

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE METROPOLITAN MUSEUM OF ART AND
LOCAL 1503, DISTRICT COUNCIL 37, AFSCME, AFL-CIO
DURING THIS COVID-19 EMERGENCY PANDEMIC
MAY 2, 2020**

I. Designation/Procedures

The following Procedures will be effective at 12am on May 2, 2020 and will remain in effect through the ramp up period to full Museum operations or with a 72 hour notice by the Museum to the Union. Notwithstanding the forgoing, this agreement will terminate no earlier than 11:59 PM on July 2, 2020.

A. Buildings:

To fill the overall number of staff that management determines it needs in each shop and campus (Main-Breuer and Cloisters) during the closure and ramp up period, employees will continue to be selected based first on title (Foreperson, followed by Supervising Maintainer, followed by Maintainer, followed by Assistant Maintainer) within each shop and campus. Within each of those titles, employees needed for each shop and campus will be selected by seniority.

In Buildings shops other than Engineering, selected employees who continue working during the closure and ramp up period will primarily be assigned only to the day shift (8am-4pm), with four or five variations of days off. Selected employees will be able to sign up for those available shifts based on 1) title, then 2) seniority. These shifts will become the employees' "regular" shifts for the duration of the closure and ramp up period.

For other shops, The Museum will need flexibility in scheduling as the Museum ramps up activities (including but not limited to programming, special events and exhibitions) and determines operational needs. Shifts in this memorandum will continue until the Museum returns to offering a full schedule of activities. Schedule changes may be necessary to achieve the objectives of the operation. The MET shall notify the Union of any/all major scheduling changes.

The Engineering shop may use an array of additional staffing solutions to support its operational objectives in a time of limited staff:

- a. Implementation of alternating or rotating schedules where engineers work x# days in one week and x# days the subsequent week, including longer or double shifts with voluntary overtime until management determines it is not operationally feasible.
- b. If one or no engineer is available on a shift, Supervising Shop Foremen, Plumbers and/or Electricians may need to perform rounds and report findings to engineering management.
- c. At any point in this availability crisis, Breuer engineering staff may need to join a licensed engineer at the Main Building on rounds or to inspect for leaks and report issues to manager; (managers will limit Breuer staff exposure at the Main Building wherever possible.)
- d. If the above methods fail to meet core staffing needs, an engineering manager may need to perform rounds or to inspect for leaks and report issues.
- e. If the above alternatives are not sustainable, the Museum upon notice to the Union may exercise its right to utilize an outside contractor to cover uncovered shift(s).

- f. The Museum may continue in its recruiting efforts to hire new engineers with the possibility of the postponement of certain testing steps set forth in the CBA.

For the Buildings Department, Day-to-day call-outs and overtime staffing needs during the closure and ramp up period will continue to be filled utilizing existing wheel procedures among the staff members who have been selected to work.

B. Security:

All individuals in the Fire Safety and Locksmith Shops will be expected to continue to work during the closure and ramp up period. Locksmiths will follow Buildings rules, above. Fire Safety Officers will work on shifts determined appropriate by the Museum for the emerging operational model.

All Special Officers, Special Officer Candidates, and Supervising Security Officers (including those with senior titles) will be expected to continue to work. Until further notice, the following three shifts will be utilized (other than for Fire Safety and Locksmith): 8:30am – 4:30pm, 4:30pm – 12:30am, and 12:30am – 8:30am, with four variations of days off (Sun-Mon, Mon-Tues, Wed-Thurs, Fri-Sat). Within each campus and title, the Special Officers, Special Officer Candidates, and Supervising Security Officers will be able to sign up for those available shifts based on seniority. These shifts will become the selected employees' "regular" shifts until further notice.

If management determines that any Senior Security Officers or Security Officers are also needed during the closure and ramp up period, they will be selected based on campus, general shift type (Early, Late, or Day), title, and seniority, and they will be assigned to one of the closure shifts.

For the Security Department, The Museum will need flexibility in scheduling as the Museum ramps up activities (including but not limited to programming, special events and exhibitions) and determines operational needs. Shifts in this memorandum will continue until the Museum returns to a full schedule of activities. Schedule changes may be necessary to achieve the objectives of the operation.

With the anticipation of the installment of weapons detections systems, interested officers will be provided with the opportunity to be considered as Access Control Officers, which will be a covered title under the CBA. These Officers will also have Escort duties; the job description, pay rate and selection process will be discussed with the union.

Day-to-day call-outs and overtime staffing needs will continue to be filled utilizing existing scheduling procedures among the staff members who have been selected to work.

C. Staff in other departments:

Staff in other departments represented by DC 37 will be called to work based on campus, department, title, and seniority.

For other Departments represented by DC 37, The Museum will need flexibility in scheduling as the Museum ramps up activities (including but not limited to programming, special events and exhibitions) and determines operational needs.

