

**Letter of Understanding
between
Edmonds School District
and
Edmonds CSS of Public School Employees**

The following agreement made and entered into between the Edmonds School District and the PSE/SEIU, Local 1948 concerning the mandatory closing of schools by Washington State Governor Inslee due to COVID-19 through the end of the school year. This agreement is intended to cover the period beginning April 27, 2020 through August 31, 2020, and is in addition to previously agreed to Collective Bargaining Agreement, and is subject to the following:

- I.** Any regularly assigned classified employee that meets one or more of the high-risk criteria will be permitted to work from home on related or alternative work as assigned by their supervisor. The allowance to work from home will be in place throughout the recommendation from the health department or through August 31st, whichever comes first. Pay and benefits will remain whole while qualifying as high-risk. High-risk criterion as defined by Public Health include:
- A.** People who are 60 years and older;
 - B.** People who are pregnant;
 - C.** People with weakened immune systems; or
 - D.** People with underlying chronic health conditions, including heart disease, lung disease, or diabetes

Beginning April 27, 2020, employees who want to pursue high risk status must resubmit their request to Human Resources as described below. For medical reasons other than age, a note from the employee's doctor must be submitted.

If an employee meets one of the above criterion and the employee wants to be considered high-risk, they must email their request to Annette Gahan in Human Resources and include the following information:

- First and last name
- Phone number where you can be reached
- Job classification
- Building/department
- Supervisor's name
- Age and/or medical condition
- *Medical documentation from a doctor identifying the employee as high risk for contracting COVID19.*

- II.** All employees who are not deemed at higher risk will be expected to work on site or remotely during the Governor's Stay Home, Stay Healthy order. Once the Governor's Stay Home, Stay Healthy order ends, employees will be expected to work on site for their assigned hours through the end of the school year. Classified work may look different

from your current duties. Classified staff may work at different locations performing alternative duties or at their typically assigned location. Employees are essentially “on call” and expected to work when contacted by their supervisor. **Pay and benefits will continue through the closure period which right now is through the end of the school year.**

The following are examples of what alternative duties/locations could include.

- *Communicating with students from home about homework*
- *Assisting teachers with*
 - Learning plans
 - Classroom projects
- *Riding bus routes to drop off lunch and homework*
- *Handing out meals and laptops including directing families on how to pick them up*
- *Working with students at designated worksites (provided that children are being supervised for by CDC standards)*
- *Monitoring students on their grades*
- *Organizing homework packets*
- *Assisting at school-based distribution points*
- *Completing Paraeducator requirements from home*
- *Participating in meetings*
- *Assisting with translation services*
- *Completing professional development and Paraeducator Fundamental Course of Study*
- *Assisting in other departments as needed*

III. Summer Hours – Assistance will be needed to support our students over the summer. To recognize these needs, and to support maintaining employees’ pay and benefits, up to 10 hours per employee will be worked between June 22, 2020 and August 31, 2020. These 10 hours will be considered as compensatory time for payment already received by employees. Employees can work with their supervisor to find times that work for the employee during the summer period and not in conflict with planned vacations. Employees who refuse to work or do not show up for their designated time will have the 10 hours of pay reduced from their August paycheck. If the employee is not asked to work the full 10 hours, no deduction will be made. Hours worked in excess of 10 hours will be paid on a timesheet per past practices.

IV. During the period of April 27 through June 22, 2020, regularly scheduled employees will be paid their current contracted hours.

A. Beginning April 27, 2020, all regularly scheduled employees will be assigned to cover work that allows for completion of district essential tasks, approved by their supervisor, including flexible scheduling, working remotely, and non-traditional business hours or locations as agreed to with their supervisor.

B. During the Governor's Stay Home, Stay Healthy order, employees will have designated time periods to work during the week.

C. Supervisors and principals will rotate employees' schedules to balance workload during this period.

D. Following the Governor's Stay Home, Stay Healthy order, employees will be expected to report to work for their assigned hours and days as directed by their supervisors. Alternative work assignments, hours, and scheduling could continue during this time as needed and as directed by the supervisor in collaboration with the employee.

- IV.** Leaves – All contractual, State, and Federal leaves remain available to all employees. Reporting absences expectations still apply, although substitutes will not be assigned during absences.
- V.** Employees who require electronic communication to complete work from a work location will be given necessary technology (equipment and access) to accomplish said work.
- V.** Employees may work an alternate schedule and must be available for contact by their supervisor as long as they are not on an approved leave.
- VI.** Employees may be sent to an alternative location other than their regular worksite if there is a gap in coverage at said alternative location. When possible, consideration will be made to send employees to a location closest to their home.
- VII.** Hours at buildings where the physical presence of a worker is required may vary from their regular schedule. **Again, all regularly scheduled employees will be compensated for their total regular hours, and receive the associated benefits package, including SEBB, even if they are only reporting to work for variable hours.**
- VIII.** Nothing in this letter prevents employees from reporting to their worksite (if they feel safe to do so) or prevents staff from working remotely, for tasks that cannot be completed during onsite shifts, except for those on an approved leave.
- IX.** **While at work, employees are expected to adhere to all physical distancing requirements when possible including maintaining 6 feet of separation and wearing a mask.** Employees are encouraged to remind colleagues, students and families of these requirements when they are not adhering to the expectations. Employees are encouraged to report to their supervisor any other employee who is not adhering to these expectations. Not adhering to these expectations of not maintain 6 feet of separation where possible and/or wearing a mask could be cause for disciplinary action.

Digitally Signed on April 20, 2020