

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 beginning March 17, 2020 to April 24, 2020, and is subject to the following:

- Any food service 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 intact through this period. 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 like to continue to work may do so.

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 Food Service Staff who are not deemed at higher risk will be expected to work during the closure. Food service work may look different from regular duties. Food service employees may work at different locations performing alternative duties or at their typical location. Food service employees are essentially “on call” and expected to work if you are contacted. Pay and benefits will remain intact through the closure period.

For the week of March 16 through March 27, 2020, all food service employees shall be paid their current assigned hours.

a. Beginning March 30, 2020, all food service employees not on *Paid Leave* or some other form of leave will be assigned to cover various work that allows for completion of essential tasks, approved by their supervisor, including flexing schedule, working remotely, non-traditional business hours agreed to with their supervisor.

b. During the period between March 30 to April 24, employees will have designated time periods to work during the week that will be directed and distributed by the food service director.

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

Employees may work an alternative schedule as long as they are not on any leave as directed by the supervisor.

Hours at buildings where the physical presence of a worker is required may vary from their regular schedule. All regular employees will be compensated for their assigned work hours, and receive the associated benefits package even if they are only reporting to work for variable hours.

Alternative work will be scheduled through the Spring break period. Conflicts that may arise during this period can be resolved with the employee's supervisor.

This Memorandum Of Understanding shall become effective upon signature of both parties, and shall remain in effect until April 24, 2020

Digitally Signed on March 26, 2020

Linda M. Wright Mark Roschy