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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 August 31, 2020 and is subject to the following:

- 1) Office Professionals that meet one or more of the higher risk criteria will be placed on *Paid Administrative Leave* effective immediately and for the duration of the Stay Home, Stay Safe order. Higher risk criteria as defined by Public Health include:
 - a. People 65 years and older
 - b. People with chronic lung disease or moderate to severe asthma
 - c. People who have serious heart conditions
 - d. People who are immunocompromised
 - e. Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - f. People with severe obesity (body mass index [BMI] of 40 or higher)
 - g. People with diabetes
 - h. People with chronic kidney disease undergoing dialysis
 - i. People with liver disease
- 2) Office Personnel will work an adjusted schedule that allows for completion of essential tasks, approved by their supervisor, including flexing schedule, working remotely, and non-traditional business hours, mutually agreed to with their supervisor through July 31st, 2020.
- 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 August 31, 2020.**
- 4) Staff will “check in” with supervisor via email or phone by 10AM of each day.

- 1 5) Free Child Care will be provided at one of the designated ISD sites for children K-5 for office
2 professionals during their on-site shifts.
3
- 4 6) Employees who require electronic communication to complete work from a remote work
5 location will be given necessary technology (equipment and access) to accomplish said work.
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- 8 7) The district will provide PPE and, adequate sanitary supplies, and physical barriers at public
9 facing and high traffic work locations prior to employees physically interacting with the general
10 public and to entering worksites. The district will strongly and actively recommend employees
11 to comply with all safety conditions set down by the CDC.
12 a. The district will reimburse staff for personal PPE for masks up to \$20 per employee.
13
- 14 8) The district will strongly encourage the public (including, but not limited to: students, vendors,
15 community members, and visitors) to follow all CDC and Washington Department of Health social
16 distancing and face covering guidelines every time the public accesses district facilities.
17
- 18 9) Office Professionals will not be required to share telephones at the work place.
19
20
- 21 10) The District will notify Office Professionals and the Union of positive COVID-19 cases in the building
22 where the Office Professional is assigned, within 24hours of the district's awareness.
23
- 24 11) Each building will require CDC social distancing guidelines; 6ft or more in the main office areas, and
25 shared spaces
26
27
- 28 12) Nothing in the MOU prevents staff from reporting to their worksite (if they feel safe to do so) or prevents
29 staff from working remotely, for tasks that cannot be completed during onsite shifts, except for those on
30 paid administrative leave.
31
- 32
33 13) The parties will continue to discuss FFCRA implementation and the District will provide staff written
34 notice/guidance on whom is eligible and how to access the "leave program." PSE and ISD will revisit
35 FFCRA by May 15, 2020.
36

37 This Memorandum Of Understanding shall become effective upon signature of both parties, and shall
38 remain in effect until August 31, 2020.
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42 PUBLIC SCHOOL EMPLOYEES
43 OF WASHINGTON/SEIU 1948

DISTRICT

1 BY: _____
2 Chapter President

3
4
5 DATE: _____

BY: *Jake Kuper*

Superintendent/Designee

DATE: _____