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MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU 1948 OF THE ISSAQUAH ASSOCIATION OF EDUCATION PROFESSIONALS CHAPTER OF PUBLIC SCHOOL EMPLOYEES, AND THE ISSAQUAH SCHOOL DISTRICT PURSUANT TO ARTICLE 18 AND SECTION 18.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The following *Memorandum of Understanding* is made and entered into between the Issaquah School District and the PSE/SEIU, Local 1948 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:

- 1) Any Office Professional that meets one or more of the higher risk criterion will be placed on *Paid Administrative Leave* effective immediately and for the duration of the mandatory school closing. 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.
- 2) For the week of March 16 through March 20, 2020, all office personnel shall be paid their current contracted hours, reporting to work through March 17th. The remainder of the week staff will be paid their contracted hours, and will only be contacted for work as necessary by the District
- 3) Beginning March 23, 2020, all school based office professionals not on *Paid Administrative Leave* will be assigned to cover two weekly shifts from 8am to 12 PM. Although an assigned shift may be less in duration than an employee's contract hours, they will be paid at their full contracted amount.
 - a. Beginning March 23, 2020, Department or central administration will work an adjusted schedule 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 23rd to April 24th, staff will "check in" with supervisor via email or phone by 10AM of each day.
 - c. Free Child Care will be provided at one of the designated ISD sites for children K-6 for office professionals during their on-site shifts.
- 4) Employees working at Echo Glen will continue to report to their worksite, as deemed to be necessary.
- 5) Employees who require electronic communication to complete work from a work location will be given necessary technology (equipment and access) to accomplish said work.

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2 6) Employees can work an alternative schedule if they choose as long as they are not on any leave, and they
3 can be contacted by their supervisor. Minimum building coverage is met per #3 of this MOU.
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5 7) Employees may be sent to an alternative location other than their regular worksite if there is a gap in
6 coverage at said alternative location. When possible, consideration will be made to send employees to a
7 location closest to their home.
8
9 8) Hours at buildings where the physical presence of a worker is required may vary from their regular
10 schedule. **Again, all employees will be compensated for their total regular hours, and receive full**
11 **benefits package, including SEBB, even if they are only reporting to work for two shifts per week.**
12
13 9) Nothing in the MOU prevents staff from reporting to their worksite (if they feel safe to do so) or prevents
14 staff from working remotely, for tasks that cannot be completed during onsite shifts, except for those on
15 paid administrative leave.
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17 10) Spring break will remain scheduled for April 13-17.
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19 11) This Memorandum Of Understanding shall become effective upon signature of both parties, and shall
20 remain in effect until August 31, 2020.
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31 PUBLIC SCHOOL EMPLOYEES
32 OF WASHINGTON/SEIU 1948

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35 BY: 
36 Chapter President

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39 DATE: 16 MAR 20
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DISTRICT

BY: 
Superintendent/Designee

DATE: 3-14-2020