



MEMORANDUM OF UNDERSTANDING  
 BETWEEN  
 THE SPOKANE SCHOOL DISTRICT  
 AND  
 THE SPOKANE EDUCATION ASSOCIATION  
 REPRESENTING  
 CLASSIFIED EMPLOYEES

1. **Safety Webinars:** Employees shall be provided time during the workday to complete the newly instituted COVID-19 Safe Start\_safety training.
2. **Assignment and Transfer:**
  - A. In the event that an employee must be reassigned or involuntarily transferred due to either being at risk themselves or as a result of staffing changes due to COVID, the employee will be returned to their job location/ title at the end of the 2020-2021 school year.
3. **Classified Unit Specific Working Conditions:** all provisions in the CBAs not specifically addressed here shall remain in full force and effect.

A. Secretarial/Clerical

1. Attendance –

a. School Building SC staff

- i. All secretarial/clerical staff will report to their job sites on the new start dates agreed upon/recently by the Association and District for the first two days of work.
- ii. Within the first two days of return, employees may coordinate with their supervisor regarding possible workplace options which may include:
  1. A different work-station within the building if there are concerns about maintaining the 6 foot social distancing spaces between work stations.
  2. A reasonable accommodation for any employee with a personal medical condition impacting their ability to perform the essential functions of their position; this may be requested any time either orally or in writing.
  3. Employees may develop a rotational schedule in partnership with their supervisor during remote learning as long as it ensures all essential services are covered and there is meaningful work that can be completed remotely.

**Commented [MJ1]:** We know that due to COVID, enrollment has changed, and staff have been moved around. Employees in any classified unit that were moved due to COVID, will go back to their job location and title at the end of the school year.

**Commented [MJ2]:** The District and Association wanted to give some options for SC staff when returning. Many work in spaces in offices where social distancing can be challenging. There is also an option to work remotely if essential work can be done. It is important to note, that with the start of school, much of the essential work can only be completed at the school site. However, after the beginning of the year rush, it is possible that more of secretarial work can be completed remotely. Once students begin returning to buildings, so must staff.

- iii. Buildings must have a secretarial/clerical coverage in the office during regular office hours.
  - 1. Offices can be closed to allow for the employee's lunch time if other coverage is not available.
    - a. The office cannot be closed from 11:50 to 12:50 to facilitate student lunches.
    - b. The secretarial staff at a school site shall determine a consistent lunch time.
  - iv. Offices can be closed on 9/2/2020 and 9/3/2020 during the all staff training.
- b. District Office staff will continue to work on a rotational basis that maintains office coverage until they can return to their worksite consistent with the Building reopening plans.
- c. Library clerks - Shall report to sites to complete their work
  - i. Library clerks will only report to one school per day and develop their schedule with all building supervisors.
  - ii. When employees have work at a school that can be completed from home, they shall consult with their supervisor to work remotely.
- 2. Training: All employees will participate in the following district training on September 2-3. The details of this training are outlined in the calendar section of this MOU.
  - a. Superintendent's message, Equity Resolution, Discipline Plans – Sept. 2
  - b. Safety Protocols – Sept. 3
- 3. All employees will be provided the appropriate technology to complete their jobs which include the applicable programs.
- 4. In the virtual model, members of the SC bargaining unit will retain their start and end times for the day, even though the start time has shifted for other staff to mirror the student day, provided there is sufficient office coverage during the student day.
- 5. Protective barriers will be in place at high volume transaction counters. Such barriers will be anchored to the counter or walls so they are not movable.
- 6. A secretary may access TRI at the secretary's discretion, or overtime in consultation with approval from their supervisor.
- 7. Attendance shall be taken at all levels and attendance secretaries will maintain their normal attendance duties, including all filings for BECCA through the courts.
- 8. Single Secure Point of Entry (SSPE) elections from the 2019-20 school year around facility or technology improvements will commence when it is safe to do so (i.e. assuring the number of people in the area are within safety precautions). 2020-21 SSPE election options will be presented by the end of November from the Safety/Security Department. Such elections made will be prioritized for 2<sup>nd</sup> semester installation. Any

**Commented [MJ3]:** This applies for all secretarial staff who do not work at a school site.

The reason the expectations are different lies within what is allowable by the department of health. The rules are a little stricter in office buildings.

