



MSU APA/MEA/NEA  
3474 Alaiedon Pkwy., Suite 400  
Okemos, MI 48864  
(517) 999-4004

## [A Word from the APA President](#)

APA 2018 – 2021 Health Care & Wage Increases

## [Legislative Committee Update](#)

Resources for this very important election!

## [Your Fellow APs](#)

Meet Fellow APA member Lisa D. Frugé, Project Events Coordinator at African Studies Center (ASC) and Alliance for African Partnership (AAP).

## [Area Representative Spotlight](#)

Meet Tiffany Norwood, AR - In - Training!

## [New COVID Information](#)

Recently release information for you - Epidemic order and social gathering guidelines.

### Calendar

#### **APA Executive Board**

Location TBD  
November 10 | 2:00 pm

#### **APA Annual Membership Meeting**

Location TBD  
November 10 | 5:00 pm

## A Word from the APA President

### APA 2018 – 2021 Health Care & Wage Increases

The APA has confirmed that the base wage increases for this year and the next year of our joint wage and health care agreement will be 2.75%. Those increases will be realized for all APA members in October 2020 and 2021. These are contract raises and cannot be taken away without your approval.

As a reminder, the APA negotiates our contracts that ensure fully funded health care, a minimum salary by grade level, and annual eligible base wage increases. Health care will continue to be fully MSU-funded with no employee premium for the base plan for single, double, and family coverage through December 31, 2021.

Our benefit package is a combination of the Memorandum of Understanding (MOU) between the University and the Coalition of Labor Organizations at MSU and our Administrative Professional Association (APA) contract. Under the MOU our healthcare benefits and the annual raise percentages are included. Under our APA contract, the APA member benefits are defined specifically for those in APA positions, including the minimum wage for the specific levels. It is noteworthy that the APA contract works as a floor and there is no ceiling for the salary increase amount or maximum annual salary.

For October 2022, under the MOU, the health care cost increase will continue to be measured using the average union member health care cost increase. As with this notice, once we know the health care cost increase for each measuring year and the associated base wage increase amount, we will communicate with the APA membership accordingly. The MOU is due to expire on December 31, 2021 and we will be part of that negotiation. Our APA contract is a 4-year contract and expires September 1, 2023.

### A More Detailed Explanation of the October raises

The APA wage increases for the coming years are as follows:

- October 2020: 2.75% subject to 40% of the wage increase provided automatically and 60% of the wage increase provided through application of management's merit pay guidelines.
- October 2021: 2.75% subject to 40% of the wage increase provided automatically and 60% of the wage increase provided through application of management's merit pay guidelines.

While 100% of the funds negotiated by the APA for annual wage increases must be distributed in full to APA members each year in October, a department is fully permitted under the APA contract to provide a greater wage increase in October, or extend an out-of-cycle wage increase in any month, provided the department accounts for the funding in their budget and it is processed through HR.

### Further Questions?

We hope that the above information helps inform your understanding of the upcoming annual APA wage increases and fully funded health care coverage. You can review a copy of the entire joint wage and health care agreement on the APA website at:

<http://www.msuapa.org/wp-content/uploads/2018/01/Final-JHCC-MOU-2018-2021.pdf>

## Legislative Committee Update

I hope all is well with you and your families during COVID 19.

The general election on November 3<sup>rd</sup> is fast approaching. Please make a plan to vote! Early voting has already started. **Remember, you do not need a reason to vote early with Michigan's new voter law.**

It is recommended that you request an absentee ballot online or in-person, due to mail delays at this point. **Note, you can request your ballot in person from your clerk's office now until November 2, 2020.** Voting absentee is a safe way to vote to protect your health, and the process is secure and accurate. **How to request an absentee voter ballot:** First, you must be a registered voter. You can [register to vote online](#) until October 19th, 2020. From October 20th through November 3<sup>rd</sup>, you can still register to vote with your local clerk with proof of residency. **Note:** your clerk's office will be open the Saturday before the election. Check with your clerk's office for their office hours. If you are already registered, you can request your absentee ballot online from either the [Michigan Secretary of State website](#) or the [Ballot Power website](#). The Ballot Power website tracks your ballot online. Requested ballots were mailed out on September 24, 2020. **If you have not received your requested ballot, contact your clerk's office.**

Once you complete your ballot, it is recommended that you **return your ballot in-person** to ensure that your ballot is received in time. Many area clerk offices will have drop boxes to avoid personal contact. If you choose to mail in your ballot, it is recommended that you **mail it back no later than October 12th**. In Michigan, the ballot must be returned to the clerk's office **on or before Election Day**.

We respect the divide between business and personal matters, and this is why we are sending this information to your personal email address. Please be aware that no union dues are ever spent on political matters, such as partisan campaigning. If you are interested in learning more about the Michigan Education Association (MEA)'s Political Action Committee (PAC) and their recommended candidates, please visit [this link](#). In these uncertain times, engagement is more important than ever. Participate, because your vote matters!

