

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHIMACUM SCHOOL DISTRICT  
AND THE  
CHIMACUM UNIFIED DRIVERS AND SPECIALISTS**

The Chimacum School District ("District") and the Chimacum Unified Drivers and Specialists (CUDS) hereby confirm the following agreements, related to changes in working conditions and school operations due to the unprecedented COVID-19 virus outbreak and state-mandated closure of schools:

**District Responsibilities**

1. Leave – 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. If you are already on a leave you will use that leave until you are able to return. — protected class restrict some people from working
  - 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.
  - b. If an employee falls into one of the high-risk categories (adults aged 60 and older, pregnancy, people with weakened immune systems from medical conditions or treatments). These situations will be addressed on a case-by-case basis and with physician verification.
  - c. If 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.
  - d. Employees on such leave may be assigned home-based work to the same extent as other staff assigned to their homes during school closure, as outlined in Section 2 below, unless they are experiencing incapacity to work due to illness.
2. Work during district closure – Contingent on continuation of funding, classified staff shall not lose any compensation during the school closure.
3. If staff need modifications or accommodations and aren't allowed to perform certain duties based on medically documented illness or disability, the employee will be required to work with Human Resources to address needs and create a plan for reasonable accommodations.

4. The District shall utilize school email, the District website, to communication directly to all CUDS employees to announce COVID-19 health related information.

5. Employees should not purchase personal cleaning supplies and should contact the Transportation Supervisor for cleaning needs.

6. If staff are unable to work due to illness or are compromised, the District may reassign CUDS employees to ensure that required state and federal protocols are met and District operations can continue at a safe and complaint level.

7. Safety Parameters- The District will make every effort to ensure each employee has adequate safety gear to complete assigned duties, cleaning supplies, including disinfecting wipes and hand sanitizer.

- Limited contact with students and parents
- Food handling card to help in kitchen
- All vehicles will be cleaned daily meeting state health and safety protocols

8. Chimacum employees will be able to use buildings to meet OSPI guidance concerning, student enrichment, daycare for the community and first responders and food programs. To maintain the safety of employees, the district will:

- Close buildings to public use
- Will require certificated, administrative and other classified staff to log in, state purpose and identify areas of use
- Will limit building use to eight (8) hours a day

9. The Transportation supervisor will create a weekly schedule of work and tasks.

10. If CUDS employees will be required by administration to do work that is outside of normal job duties, the supervisor may require employees to fill out timecards to note classification change. Prior approval is necessary.

#### **GENERAL CUDS Duties during the Closure**

11. Classified Staff will adhere to the following work expectations. They will

- a. Maintain social distancing during the closure
- b. Check emails, and respond to correspondence
- c. Follow safety protocols as directed by the district
- d. Stay home if sick

12. This agreement will be reviewed as necessary if requested by the District or the Association throughout its use.

13. The Transportation supervisor will work with CUDS employees to provide meals and enrichment activities to students without technology.

- This may require the use of vans or small buses
- CUDS are not to touch food or resources. Each vehicle will have an assigned Para/employee to assist in delivery

14. CUDS will work with their supervisor to create a list of tasks that may be assigned during the school closure. These tasks may include jobs that are outside of our CBA but will help employees maintain hours.

Additional drivers may be needed. The District may assign other Chimacum classified staff to small vans in which CDL licensure isn't required.

15. Professional development opportunities will be made available. All PD must meet District initiatives and have building approval.

- First aid renewals
- Online training
- Safe Schools Models
- Proact training
- Training for new employees
- Learn how to use the App for parent to track buses (Here Comes the Bus)
- Skills practice
- Grounds work
- Cleanliness training

### **School Calendar**

The District will follow OSPI guidelines for waivers related to COVID-19. The school year will be extended to June 19th. Any change to the calendar and/or workday will be negotiated with CUDS. The School year will be extended to June 19 and includes any snow make up days (May 22). Thus the school year was required to extend for six days.

Calendar Snow days 5/22, 6/15, 6/16 & 6/17

Thus following actions have been taken per bargained calendar

March 17th 2020 - Snow day. Make up May 22, 2020

March 18th 2020 - Snow day. Make up day - June 15, 2020

District is will write a proposal around the school calendar for school board approval that would include above for 3/17 and 3/18, plus;

March 19, 2020          Non Student day

March 20, 2020          Non Student day

April 3, 2020,          Non Student day

April 24, 2020          Non Student day

Then the following days are school days on the calendar

May 22

June 15

June 16

June 17

June 18

June 19

This MOU shall be in effect for the remainder of the 2019-20 school year and shall sunset June 19th, 2020 unless OSPI or the legislature changes guidance. All other provisions of the collective bargaining agreement remain in full effect.

Dated this 20th day of March, 2020.

For the District:



For the Association:

