

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON/
SEATTLE COLLEGE DISTRICT
AND
WASHINGTON FEDERATION OF STATE EMPLOYEES**

**Compensatory Time/Additional Regular Hours Accrual and Use
on December 21 and 26, 2018 Campus Closure**

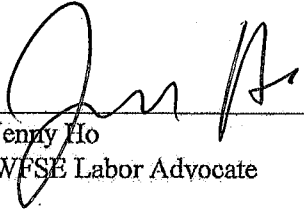
The State of Washington (State), Seattle College District (Employer College) and the Washington Federation of State Employees (Union) hereby agree to the following compensatory time/additional regular hours accrual and use when the campus is closed two days, on December 21 and 26, 2018, Friday and Wednesday (campus closure):

1. This MOU pertains to overtime eligible full-time classified employees and to part-time classified employees who work a minimum of 20 and less than 40 hours per week, who are covered by the parties' Collective Bargaining Agreement (CBA).
2. For overtime eligible full-time classified employees (scheduled to work 40 hours per workweek): From August 20, 2018 through November 30, 2018, supervisors will provide employees an opportunity to work and earn compensatory time equivalent to the time to offset the hours that would otherwise be uncompensated on December 21 and 26, 2018. These provisions in no way limit overtime or compensatory time that may be earned due to other circumstances in accordance with the CBA, Article 8. Per the CBA, employees may be required to use earned compensatory time before using vacation leave. Therefore, the earned compensatory time serves to offset the use of any form of paid leave during the campus closure.
3. For part-time classified employees scheduled to work a minimum of 20 and less than 40 hours per week: From August 20, 2018 to November 30, 2018, at a supervisor's discretion, based on the work that is available, the supervisor may allow employees to work additional hours and earn no more than the number of regular hours they would have been otherwise scheduled to work on December 21 and 26, 2018. Part-time classified employees who are interested in additional hours may e-mail their supervisor, and copy their College HR Director, to request additional hours.
4. Employees will notify their supervisor if they are interested in earning compensatory time in the preceding Section 2 or additional regular hours in the preceding Section 3 (compensatory time/additional regular hours).
5. The supervisor will determine the type of work to be performed and the schedule for compensatory time/additional regular hours.

6. Employees will use the Time and Leave Report (TLR) Comments section to designate the compensatory time/additional regular hours.
7. Use of Paid and/or Unpaid Leave: Eligible employees, subject to this MOU, who earn leave 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 campus closure. Employees may only use sick leave for sick leave purposes per the CBA, Article 12.
8. Holiday Pay for eligible employees, subject to this MOU:

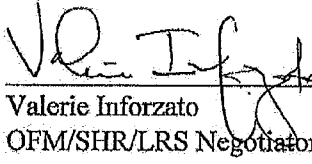
Employees will need to be in paid status for at least one hour or use some form of paid leave on their last regularly scheduled work day prior to December 24, 2018, to receive holiday pay for December 25, 2018. Employees will need to be in paid status for at least one hour or use some form of paid leave on their last regularly scheduled work day preceding January 1, 2019, to receive holiday pay for January 1, 2019.
9. Special Circumstances: If an employee has a special need for leave to cover the campus closure as an exception to the options listed above, the employee may contact the Vice Chancellor of Administrative Services to discuss alternatives on a case-by-case basis.
10. Contract Implications: The earning of compensatory time/additional regular hours for campus closure purposes may not be designated by the employee as overtime. There will be no payout for compensatory time/additional regular hours earned for the closure.
11. Notification: Employees will be notified of the planned closure and details of this agreement within five (5) calendar days after this MOU is signed by both parties.
12. Contact for Questions: College Human Resources Office.
13. Staff required by the President or Chancellor to work on December 21 and/or December 26, 2018 can use any compensatory time accrued from August 20, 2018 through November 30, 2018 on pre-approved alternate days from December 1, 2018 through January 31, 2019.
14. The terms of this MOU are not precedent setting and do not establish a practice.

For the Union:

 8/17/18

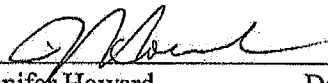
Jenny Ho Date
WFSE Labor Advocate

For the State:

 8/16/2018

Valerie Inforzato Date
OFM/SHR/LRS Negotiator

For the College/Employer:

 8/17/18

Jennifer Howard Date
Interim Vice Chancellor of
Administrative Services

