

**M-DCPS / UTD  
LETTER OF UNDERSTANDING  
REOPENING OF SCHOOLS  
PLATFORM ADDENDUM  
2020-2021**

This Letter of Understanding (LOU) confirms the collaborative agreement held between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD) regarding the 2020-2021 M-DCPS Re-Opening Plan. The parties, along with representatives from the Office of Academics and Transformation, School Operations, the Office of Human Capital Management, and the Office of Labor Relations and Compensation Administration, met to discuss modifications to the contract provisions referencing Article XI, Planning for Teaching and Learning; Article XVII – Paraprofessional/Associate Educator/School Support Personnel; Article XVIII – Office Employees; Article XX – Teaching Conditions; Article XXII, Academic Freedom; Article XXVI, EESAC Waivers; Appendix D, Compensatory Benefits; and other employee expectations during both face-to-face instruction and continued virtual instruction during the 2020-2021 school year.

Given the change in the curriculum platform, the parties agree to the following revisions to the Reopening of School Letter of Understanding. All other language of the Reopening of School not specifically addressed within this addendum remains in place.

*Retirement Incentives.* Understanding how COVID-19 has greatly changed teaching and learning for our education workforce, both parties agree to provide an early retirement incentive. Full-time employees who meet the age requirements below and who have 30 years or more of creditable service with the Florida Retirement System, both as of January 1, 2021, will be eligible for the early retirement incentive. Applications for the retirement incentive are due no later than the timeframe specified below. Employees must select March 5, 12, 19, or 26 as a retirement date and ensure the date selected provides the school principal at least a two-week notification of the effective date. Eligibility tiers will open until the combined cap of 150 participants is reached. Caps for various employee groups will be roughly based on their proportion of bargaining unit (Teachers, Paras, Clerical, and Security/Support). If one employee group reaches their cap prior to other employee groups, eligibility tiers will continue for the employee groups that have not reached their cap until the combined total of 150 is reached. Should the number of applicants qualifying and applying for the incentive exceed the cap for an employee group, employees will be selected based on age plus seniority within M-DCPS. The employee with the highest number will be selected.

- Tier 1- Employees age 63.5 and up
- Tier 2- Employees age 63 < 63.5
- Tier 3- Employees age 62.5 < 63
- Tier 4- Employees age 62 < 62.5
- Tier 5- Employees age 61.5 < 62
- Tier 6- Employees age 61 < 61.5
- Tier 7- Employee age 60.5 < 61
- Tier 8- Employees age 60 < 60.5

Employees eligible under any tier are encouraged to apply immediately. Applications for each tier will be cut off as follows.

- Tier 1- 10 work days after LOU is executed
- Tier 2- 13 work days after LOU is executed
- Tier 3- 16 work days after LOU is executed
- Tier 4- 18 work days after LOU is executed
- Tier 5- 18 work days after LOU is executed
- Tier 6- 20 work days after LOU is executed
- Tier 7- 20 work days after LOU is executed
- Tier 8- 20 work days after LOU is executed

The Early Retirement Incentive provides a continuation of Miami-Dade County Public School's health insurance at the Board contribution equal to the plan they have selected for January 1, 2021, through August 31, 2021 or until age 65 or Medicare eligible, whichever is first; the retiree will be billed the employee cost (for both employee and dependent health coverage) share on a monthly basis (if applicable). Effective September 1, 2021, the non-Medicare eligible retiree will be eligible for reimbursement of the retiree's personal health insurance or health insurance maintenance organization premiums until June 30, 2022 or until the employee turns 65 or becomes Medicare eligible, whichever is first. The reimbursement, of up to \$100 per month, will be paid no later than October 31, 2021 and October 31, 2022 respectively, upon presentation of a paid premium invoice and a copy of a canceled check or money order. All documentation must be submitted to the Office of Risk and Benefits Management by August 31, 2021 and August 31, 2022 on designated forms. The reimbursement is limited to no more than \$1,000. Retirees may only participate in one retirement incentive program; participation in this program removes eligibility for the retirement incentive program identified in Appendix D, Section 2.B. of the MDCPS/UTD Collective Bargaining Agreement.

