1	MEMORANDUM OF UNDERSTANDING BETWEEN
2	THE STATE OF WASHINGTON, SHORELINE COMMUNITY COLLEGE
3	AND
4	WASHINGTON FEDERATION OF STATE EMPLOYEES
5	Winter Break 2024 Campus Closure
6	<u>Closure Dates:</u> December 23, 24, 26, and 27, 2024
7	Overtime-Eligible Employee Compensatory Time
8	Beginning July 1 until November 30, 2024, the College agrees that employees who
9	are overtime-eligible full-time classified employees will be offered the opportunity to
10	work and earn hours of compensatory time equivalent to the time to offset the campus
11	closure December 23, 24, 26, and 27, 2024. Classified employees
12	working less than full-time will be offered the opportunity to earn compensatory time on
13	the same proportional basis their appointment bears to full-time. Compensatory time not
14	used during the scheduled campus closure will be available for employee use in
15	accordance with Article 8.4.
16	Per the collective bargaining agreement employees may be required to use earned
17	compensatory time before using vacation leave. Therefore, the earned compensatory time
18	serves to offset the use of any form of paid or unpaid leave during campus closure.
19	The earning of compensatory time for December closure may not be designated by the
20	employee as overtime compensation. Employees are expected to use any earned
21	compensatory time, under this agreement, before June 30, 2025.
22	Overtime-Exempt Employee Exchange Time
23	Beginning July 1 until November 30, 2024, the College agrees that overtime-exempt
24	classified employees will be offered the opportunity to work specific employer-designated
25	additional hours to earn "exchange time" equivalent to the time needed to offset the 4-day
26	period of winter campus closure in accordance with Article 7.9.E.

1 Use of Paid and Unpaid Leave

Classified employees may use any combination of paid leave (compensatory time, vacation
leave, personal holiday or personal leave) and/or unpaid leave (leave without pay) during
the closure, however they may only use sick leave for sick leave purposes per Article 12.

5 Holiday Pay

Article 10.3 applies. All employees must use some form of paid leave on their regularly
scheduled workday preceding the holiday to be eligible for December 25, 2024,
holiday pay.

9 Special Circumstances

10 Employees with a special need for leave to cover December closure as an exception to 11 the options listed above may contact HR to discuss alternatives on a case-by-case basis.

12 <u>Essential Personnel:</u> Facilities, Grounds, Safety and Security, Technology Support 13 Services staff and other essential personnel may be required/directed to maintain College 14 operations during periods of campus closure as necessary. Supervisors may also direct 15 employees to complete time-sensitive projects or assignments during the campus closure 16 as required. Employees required to work during the campus closure will be compensated 17 for their time in accordance with Article 7 and Article 8.

18 Notification

College employees will be notified of the planned closure and details of this agreementwithin five (5) days after it is signed by both parties.

1 Precedence

2 This agreement is not precedent setting and does not establish a practice.

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3 The provisions contained in this MOU become effective on July 1, 2024, and expire June 30,

4 2025.

- 5 An electronic signature to this MOU shall be given effect as if it were an original signature.
- 6

For the Employer:

For the Union:

Patricia Foshaug

Patricia Foshaug, Labor Negotiator, OFM/SHR Labor Relations & Compensation Policy Section

Date: 05/20/2024

Richard Becker

Richard Becker, Labor Advocate Washington Federation of State Employees, Council 28

Date: 5/1/24

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For the College:

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Jack Kahn, Shoreline Community College 1. President

Date: <u>May 2, 2024</u>