**Commented [MJ4]:** Library clerks have work that is a little more difficult to complete from home. Some libraries are being used for small group meetings or day camps. Schools should provide space, either in the library or a nearby location for work to be completed.

**Commented [MJ5]:** The COVID shut down in the spring halted the District's ability to complete many of the facility and technology improvements requested by staff to address SSPE. In addition, preparing for the return to in person learning with social distancing has been challenging. The district does plan to complete those improvements by the end of first semester and address new selections for this year by the end of the school year in 2021.

uncompleted installations or consultations from the 2019-2020 school year will be completed by the end of 1<sup>st</sup> semester 2020-2021.

9. Students enrolling in SVA will count towards their home schools' allocation. Allocation of hours will follow the normal CBA language and is based on enrollments as of October/November of the current school year.
  10. The task force regarding secondary secretary hours will begin work this year in a virtual manner.
  11. Library clerks shall rotate between schools to which they are assigned to provide the technology support, inventory technology and provide check out for students and staff who request books.
    - a. When the library clerk is not in the building, the secretarial staff will work with their administrator to determine who will be the point person on technology. This person will field technology questions and collect technology in the clerk absence.
  12. Library clerks shall be guaranteed space to work and complete assigned duties within the building, as close to the library as possible.
  13. As libraries are utilized for instructional purposes, scheduling consideration will be given to the work of library clerks on their scheduled day.
  14. A process will be created for single point of entry in a COVID environment. This process shall include:
    - a. Temperature checking shall be completed by office staff and other trained staff, including administrators and nurses.
    - b. Face masks and the cameras; checking identity
    - c. Signage for number of people in the vestibule
    - d. Handling visitors who don't comply with the social distancing and mask guidelines.
    - e. Entering and exiting of staff in the building.
  15. Cleaning protocols for the office, health rooms, and areas in which the public has access shall be created and secretaries shall be trained on these protocols.
  16. Employees not able to complete job responsibilities, due to new COVID requirements, will speak with their supervisor to develop a plan to complete the work.
- B. Information Technologies –
1. Technology Services groups (salaried & hourly) and the SVL\_group department will continue to work as they have since the Spring and when work at the site is needed that cannot be completed remotely by the employee, the employee will follow the building safety plans.
  2. The ITSC group shall be provided the appropriate PPE when working in buildings and working with technology:

**Commented [MJ6]:** This helps to assure Secretarial staffing in buildings.

**Commented [MJ7]:** With just about every student working remotely in some way, there will be a need for technology support and communication with ITSC. The library clerks and secretarial staff will work in concert to address some of this need.

**Commented [MJ8]:** The requirement to wear masks, socially distance and complete a health screening have added a new dimension to single point of entry work.

**Commented [MJ9]:**

**Commented [MJ10R9]:** Employees in Technical Services can work with their supervisor to work from home as they did in the Spring.

