

**MEMORANDUM OF UNDERSTANDING
BETWEEN WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
AND
WEST CONTRA COSTA ADMINISTRATORS ASSOCIATION (WCCAA)
2020-2021 School Year
August 13, 2020**

The West Contra Costa Unified School District ("District", "WCCUSD") and the West Contra Costa Administrators Association (WCCAA) enter this Memorandum of Understanding ("MOU") regarding the 2020-2021 School Year and transition to Distance Learning this Fall due to the COVID-19 pandemic.

The Parties recognize that there is a need to close schools ("emergency school closure") and move to an

physical school sites and departments. On days where the school site/department
unit member/designee will be available to support and supervise those necessary

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5. Parties agree that current COVID-19 Response Plans will remain in effect. Should adjustments need to be made, parties agree to collaborate with all stakeholders.
6. Unit members will work collaboratively with IFPTE Local 21 – SSA, United Teachers of Richmond – UTR, and Teamster Local 856 to ensure that each of their unit members are working within their job classification. Should there be a need for a modification of any bargaining unit members' duties outside of their job classification, WCCAA unit members will notify the District and work collaboratively to outline the required duties in writing and ensure adherence to those written plans.
7. Evaluations will continue for all unit members who are in a new position for the current year, or in the second year in the District based upon the contractual timelines. Permanent employees scheduled for performance assessment shall have their evaluation pushed to the following year. Supervisors will provide support with permanent unit members who are struggling with the new working conditions.
8. The District shall ensure bargaining unit members have the appropriate

materials, support for online “social” opportunities for students, data entry, support for school meal distribution, and parent/student outreach activities.

- i. Classifications that may be included in this group include, but are not limited to, elementary yard supervisors, typist clerks, cashiers, paraprofessionals, library media clerks, school health aides, babysitters, pre-school aides and staff, Early Learning Program Sup, LVN, Theater Tech Manager, Student Support Services Sup, Fab Lab Manager, and staff, and others as defined by the site/department administrator.
- b. Unit members will define the schedule of distribution and delivery of materials.
 - i. Identification of duties shall include collection of materials, organization of packets/materials, contacting of families to arrange delivery or pick-up, touchless delivery to family’s residences by riding the First Student bus to complete the delivery (this function shall be assigned with two employees working together), and setting up physical pick-up and distribution of materials in pods.
- c. Unit members will coordinate social opportunities for students. They will identify employees that are able to support student “social” interactions and shall support training for those employees to facilitate virtual activities with students.
 - i. Employees who are unable to physically return to work due to personal circumstances may be able to provide service in the “social” components in lieu of utilizing other leaves. These cases shall be reviewed by Human Resources to determine if an accommodation is possible based upon the unit members qualifications and abilities and assignment shall be at the discretion of the District for these cases.

C.