*65 and older*

Full-time employees who are aged 65 or older and who have 30 years or more of creditable service with the Florida Retirement System, both as of January 1, 2021, will be eligible for a continuation of Miami-Dade County Public School's health insurance at the

Board contribution equal to the plan they have selected for January 1, 2021 through August 31, 2021 or until the end of the month prior to becoming a Medicare recipient; the retiree will be billed the employee cost share (for both employee and dependent health coverage) on a monthly basis (if applicable) for the months the employee is enrolled in the MDCPS healthcare non-Medicare plan. Furthermore, they must notify the Office of Risk and Benefits Management of their Medicare enrollment in the month Medicare approves their enrollment, if not they forfeit their eligibility for this incentive. Once an employee is on Medicare, they will receive a reimbursement of up to \$400 per month from the date of Medicare enrollment until August 31, 2021. All documentation must be submitted to the Office of Risk and Benefits Management by August 31, 2021 on designated forms. The reimbursement, of up to \$400 per month, will be paid no later than October 31, 2021, upon presentation of a paid premium invoice and a copy of a canceled check or money order.

- *In-school / site contact investigation.* In-school/site contact investigation/tracing will be performed in the event a student or staff member tests positive for COVID-19, including self-reported cases, or other specified communicable disease, to determine who may have been exposed. Both, Florida Department of Health (FDOH) confirmed cases and self-reported cases result in the following outcomes:
  - School /site administrator will immediately implement mitigation protocols developed by FDOH and the District to include identifying students and staff that require self-quarantine and self-isolation, identifying areas that require disinfection and implementing the notification process as described below. The District School Health Office (DSHO) and FDOH will work together on the overall investigation and other mitigation strategies, that may be necessary based on the in-school/site investigation and contact tracing performed. The mitigation includes but is not limited to a review of the student/employee schedule(s); whether the student(s) was/were transported on a school bus, participated in extracurricular activities or athletics; and if there are any other members of the household at other District schools/sites. The investigation shall cover at least 48 hours prior to a test or initial onset of symptoms in order to properly identify all students and staff who were exposed; these protocols may be changed by School Operations based on updated CDC guidance. Changes will be shared with UTD prior to implementation. The investigation shall also identify any itinerant or substitute personnel who were exposed. Any employee who is concerned that an investigation was incomplete about a case should contact the site administrator via their [dadeschools.net](mailto:dadeschools.net) email.
  - Areas of school building/facility will be thoroughly sanitized as per the Centers for Disease Control and Prevention guidance in effect. Postings shall be hung in areas of the school that are sanitized, as appropriate, in areas where there has been a positive case.
  - Anyone at the school/site identified as having been in close contact with the individual who was confirmed positive by the FDOH, or self-reported cases will

be contacted directly by the school/site administration as soon as possible, but not to exceed one business day, barring unusual circumstances. The entire school community, including parents and employees, will also be notified with a general notification via automated messaging, telephone and/or email. Itinerant personnel and substitutes who were present at the location during the investigation period will be notified just like any other location employee.

- Those individuals who had close contact with the student or employee who tested positive, self-reported or exhibited COVID-19 consistent symptoms will be directed to self-quarantine as soon as possible, but not to exceed one business day, barring unusual circumstances. Once the quarantine period is over, these individuals may return to school.
- A student who has tested positive for COVID-19 will be required to self-isolate until the FDOH notifies the DSHO that the student is cleared to return to school. The DSHO will notify the school principal who will then notify the student's parent/guardian.
- An employee who tests positive must self-isolate in accordance with the guidelines established by Miami-Dade County Public Schools, currently 14 days, and cannot return to work without medical clearance. These protocols may be changed by School Operations based on updated CDC guidance. Changes will be shared with UTD prior to implementation.
- In many cases, the decision to pivot from face-to-face to MSO in a classroom(s) or a school is the result of the close contact investigation. However, these determinations will be made on an individual school-by-school basis due to multiple factors that potentially impact the final decision. These factors include, but are not limited to:
  - o Number of COVID-19 confirmed linked or unlinked positive cases of students and staff;
  - o Potential exposure to other students and employees identified through contact tracing;
  - o Ability to sanitize the school-site prior to the return of students and staff;
  - o Potential for outbreak; and community factors.
- These protocols may be changed by School Operations based on updated CDC guidance. These changes will be shared with UTD prior to implementation.