- i. Facial coverings (required)
    - ii. Face shields can be requested.
    - iii. Gloves will be available.
    - iv. Gowns can be requested.
  - 3. All mobile technology that requires repair or troubleshooting at a school site, shall be gathered in a central location at the school site for repair or pick up. ITSC employees shall only be required to enter a classroom setting in the event non-mobile equipment needs repair.
  - 4. Student one-to-one devices
    - a. ITSC employees shall provide technical support for staff, students and parents only for devices provided by the District, this includes peripherals.
    - b. ITSC employees can report to their supervisor if they encounter uncivilized behavior while working through technology issues with staff, students and parents. The ITSC supervisor will follow up with the person if necessary.
    - c. Staff in school buildings (Certificated, paraeducators, secretaries, library clerks, etc.) and students shall be trained on basic trouble shooting of devices.
    - d. During In-Person Learning periods: School buildings will identify a primary contact who will serve as the technical lead. This contact will assist ITSC in tracking devices deployed to students and families at their school site, provide and track loaner devices in the event one is broken or lost, and communicate with their ITSC counterpart as needs arise.
    - e. During Real-Time Distance Learning periods; The same primary contact will be available at the school site to provide basic troubleshooting and replacement devices for students and families who need them. These devices would then be collected and ITSC staff will be notified for pick up and to provide new loaner devices as trades for those needing repair.
      - v. This employee will also be trained by ITSC on how to update computers so they can assist and process any needed updates.
- C. Unified Trades
  - 1. Effective August 31<sup>st</sup>, UT staff will return to the school year schedule-
  - 2. UT staff working in building when students and/or staff are present should follow all safety protocols including social distancing and proper use of Personal Protective Equipment (PPE). Depending on occupancy more intentional planning of work may be needed.
  - 3. The District will continue to monitor and follow guidance received from the state and local health officials related to cleaning/sanitization and building closures requirements.
  - 4. The District and Association agree to meet and review concerns associated with unforeseen impacts associated with COVID and changes to traditional student educational models.
- D. Education Support Services
  - 1. Training:

**Commented [MJ11]:** This language was written to protect not only the ITSC staff, but the building staff as well, from cross exposure.

**Commented [MJ12]:** By limiting the scope of support for employees, parents, and students, we hoped to address the workload issues for ITSC.

**Commented [MJ13]:** The idea of this is not to take away ITSC work, but to address some of the easier tasks like: is the computer charged? Is it connected to the internet? Some of the basic things that can then provide time for ITSC to address the more challenging problems.

**Commented [MJ14]:** Items "d" and "e" were developed to track devices and provide workload support to ITSC.

- a. All staff shall attend the following training provided by the District on September 2 and 3. The details of this training are outlined in the Calendar section of this MOU.
  - Superintendent’s message, Equity Resolution, Discipline Plans – Sept. 2
  - Safety Protocols – Sept. 3
- b. Employees who earn TRI shall have the option to use this time to attend principal directed hours that address equity and social justice.
2. Staff safety language for the ESS unit is described in the SPED provisions of the MOU and the general working conditions provisions.
3. Employees who support student learning in the virtual environment shall have access to the appropriate technology.
4. The workday for employees whose jobs are related to the student day will align with the elementary workday hours in the virtual model. When the district moves to the hybrid model, all employees will return to their normal workday schedule.
5. Article IV group
  - a. Employees may develop a remote schedule in partnership with their supervisor during remote learning as long as it ensures all essential services at school sites are covered and there is meaningful work that can be completed remotely.
  - b. No employees shall be required to transport students or required to do home visits for the duration of this MOU.
  - c. Nurse
    - i. Training for PPE safety, identifying COVID symptoms, and the process for entry of students at the start of shall be directed and provided virtually by the district in collaboration with nursing services during the training days for all staff before the start of school (cert days).
    - ii. In the event school returns to an in-person/hybrid model, each building will have nursing support-
    - iii. Sites who have a nurse assigned due to the health care needs of the students, and who are paid to remain on site for lunch, shall have this need assessed at the beginning of the year.
    - iv. Nurses will monitor the isolations rooms when they are in the building.
    - v. Nurses will not be required to leave a building from which they are assigned to provide supervision for an isolation room at another building.
    - vi. When a nurse is not present in the building, a building administrator shall assist and rotate coverage for monitoring this room.
  - d. No employees shall be required to transport students or required to do home visits for the duration of this MOU.
6. Bilingual Specialists
  - a. Employees may develop a remote schedule in partnership with their supervisor during remote learning as long as it ensures all essential services at school sites are covered and there is meaningful work that can be completed remotely.
  - b. Language Specialists

**Commented [MJ15]:** Because the remote model follows the elementary daily start and end times, some staff needed to adjust their hours to fit this new schedule.

