

## **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 4, 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 Articles, as necessary in response to changes related to the workforce during COVID-19 pandemic:

- Article 15 – Illness, Bereavement, Personal Business and Emergencies
- Article 19 – Paid Vacation

### **Article 15 – Illness, Bereavement, Personal Business and Emergencies**

- Personal Business Leave – Personal business day balances as of June 30, 2020, will be carried forward in the following fiscal year. Days carried forward must be used no later than June 30, 2021.
- The carry-forward personal business days will be applied first when there is a need to use Personal Business Days.

### **Article 19 – Paid Vacation**

- Employee vacation day balances as of June 30, 2020, will be carried forward in the following fiscal year. Vacation days must be used no later than June 30, 2021.
- Vacation days earned and not used in the year prior to termination will be compensated for at the termination of employment.
- The carry-forward vacation days will be applied first when there is a need to use vacation days.

The Parties agree that the Employer has the right to discontinue this Agreement with 24-hour notice to the SSA and that the Employer decision to discontinue this limited term modification to the carryover of PRB and Vacation 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