

## **Pandemic In-Shop Work Expectations**

*Passed by the Collective on 2/24/21*

For almost a year BICAS has been operating as an “essential services provider” during the COVID19 pandemic. At the beginning, we hoped that this would be a brief departure from our regular service model, however, as the pandemic slogs on, we need to acknowledge that it isn’t as temporary as we had hoped and we need to update our expectations and policies accordingly. Currently, every BICAS staff member’s regular job description does not reflect the current reality. This has made it confusing for staff to know what is expected of them and how to fulfill their job requirements during the COVID crisis.

Thus, following the passage by the Collective of a proposal on 2/24/21, the following guidelines shall supersede all staff members’ regular job responsibilities related to *in-shop work requirements* as outlined in their job description until the pandemic is over, or until the Collective changes the policy. Note that it does not necessarily supersede Coordinators’ core job responsibilities, which may or may not be in-person:

- a. All BICAS staff are expected to work a minimum of 2 shop shifts per week (11 hrs/wk).
- b. All BICAS staff are expected to work on customer repairs for a minimum of 2 hours per week.
- c. All BICAS staff are expected to work a minimum of 2 additional in-shop hours per week in any of the following areas (not including the 1 hour of cleaning per week already required):
  - Donation processing (cleaning, sorting, pricing)
  - Bike stripping
  - Floor Bike Building
  - Online Sales in-shop facilitation
  - Any other in-person work as needed (scrap runs, shop repairs, etc.)

**This comes to a total of 15 hrs/wk of required minimum in-shop work, not counting an additional 1 hr/wk for cleaning.**

### **2. Exemptions (attached to all proposals, if approved):**

In order to request an exemption from any in-shop requirement, staff should fill out the [Pandemic Work Exemption Request Form](#) and put it on the next agenda for Collective approval. Exemptions may be requested for the following reasons:

- a. **Program Coordination** - Program Coordinators may go down to 1 shop shift per week, with the Collective’s approval, in order to have sufficient time to do their Coordinatorship. This may change seasonally.
- b. **Increased COVID Risk** - Those staff who have [certain health conditions](#) that may put them at higher risk of serious illness as a result of COVID19 exposure may request an exemption from working some or all in-person shifts. No proof is

currently required, but staff are expected to make the request based on current available scientific evidence, such as the [CDC guidelines](#), which may change as they learn more about the virus. This exemption may include folks within the immediate “pod” of staff who have high-risk conditions. They are encouraged to still fulfil the off-shift in-shop expectations if possible.

- c. **Caretaking Obligations** - Those who care for children, seniors, or other dependents may request a lesser shift load and/or exemption from working shop shifts as long as other caretaking facilities remain closed/schools remain closed due to the pandemic and/or as long as it is unsafe for them to return to facilities/school due to the health risk to their household created by COVID19. They are encouraged to still fulfil the off-shift in-shop expectations if possible.

If a staff member feels they cannot do *any* on-site work, they must get approval from the Collective for 100% remote work and they are expected to log the agreed-upon minimum hours per week in areas conducive to such work, such as fundraising, finance, outreach, IT, etc. For purposes of support and transparency, they must coordinate and report back about their admin/Collective work and projects regularly within an appropriate committee.

\*Staff already operating fully or partially as remote workers would get to continue as previously until the next Collective meeting after they have submitted their “application,” during which it will be discussed and decided on. Any staff already operating as such would need to apply within *one month* of the passage of this proposal in order to continue their remote work with BICAS.

### **3. Trades (attached to requirements b & c):**

In order to acknowledge that people gravitate towards certain kinds of tasks, staff may “trade” their off-shift work hours with other staff. For example, if Staff #1 loves to do repairs and Staff #2 really doesn’t like to or doesn’t feel confident, these two staff may swap their repair & processing hours, so Staff #1 would then do 4 repair hours (minimum)/week and staff #2 would do 4 processing/other in-person hours (minimum)/week.