

# **Memorandum of Understanding Between the Edmonds School District and Service Employees International Union Local 925, Maintenance Trades Employees**

## **Agreements Related to Changes in Working Conditions and School Operations Due to COVID-19**

Edmonds School District (District) and Service Employees International Union (SEIU) Local 925, Share an interest in maintaining the health and safety of all members of our Edmonds School Community;

SEIU Local 925 represents Maintenance Trades, any agreement reached between the parties shall apply to all structural, Mechanical, Grounds and Bus Mechanic employees.

The impact of the coronavirus pandemic is resulting in widespread concern across the community regarding the potential of continued spread of the virus;

The district is committed to ongoing efforts to assist in community and nation-wide efforts to limit the spread of the virus, by continual sanitation and restricted site access;

On Thursday, March 12, 2020 Governor Jay Inslee issued a directive for all K-12 public and private schools in King, Snohomish and Pierce Counties to close through April 24, 2020 with a first possible return date of April 27, 2020. The duration of the school closure(s) related to Coronavirus/COVID may be extended and the district will be working to develop mitigation plans to minimize the impact of the school closure on students and families and plan for continuity with nutritional needs and childcare;

Now, therefore, the parties agree to the following:

1. Compensation: No employee regularly scheduled to work during the school closure(s) shall lose pay as a result of said school closure(s) related to Coronavirus/COVID-19, inclusive of current maintenance CBA.
- Any classified employee that meets one or more of the higher risk criteria will be placed on Paid Leave through April 24, 2020. The district can identify staff who are 60 years or older and supervisors will be notified for those employees. For the other categories of higher risk, the district form should be filled out and submitted as directed on the form. Pay and benefits will remain at currently negotiated rates. 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
  - People with underlying chronic health conditions, including heart disease, lung disease, or diabetesIf 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 each supervisor will be notified for those staff members. Staff on Paid Leave may not report to the work sites, but could work from home on self-directed professional learning, project planning, etc. In the event that there are opportunities to work from home, these staff members will be notified.

- All Classified Staff who are not deemed at high risk will be expected to work during the closure. Classified work may look different from your current duties. Classified staff may work at different locations performing alternative duties or at their typical location. Classified staff are “on call” and expected to work if you are contacted through March 29th. After March 29th, through April 6th, the maintenance and transportation managers will create a rotation of employees to perform minimum basic operations and priority work. The manager will work to spread work out amongst employees equitably. Pay and benefits will remain whole through the closure period which right now is through April 24th.
- For those employees with extenuating circumstances such as caring for others, appropriate leave is available. These employees should work with Human Resources and may need to provide documentation.
- If School closure dates and high-risk criteria are extended Paid Leave will be extended to match new return dates for employees who meet at least one of the higher risk criteria.
- 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. 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 employees not in Quarantine or on Paid Leave will be expected to check email daily and be prepared to work. Employees called to work may perform work remotely if appropriate. If work is required on site, it will be based on priority to essential operations through April 6th. After April 6th, work will be prioritized by need and safe working conditions. This period could be extended based on the direction of the Director of Operations and the Superintendent.

2. Benefits: Employees who are eligible for benefits under the provisions of the state law and according to the current labor contract will maintain their benefits through closure.

3. Reporting to work after April 6th: To minimize exposure and increase social distancing all employees not on Paid Leave or in Quarantine are expected to call or email their supervisor Joe Luckraft ([luckraftj@edmonds.wednet.edu](mailto:luckraftj@edmonds.wednet.edu)) or Ben Mount

([mountb276@edmonds.wednet.edu](mailto:mountb276@edmonds.wednet.edu)) up to 10 minutes before and no later than 10 mins after the start of their shift, whether on call at home or working on Non-Priority assignments. Shift assignments could be altered to accommodate best social distancing practices, Employees should communicate with their supervisor if they have preferences or challenges with such changes.

4. Duties during closure: Emergency and priority work are essential during the initial on-call period. Priority work needs will grow during this period and employees will be brought back to address those growing priorities as determined by the Maintenance Manager. Repair or installation work required to provide nutritional and childcare services to community members are defined as Priority work. Structural or systems damages in buildings is considered priority work. Vehicles being operational for required student services is considered priority work. Infrastructure to maintain operations like phone, internet, etc, are considered priority work. All other work is defined as Non-Priority work and will be delayed until we return to more typical working conditions..

- New incoming priority work will be assigned according to the on-call schedule created by the Maintenance Manager.
- Staff who are not called in to perform Priority work can perform Non-Priority work on a voluntary basis as approved by the manager.
- If an Employee chooses to perform Non-Priority work they are responsible for communicating with custodial staff all areas they have entered at a site, including all areas worked in or passed through.
- Employees who are not called in for Priority work can work at home on professional training in their trade. If there is no available training in trade, they may work on training in a different trade with prior approval from the Maintenance Manager.

Signed Digitally on March 25, 2020

Mark Roschy Charlie Townsend