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LETTER OF UNDERSTANDING
by and between
HIGHLINE PUBLIC SCHOOLS NO. 401

and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS,
LOCAL UNION NO. 763

Representing Instructional Support Staff, Administrative Support Staff
(Teamsters III)

September 1, 2018 – August 31, 2021

Addendum to September 2020 MOU:

ISOLATION ROOM

Office staff shall not be required to supervise students in the isolation room, but will be required to maintain supervision of the health room in a manner consistent with job duties.

CLASSROOM CLEANING

When building classrooms are being cleaned between cohorts, staff assigned to those rooms will have a sufficient space to go during that time where appropriate social distancing can be maintained.

LEAVES

Employees may access leave pursuant to the COVID Leaves Addendum.

REMOTE WORKING

Employees whose position has not been identified to return to in person learning are not required to work remotely and may request to work onsite within COVID protocols.

The hybrid model includes designated cleaning routines, and building access is restricted for that purpose. Office staff may, upon coordination with their building leader, be permitted to remote work on cleaning days, to the extent that doing so does not disrupt services to students and families nor efficient school office function.

TRAINING

All T-III staff, including new employees, will be trained in the proper use of PPE and District and building safety protocols prior to or simultaneous to a return to working onsite.

SAFETY PROTOCOLS & OFFICE PROCEDURES

The District acknowledges the concern of the Union membership regarding the existence and implementation of safety protocols and procedures in response to the Covid-19 pandemic. The District maintains committed to working with Union leadership, and operations teams, under the guidance of the Centers for Disease Control & Prevention, the Washington Department of Public Health and OSPI to be create responsive protocols and procedures to ensure staff and student health and normal business operations to every extent possible.

This includes (but is not limited to): regular District communication, mandatory informative trainings, access to personal protective equipment (PPE) such as masks and cleaning agents, and the installation of safety equipment such as signage, (plexi) glass barriers in high-traffic public spaces and hand sanitizer stations.

A copy of each building safety plan will be provided to the Union.

The District will adhere to the guidance of OSPI and the Department of Health regarding social distancing in classrooms. *See District COVID Health and Safety Guidebook.*

The District will provide all required PPE consistent with OSPI and Department of Health guidelines. Employees requesting additional PPE for an individual need may submit a request to through the employee accommodation process in Human Resources.

The Union may appoint a member to serve on a building’s safety committee. Employees are encouraged to report any safety concerns, including a request for additional PPE for a group of employees, to their supervisor, the building COVID co-captain and/or the building safety committee.

Should an employee identify a violation of the building safety plan, they are to report that violation using the building’s safety plan protocol. If a reasonable resolution is not implemented, the existing grievance procedure (Article 15) may be utilized at Step 2.

Office staff will communicate with building administrators regarding concerns with timely student pickup. Employees will be paid for all hours worked.

Action Item: The District will communicate the responsibility of administrators regarding a plan for supervision of students after the student day.

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters

By Scott A. Sullivan
Scott A. Sullivan
Secretary-Treasurer

Date 3/11/2021

Highline Public Schools



Susan Enfield
Superintendent

Date 3/19/21