Employees who are asked to quarantine due to direct exposure shall follow quarantine procedures consistent with Centers for Disease Control and Prevention (CDC) guidelines. The District shall maintain a dashboard of self-reported and positive cases by location for students and employees who are physically present.—Upon request, UTD shall be provided with a report of the number of non-MSO employees and students currently quarantined per location. The report shall be provided within one business day. If a school location has a majority of the non-MSO population quarantined, the school principal, in consultation with School Operations will determine if the school shall pivot to MSO for the duration of the quarantine period. The principal will communicate this decision with the Designated Building Steward prior to communicating with the staff. Pivoting to full school MSO for the quarantine period can provide for enhanced safety as well as improved continuity of education when exposure is so widespread and lesser actions are untenable due to the increased disruption of the learning environment. In alignment with Emergency Order No. 2020-EO-07, once a school-site operational quarantine is warranted, all details will be shared with the Commissioner of Education. Competitive athletics and activities may continue with students who are not on an official COVID quarantine.

*Quarantine.* Employees who are asked to quarantine due to Direct Exposure (<6 feet for ≥ 15 minutes) to a COVID-19 positive individual at the workplace, may work remotely, if possible. Their attendance will be recorded as Temporary Duty, if working remotely, and the comment “Working remotely due to workplace exposure” should be indicated in the comment portion of the leave card until they obtain a doctor’s note allowing them to return to work. If working remotely is not an option, the employee will be provided the application and given assistance in acquiring benefits under the Families First Coronavirus Response Act (FFCRA). While the FFCRA expired December 31, 2020, M-DCPS will partially extend this opportunity for full-time and part-time employees with up to ten (10) days of paid sick leave through March 31, 2021. This benefit is available to employees who are unable to work, including unable to telework for the following reasons:

- (1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- (2) has been advised by a health care provider to self-quarantine related to COVID-19
- (3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- (4) is caring for an individual subject to an order as described in (1) and (2) above

Employees should not be harmed financially based on exposure to COVID-19 at work. If FFCRA is extended beyond March 31, 2021 by the Federal Government, the parties agree to meet to discuss an extension/replacement of the current policy the week of April 5, 2021.

- If an employee’s return to work is hindered due to an inability to obtain a medical clearance because of delayed testing results, the employee may work remotely, if possible. Their attendance will be recorded as Temporary Duty, if working

remotely, and the comment "Working remotely while seeking medical diagnosis" should be indicated in the comment portion of the leave card until they are cleared to return which should occur within a reasonable time period. If working remotely is not an option, the employee will be provided the application and given assistance in acquiring benefits under the Families First Coronavirus Response Act (FFCRA). While the FFCRA expired December 31, 2020, M-DCPS will partially extend this opportunity for full-time and part-time employees with up to ten (10) days of paid sick leave through March 31, 2021 consistent with the reasons identified for FFCRA. Employees should not be harmed financially based on exposure to COVID-19 at work. If FFCRA is extended beyond March 31, 2021 by the Federal Government, the parties agree to meet to discuss an extension/replacement of the current policy the week of April 5, 2021.

Given the priority of health and safety of employees and students, the parties agree to meet every other week to discuss COVID safety concerns.

