

LETTER OF AGREEMENT  
Between  
MID MICHIGAN COLLEGE (MID)  
And

The MID MICHIGAN COLLEGE EMPLOYEE SUPPORT PERSONNEL ASSOCIATION, MEA/NEA (MMESSPA)

The parties (MID and MMESPA) enter into this letter of Agreement (LOA) as follows:

In witness whereof, the parties sign this Agreement:

1. Beginning Monday, May 11, 2026 through Friday, July 31, 2026, the operating hours of the college will be 7:30am – 5:00pm Monday through Thursday, except for the week of June 29, 2026 due to observance of the 4<sup>th</sup> of July Holiday the operating hours will be 8:00am to 4:30pm Monday through Thursday with employees being paid 8 hours additional for the holiday pay. The college will be closed on Fridays, Saturdays, and Sundays.
2. FT Hourly employees will work an alternate nine (9) hour work schedule Monday through Thursday equating to a total of thirty-six (36) work hours **or they may select the eight (8) hour workday model outlined in #10**. The intent is for each department to have on-campus coverage during operating hours.
  - a. First shift employees will work an on-site nine (9) hour work schedule starting between the hours of 6:30am to 8:30am as mutually agreed upon with their supervisor.
  - b. Second shift employees will work an on-site nine (9) hour work schedule starting between the hours of 3:30pm to 5:30pm as mutually agreed upon with their supervisor.
  - c. Third shift employees will work an on-site nine (9) hour work schedule starting between the hours of 6:00pm to 9:30pm as mutually agreed upon with their supervisor.
3. To the extent this schedule is inconsistent with Article 9 of the ESPA Master Agreement, the following provisions will take precedence during this summer schedule.
4. Article 9, F and G of the ESPA Master Agreement will apply to the Summer, with the exception of the prohibition of combining rest and meal periods. During the Summer 2026 work schedule, rest and meal periods may be combined not more than one (1) day per week with supervisor approval.
5. FT Hourly employees may be provided four (4) hours of additional paid time each workweek by the college in order to receive their regular forty (40) hours of pay. If an employee is required to work more than the nine (9) hours for a day, they will also receive the additional one (1) hour of paid time for that day. Additional paid time provided each workweek shall be considered hours worked for the purpose of calculating overtime pay.

FT Hourly employees who utilize leave time during a work day of Monday through Thursday would be required to utilize ten (10) hours of leave time to receive their regular forty (40) hours of pay based on any one of the following examples:

Full Day of Leave Example: (when an employee uses a full day of leave time, they will not receive the one (1) hour of additional paid time)

Full Day of Leave Example				
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours
Monday	9	1		10
Tuesday			10	10
Wednesday	9	1		10
Thursday			10	10
Friday				
Total Hours Worked				40

Full week of Leave Time Example: (when an employee uses a full week of leave time, they will not receive the four (4) hours of additional paid time)

<b>Full week of Leave Time Example</b>				
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours
Monday			10	10
Tuesday			10	10
Wednesday			10	10
Thursday			10	10
Friday				
Total Hours Worked				40

Leave Days working one (1) hour or more example:

<b>Leave Days working one (1) hour or more example</b>				
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours
Monday	1	1	8	10
Tuesday	3	1	6	10
Wednesday	9	1		10
Thursday	9	1		10
Friday				
Total Hours Worked				40

- The college will be closed on Monday, May 25, 2026 in observance of Memorial Day and employees will be paid for ten (10) hours of holiday pay.

Memorial Day Holiday Pay Example:

<b>Memorial Day Holiday Pay Example</b>					
Day of the Week	Hours Worked	Additional Paid Time	Holiday Pay	Employee Leave Time Used	Total Hours
Monday			10		10
Tuesday	9	1			10
Wednesday	9	1			10
Thursday	9	1			10
Friday					
Total Hours Worked					40

Leave Time During Memorial Day Holiday Week Example:

<b>Leave Time During Memorial Day Holiday Week Example</b>					
Day of the Week	Hours Worked	Additional Paid Time	Holiday Pay	Employee Leave Time Used	Total Hours
Monday			10		10
Tuesday				10	10
Wednesday	4	1		5	10
Thursday	6	1		3	10
Friday					
Total Hours Worked					40

7. With the 4<sup>th</sup> of July on a Saturday, the college already closed the prior Friday, and classes scheduled Monday, June 29 through Thursday, July 2<sup>nd</sup>, employees will work their regularly scheduled eight (8) hour workday Monday through Thursday and will be paid 8 hours of holiday pay for the July 4<sup>th</sup> holiday. Any leave time utilized during this week would be submitted for eight (8) hours per day.