In Solidarity,

The Legislative Committee of the MSU-APA

### Summary of Resource Links

MEA's Political Action Committee and Recommended Candidates: <https://pac.mymea.org/>

Register to Vote Online: <https://mvic.sos.state.mi.us/RegisterVoter>

More about Absentee Voting/Vote by Mail: [https://www.michigan.gov/sos/0,4670,7-127-1633\\_8716\\_8728-21037--,00.html](https://www.michigan.gov/sos/0,4670,7-127-1633_8716_8728-21037--,00.html)

Ballot Power: <https://ballotpower.org>

For Information about the Election: <https://www.vote411.org/>

## Your Fellow AP's



### Meet Fellow APA Lisa D. Frugé

1. **What is your job title?** - Project Event Coordinator
2. **How long have you been at MSU?** – 24 years
3. **Have you been a member of the APA the whole time?** - No
4. **What department do you work in, and can you tell me a little bit about what you do?**

African Studies Center (ASC) and Alliance for African Partnership (AAP). I work with the ASC and AAP directors and other colleagues at MSU and in Africa to implement all logistics pertaining to creating and carrying out Africa-related events and meetings at MSU, the surrounding communities, and on the African continent. Before COVID-19, this included traveling to various countries in Africa to manage logistics. Currently, during COVID-19, I have worked closely with my colleague in the AAP to become an (almost) expert at running zoom meetings and webinars.

## Area Representative Spotlight

### Area Representative (AR) Spotlight – Tiffany Norwood, AR – In – Training

#### What is your job title?

Executive Staff Assistant to the Senior Associate Vice President of Research and Innovation

#### What area of campus (this refers to the area rep info on the APA website, like, East, South, North, etc.) building and department do you work in?

I work in the Administration Building, Vice President of Research and Innovation Office

#### How long have you been at MSU?

19 years

#### How long have you been an Area Representative?

I've been an AR in training for 2 months.

#### Why is being a member of the Union important to you and what value does it bring?

I believe there is strength in numbers. If you are able to bring together a group of people with common interests, they can make things happen, as we have seen during this pandemic.

#### What words of advice do you have for the new hires at MSU?

My advice to new hires would be to number one, join your union. Stay up-to-date with the benefits offered by the university and your union.

#### What do you love about working at MSU?

I love the beauty of the campus. I really miss taking walks along the Red Cedar River, the fall colors are beautiful this time of year. I also enjoy the opportunities for professional development. Since I have been on campus, I have completed my bachelor's degree. I have taken numerous MSU professional development courses.

#### What do you like to do when you are not at work?

I love listening to music. I enjoy all genres.

People would be surprised to know I am skilled at cooking.

I have one pet, a dog.

My favorite area restaurant is Texas Roadhouse and my favorite dish is the fried catfish filets.

My hobbies include gardening.

My favorite junk food is popcorn because it is a versatile snack. You can make it sweet by adding caramel or savory by adding garlic and pepper.

*The AR's are appointed by the Executive Board and their role is to assist with distributing APA materials and information and to serve as a resource for members. AR's are assigned to a geographic area of campus, so if there is not an AR in your immediate building, you can find one nearby. For a list of AR's go to <http://www.msuapa.org/about/area-representatives-2/>*

# MDHHS EPIDEMIC ORDER **OCT. 29**



## Limits on attendance at residential gatherings.

INDOORS: UP TO 10 PERSONS

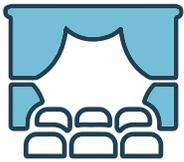
OUTDOORS: UP TO 100 PERSONS

- Indoor gatherings of up to 10 persons and outdoor gatherings of up to 100 persons at a residence are permitted (face masks are strongly recommended).

## Limits on attendance at non-residential venues.

INDOORS

- Indoor gatherings occurring at a non-residential venue are permitted only if:
  - FOR FIXED SEATING: No more than 500 persons are gathered, and attendance is limited to 20% of the seating capacity of the venue.
  - WITHOUT FIXED SEATING: No more than **50 persons** are gathered, and attendance is limited to 20 persons per 1,000 square feet in each occupied room.
  - All persons at the gathering wear a face mask.
  - **Only six people are permitted at each table.**



OUTDOORS

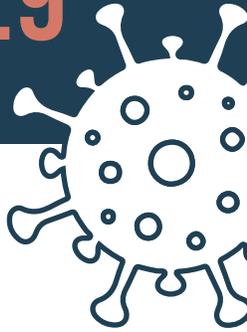
- Outdoor gatherings up to 1,000 persons occurring at a non-residential venue are permitted only to the extent that the organizers and venue:
  - FOR FIXED SEATING: limit attendance to 30% of seating capacity.
  - WITHOUT FIXED SEATING: limit attendance to 30 persons per 1,000 square feet, including within any distinct area within the event space.
  - Require that each person at the gathering wear a face mask.



“Gathering” means any occurrence where two or more persons from more than one household are present in a shared space. Incidental, temporary gatherings (such as at a store, airport, or food service establishment) are excepted. All gatherings must include 6 feet of social distance between households.

