

## MEMORANDUM OF UNDERSTANDING

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

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 through the end of the school year. This agreement is intended to cover the period beginning April 27, 2020 through June 30, 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 June 30th, 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.**
- III.** As a part of keeping employee compensation and benefits whole, flexible scheduling will continue through the week of June 26<sup>th</sup>. Employees who would normally work after June 26<sup>th</sup> would still be expected to work, but all other food service employees would finish their work calendar on June 26<sup>th</sup> and continue to get their remaining compensation through the summer as usual. Employee’s hours will be adjusted to cover those days. These adjustments will remain within the employee’s paid hours and employees will be expected to report to work through June 26, 2020 if assigned to work. If an employee is unable to work during these additional days and were not already assigned to work during this time period, personal leave or unpaid leave can be used.
- IV.** During the period of April 27 through June 30, 2020, regularly scheduled employees will be paid their current contracted hours.

  - A.** During the Governor’s Stay Home, Stay Healthy order, employees will have designated time periods to work during the week. All regularly scheduled employees will be assigned to cover work that allows for completion of district essential tasks. As approved by their supervisor this could include flexible scheduling, working remotely, and non-traditional business hours or locations as agreed to with their supervisor.
  - B.** Supervisors will rotate employees’ schedules to balance workload during this period.
  - C.** 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.
- III.** 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.
- IV.** 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 must be available for contact by their supervisor for each workday unless they are on an approved leave.

- VI. All regularly scheduled employees will be compensated for their total regular hours and receive the associated benefits package even if they are only directed to report to work for variable hours.
- VII. Nothing in this letter prevents staff 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 paid leave.
- VIII. **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 27, 2020

Linda M. Wright

Mark Roschy