

MEMORANDUM OF UNDERSTANDING

THE PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING IS TO SET FORTH THE FOLLOWING AGREEMENT(S) BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, GRAND COULEE DAM CHAPTER AND THE GRAND COULEE DAM SCHOOL DISTRICT #301J. THIS AGREEMENT IS ENTERED INTO PURSUANT TO ARTICLE XVIII, SECTION 18.3 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

This Memorandum of Understanding establishes the conditions and protections for classified employees who hold a valid Emergency Substitute Teacher Certificate and who are requested to substitute in certificated teaching positions when a certificated substitute is unavailable.

1. Voluntary Participation

- Participation as an emergency substitute teacher shall be strictly voluntary.
- Refusal to serve in such a role shall not result in reprisal, discipline, or loss of opportunity in the employee's classified position.

2. Retention of bargaining-Unit Protections

- Classified employees serving as emergency substitute teachers shall retain all rights and protections outlined in the PSE Collective Bargaining Agreement.
- Service as an emergency substitute teacher shall not constitute a break in service and will count toward accrual of benefits and seniority.

3. Compensation

Employees serving as an emergency substitute teacher shall be compensated at the daily certificated substitute rate prorated on an hourly basis. All hours worked in a substitute teaching capacity will be treated as hours worked for purposes of overtime and benefit eligibility.

4. Benefits Continuity

- Employees will continue to receive all health insurance, retirement contributions (PERS0, leave accruals, and other fringe benefits as if working their regular classified assignment.
- Substituting will not affect eligibility for SEBB coverage or district-paid benefits.

5. Evaluation and Disciplinary Protections

- Performance while serving as an emergency substitute teacher will not be used to negatively influence the employee's annual classified evaluation or disciplinary record.
- Any concerns regarding substitute performance will be addressed collaboratively (with the principal, the employee and a PSE representative if requested) and separate from evaluation of the employee's regular duties.

6. Safety and Support

- Employees assigned as substitutes shall receive:
 - Access to the classroom teacher's lesson plans and materials.
 - Administrative support and supervision comparable to certificated substitutes.



- 1 o The right to request immediate assistance if classroom situations exceed training,
2 comfort, or safety levels.

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4 **7. Training and Certification Costs**

5 The district will cover or reimburse the **cost** of obtaining or renewing an Emergency Substitute
6 Teaching Certificate for classified employees who volunteer to serve in this capacity.
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14 This Memorandum of Understanding shall be in effect until August 31, 2026, or until incorporated into
15 the next PSE-GCDSD Collective Bargaining Agreement. Either party may request to reopen discussions
16 if state policy, SEBB eligibility rules, or substitute pay structures change during the term.
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22 PUBLIC SCHOOL EMPLOYEES
23 OF WASHINGTON / SEIU LOCAL 1948

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25 GRAND COULEE DAM CHAPTER

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28 BY: Rebecca Loch
29 Rebecca Loch, Co-President

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32 DATE: October 21, 2025

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35 BY: Bradley Parrish
36 Bradley Parrish, Co-President

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39 DATE: October 21, 2025
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GRAND COULEE DAM SCHOOL
DISTRICT #301J

BY: Rodriguez F. Broadnax
Rodriguez F. Broadnax, Superintendent

DATE: October 22, 2025

