



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

The District and the CGW Leadership teams met recently to discuss allowing custodians and warehouse employees to work overtime at other sites, other than their own worksite, to help cover absences and vacancies as needed, and as determined by the supervisors. The District and Association agreed to a trial period involving a limited number of school sites. The following process will be utilized:

1. In building custodians, Itinerants and On-Call substitutes will be assigned to cover absences and vacancies as outlined in the current CGW Collective Bargaining Agreement.
2. Should no affected building custodian want the overtime opportunity, the District would allow other custodians from other sites and warehouse staff, who have expressed interest in being on an overtime list, to be considered for overtime. The District will create a list of custodians and warehouse staff that are interested in overtime at other district locations. Custodians and warehouse staff will have one opportunity to add their name to this list through an email that will be sent by the supervisor.
 - a. Overtime would be assigned in the same manner as it is assigned for Itinerants, by seniority. The last person to work overtime on the list would end the list for that day and the next custodian on the list would be offered overtime at the next opportunity. Once the custodial list has been exhausted, the opportunity will be offered to the warehouse employees on the list.
 - b. The staff identified in number 2 above may also be assigned at secondary sites where overtime is available if other custodial staff are at the site and can provide adequate access.
3. Each person on the list would be granted an all-access ID badge for the 10 elementary sites (listed below) that have electronic key boxes.
 - a. A key would be checked out of the electronic box by the custodian covering the overtime shift. This key provides access to that building specifically.
 - b. It must be scanned and returned to the electronic box, by the custodian covering the overtime shift, before leaving the building at the end of their overtime shift.
4. This overtime would be for both daytime and night shift custodians and warehouse employees wanting the overtime and who added their name to the list. Hours would vary depending on the shift worked. Compensation will be in the form of overtime pay to employees who work the extra

shifts. No compensatory time off (comp time), in lieu of overtime pay, will be offered/authorized/approved for time worked in accordance with this MOU.

5. The limited number of sites for this trial are listed below, with the exception of the secondary sites as mentioned in 2b. above:

| | |
|---------------|---------------|
| Cooper | Longfellow |
| Frances Scott | Moran Prairie |
| Grant | Roosevelt |
| Hamblen | Stevens |
| Logan | Willard |

This memorandum of understanding is not precedent setting and is in effect for the 2021-2022 school year only, unless both parties agree to revisit this MOU.

FOR THE ASSOCIATION:



Jeremy Shay
President, Spokane Education Association



Michelle Jenner
UniServ Director, SEA

3-17-22

Date

FOR THE DISTRICT:



Jodi Harmon
Executive Director, Human Resources



Adam Swinyard, Ed.D.
Superintendent, Spokane Public Schools

Originally Signed 1/7/22 rev. 3/17/22

Date