

BERGEN COMMUNITY COLLEGE
MEMORANDUM OF UNDERSTANDING (MOU)

Bergen Community College ("College") and the Bergen Community College Administrators Association ("BCCAA") and the Bergen Community College Professional Staff Association ("BCCPSA"), collectively ("the Parties") mutually agree to establish a temporary, college-wide Emergency Sick Leave Donation Program permitting all full-time employees to voluntarily donate portions of their accrued sick leave to an employee who has exhausted all of their accrued leave during a period of recovery due to a catastrophic illness or injury which necessitates prolonged absence from work.

A full-time employee without sufficient paid time off to cover the prolonged absence from work due to a catastrophic illness or injury may receive sick days from the Emergency Sick Leave Donation Program, provided they have completed two full years of continuous service at the College. Emergency medical circumstances shall be determined on a case-by-case basis by the Office of Human Resources. The affected employee can request days from the Emergency Sick Leave Donation Program *after* consultation with the Benefits Administrator at the onset of the leave.

Any employee who has been employed for more than two years with leave balances that are greater than or equal to ten (10) sick days, may voluntarily donate up to five (5) of their own accumulated and earned sick days to the Emergency Sick Leave Donation Program. Additional days may be allowed but will be subject to administrative review. Said sick days shall be subtracted from the donating employee's accumulated and earned sick days and be deposited into the requesting employee's leave balance. Donations shall be made by completing an Emergency

Sick Leave Donation form and returning it to the Office of Human Resources.

A maximum of one-hundred (100) sick days per medical emergency occurrence may be transferred to a requesting employee's leave balance. Employees shall be eligible to receive donated leave for more than one medical emergency occurrence under the same process described above within the fiscal year.

The temporary Emergency Sick Leave Donation Program shall commence on November 1, 2020 and remain in effect until negotiations between the College and the BCCFAA, BCCAA, BCCPSA and BCCSSA have been ratified.

IN WITNESS WHEREOF the Parties hereto set their respective hands and seals, this 18 the day of December, 2020.

Anthony Ross
for Bergen Community College, Anthony Ross, Interim President,

12/18/20
Date

Barbara Hamilton-Groves, President
for Bergen Community College Administrators Association

12-18-2020
Date

Bergen Community College Professional Staff Association

Date