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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 September 15th, 2020 and is subject to the following:

1. Office Professionals and College and Career Specialists that meet one or more of the higher risk criteria defined by the CDC and are expected to be on site for a portion of their job to complete essential tasks may access their available leave after August 31st, 2020.
2. Office Personnel will determine an onsite schedule with their supervisor that allows for completion of essential tasks, additionally:
 - When public access is necessary the school building will be open to the public for a maximum of 20 hours per week equally distributed amongst Office Professional staff as much as practical
 - Office Personnel will be available to schedule appointments with families outside the 20 hours
 - Hours will be standardized for the elementary, middle and high school level as practical
3. Hours at buildings where the physical presence of a worker is required may vary from their regular schedule. **All employees will be compensated for their total regular hours, and receive full benefits package, including SEBB through September 15th, 2020.**
4. Staff will “check in” with supervisor via email or phone by 10AM of each day.
5. Employees who require electronic communication to complete work from a remote work location will be given necessary technology (equipment and access) to accomplish said work.
6. The district will provide PPE and, adequate sanitary supplies, and physical barriers at public facing and high traffic work locations prior to employees physically interacting with the general public and to entering worksites. The district will strongly and actively recommend employees to comply with all safety conditions set down by the CDC.
 - a. The district will reimburse staff for personal PPE for masks up to \$20 per employee.
7. The district will strongly encourage the public (including, but not limited to: students, vendors, community members, and visitors) to follow all CDC and Washington Department of Health social distancing and face covering guidelines every time the public accesses district facilities.
8. Office Professionals will not be required to share telephones at the work place.

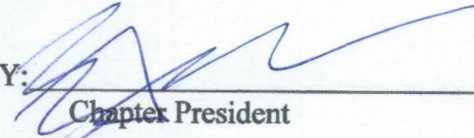
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- 9. The District will notify Office Professionals and the Union of positive COVID-19 cases in the building where the Office Professional is assigned, within 24hours of the district’s awareness.
- 10. Each building will require CDC social distancing guidelines; 6ft or more in the main office areas, and shared spaces
- 11. Nothing in the MOU 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.
- 12. The parties will continue to discuss FFCRA implementation and the District will provide staff written notice/guidance on whom is eligible and how to access the “leave program.” PSE and ISD will revisit FFCRA by May 15, 2020.

This Memorandum Of Understanding shall become effective upon signature of both parties, and shall remain in effect until September 15, 2020.

PUBLIC SCHOOL EMPLOYEES
OF WASHINGTON/SEIU 1948

DISTRICT

BY: 
Chapter President
DATE: 8/13/2020

BY: 
Superintendent/Designee
DATE: 8/13/2020