

**LETTER OF AGREEMENT BETWEEN HENRY FORD COLLEGE  
AND SUPPORT STAFF ORGANIZATION (SSA)**

This non-precedent setting letter of agreement (“Agreement”) is executed by and between the Henry Ford College (“Employer”), and the Henry Ford Community College Support Staff Association (HFCC-SSA), collectively referred to as the “Parties” as follows:

Effective May 13, 2020 through June 30, 2020, the Parties agree to a temporary modification of the current HFCC-SSA Collective Bargaining Agreement (CBA) provisions that are related to the following Article(s), as necessary in response to changes related to the workforce during COVID-19 pandemic and the Executive Order – Stay Home/Stay Safe:

- **Article 28 (7) – Reduction in Force-Layoff and Recall Procedures**

When an increase in force is necessary, notice of recall shall be made by telephone, at the last known telephone number on file, HFC email, and personal email (if known). An email will be sent to the employee from HR on the same day as the phone call, with SSA copied on the email. The employee must respond in writing, by email to **both** the Employer at hr@hfcc.edu and SSA at supportstaffassn@hfcc.edu no later than 10 working days after the phone call and email, of their intention to accept the recall to work, or be considered terminated. Sending the email to the employee, with a copy to SSA, reflects the start of the notification.

The Parties agree that the Employer has the right to discontinue this Agreement with a 24-hour written notice including explanation prior to termination to SSA and that the Employer decision to discontinue this limited term Recall policy modification is not subject to the grievance process. If the Agreement is not terminated by the Employer prior to the expiration date, the Parties agree to meet on or before June 30, 2020 to evaluate whether this limited term Agreement should be continued, changed, or cancelled.

For HFCC

For SSA

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LaDonna Holley, Executive Director HR

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Kimberly Kaier, SSA President