk and direct to questions to instructional staff as needed</li> <li>• Database cleanup and configuration</li> <li>• AntiVirus maintenance, updates and monitoring</li> <li>• Server updates</li> <li>• Network maintenance</li> <li>• Remote computer updates in schools</li> </ul> Please note that this is at a minimum, and ALL technicians will require VPN access in order to complete these tasks.
<b>Nurses</b>	2 Child Care Sites <ul style="list-style-type: none"> <li>- Review health history</li> <li>- Generate medical alert list/food allergy list</li> </ul>



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

Title	Working Remotely Duties from Home
<p><b>Nurses - continued</b></p>	<ul style="list-style-type: none"> <li>- Assessment for illness or injury</li> <li>- Medication administration</li> <li>- Emergency care</li> </ul> <p>Work from Home:</p> <ul style="list-style-type: none"> <li>- Obtain NYSIIS account, if not completed</li> <li>- Complete Traumatic Brain Injury CE, if not done</li> <li>- Complete online Narcan training, if needed</li> <li>- Complete Infection Control Requirement, if needed</li> <li>- Assist with other work related responsibilities as needed</li> <li>- PowerSchool Access</li> <li>-</li> </ul>
<p><b>Facilities &amp; Maintenance</b></p>	<p><b>CSEA</b></p> <p>Schools open include:</p> <ol style="list-style-type: none"> <li>1. 2 Childcare Centers operating 8:00 am to 6:00 pm to be covered by building custodial staff on 4 hour rotations.</li> <li>2. 8 Grab and Go Centers operation from 7:30 am to 12:30 pm covered by building custodial staff on 4 hour rotations.</li> <li>3. 27 "Empty" buildings staff covered by building custodial staff on 4 hour rotations.</li> <li>4. Warehouse open from 7:00 am to 3:30 Rotating on a full day, (multiple day optional) schedule.</li> </ol> <p><b>Maintenance Staff</b> (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><b>WORK FROM HOME</b> 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><b>Food Services</b></p>	<p><b>All School Food Managers titles/ 10 month Salary Employees (CSEA)</b></p> <p>This is on the agreed upon 5/4 rotation. Rotating 8 feeding and 2 childcare sites. They will manage kitchen staff when preparing and distributing Grab &amp; Go breakfast and lunch bags. Monitor food preparation and safe sanitation/cleaning procedures.</p> <p><b>WORK FROM HOME</b> will include but not be limited to: reviewing frozen, canned, produce, bread and milk orders. Relaying messages to hourly employees by phone/text, as needed. Staying in touch with Assistant Director for updated information.</p> <p><b>Hourly Employees</b></p> <p>Rotating 8 feeding sites &amp; 2 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. Must be available for 20 hours per week.</p>



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

Title	Working Remotely Duties from Home
<p><b>Research, Evaluation &amp; Reporting</b> 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</p> <p>Excel skills: VLOOKUP, Pivot tables, Pivot graphs, Zoom</p> <p>SAS: Programming 1: Essentials</p> <p>New York State Education Department: ESSA Accountability, Next Generation Learning Standards</p> <p>Computer Operators:</p> <ul style="list-style-type: none"> <li>• Payroll processing</li> <li>• Data cleaning over email with school staff in preparation for yearly state reporting</li> <li>• Professional development in:               <ul style="list-style-type: none"> <li>○ Customer relations</li> <li>○ Microsoft Office Suite</li> <li>○ PowerSchool</li> <li>○ Beginning programming</li> </ul> </li> </ul>
<p><b>Safety Officers</b></p>	<ul style="list-style-type: none"> <li>• 8 Grab N Go school sites - 5 hour shifts on a rotating basis – 2 personnel at each site per shift</li> <li>• 2 childcare sites – 5 hour shift on a rotating basis – 2 personnel at each site per shift</li> <li>• Central Office on a rotating basis for hours of operations</li> </ul>
<p><b>Student Enrollment</b> Will work regular hours or as determined by their supervisor</p>	<p>This is on the agreed upon 5/4 work rotation</p> <ul style="list-style-type: none"> <li>• respond to inquiries via email or district cell phones and communicate with families during the regular work day           <ul style="list-style-type: none"> <li>○ communicate with the Director</li> <li>○ make new appointments (post April 1, 2020)</li> <li>○ reschedule appointments</li> <li>○ answer questions about Transfer Requests</li> <li>○ Out-of-district requests</li> <li>○ Technical assistance</li> </ul> </li> <li>• complete enrollments from home (3-4 enrollments per day for families that meet the admission criteria)</li> <li>• 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"> <li>○ approve applications in P-Enrollment</li> <li>○ upload files</li> <li>○ conference regularly with P-Enrollment associates</li> </ul> </li> <li>• engage in daily conferences with the supervisor through Zoom to ensure that daily office operations and functions are fulfilled</li> </ul>
<p><b>Transportation</b> Will work regular hours or as determined by their supervisor</p>	<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"> <li>• Transfinders webinars Transportation Dispatchers</li> <li>• Respond to email correspondence (cabinet members and assignments below)</li> </ul> <p>Communication with representatives from Special Education department for Related Services accounts)</p>



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

Title	Working Remotely Duties from Home
<p><b>Transportation - continued</b> Will work regular hours or as determined by their supervisor</p>	<p>Communication with representatives from Special Education department (out of district accounts)            Communication with representatives from Non-Public Schools/Charters            Communication with Athletics Department, Displaced students and Field trips</p> <ul style="list-style-type: none"> <li>• Provide updates to Director of Transportation Department</li> </ul> <p>Clerks work from home duties:</p> <ul style="list-style-type: none"> <li>• Review bus monitors caseload by schools and update the records on bus hive.</li> <li>• Review mandated fire drills worksheet and document the missing drills by schools.</li> <li>• Assist with making phone calls to out of district and non-public school sites</li> </ul> <p>Bus Monitors only</p> <ul style="list-style-type: none"> <li>• Assist at Grab and Go sites with distribution of meals</li> <li>• Assist Central Office with distribution of instructional materials</li> <li>• <b>Must be available for 15 hours per week</b></li> </ul>
<p><b>Essential Employees</b></p>	<p>Essential Employees will be designated by the Superintendent based upon the needs of the District.</p>