

Agreement Between Edmonds School District No. 15
and
Edmonds Professional-Technical Employees

The parties agree that an emergency exists and that the District has moved to emergency operations and school/building closure as a result of the Governor's proclamation and guidance related to COVID-19. Due to this extraordinary circumstance, the parties agree to the following:

- Pay and benefits will continue for employees who were expected to work during the school closure period of time. No extra hours, comp time or overtime will be assigned, except in an extraordinary situation that has been approved in advance by a Cabinet level administrator. Should a closure exist beyond April 24, the parties will meet to discuss the impacts.
- Employees shall remain available to work on their normal work days. Employees are expected to check email daily during their shifts.
- Employees will be directed by their supervisor regarding work during the closure. This will include:
 - Whether their work can be performed remotely, with expectations about what work will be performed and expectations for communication with the supervisor and/or other personnel;
 - Designated personnel who need to report to a District site to perform essential or other on-site work. The supervisor will ensure that appropriate social distancing will be maintained;
 - Work assignments may include tasks that are not normally associated with their job classification, but are essential to support district operations and staff needs; employees may be required to work at a different site and outside of their regular shift, depending on operational and safety necessities;
 - Professional development/training activities may be assigned for employees to complete.
- Employees in at-risk categories are not expected to come on site based on current guidance from state and local officials. These include employees over the age of 60, pregnant employees, and those with underlying health conditions. Staff in these categories must provide documentation to HR. These individuals may be assigned work and/or professional development activities that can be done remotely.
- Employees who normally do not work during Spring Break will not be required to work unless authorized by a Cabinet level administrator.* Employees who are not in an at-risk category and do not report to work or work remotely as assigned by their supervisor shall be required to use accrued sick leave, personal leave or unpaid leave.

*Note of Clarification—While the governor asked Districts to think of this week as a spring break, the purpose was to allow time for districts' to plan and address issues and seek guidance. This week did not replace districts Spring Breaks.

The District and Association will continue to work together to monitor this plan and identify needed adjustments. Additionally, the parties will meet to address any changes to guidance or directives used by the Governor's Office, OSPI and or the Snohomish County Department of Health.

Layne Erdman, Prof-Tech President

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