

Memorandum of Understanding

**between
Mercer Island Education Association (“MIEA”)
and
Mercer Island School District (“District”)**

**Concerning Classified Conversion of Personal Leave
MISD Classified Collective Bargaining Agreement (2017-2019) (“CBA”)**

This Memorandum of Understanding (“MOU”) reflects an agreement between the MIEA and District (together, the “Parties”) to amend the CBA to address how and under what circumstances classified employees may receive payment for unused personal leave and to clarify that classified employees need not complete Classified Personal Leave Form (Appendix A) to roll over up to three (3) days of unused personal leave.

CBA Article VI § 1(B)(2) provides in pertinent part that classified employees may exchange up to three unused personal days each year for pay by

Submit[ting] a timecard for up to three (3) days for additional work at the employee’s current hourly rate.

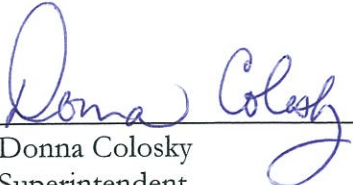
It was the intent of the Parties that classified employees have the opportunity to exchange up to three unused personal days for compensation at that employee’s current hourly rate without working additional hours. Going forward, this will be District’s practice.

CBA Article VI § 1(B)(2) is hereby amended to read:


Submitting Classified Personal Leave Form (Appendix A) for up to three (3) personal days to be paid at the employee’s current hourly rate.

The Classified Personal Leave Form (Appendix A), which was errantly omitted from the CBA, is attached and accepted by the Parties. Under this MOU, classified employees no longer need to submit the Classified Personal Leave Form (Appendix A) to roll over up to three (3) days of personal leave to the next academic year. This will be done automatically by the District’s payroll department.


The Parties agree that no other provision of the CBA is amended by this MOU.




Donna Colosky
Superintendent



Date



Mark Shafer
MIEA President



Date



Mercer Island School District No. 400

Classified Personal Leave Form

Three (3) days of personal leave may be used each year. Unused personal leave hours up to three (3) days will automatically roll forward to the next academic year. Alternatively, a classified employee may submit this completed form to receive compensation for up to three (3) days **at that employee's current hourly rate of pay.**

Personal leave balances can be found on the monthly paystub or online via Employee Access.

Employee Name: _____

District Work Location: _____

NOTE: All unused personal leave end balances up to three (3) days will automatically roll forward to the next academic year.

Request:

I, _____, request that I be compensated for _____ number of personal
Employee Name *Hours*
leave hours. I understand and agree that my personal leave hour balance will be reduced by this amount.

Payment for personal leave hours requested using this form will be included in the August payroll warrant.

Employee Signature

Supervisor Approval

Date

Date

Return this form to the Payroll Office by June 30th

mss
DC