

**MEMORANDUM OF AGREEMENT
BETWEEN
MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
AND
UNITED FOOD AND COMMERCIAL WORKERS, LOCAL 1994
MUNICIPAL AND COUNTY GOVERNMENT EMPLOYEES ORGANIZATION:
NOTICE 22-08**

The following Memorandum of Agreement (“Agreement”) is entered into between the Maryland-National Capital Park and Planning Commission (“M-NCPPC” or “Commission”) and the United Food and Commercial Workers, Local 1994, Municipal and County Government Employees Organization (“MCGEO”) (hereinafter referred to collectively as the “Parties”) concerning the application of Notice 22-08 to MCGEO-represented employees of the Commission.

AGREEMENT

WHEREAS, The M-NCPPC and MCGEO are parties to a Collective Bargaining Agreement covering the Service/Labor, Trades, and Office Bargaining Units;

WHEREAS, Article 21 of the Collective Bargaining Agreement addresses the use of administrative leave;

WHEREAS, The Coronavirus (“Covid-19”) has presented an unforeseen set of events without any precedent in Commission history;

WHEREAS, Due to the spread of the latest BA-5 COVID-19 variant throughout the State and counties, there has been another rise in the number of employees who are testing positive for COVID-19. There has also been an increase in the number of individuals who are required to quarantine due to exposure to the disease;

WHEREAS, In August 2022, the Commission issued Notice 22-08 (attached hereto). This Notice addresses the use of administrative leave by boosted, non-represented Merit and Term Contract employees. Notice 22-08 identifies that in certain situations, and for a stated period of time, eligible employees can seek administrative leave because they have been directed to quarantine;

WHEREAS, The Commission and MCGEO have conferred and agree that is in the best interest of the Commission and its workforce to permit Commission employees represented by MCGEO to participate in the benefits set forth in Notice 22-08.

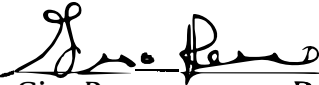
NOW, THEREFORE, the parties agree as follows:

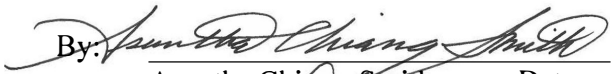
1. Effective upon the signature of both parties below and continuing until December 31, 2022, the terms of Notice 22-08 shall be applicable to Commission employees in the Service/Labor, Trades, and Office Units;
2. Except as set forth above, this Agreement shall in no way modify either the existing terms of current Covid-19 agreements between the parties or any portion of the Collective Bargaining Agreement;
3. Both parties execute this Agreement freely and voluntarily, without relying upon any representation other than those expressly set forth in this Agreement;
4. This constitutes the full and complete Agreement between the parties related to this matter. Any proposed changes or additions to this Agreement will not become effective unless and until they are reduced to writing and signed by the party to be bound.

IN WITNESS, WHEREOF, the Parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this 26th day of August 2022.

United Food and Commercial Workers,
Local 1994, Municipal and County
Government Employees Organization

Maryland National Capital Park
and Planning Commission

By:  8/29/22
Gino Renne Date
President

By:  8/29/22
Asuntha Chiang Smith Date
Executive Director

NOTICE

No. 22-08

Issue date: August 3, 2022

Asuntha Chiang-Smith
Executive Director

ADMINISTRATIVE LEAVE FOR BOOSTED EMPLOYEES WHO ARE DIRECTED TO QUARANTINE (Non-Represented Merit and Term Contract Employees)

The Maryland-National Capital Park and Planning Commission (M-NCPPC) encourages employees who are eligible to receive the COVID-19 booster to do so. Therefore, the Commission is providing administrative leave to assist those who are fully vaccinated and boosted¹ according to the Centers for Disease Control and Prevention's (CDC) recommendations.

To qualify for this benefit, an employee must submit proof of having received the recommended COVID-19 booster shot(s) by October 3, 2022, using the following link: <https://mncppconpoint.service-now.com>.

Effective immediately, through the end of December 31, 2022, fully vaccinated and boosted non-represented Merit System and Term Contract employees who are unable to work on-site or telework, may request administrative leave if directed to quarantine by the agency's Risk Management Office due to:

- A. A positive COVID-19 test, or
- B. Exposure to COVID-19.

This administrative leave may be provided, regardless of the number of qualifying events.

To request and process the administrative leave:

1. The employee must inform their supervisor of a positive COVID-19 test or exposure event. Note: The supervisor must immediately report the positive COVID-19 test or exposure event to the Risk Management and Workplace Safety Office at 301-454-1781. The Risk Management and Workplace Safety Office will then report the case to the respective County health department and obtain guidance regarding the affected employee.
2. The supervisor will confirm the employee's boosted status with the respective departmental Human Resources Manager, before approving the leave.

¹ At this time, per the CDC, an individual is "fully vaccinated" two weeks after the second dose of the Pfizer or Moderna vaccine, or two weeks after the single dose required for the Johnson & Johnson vaccine. One booster shot is recommended for everyone ages 5 and older after completing their COVID-19 vaccine primary series. Two booster shots are recommended for adults ages 50 and older and people ages 12 and older who are immunocompromised. See: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>. The Commission reserves the right to revise the definition of "fully vaccinated" and recommendations for booster shots, as these are updated by the CDC.

The agency reserves the right to request medical documentation from a licensed medical provider of a positive COVID-19 test or potential exposure event. All reports of positive COVID-19 tests and suspected exposure events are reported to the respective County health department.

Employees are strongly cautioned against providing false information. In addition, a Commission employee who submits a fake certificate may violate a variety of Maryland fraud statutes, as well as several Commission policies, resulting in discipline up to and including termination.

The policy for employees represented by the Municipal and County Government Employees Organization/United Food and Commercial Workers, Local 1994 (MCGEO), as well as, the Fraternal Order of Police, Lodge #30 (FOP) will be communicated as soon as an agreement has been reached.