



MANHASSET PUBLIC SCHOOLS

Gaurav Passi, Ed.D.
Superintendent of Schools

May 31, 2023

Dr. Rebecca Chowske, President
Manhasset Administrators and Supervisors Association
Manhasset Public Schools
200 Memorial Place
Manhasset, NY 11030

Re: Remote work pilot program for summer of 2023

Dear Dr. Chowske,

This letter will confirm our agreement regarding the creation of a remote work pilot program for the summer of 2023.

According to Article IX of the collective bargaining agreement, each job title within the unit has a defined number of working days, which includes workdays during the summer months. After mutual discussions, we agreed to create a pilot program that will allow MASA unit members to work a certain number of summer remote workdays, rather than commuting to their school building or the District Office. We agree that the terms and conditions of this remote work program will be as follows:

- The remote work program will be in effect from Monday, July 3, 2023 through Friday, August 18, 2023.
- Unit members may work one day remotely out of every five workdays scheduled during the program period. For example, a unit member scheduled to work 16 days within the program period may apply to work three of those days remotely.
- Requests to take remote workdays must be approved by each unit member's immediate supervisor but will not be unreasonably denied.
- Unit members may request remote workdays on a rolling basis but should request each remote workday at least one week in advance.

- On remote workdays, unit members shall remain accessible to colleagues, community members, or other contacts via telephone and e-mail in the same manner as in-office workdays. Unit members working remotely shall also remain available to join videoconferences, if needed, on short notice.

We further agree that this is a pilot program which will only be in effect during the summer of 2023. There is no obligation or expectation that the program will be continued in future summers.

We agree that all other terms and conditions in the collective bargaining agreement not modified by this side letter will remain in effect. We further agree that this side letter shall not be deemed precedent in any way, and it is not intended to establish any repeating practice between the District and MASA.

Finally, we agree that the complete terms of this side letter are subject to and contingent upon formal review, approval, ratification, and execution by the Board of Education. In the event that the Board of Education does not ratify and approve this side letter, it will become null and void and no adverse inference will be drawn against any party.

If the above comports with your full understanding of our conversations and the terms of our agreement, please so indicate by signing and returning one copy of this letter to my office.

Sincerely,



Dr. Gaurav Passi
Superintendent of Schools

For the Manhasset Administrators and Supervisors Association



Dr. Rebecca Chowske
President

Date: 6/1/23