4<sup>th</sup> of July Holiday Pay Example:

<b>4<sup>th</sup> of July Holiday Pay Example</b>					
Day of the Week	Hours Worked	Additional Paid Time	Holiday Pay	Employee Leave Time Used	Total Hours
Monday	8				8
Tuesday	8				8
Wednesday	8				8
Thursday	8				8
Friday			8		
Total Hours Worked					40

8. In the event an employee is called in and required to work on a non-scheduled workday, they would receive call-in pay per the provisions of Article 9, I.

Hours Worked More than forty (40) in a Week:

<b>Hours Worked More than forty (40) in a Week</b>				
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours
Monday	10	1		11
Tuesday	9	1		10
Wednesday	9	1		10
Thursday	12	1		13
Friday	8			8
Total Hours Worked				52

9. In the above example, the employee shows fifty-two (52) hours on the timesheet for the week and any hours worked over the regular forty (40) hours would be calculated as overtime pay. Therefore, the twelve (12) additional hours will be paid at 1.5x the employees' regular rate.

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Overtime Pay Example: (with work starting on the Sunday of the pay week. Sunday is automatically paid at 1.5x the regular rate per Article 9, H, 3 but it is also the start of the 40 hours for the work week. So, in the example below the employee would reach their forty (40) hours in the workweek on the second hour they work on Thursday, with the remainder of Thursday being paid at the overtime rate)

Overtime Pay Example					
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours	Total Hours & Overtime Calculation in a Workweek
Sunday	8			8	Paid at 1.5x hourly rate (Article 9,3)
Monday	9	1		10	Regular Hourly Rate
Tuesday	9	1		10	Regular Hourly Rate
Wednesday	9	1		10	Regular Hourly Rate
Thursday	9	1		10	2hr @ Regular Rate/8hr @ 1.5x hourly rate
Friday					
Saturday					
Total Hours Worked				48	

Overtime Pay Example: (with work week starting on the Monday of the pay week. Any hours above forty (40) hours will be paid at the 1.5x overtime rate per the contract and Department of Labor rules. In this example, forty (40) hours are paid at the regular rate and sixteen (16) hours are paid at the 1.5x overtime rate)

Overtime Pay Example					
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours	Total Hours & Overtime Calculation in a Workweek
Sunday					
Monday	9	1		10	Regular Hourly Rate
Tuesday	9	1		10	Regular Hourly Rate
Wednesday	9	1		10	Regular Hourly Rate
Thursday	9	1		10	Regular Hourly Rate
Friday	8			8	Overtime Hours (1.5x regular rate)
Saturday	8			8	Overtime Hours (1.5x regular rate)
Total Hours Worked				56	

10. Additional Option to Not Use Leave Time: Hourly employees are permitted to work eight (8) hours per day **Monday through Thursday**. They may choose to either take one (1) hour of leave time each day or elect not to use leave time and still be allocated the additional paid time for one (1) hour each day from the college during summer operating hours. **Working the eight (8) hour per day schedule, receiving the additional paid time of one hour, and not using leave time will not impact a full-time employee's benefits.**

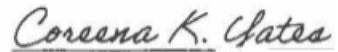
Additional Option to Not Use Leave Time					
Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time OPTIONAL	Total Hours/Paid <u>without the use of leave time in</u> workweek	Total Hours/Paid <u>with the use of leave time in</u> workweek
Monday	8	1	1		
Tuesday	8	1	1		
Wednesday	8	1	1		
Thursday	8	1	1		
Friday					
Total Hours Worked	32	4	4	36	40



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Tim Hood, MID President

2/18/2026

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Date



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Coreena Yates, MMESPA President

2/17/2026

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Date