

Board 10/13/26

MEMORANDUM OF UNDERSTANDING
between
EDMONDS SCHOOL DISTRICT
and
PROFESSIONAL-TECHNICAL EMPLOYEES
2026-27

This Memorandum of Understanding regarding Interpreter for the Deaf services and compensation, which shall be effective immediately, is supplemental to the 2024-2028 Agreement by and between Edmonds School District, hereinafter referred to as the District, and Professional-Technical Employees.

WHEREAS Interpreter for the Deaf Services are required services used by students, families, staff, and the community. These services are often needed beyond the regular student schedule and calendar; and

WHEREAS, to best support these services and our ASL Interpreters, the following compensation standards are agreed to reflect the costs should the services be contracted to outside providers. Because this is a required service, this does not limit the district from contracting for these services but maintains a standard for when Professional Technical Employees choose to pick up this work.

THEREFORE, the undersigned parties hereby agree as follows:

1. The previous entitlement for Premium Pay shall be removed, and instead in acknowledgment of the specialized skills and services, and in consideration of needs for assignments outside of an ASL interpreters contracted work time or at a different work location, the district shall increase the ASL interpreter's placement on the salary schedule to the next highest-level band. ASL interpreters currently placed on the Prof-Tech Salary Schedule level D shall be moved up to level E, and ASL interpreters currently placed on the Prof-Tech Salary Schedule level E shall be moved up to level F. There will be no additional increase in pay rate for additional time worked outside of contracted work hours, regardless of any other factors (excluding overtime).
2. Employees who are called back to perform interpreting services work outside their scheduled work hours are permitted to access provisions similar to industry standards. A *callback* is defined as work not adjacent to the interpreter's assigned work hours and more than thirty (30) minutes before or after their assigned work shift. Callback hours cannot overlap in any way with an interpreter's assigned work hours and at least thirty (30) minutes must separate the interpreter's scheduled work shift and the call-back assignments. No hours may be submitted for a time the employee has already been compensated.

If a callback assignment occurs, the interpreter will receive no less than two (2) hours of pay as the callback fee for the callback assignment. If the callback fee assignment is

longer than two (2) hours, the interpreter will submit the hours worked. The interpreter will provide the following information on their timesheet for this work:

- Date and time of the scheduled meeting.
- Name or reason for meeting.
- Provide the clients' initials on the timesheet

Timesheets for call-back assignments must be submitted separately from other timesheets for other purposes, and the appropriate account code must be used.

3. If an extra work assignment is canceled within forty-eight (48) business hours before the start of that assignment, the interpreter can submit a timesheet for the entire time scheduled for the assignment due to late notice of cancellation. The interpreter will submit a timesheet for a qualifying cancellation and will provide the following information on their timesheet when this occurs:

- Date, time, and location of the scheduled meeting.
- Name or reason for meeting.
- When the interpreter was notified of the cancellation.

Timesheets for cancellations must be submitted separately from other timesheets for other purposes, and the appropriate account code must be used.

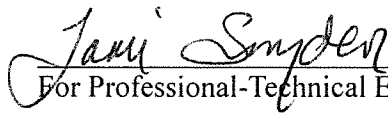
4. When an extra work assignment that was agreed to be worked outside of contracted work time is not cancelled; however, the client requiring the ASL interpretation services does not show and no other ASL interpreting services are needed by this interpreter resulting in a cancellation of services after the ASL interpreter has arrived to do the work, this shall be considered a *No Show*.

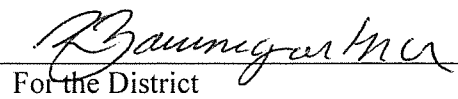
In the case of a No Show, the interpreter shall be compensated for the full scheduled duration of the assignment if the interpreter fulfills these requirements:

The ASL interpreter will:

- a) Remain on-site for a minimum of 20 minutes past the scheduled start time for clients' possible late arrival.
- b) Immediately reach out to their point of contact (onsite or interpreter coordinator) to provide notification and check for a status update from the client requiring the ASL interpreting services.
- c) For a qualifying No Show event, the ASL interpreter will submit a timesheet and will provide the following information on their timesheet when this occurs:
 - Date, time, and location of the scheduled meeting or event.
 - Name or reason for meeting or event
 - Provide the clients' initials on the timesheet; if unknown, then note whether it was intended to be for a student, staff, or community member
 - Details regarding the No Show; who was notified and when; and how long the ASL interpreter remained on site.

Agreed to on this 13th day of October 2026


For Professional-Technical Employees


For the District