

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
EVERETT COMMUNITY COLLEGE
AND
WASHINGTON FEDERATION OF STATE EMPLOYEES**

**Compensatory Time/Additional Regular Hours Accrual and Use during December 24, 2018 through
December 30, 2018 Holiday Campus Closure**

The State of Washington (State), Everett Community College (Employer College) and the Washington Federation of State Employees (Union) hereby agree to the following compensatory time/additional regular hours accrual and use during the College's December 24, 2018 through December 30, 2018 holiday campus closure (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 covered by the parties' Collective Bargaining Agreement (CBA).
2. For overtime eligible full-time classified employees (scheduled to work 40 hours per workweek): From July 1, 2018 through November 30, 2018, supervisors will provide employees an opportunity to work up to a maximum of 27 hours of overtime for the purpose of earning compensatory time up to a maximum of forty and one-half (40.5) hours to be used for paid leave, to cover the hours that would otherwise be uncompensated, during the scheduled campus closure in December 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 campus closure.
3. For part-time classified employees scheduled to work a minimum of 20 and less than 40 hours per week: From November 1, 2018 through December 23, 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 from December 24, 2018 through December 30, 2018. Part-time classified employees who are interested in additional hours may e-mail their supervisor, and copy the HR Director/Classified, 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 hours).
5. The supervisor will determine the type of work to be performed and the schedule for overtime for the purpose of earning compensatory time.
6. Employees are encouraged to use the Time and Leave Report (TLR) Comments section to designate the compensatory time/additional-regular-hours.

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7. Use of Paid and/or Unpaid Leave: Classified employees 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:

Full-time and part-time classified employees will need to be in paid status or use some form of paid leave on December 24, 2018 to receive holiday pay for December 25, 2018 and will need to be in paid status or use some form of paid leave on December 31, 2018, to receive holiday pay for January 1, 2019.

Cyclic year employees will need to be in paid status or use some form of paid leave on their last regularly scheduled working day prior to December 25, 2018 and will need to be in paid status or use some form of paid leave on their last regularly scheduled working day through December 31, 2018 to receive holiday pay for January 1, 2019.


9. Special Circumstances: If an employee has special need for leave to cover the campus closure as an exception to the options listed above, the employee may contact the Everett Community College Human Resources Office 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.

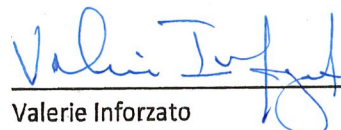
11. Notification: Employees will be notified timely about this MOU.

12. Contact for questions: Everett Community College Human Resources Office.

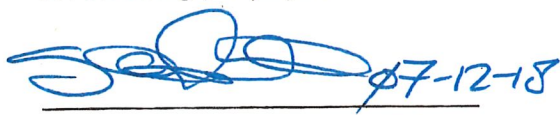
For the Union:


 _____ 7-12-18
 Thomas Wray Date
 WFSE Labor Advocate

For the State:


 _____ 7/13/2018
 Valerie Inforzato Date
 OFM/SHR/LRS Negotiator

For the College/Employer:


 _____ 7-12-18
 Stephen Smith Date
 Interim Executive Director of Human Resources