**Commented [MJ16]:** Any employee in a job title outlined in this article of the ESS contract can work with their supervisor to work from home as long as all the essential job duties can be performed. Once students begin returning to buildings, so must staff.

**Commented [MJ17]:** Nurses have many tasks while they are in a building that does not allow them to continually supervise students in the isolation room. Nurses will assess students for symptoms of COVID in the health room and then in the event a student exhibits symptoms, will move the student to the room. The building administrator will identify a list of volunteers who can provide supervision for any student who is there until their parents can arrive.

**Commented [MJ18]:** Depending on the students that are returning for in person learning, will depend on if bilingual specialists will need to provide in person support at a school site.

- i. When requested, the district will provide an alternative location for employees who wish to work on site.
- ii. In the event there is time sensitive translation that cannot be preplanned, the employee will contact the supervisor to discuss timelines and adjust as necessary. If needed to work outside their contracted time, Language Specialists will be paid at the current hourly rate or overtime as applicable.
- iii. Provide training for Language Specialists training to provide oral communication to families. This shall include appropriate protocols and technical training.
- iv. The District will ensure the FROC and any alternative location have the appropriate sanitization and cleaning supplies.

7. CROs – The CROs will continue working like they have in the Spring

8. All Paraeducators, Job specialists ,and Deaf Ed Interpreters

- a. The district shall provide virtual digital tool training for employees working with students. These could be offered during conferences or after hours for TRI
- b. The district will communicate the type of training that will be needed for remote learning. Employees may use TRI to take this training.
- c. All paraeducators will be issued the PPE mentioned above for their specific program in the hybrid learning model appendix.
- d. A weekly work schedule will be given to each para by their classroom teacher on Monday mornings in the virtual model. It is the responsibility of the classroom teacher and building principal to ensure that the paraeducator has meaningful work throughout their workday.
- e. As per the CBA in either model, Readiness time shall be provided within the workday when possible. Extra pay shall be provided if readiness time cannot be scheduled into the day.
- f. Due to federal and state requirements, some students with IEPs will need to receive in-person services as determined by the IEP team. Self-contained programs will offer in-person services during the instructional blocks, resource room will offer in-person services during the afternoon differentiated instructional block.

- i. Employees have the option to volunteer to provide in person instruction. In order to provide coverage, paraeducators and Deaf Ed Interpreters will work with their classroom team, program, and school SPED staff to determine who will be on site to support students for in person learning.
- ii. Should there not be enough staff members who opt in to in-person delivery to meet the needs of the students requiring services, program staff may need to be reassigned. Staff who are unable to

**Commented [JH19]:** Real time remote learning, the need to create SVA so students have an option to attend school virtually all year, the health guidelines that don't allow students to share materials (including library books). the extension of the federal waiver that provides food for all students as well as many other things is reducing the amount of work some employee groups will have. Some groups that could be impacted are:

- Secretaries who perform mosaic duties
- Library clerks
- One-on-one para educators
- Itinerant para educators
- Program para educators

Both sides have an interest in keeping employees working on meaningful tasks. The district and association have agreed upon a list of possible job duties that employees may be asked to complete in the event they lack meaningful work to complete during their workday.

**Commented [MJ20]:** Under the law, IEP teams will be determining if students need in person instruction during the instructional blocks in the morning. Working with their classroom staff, those in the program and school site, employees in special education will determine the level of in-person support needed for students whose IEPs require in-person support. Small groups of students may come to in person learning in the afternoon for the differentiated instruction time from 1:50-2:30. Again, staff should work together on how students will be supported during this time.

provide services in-person may request an ADA accommodation or access leave options.

