

**MEMORANDUM OF AGREEMENT  
BETWEEN  
PULLMAN SCHOOL DISTRICT  
AND THE  
PULLMAN PARAPROFESSIONALS ASSOCIATION**

The **Pullman School District** (“District”) and **Pullman Paraprofessionals Association** (“Association”) confirm the following general guidelines for Paraprofessionals related to the unprecedented COVID-19 virus outbreak:

1. Employees must remain available, at home or at their worksite, to receive their regular full day’s compensation for each day worked recognizing that work may be in building or at home as assigned. No employee will be expected to work more than their regular number of hours per day. They will work their regular daily schedule.
2. Employees will access on-line professional development as assigned by the district. If an employee does not have access to required technology they will contact the district to make arrangements to have such access.
3. To provide for mandated childcare, as directed by the Governor’s Office, para educators will be asked to volunteer for such work. All health guidelines defined by the state of Washington will be effect at childcare sites.
4. Other work available for volunteer para educators will be copying materials, organizing donated materials, and facilitating distribution and pick up of materials.
5. Employees over the age of 60, and those with underlying health conditions otherwise released for regular duty will not be expected to come to a school district location to work, but must remain accessible and must demonstrate completion of assigned professional development or other tasks. Employees in these categories will not be completely prohibited from being in a building as long as they maintain social distancing standards.
6. Employees will refrain from being on their personal social media accounts during their work hours. They are expected to follow district social media guidelines at all time and refrain from posts that create disruption in the district.

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The District and Association, within the above listed guidelines, also confirm the following specific agreements:

**Section 1: Leaves**

The following leave taken as a result of the COVID-19 closures shall be treated as a separate leave allowance that is specific and unique to the current public health crisis. No personal, sick or unpaid leave will be deducted from employee leave banks under the following conditions:

- A. If an employee is directed by a health professional or agency to be quarantined for 14 days, either because of close contact with a person who has had a lab-confirmed case of COVID-19, or because they have tested positive for COVID-19, or presumed positive for COVID-19, or because they have exhibited symptoms of COVID-19.

- B. If an employee falls into one of the health-related high-risk categories (over 60, underlying health conditions, weakened immune system, pregnant, or other as defined by public health agencies).
- C. In an employee follows documented guidance issued by a medical or public health official to isolate or quarantine themselves as a result of exposure to COVID-19.

Employees on such leave may be assigned home-based work to the same extent as other staff assigned to their homes during school closure, unless they are experiencing incapacity to work due to illness or care for others. COVID-19 leave in such cases will be limited to two weeks, or 10 working days, per Federal legislation. Employees requesting leave other than under the conditions in this section may access their regular leave options under the collective bargaining agreement.

## **Section 2: Duties During Closure**

When all schools are closed, a revised work schedule will be followed. The services of certain employees may be needed by the District, and these employees may be called to work on-site or asked to perform certain services at home. Employees who are not needed on-site or to perform services at home will be placed on call (home assignment) during their regularly scheduled working hours. Employees who are on call (home assignment) will follow these provisions:

- A. Employees will be encouraged to perform duties consistent with their job descriptions while working from home, including participating in online meetings and in-services.
- B. Unless otherwise agreed, employees should not report to their worksite when schools are closed.
- C. Employees may be asked to volunteer for duties (i.e. childcare, distributing lunches or materials) that may bring them in contact with other individuals, including parents and/or students. Accepting these assignments is strictly voluntary with no reprisals for those who choose not to volunteer.
- D. Employees may be asked to work in school buildings performing tasks that do not require contact with others. In such cases employees are expected to maintain proper social distancing standards.
- E. The District will provide and ensure that each worksite has adequate cleaning supplies, including disinfecting wipes, hand sanitizer and protective gear if needed. No employee shall supply or incur any cost in the provision of such supplies.

## **Section 3: Wages and Benefits**

No permanent or temporary employee covered under this collective bargaining agreement for the 2019-2020 school year shall lose pay as a result of school closure(s) related to coronavirus/COVID-19.

- A. The District will continue to pay any approved additional hours or extended days.
- B. Individuals who are eligible for benefits or who have qualified for benefits as of the Governor's emergency declaration on February 29, 2020 will maintain their benefits.

This MOU shall be in effect for the remainder of the 2019-20 school year and shall end August 31, 2020. This agreement will be reviewed as necessary if requested by the District or the Association throughout its use. All other provisions of the Collective Bargaining Agreement remain in full effect.

Dated this \_\_\_\_\_ of \_\_\_\_\_ 2020

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District

\_\_\_\_\_  
Association