## Face masks are still required.

Businesses, government offices, schools, child care organizations, operators of public transit, and all other gathering organizers must not allow indoor or outdoor gatherings of any kind unless they require individuals to wear a face mask. These entities may not assume that someone who enters the business without a face mask falls in one of the exceptions; but may accept an individual’s verbal representation that they are not wearing a face mask because they fall within a specified exception.





## Capacity Limitations



- Gatherings at public facilities, such as a retail store, library or museum, may not exceed 50% total occupancy limits.
- Gatherings at recreational sports and exercise facilities, such as gyms, fitness centers, recreation centers, bowling centers, roller and ice rinks, and trampoline parks, may not exceed 25% of total occupancy limits and are not allowed unless there is at least six feet between workout stations.
- Gatherings at professional sports and entertainment facilities, including arenas, cinemas, concert halls, performance and sporting venues, stadiums and theaters, are allowed only if the venue can ensure there is six feet of distance between patrons not of the same household.
- Gatherings at outdoor pools must not exceed 50% of capacity limits, and at indoor pools must not exceed 25% of capacity limits.
- Gatherings at non-tribal casinos may not exceed 15% of total occupancy limits.
- In-person work is prohibited if work activities can feasibly be completed remotely.



## Food Service Establishments

### INDOOR COMMON AREAS AND SEATING



- Must not exceed 50% of normal seating capacity.
- Must maintain six feet of distance between each party. **No more than six people per table are allowed.**
- **Must collect names and phone numbers to assist with contact tracing.**
- Close indoor common areas in which people can congregate, dance, or otherwise mingle.
- Prohibit indoor gatherings anywhere alcoholic beverages are sold for consumption onsite, except for where parties are seated and separated from one another by at least six feet, and do not intermingle.

## Organized Sports

### FACE MASKS AND DISTANCE



- Athletes must wear face masks (except when swimming) or consistently maintain six feet of distance from others.
- Follow live audience limits (two per player or as described in attendance limits).
- Athletes can also fulfill their face mask requirement by complying with more detailed MDHHS guidance ([bit.ly/Contact\\_Sports](https://bit.ly/Contact_Sports)).

To read the complete MDHHS **Oct. 29, 2020, Epidemic Order**, visit [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus). Questions or concerns can be emailed to [COVID19@michigan.gov](mailto:COVID19@michigan.gov).

Michigan Department of Health and Human Services (MDHHS) has issued this order under a law first enacted by the Michigan Legislature after the Spanish Flu of 1918, specifically to deal with epidemics. This gives the MDHHS director broad authority to take actions by emergency order to protect the public health during an epidemic. To reduce confusion following the recent Michigan Supreme Court decision, MDHHS issued orders following existing executive orders as much as possible under the different law to prevent and control the spread of COVID-19.

# SOCIAL GATHERING GUIDANCE OCT. 29

## When socializing with friends or family:

**Get together outside whenever possible.** Risks are up to 20 times higher inside.

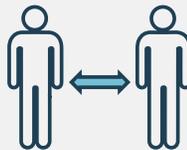
**If you do get together inside, include no more than two households and never more than 10 people.**

**If you feel sick, don't go.**

### Follow these rules whenever you can:



Wear a mask – only take it off when you eat or drink, then put it back on.



Stay six feet apart.



Limit time together indoors – more time = more risk.



Keep voices down – shouting or cheering can increase COVID-19 in the air by up to 30 times.



Wash hands regularly and do not share utensils.

**After a gathering, monitor yourself for symptoms of COVID-19. If anyone in the group feels sick, get tested.**

For more information about social gatherings, visit [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus).  
Questions or concerns can be emailed to [COVID19@michigan.gov](mailto:COVID19@michigan.gov).

COVID-19

# MDHHS EPIDEMIC ORDER OCT. 29

MDHHS has issued orders under a law first enacted by the Michigan Legislature after the Spanish Flu of 1918 specifically to deal with epidemics. Note that the Supreme Court struck down a different, broader law.

## Under MDHHS's epidemic order:



**1** **Masks** must be worn over nose and mouth in gatherings of two or more people, including stores, offices, schools and events. Businesses cannot admit people without masks, with few exceptions.



**4** **Organized sports** require masks (except for swimming) and have gathering limits.



**2** **Capacity** limits apply to indoor and outdoor gatherings, including business, social and recreational settings. **They're stricter inside.**



**5** **Employees** who can work from home must do so.



**3** **Restaurants and bars** must limit capacity for gatherings, **may only seat six people per table**, may only serve alcohol to parties who are seated, and must keep tables six feet apart.



**6** **Contact tracing:** Many businesses, **including bars and restaurants**, must collect phone numbers from their customers so they can be contacted in case they are exposed to someone who is ill.

**All regions are in Phase 4 of reopening. The same rules now apply to all of Michigan.**

To read the complete MDHHS Oct. 29, 2020, Epidemic Order, visit [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus). Questions or concerns can be emailed to [COVID19@michigan.gov](mailto:COVID19@michigan.gov).