

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

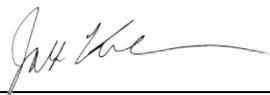
Date: 7/08/2025

Date: 06-13-2025

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For the College: 9

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Jack Kahn, Shoreline
Community College 12
President

Date: July 7, 2025 13