

Memorandum of Understanding (MOU) Routine Remote Work

The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (the “School”) and The Maine Service Employees Association - SEIU (the “Union”) agree to the following memorandum of understanding regarding remote work status opportunities for bargaining unit members.


Time Frame: The entirety of the current Collective Bargaining Agreement.

Premise: Due to challenges with recruitment and retention within the operations department, the MECDHH/GBSD leadership team has developed this memorandum of understanding to assist with staffing challenges by providing eligible staff the opportunity for routine remote work.

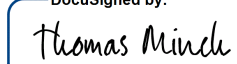
Eligible employees will be offered two days of remote work per week. Employees will be on-site three workdays per week, regardless of holiday, snow days, paid time off, or medical accommodation.

- A. Eligible employees include the operations department (business office, payroll/HR, IT, excluding maintenance), and administrative assistants.
- B. We will offer two days of routine remote work per week, which includes non-routine time worked under the current Non-Routine Remote Work MOU.
- C. Eligible employees will work with, and get approval from, their direct supervisor to ensure all direct department needs are met. Remote work schedules can be changed based on scheduling. Employees are expected to be responsive and available to their supervisor and colleagues.
- D. **An employee can be called in if needed.** The supervisor will make efforts to grant another day/hours within the same pay period.
- E. All expectations for employees working remotely are detailed in the current Non-Routine Remote Work MOU, and apply to this MOU.

All expectations and rights for employees working remotely are detailed in the current Non-Routine Remote Work MOU. This MOU does not reduce, replace, or negate the language outlined in the existing Non-Routine Remote Work MOU. All provisions of the current Non-Routine Remote Work MOU remain in effect.

Signed by:

D6315B1EAD1647A...

 MECDHH/GBSD Executive Director 8/28/2025
Date

DocuSigned by:

B483C492B3BF4C2...

 MECDHH/GBSD School Board Chair 8/28/2025
Date

Signed by:


1375251EDA74A6...

8/29/2025

MECDHH/GBSD MSEA Steward

Date