### **Curriculum and Schedules**

The ability to pivot between a distance learning experience and an in-school learning experience is imperative to the continued academic success of students. A consistent curriculum, communication platform, and schedule are essential components to ensure that pivoting between delivery models is successful. As such, Microsoft Teams and Zoom through Microsoft Teams, both accessed through district accounts, will be the required communication platforms for the instructional delivery of distance learning during the 2020-2021 school year with the exception of Dual Enrollment courses that require the platform of the university or college. Teachers will continue to utilize the District's pacing guides and curricular resources for instruction and will have the discretion to utilize other supplemental resources to enhance their instruction and communication. While schoolwork, assignments, and instructional delivery must be delivered through Microsoft Teams, or Zoom through Microsoft Teams, teachers may also use other familiar tools for additional communication that points students and parents back to the required platforms.

**Lesson Planning and Preparation.** Teachers will provide, maintain, and share their five days of emergency lesson plans with the school-site administrator and substitute locator according to the directions given by the school-site. Additionally, in order to provide access to substitutes in their absence, teachers will include the "Team Code" for each Microsoft Teams (class) they instruct in the Emergency Lesson Plans and will enable the administrator(s) and substitute locator as an "Alternate Host" of the class for all Zoom sessions. The substitute locator will share the Zoom link and "Team Code" with the temporary instructor. Teachers may pre-record lessons for students to follow when teachers are absent. No recorded lessons shall include students. All other contractual provisions will be followed. Teachers will participate in meetings to develop the Distance Learning Implementation Plan for students with disabilities who have an IEP, but the LEA will be responsible for completion of any required documents.

**Student Attendance.** Teachers will continue to record student attendance in the electronic gradebook. However, similar to secondary teachers, elementary teachers will also record student attendance each time they receive a new set of students. Teachers will contact school administrators to communicate any student issues relative to inability to login that may affect their attendance. When students must quarantine due to possible exposure, instruction should continue as usual for MSO classes and classes being taught through dual modalities where the student can participate remotely. For face-to-face classes, teachers may choose to implement the class through a dual modality model; the students may be scheduled temporarily into an existing MSO class either with or without a formal schedule change; other appropriately certified personnel may provide instruction during the class period; the teacher of record or other certified personnel may pre-record lessons to view during class time; the teacher of record or other certified personnel can provide online links that present the content at a standards-based level; or, if the previously mentioned options are not feasible, teachers may send students work to complete while they quarantine, but must provide students the opportunity to seek clarification and support regarding the assignments. Teachers may not be required to teach classes via dual modality for any reason.

We understand the impact on student performance of increased student attendance and participation during the pandemic. We also understand that home visits are an important part of supporting student success, they should be conducted in a safe manner by employees in job codes where job descriptions include home visits. Therefore, safety protocols and guidelines will be provided to employees conducting home visits.

### **Professional Development**

The district will provide research-based professional development to UTD bargaining unit members to address their mental well-being and strategies to avoid burnout. All employees will have access to at least two sessions. UTD agrees to waive the MPP requirement for this professional development.

### **Duration and Renewal**

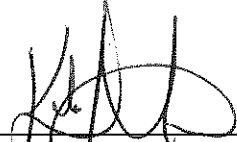
The provisions of this LOU expire the last workday of the 2020-2021 school year for ten month employees. Both parties agree to revisit the LOU for summer school and for the 2021-2022 school year if needed, based on Centers for Disease Control and Prevention updates. Similarly, both parties agree to revisit the LOU should the Florida Department of Education impose additional mandates.

MIAMI-DADE COUNTY PUBLIC  
SCHOOLS

 2/10/21

Mr. Jose L. Dotres Date  
Chief Human Capital Officer  
Office of Human Capital Management

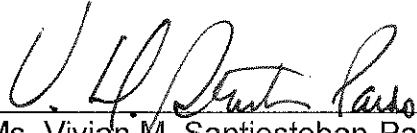
UNITED TEACHERS OF DADE

 2/10/21

Ms. Karla Hernandez-Mats Date  
President

 2/10/21

Dr. Sylvia J. Diaz Date  
Chief Academic Officer  
Office of Academics and Transformation

 2/10/21

Ms. Vivian M. Santiesteban-Pardo Date  
Assistant Superintendent  
Office of Labor Relations and  
Compensation Administration