

**Letter of Agreement
by and between
Woodland School District No. 404
and**

Service Employees International Union Local 925

Whereas, when road conditions or other exigent circumstances require the cancellation or delay of the start of school; and,

Whereas, individual circumstances may limit or prohibit the safe and timely arrival of full-time staff (custodial, maintenance, technologists) to their work locations; and,

Whereas, Staff who are unable to report may not have available to utilize, or may not wish to utilize appropriate forms of paid leave when they miss work hours due to the aforementioned causes; and,

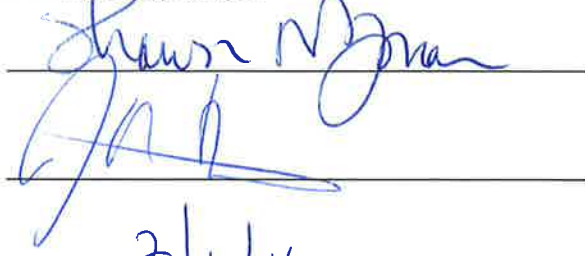
Whereas, the safety and wellbeing of staff is of paramount importance; now therefore,

Be it agreed, Staff who arrive late or cannot attend due to delayed start or cancellation of school may, in consultation with their immediate supervisor, make up lost time under the following conditions and limitations:

- 1) Employees must contact their immediate supervisor when they cannot arrive to work in a safe and timely fashion.
- 2) Employees may, in cooperation with their supervisor, make up lost work time by:
 - a. extending shifts in the remainder of the current work week,
 - b. or adding shifts on non-worked days within the same work week
 - c. extending shifts or adding days in workweeks that contain a paid holiday
- 3) Supervisors cannot compel employees to make up time. Employees may, at their discretion take an appropriate paid leave (emergency, personal, vacation) or request leave without pay.
- 4) Under no circumstances shall an employee use make up time when it would cause them to work more than 40 hours in a given work week.
- 5) In using make up time the employee agrees to waive overtime pay as defined in Section §13.5.2 and §15.4.5.
- 6) For purposes of this agreement the work week is defined as Monday 12:01am through midnight the following Sunday.
- 7) Make up time will be documented on appropriate form and signed by employee and supervisor.

This agreement shall sunset with the expiration of the current collective bargaining agreement.

For the Association:



Date: _____

2/1/16

For the District:



Date: _____

Feb 1, 2016