

**MEMORANDUM OF UNDERSTANDING**  
**COVID-19 Pandemic Operations & Use of Leave**  
**Effective 2/22/2021**

**Between**  
**Bates Technical College, District No. 28 and the**  
**International Union of Operating Engineers Local 302 Facilities & Operations**

Bates Technical College, District No. 28 ("College") and International Union of Operating Engineers Local 302 have an interest in continuing to change the scheduled days off and subsequently the official calendars:

NOW, THEREFORE, in consideration of the foregoing premises and of the mutual covenants hereinafter set down, the parties agree as follows:


1. All provisions of the Agreement not amended by this Memorandum shall remain in full force and effect from July 1, 2017, through June 30, 2021.
2. The previously scheduled day off, the Friday before Spring Break, will be removed as a paid day off starting this year 2021.
3. Corresponding hour's specific to the employee type will be added to their Personal Leave accrual bank and will remain as added time here forth.
  - a. **Example:** For a full-time employee the Personal Leave balance will increase by 8 hours annually.

This Memorandum is subject to ratification by Union membership. WHEREFORE the parties hereto hereunder set their signs and seals as follows:

BATES TECHNICAL COLLEGE  
District No. 28

International Union of Operating Engineers  
Local 302 Facilities and Operations

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Cindy Higginbottom  
Director of Human Resources

Jose Miranda  
Union Representative

Dated Signed: /

Dated Signed: 3-3-2021