9. Express

- a. Express sites will be staffed according to the CBA.
  - vi. Employees working in Express shall not lose hours due to the scheduling of the day camps, the change of the way fall conferences are being held, or the early release day Fridays.
  - vii. Employees shall be assigned to work in the day camp in order to complete the lost hours.
- b. One Express staff person will be assigned to work in the day camps at each site until such time as day camp employees are trained by an Express staff person. Those employees that are activity leaders and volunteer to train day camp employees shall receive site director pay for the time they are training the day camp or learning center staff.
- c. Employees will be assigned to work at day camps in the following manner:
  - Volunteers will be sought. If there are more volunteers than positions, the most senior employees will choose locations and hours by seniority.
  - If positions cannot be filled by volunteers, the least senior employees will be moved to day camp positions
- d. Employees may gain hours, but no employee will lose hours or pay as a result of being assigned to a day camp.
- e. Employees who are subbing out of class shall receive subbing out of class pay.
- f. Employees shall be provided training in sanitation procedures.
  - viii. Proper cleaning of toys
  - ix. Employees will have access to the dishwashers.
- g. The same procedure for Express for checking in students shall be followed at the day camps, with the addition of the health attestation.
- h. The district will provide all appropriate PPE for Express staff to include masks, face masks, gloves as needed, gowns in the event students need help toileting.

**Commented [MJ21]:** The District and Association did not want Express employees to potentially lose hours with the move to remote and in-person models that shift how the student day looks.

10. Print shop

- a. Employees in this group will work on site unless their job duties allow for remote work. Employees in this group shall consult with their supervisor to determine if there is work that can be completed remotely.

11. Event Services

- a. Employees may develop a remote schedule in partnership with their supervisor during remote learning as long as it ensures all essential services at the site are covered and there is meaningful work that can be completed remotely.
- b. Employees in this group shall consult with their supervisor to find meaningful work.

**Commented [MJ22]:** Employees in the group as outlined in the CBA may work with their supervisors to work from home on a rotating basis as long as essential work can be accomplished. Once students begin returning to buildings, so must staff.

12. Student Specialist group

- a. Employees may develop a remote schedule in partnership with their supervisor during remote learning as long as it ensures all essential services

**Commented [MJ23]:** Employees in the group as outlined in the CBA may work with their supervisors to work from home on a rotating basis as long as essential work can be accomplished. Once students begin returning to buildings, so must staff.

are covered at the site and there is meaningful work that can be completed remotely.

13. Administrative Office

- a. Employees may develop a remote schedule in partnership with their supervisor during remote learning as long as it ensures all essential services are covered at the site and there is meaningful work that can be completed remotely.

**Commented [MJ24]:** Employees in the group as outlined in the CBA may work with their supervisors to work from home on a rotating basis as long as essential work can be accomplished. Once students begin returning to buildings, so must staff.

E. Custodial Grounds Warehouse

1. During the month of September 2020 swing and graveyard shifts will work 12:30 pm-9:00 pm to team with head custodians to complete building set up activities. Upon employee request, supervisors may approve modification of the above schedule based on the needs of the building. Starting October 5 2020 custodial staff will return to their normal school year schedules. In the September Leadership meeting for CGW, the teams will discuss the possibility of extending the shift outlined above.
2. For the 2020-21 school year a reduction in travel between sites will be implemented. Since the custodial model is not clear at this time, the association reserves the right to continue talking about workload once the model is released.
3. Training – all employees will attend the district training on September 2-3. See the calendar MOU for the details.
  - a. Employees that work the swing and graveyard shifts will be provided the training during the shift they are working on September 2-3.
  - b. The training will be recorded for employee access after-hours.
4. Grounds and Warehouse employees will work their regularly assigned shifts.
5. The District will continue to track contractors on the event services calendar (School Dude)
6. Warehouse Cross Training shall be suspended until the end of the 2020-2021 school year.
7. Custodial Vacation: The blackout dates for vacation will remain as if school would have start on September 3<sup>rd</sup>. (Ten working days prior to September 3<sup>rd</sup> and five working days after.)
8. The training day will be offered on August 20<sup>th</sup>. Employees who could not attend the training on August 20<sup>th</sup> will contact their supervisor to make alternate arrangements for making up the training.
  - a. The slides from the training shall be made available for staff.
9. The Four/Ten schedule shall conclude five working days prior to September 8<sup>th</sup>.
10. The District will continue to pay subbing out of class.
11. Express and day camp staff will ensure to clean up their site daily to allow custodial staff to thoroughly disinfect.
12. The District shall establish and train staff on a protocol for eating in the classroom (breakfast and lunch).
  - a. Placement of trash cans in the hallways
  - b. Food does not go into a classroom trash can
  - c. Students will eat on a rotating basis to help with the trash removal (similar to normal school schedules)

