K. MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF WASHINGTON, SHORELINE COMMUNITY COLLEGE AND WASHINGTON FEDERATION OF STATE EMPLOYEES

Winter Break 2026 Campus Closure

Closure Dates: December 21, 22, 23, and 24, 2026

Overtime-Eligible Employee Compensatory Time

Beginning July 1 until November 30, 2026, 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 December 21, 22, 23, and 24, 2026. 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, 2027.

Overtime-Exempt Employee Exchange Time

Beginning July 1 until November 30, 2026, the College agrees that overtime-exempt classified employees will be offered the opportunity to work specific employer-designated additional hours to earn "exchange time" equivalent to the time needed to offset the 4-day period of winter campus closure in accordance with Article 7.9.E.

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 25, 2026, 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.

The provisions contained in this MOU become effective on July 1, 2026, and expire June 30, 2027.

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

For the Employer:

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

Date:
6/25/2026

For the Union:

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

Date:
6/17/2026

For the College:

/s/
Jack Kahn, Shoreline
Community College
President

Date:
6/22/2026