



MEMORANDUM OF UNDERTANDING
BETWEEN SPOKANE PUBLIC SCHOOLS
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
CUSTODIAL EMPLOYEES

The District and the Association agree to the following Memorandum of Understanding regarding custodial work schedules on non-traditional student days and the day following the last day of school.

On Early release days (conference days and PPL Fridays) custodians shall have the option to work their normal schedule or adjust their shift schedule to start early as outlined below:

- **High School and Middle School Sites** - 1 hour early on PPL Fridays and conference days.
- **Elementary (including Montessori) Sites** - 30 minutes early on PPL Fridays, 1 hour early on conference days.
- **Special sites** – Coordinate with Custodial Supervisors to identify shift start options.
- **Libby Center and District Administration** - Custodial hours shall follow the regular student day schedule as outlined in the Collective Bargaining Agreement.

If a building has evening activities scheduled on early release days, the site custodians will work with the Custodial Supervisor to ensure building coverage is provided; this may affect the ability to work an early schedule.

On the last day of school and the work day following the last day of school, swing and graveyard shift employees may work an adjusted shift schedule from 12:00 noon to 8:30 PM, or their regular work schedule, as long as custodial coverage is provided for scheduled events.

During non-student days, such as semester break day, curriculum days; swing and graveyard shift employees may work their regular shift or the day shift (7:00 a.m. to 3:30 p.m.) provided the building does not have evening activities. In the event activities are scheduled, the site custodians will work with the Custodial Supervisors to ensure building coverage is provided.

All custodians will respond to an inquiry and identify their selected shift schedule for the early release days, last day of school and day after the last day of school. Custodian who don't supply a response by the deadline identified in the inquiry will work their regularly assigned schedule.