

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding

Pandemic Emergency Planning

The Department of Defense Education Activity (DODEA) and the Federal Education Association (FEA), hereafter referred to as the "parties", hereby agree to the following concerning the implementation of DODEA pandemic planning. The purpose of this Memorandum of Understanding is to establish a uniform policy regarding the plans for continuing the education process for students and school operations in the event of extended school closures.

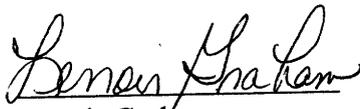
The parties agree that it is in the best interest of all parties concerned to establish a uniform DoDEA wide policy that establishes the procedures to be utilized by labor and management for developing school-level pandemic emergency instructional plans.

Provisions:

1. The schools will review and revise the pandemic plans by the end of the first semester of SY 2010-2011 in compliance with this MOU.
2. Each school plan will identify the authority responsible for declaring a pandemic emergency and the circumstances for officially activating the plan for closure of schools and cancellation of classes. School plans will not normally be implemented unless the school closure is announced to last 5 days or longer.
3. DoDDS school principals will establish a team consisting of the school FEA Facility Representative Spokesperson (FRS), the school liaison officer and other stakeholders as deemed necessary to participate in the development of an emergency plan in accordance with DODEA's instructions for emergency instructional plan guidelines for school closures due to a pandemic threat.
4. If it is required that participation in the pandemic planning and implementation is conducted outside their duty day, educators will be compensated for the additional days at their regular daily rate.

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5. In case of school closure, extraneous expenses incurred by an educator in accordance with plan requirements for the duration of the school closure can be submitted to the principal for reimbursement.
6. The school pandemic emergency plan will normally include operational considerations, such as: measures to ensure safety and health of staff and students, requirements for students receiving and submitting school assignments, provision for student instruction, continuity of educational services and instruction, grading students, continuation of extracurricular activities, keeping attendance for staff and students and management of other events that bring large groups of students and/or school staff into close proximity with one another .
7. School pandemic plans will address procedures to ensure a continuity of operations including time and attendance reporting for payroll, management of work schedules and other related matters for the administration of the school staff.
8. The parties understand that during the closure of schools the parties will continue to apply and to be bound by the terms and conditions of the Collective bargaining agreement between FEA and DODEA.
9. Educators will not be required to meet in places that have been considered unsafe by the appropriate military medical officer.
10. Principals will collaborate with the FRS to address grading policies and will have the authority to modify the existing DODEA policies and administrative instructions related to assigning and reporting grades for the duration of the school closure.
11. School administration will coordinate with the appropriate military personnel regarding procedures to distribute work to parents/students.
12. No additional work or action beyond what is reasonably expected of an educator will be required for students who fail to complete assignments during the closure.
13. The parties agree to make every effort to resolve any disputes that arise at the organizational level where they arise prior to forwarding the matter to the next level.



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Michael Priser
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