

LETTER OF AGREEMENT
Between
MID MICHIGAN COLLEGE (MID)
And

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

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

1. Beginning Monday, May 8, 2023 through Friday, July 28, 2023, the operating hours of the college will be 7:30am – 5:00pm Monday through Thursday. The college will be closed on Fridays, Saturdays, and Sundays.
2. MMESPA members will work an alternate nine (9) hour work schedule Monday through Thursday equating to a total of thirty-six (36) work hours. 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, the Letter of Agreement will take precedence during this summer schedule.
4. Article 9, F and G will apply to the Summer 2023 LOA, with the exception of the prohibition of combining rest and meal periods. During the Summer 2023 LOA, rest and meal periods may be combined not more than one (1) day per week with supervisor approval.
5. MMESPA members 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.

MMESPA members 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)

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)

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:

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

Day of the Week	Hours Worked	Additional Paid Time	Employee Leave Time Used	Total Hours
Monday	10	1		10
Tuesday	10	1		10
Wednesday	9	1		10
Thursday	10	1		10
Friday				
Total Hours Worked				43

6. The college will be closed on Monday, May 29, 2023 in observance of Memorial Day and Tuesday, July 4, 2023 in observance of 4th of July (with employees being paid for ten (10) hours of holiday pay). See Article 9, H, 1.

Holiday Pay Example:

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 a Holiday Week Example:

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
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7. 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.
8. The parties may extend or otherwise modify the MMESPA work schedule by mutual consent.
9. This agreement does not constitute the establishment of a custom, practice, precedent, or binding working condition as to the interpretation, enforcement, or application of the Master Agreement between the parties. By entering into this Letter of Agreement, neither the College nor MMESPA waives any other rights or protections respectively afforded to them by the terms of the CBA, except as otherwise waived, modified, or relinquished.
10. This agreement expires on Friday, July 28, 2023, at midnight unless otherwise extended by the parties.

In witness whereof, the parties sign this Agreement:



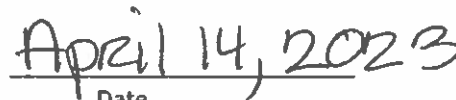
Tim Hood, MID President



Date



Annie van de Water, MMESPA President



Date