

**Letter of Understanding
between
Edmonds School District
and
Edmonds CSS of Public School Employees**

The following letter is made and entered into between the Edmonds 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 April 24, 2020, or the duration of the closure, whichever is longer, and is subject to the following:

I. Any classified employee that meets one or more of the higher risk criteria can be placed on *Paid Leave* through April 24, 2020. Pay and benefits will remain whole. Higher risk criterion as defined by Public Health include:

- A. People who are 60 years and older;
- B. People who are pregnant;
- C. People with weakened immune systems; or
- D. People with underlying chronic health conditions, including heart disease, lung disease, or diabetes

If you fall into one of the above areas (other than age), please email [Executive Director of Human Resources, Debby Carter](#), and include the following information:

- First and last name
- Phone number where you can be reached
- Job classification
- Building/department
- Supervisor's name
- *No other medical documentation is required at this time.*

The district can identify staff who are 60 or older and each supervisor will be notified for those staff members. Staff on Paid Leave may not report to the work sites, but could work from home on self-directed professional learning, project planning, etc. In the event that there are opportunities to work from home, these staff members will be notified.

II. All Classified Staff who are not deemed at higher risk will be expected to work during the closure. **For those employees with extenuating circumstances such as caring for others, appropriate leave is available during any scheduled shift.** Classified work may look different from your current duties. Classified staff may work at different locations performing alternative duties or at their typical location. Classified staff are essentially “on call” and expected to work if you are contacted. **Pay and benefits will remain whole through the closure period which right now is through April 24th.**

1. The following are examples of what alternative duties/locations could include.
 - a. Communicating with students from home about homework*
 - b. Assisting teachers with
 1. Learning plan
 2. Classroom projects*
 - c. Riding bus routes to drop off lunch and homework*
 - d. Handing out meals and laptops including directing families on how to pick them up*
 - e. Working with students at designated worksites (provided that children are being supervised for by CDC standards)*
 - f. Monitoring students on their grades*
 - g. Organizing homework packets*
 - h. Assisting at school-based distribution points*
 - i. Completing Paraeducator requirements from home*

III. For the week of March 16 through March 20, 2020, all classified employees shall be paid their current contracted hours.

- A. Beginning March 24, 2020, all para educators not on *Paid Leave* will be assigned to cover various work that allows for completion of essential tasks, approved by their supervisor, including flexing schedule, working remotely, non-traditional business hours agreed to with their supervisor.
- B. During the period between March 24th to April 24th, employees will have designated time periods to work during the week.
- C. Supervisors and principals will rotate employees' schedules to balance workload.

IV. Employees who require electronic communication to complete work from a work location will be given necessary technology (equipment and access) to accomplish said work.

V. Employees can work an alternative schedule as long as they are not on any leave, and they can be contacted by their supervisor.

VI. Employees may be sent to an alternative location other than their regular worksite if there is a gap in coverage at said alternative location. When possible, consideration will be made to send employees to a location closest to their home.

VII. Hours at buildings where the physical presence of a worker is required may vary from their regular schedule. **Again, all employees will be compensated for their total regular hours, and receive the associated benefits package, including SEBB, even if they are only reporting to work for variable hours.**

VIII. Nothing in this letter 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, except for those on paid leave.

- 1.** Alternative work will be scheduled through the Spring break period. Conflicts such as previous scheduled vacations that may arise during this period can be resolved with the employee's supervisor

This letter shall be revisited as condition change with funding or state and federal directives

Digitally Signed