

1                   **MEMORANDUM OF UNDERSTANDING BETWEEN**  
2           **THE STATE OF WASHINGTON, SHORELINE COMMUNITY COLLEGE**  
3                   **AND**  
4           **WASHINGTON FEDERATION OF STATE EMPLOYEES**

5                   **Winter Break 2025 Campus Closure**

6                   **Closure Dates: December 22, 23, 24, and 26, 2025**

7                   **Overtime-Eligible Employee Compensatory Time**

8   Beginning July 1 until November 30, 2025, the College agrees that employees who are  
9   overtime-eligible full-time classified employees will be offered the opportunity to work  
10   and earn hours of compensatory time equivalent to the time to offset the campus closure  
11   December 22, 23, 24, and 26, 2025. Classified employees working less than full-time  
12   will be offered the opportunity to earn compensatory time on the same proportional  
13   basis their appointment bears to full-time. Compensatory time not used during the  
14   scheduled campus closure will be available for employee use in accordance with Article  
15   8.4.

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

19   The earning of compensatory time for December closure may not be designated by the  
20   employee as overtime compensation. Employees are expected to use any earned  
21   compensatory time, under this agreement, before June 30, 2026.

22                   **Overtime-Exempt Employee Exchange Time**

23   Beginning July 1 until November 30, 2025, the College agrees that overtime-exempt  
24   classified employees will be offered the opportunity to work specific employer-designated  
25   additional hours to earn “exchange time” equivalent to the time needed to offset the 4-day  
26   period of winter campus closure in accordance with Article 7.9.E.

1    **Use of Paid and Unpaid Leave**

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

5    **Holiday Pay**

6    Article 10.3 applies. All employees must use some form of paid leave on their regularly  
7    scheduled workday preceding the holiday to be eligible for December 25, 2025, holiday  
8    pay.

9    **Special Circumstances**

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

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

18   **Notification**

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

1    **Precedence**

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

3    The provisions contained in this MOU become effective on July 1, 2025, and expire June 30,  
4    2026.

5    *An electronic signature to this MOU shall be given effect as if it were an original signature.*

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For the Employer:

For the Union:

Patricia Foshaug

Richard Becker

Patricia Foshaug,  
Labor Negotiator,  
OFM/SHR Labor Relations &  
Compensation Policy Section

Richard Becker,  
Labor Advocate  
Washington Federation of State  
Employees, Council 28

Date: 7/08/2025

Date: 06-13-2025

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For the College:

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Jack Kahn, Shoreline  
Community College  
President

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Date: July 7, 2025