

**Shoreline Community College
and
Washington Federation of State Employees
Memorandum of Understanding**

**Winter Break 2016 Campus Closure
Closure Dates: December 27, 28, 29 and 30th**

Compensatory Time

Beginning July 1 until November 30, 2016, the College agrees that employees who are overtime-eligible full-time classified employees will be offered the opportunity to work and earn hours of compensatory time equivalent to the time to offset the campus closure from December 27, 2016 – December 30, 2016. Classified employees working less than full-time will be offered the opportunity to earn compensatory time on the same proportional basis their appointment bears to full-time. Compensatory time not used during the scheduled campus closure will be available for employee use in accordance with Article 8.4.

Per the collective bargaining agreement employees may be required to use earned compensatory time before using vacation leave. Therefore the earned compensatory time serves to offset the use of any form of paid or unpaid leave during campus closure.

The earning of compensatory time for December closure may not be designated by the employee as overtime compensation. Employees are expected to use any earned compensatory time, under this agreement, before June 30, 2017.

Use of Paid and Unpaid Leave

Classified employees may use any combination of paid leave (compensatory time, vacation leave, personal holiday or personal leave) and/or unpaid leave (leave without pay) during the closure, however they may only use sick leave for sick leave purposes per Article 12.

Holiday Pay

Article 10.3 applies. All employees must use some form of paid leave on their regularly scheduled workday preceding the holiday to be eligible for December 26, 2016 holiday pay.

Special Circumstances

Employees with a special need for leave to cover December closure as an exception to the options listed above may contact HR to discuss alternatives on a case-by-case basis.

Essential Personnel: Facilities, Grounds, Safety and Security, Technology Support Services staff and other essential personnel may be required/directed to maintain College operations during periods of campus closure as necessary. Supervisors may also direct employees to complete time-sensitive projects or assignments during the campus closure as required. Employees required to work during the campus closure will be compensated for their time in accordance with Article 7 and Article 8.

Notification

College employees will be notified of the planned closure and details of this agreement within five (5) days after it is signed by both parties.

Precedence

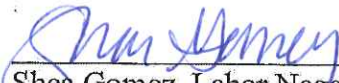
This agreement is not precedent setting and does not establish a practice.



Stephen Smith, Shoreline Community College
VP for Human Resources and Legal Affairs

07-27-16

Date



Shea Gomez, Labor Negotiator
Office of Financial Management/SHR/Labor Relations Section

8/9/2016

Date



Jennifer Dixon, WFSE
Labor Advocate

7/20/16

Date