

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925, CUSTODIANS, FOOD SERVICE DRIVERS, AND WAREHOUSE EMPLOYEES AND THE EDMONDS SCHOOL DISTRICT.

In order to comply with the Governor's Stay Home Stay Healthy Mandate AND continue to provide essential services during that same time, a work rotation for custodians will occur between March 27th and April 3rd. One half of reporting custodians will be assigned to work March 27th - March 31st (3 consecutive days) and will be then sent home with full pay and benefits from April 1st - April 3rd. The other half of custodians will be sent home with full pay and benefits from March 27th - March 31st and then report to work April 1st - April 3rd. For employees who do not want to stay home during this period, they can notify their supervisor to remain in their assigned building throughout March 27th through April 3rd period.

The following *Memorandum of Understanding* is made and entered into between the Edmonds School District and the SEIU Local 925 concerning the mandatory closing of schools by Washington State Governor Inslee due to COVID-19 beginning March 17, 2020 to April 24, 2020 and is subject to the following:

- Any employee that meets one or more of the higher risk criteria will be placed on *Paid Leave* through April 24, 2020. Pay and benefits will remain whole. Higher risk criterion as defined by Public Health include:
- People who are 60 years and older.
- People who are pregnant.
- People with weakened immune systems; or
- People with underlying chronic health conditions, including heart disease, lung disease, or diabetes.

If you fall into one of the above areas (other than age), please email [Executive Director of Human Resources, Debby Carter](#), and include the following information:

- First and last name
- Phone number where you can be reached
- Job classification
- Building/department
- Supervisor's name
- *No other medical documentation is required at this time.*

The district can identify staff who are 60 or older and supervisors will be notified for those employees. Staff on Paid Leave may not report to the work sites, but could work from home on self-directed professional learning, project planning, work, etc. In the event that there are opportunities to work from home, these staff members will be notified. Anyone who is deemed high risk but would still like to work should work with their direct supervisor.

Quarantines - Employees that are not in a high-risk category but are placed in quarantine by the health department or a doctor, must provide documentation from the health department or doctor that they are required to quarantine and not work. In these instances, the district will place the employee on paid leave through the length of the quarantine or April 24th, whichever

comes first. Following April 24th, employees who do not have enough sick or personal leave to cover the quarantine duration will receive paid leave to cover the difference during the quarantine. Employees will have access to all existing contractual leaves.

All other leaves identified in the contract are still in place for other cases as needed.

All employees who are not deemed at higher risk will be expected to work during the closure. Work may look different from regular duties. Pay and benefits will remain intact through the closure period.

Access to schools and other district facilities: The District has taken extraordinary precautions to maintain safe work environments during this emergency situation. Schools are closed until April 27, 2020 to all students, parents, and community members. All schools and district facilities have been disinfected. Schools and district facilities remain open to a small number of administrative staff, food service workers, and maintenance workers, and maintenance can be continued to be performed on schools and buildings while students and staff are out. Any adjustments to assignments will be communicated by the employees' direct supervisor.

Employee responsibility for maintaining "social distancing": While at work, employees are responsible for adhering to the guidance provided by Public Health Seattle & King County to implement "social distancing", which is defined as avoiding contact with other people within a distance of 6 feet or more for a sustained period of 10 or more minutes. Direction and support have been provided by the employee's direct supervisor.

Effective date of agreement:

This agreement is in effect from the last date of signature below until April 24, 2020. In the event schools are directed to remain closed after that date the Parties agree to meet to discuss any impact due to the unprecedented nature of the current Corona virus pandemic, and the quickly changing nature of information received from the State and Federal level.

Please refer to your collective bargaining agreement for other types of leaves or absences (e.g. your child's school or daycare closes, and you are unable to come to work).

Digitally Signed
FOR THE UNION:

Elizabeth Ford

FOR THE DISTRICT:

Mark Roschy

March 25, 2020