**Commented [MJ25]:** This language was a compromise between the District and Association. The Association was looking for more flexibility with the swing and graveyard shifts so employees didn't have to stay as late at work when students are not in the building. The District was looking for consistency in staffing. Both sides agree, that preparing classrooms for socially-distant, in-person learning is intensive work and needs to be completed sooner rather than later. The leadership team is going to discuss the effectiveness of this shift at their September meeting.

**Commented [MJ26]:** This was to address a concern from both sides regarding workload and rodent control.



13. The district shall establish a procedure for completing the following for both remote and in person instruction.
  - a. Cleaning and sanitizing due to COVID
  - b. Cleaning and sanitizing high touch areas
  - c. Bathrooms and water faucets
  - d. Refilling classroom supplies of sanitizer
  - e. Isolation Rooms
  - f. Classrooms in general with COVID requirements when students are on site
  - g. Filter replacement

**5. In order to provide meaningful work, below are general guidelines for classified staff:**

- i. Perform work specific to the employee’s job responsibilities first.
- ii. Building Administrator / Program Supervisor identifies other meaningful work for employee to perform tasks that match the employee’s skillset in their normal job or skillset that the employee already possesses.
  - a. Identify possible opportunities for employees to work across departments and programs, with existing program.
  - b. When employees are asked to perform work outside of their existing work, supervisors will explain the duties of the job, and offer training
  - c. Employees may agree to flex their normal work hours in order to complete their alternative meaningful work.
- iii. Should an employee decline meaningful work after all avenues have been exhausted to find such work, the employee will explore leave options, including leave without pay.

The following is a list of meaningful work ideas for all employee categories, and not an exhaustive list:

- Student and family outreach
- Assist staff and students with technology troubleshooting & problem solving
- Prepare student materials and resources
- Distribute student materials and resources
- Student supervision/monitoring
- Day camp, tutoring support
- Data collection and analysis
- Support special education reporting
- Data entry; PowerSchool cleanup assistance
- Monitoring/assisting single point of entry as additional support when requested by office staff or administrator
- Student transportation support at school site (arrival/drop-off and loading)
- Maintaining and oversight of school social media
- Equipment, materials, and inventory support

The District and Association will agree on a chart that delineates the tasks that employees may be asked to do in the event they do not have regular duties to complete their work schedule.

**Commented [MJ27]:** Real time remote learning, the need to create SVA so students have an option to attend school virtually all year, the health guidelines that don’t allow students to share materials (including library books). the extension of the federal waiver that provides food for all students as well as many other things is reducing the amount of work some employee groups will have. Some groups that could be impacted are:

- Secretaries who perform mosaic duties
- Library clerks
- One-on-one para educators
- Itinerant para educators
- Program para educators

Both sides have an interest in keeping employees working on meaningful tasks. The district and association have agreed upon a list of possible job duties that employees may be asked to complete in the event they lack meaningful work to complete during their workday.

**FOR THE ASSOCIATION:**



\_\_\_\_\_  
Jeremy Shay  
President, Spokane Education Association



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Michelle Jenner  
UniServ Director, SEA

8/24/2020

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Date

**FOR THE DISTRICT:**



\_\_\_\_\_  
Jodi Harmon  
Executive Director, Human Resources



\_\_\_\_\_  
Adam Swinyard, Ph.D.  
Superintendent, Spokane Public Schools

8/24/2020

\_\_\_\_\_  
Date

